

F.No. NIHFW/WS/14-2/2014
 NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
 Baba Gang Nath Marg, Munirka, New Delhi-110067

Dated: 25.05.2016

Sealed tenders are invited from eligible contractors, in connection with the outsourcing of the following services for National Institute of Health and Family Welfare:-

S.N.	Tender number	Name of the service	Estimated Cost in Rs.	Period of Contract	Earnest Money in Rs.	Cost of Tender Form	Date and time of Pre Bid Meeting	Date of commencement of sale of Tender Form	Last date for sale of Tender Form	Last date of submission of tender	Date and time for opening of tender
1	2	3	4	5	6	7	8	9	10	11	12
1	NIHFW/ WS/14-2/ 2014	Annual Contract for Horticulture Services	30,00,000/- per annum	One year	70,000/-	Rs. 500/-	31.05.2016 at 3 PM	31.05.2016	15.06.2016	17.06.2016 By 3 PM	17.06.2016 By 3.30 PM

- The Tender Notice and other details may also be seen and downloaded from website www.nihfw.org
- The Tender document may be purchased from Account Section, NIHFW by making payment in cash or by a Demand Draft drawn in favour of Director, NIHFW on any working day during the period mentioned above, between **10.30 AM to 4.30 PM**. The Tender Document may also be downloaded from the website of the Institute.
- The tender forms can be downloaded from the website of the Institute even before the date of commencement of the sale of the tender form. Similarly the tender form can be downloaded from the website after the last date for sale of the form, mentioned above, but well before the time of submission of the tender.

DIRECTOR, NIHFW



TENDER DOCUMENT No. NIHFW/WS/14-2/2014
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Munirka, New Delhi -110067

SUBJECT: Tender for annual contract of Horticulture Services in NIHFW Campus.

Earnest Money Deposit : Rs. 70,000/- (Rupees Seventy thousand only)

{The EMD must be enclosed with the Tender in form of Demand Draft or Banker's cheque of any Scheduled Bank in favour of Director, NIHFW payable at New Delhi}

Cost of Tender Document: Rs.500/- in the form of Cash. (In case a bidder is using the tender document downloaded from the Institute's website, a demand draft for Rs.500/- drawn in favour of Director, NIHFW, payable at New Delhi will be required to be submitted in addition to the demand draft for EMD.)

Details of the Earnest Money Deposit (EMD) and if applicable, the cost of the Tender Form.

Sr. No.	DD No.	Date	Amount (Rs.)	Drawn on Bank

Name of the Contractor/Agency with complete address and phone no.	
PAN No.	

Note :- All the interested bidders for the said contract are requested to attend in the pre bid meeting of the tender on 15.05.2016 at 3.00 PM in the Institute

Date of commencement of sale of Tender Form : 31.05.2016 from 10.30 A.M to 4.30 PM
Last date for sale of Tender Form : 15.6.2016 from 10.30 A.M to 4.30 PM
Last date for submission of Tender Form : 17.06.2016 by 3.00 PM
Date & Time for opening of Technical Bid : 17.6.2016 at 3.30 PM
Date & Time for opening of Financial Bid : Will be intimated to all eligible bidders, separately

(S.P.SINGH)
WORKSHOP & MAINTENANCE OFFICER

INSTRUCTIONS TO BIDDERS

I. INTRODUCTION

The National Institute of Health & Family Welfare (NIHFW) is an autonomous organization under the aegis of the Ministry of Health & Family Welfare, Govt. of India. The Institute Campus is located between DDA Flats, Munirka and Old JNU Campus, New Delhi.

II - TENDER DESCRIPTION, TERMS & CONDITIONS AND ELIGIBILITY CRITERIA

Two Bid Tenders (Technical Bid + Price Bid) are invited for annual contract of Horticulture Services in NIHFW Campus on behalf of the Director, NIHFW from eligible agencies, having experience in similar work. The agency shall fulfill the following:

(i) The bidder should be registered with concerned authorities of Labour Department under Contract Labour(R&A) Act 1970 and Delhi Works Contract Act (wherever applicable).

(ii) The agency should be registered with EPFO & ESIC and should have the valid registration certificates.

(iii) The agency should have Registration of Service Tax/Sales, Tax & TIN etc. and should have submitted the last tax return, on time.

(iv) In case of Company, Firm or Agency the PAN card has to be in the name of the Company, Firm or Agency. However in case of a sole proprietorship firm, the PAN card can either be in the name of the firm or its sole proprietor.

(v) Minimum average Annual turnover of agency should be minimum thirty lacs per year (Rs 30,00,000), **during the** last three financial years. The company must submit last 3 years income tax return along with tender document.

(vi) The company should have been in existence for more than three years and should have its registered office in Delhi or NCR only.

(viii) In case Horticulture agency is blacklisted by any government organisation, the tender will be liable to be rejected.

(ix) Self attested copy of valid Registration certificate registered under any incorporation/registrar office of Central Government/State Government/Union territory or any other authority established under Govt. rules.

(x) Technical bid will be submitted in the Performa for **Technical Bid**, given at **Annexure 'A'**.

(xi) **Price Bid** will be submitted in the Performa for Price Bid, given at **Annexure 'B'**

III. TENDER DOCUMENTS:

The Tender document comprises of:

- (i) Notice of Invitation of Tender
- (ii) Form of Technical Bid(Annexure-A)
- (iii) Form of Price Bid(Annexure-B)
- (iv) Terms and conditions
- (v) Form of Agreement(Annexure-II)
- (vi) Other Annexure

The bidder is expected to thoroughly examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document will be at the bidder's risk and may result in rejection of his bid.

IV. DURATION OF CONTRACT:

The contract will initially for **one** year and the Institute reserves the right to curtail or to extend the contract on the same rates and terms and conditions for such period as may be agreed to, **but not beyond three years** subject to satisfactory work performance. **However, the minimum wages will be revised as per orders of the Government from time to time, but the contractor's profit will remain the same.**

V. JOB DESCRIPTION: The job description will be as under:

- (i) Maintenance of the existing lawns/parks/open areas.
- (ii) Maintenance & development of flower beds of various kinds.
- (iii) Maintenance & developing of Rose Gardens.
- (iv) Maintenance & shaping of Exotic plants.
- (v) Maintenance of flower pots (approximate 2000 Nos.)
- (vi) Maintenance & development of the Nursery.
- (vii) Maintaining & cutting of Hedges fortnightly.,
- (viii) Plantation of trees & special plants, seasonal flowers
- (ix) Development of 2 Rock Garden/Landscaping.
- (x) Development of new lawns/parks.
- (xi) Removal of dead leaves, shrubs & grass from roads, pavements & walk ways, roof top etc. fortnightly or earlier during rainy season.
- (xii) Development of potted plants on the row.
- (xiii) Rimming of existing trees as and when required.
- (xiv) Other Miscellaneous work.

VI. Scope of Work

The scope of work shall include the maintenance and upkeep of all the areas/places as specified hereunder but not limited to:

(i) Maintenance of Lawn Area:

- a. The maintenance of lawns includes, cutting, dressing, checking, and mowing of lawns. Further work includes weeding, trimming and pruning of grass. Manures, fertilizers, to be given and sprays of insecticides, pesticides, fungicides, weedicides will be provided at definite intervals.

- b. Sweeping and watering of lawns and other works related to horticulture as per needs from time to time
 - c. All the lawn areas have to be uniformly mowed at regular intervals (at least once in a month or as and when required).
 - d. It has to be ensured by the Contractor for making lawn area completely free from weeds, before beginning the mowing operation.
 - e. The grass cut have to be disposed of outside Institute campus at the Contractor's cost.
 - f. Fertilizers/ Chemicals (such as anti termites) supplied by the Institute have to be applied uniformly at the recommended dosage or as per the instructions to control diseases.
 - g. The grass has to be checked regularly in order to ensure that the lawn is completely free from insects, pests, termites, etc. which may harm the lawn.
 - h. Healthy growth of grass and plants needs to be ensured at all times.
 - i. Institute has already a well laid irrigation system covering the lawn areas in the Academic block. The watering is done either by sprinklers or by hose.
- (ii) **Planted Trees Upkeep:**
Planted trees include avenue trees and other trees newly planted within landscaped areas/along the road sides which need to be maintained properly.
- (iii) **Shrubs/Plants** (including those kept in the Institute's nursery): All shrubs/plants planted as part of landscape including plants in the nursery maintained in the Campus. The same is to be cut/pruned as and when required or directed by the Institute to the Supervisor.
- (iv) **Ground Covers** (including those kept in the Institute's nursery): All ground covers planted as part of landscape to be maintained and wherever decayed/withered away should be replaced with. The same is to be cut/pruned as and when required or directed by the Institutes authority to the Supervisor.
- (v) **Indoor Plants** (including those kept in the Institute's nursery): All indoor plants within academic buildings, residential blocks, Guest Houses etc (including those kept in the Institute's nursery) plants to be maintained and wherever decayed/ withered away should be replaced with.
- (vi) **Hedges along the road side/other areas:** Hedges along all the road sides of the Institute and those planted as part of landscape should be maintained and wherever decayed/withered away should be replaced with. The same is to be cut /pruned as and when required or directed by the Institute to the Supervisor.
- (vii) **Cleaning pebbles of moss, dust etc. spread over different locations:**
Cleaning pebbles of moss, dust etc. spread over different locations in the proximity of buildings.

- (viii) **Cutting and pruning of grass/weeds along three meter wide of all the road sides in the Campus:** The grass/weeds along both the sides of the road/steps in the campus should be cut and pruned at least once in a month. The cutting of the grass/weeds of the area should be up to 2 to 3 meter wide from both the sides of step/road and/or drain/hedges sides. It should be up to 7-10 meters into the inner side of hairpin curves of the road.
- (ix) **Trimming of branches of trees as required:** The branches of trees are required to be trimmed at times/as and when required at the following areas as per the instructions of the Institutes authority
- a. Along all the road sides of the Campus which hinder free vehicle traffic.
 - b. Which are leaned over the buildings to prevent creepers/ snakes entering the building?
 - c. Which hinder the line of sight of antennas placed at various building premises/residential hill areas.
- (x) **Pathways in the Lawn Areas:** All concrete pavements in the academic lawn areas should be maintained in such a way that no vegetation should be grown over the precast concrete interlocking pavers. However, grass pavers should be having grass duly cut/pruned along with the lawns.
- (xi) **Potted Plants:** All the potted plants in the Campus area including those in the nursery are to be maintained. Damaged or broken pots need to be replaced with similar item by the contractor. Watering, murmuring, keeping proper eight/symmetry of the plants in the pot, re-potting of plants will be required. The pots should be neatly painted in red snocem colour at least once in three months or on important occasions such as annual convocation, valedictory function, visit of ministers/dignitaries as instructed by the representatives of the Institute to the Supervisor.
- (xii) **Maintenance of Building Surrounding Areas:**
- (a) All surrounding areas of the existing/under construction buildings of the Institute Campus will be cleared off/rooted out of grass/weeds upto three meter width from the base of buildings at all times.
 - (b) In addition, the following areas of the Institute Campus should be cleared off grass/weeds at all times :-
 - (1) Upper side of the circular road of Academic block.
 - (2) Surrounding areas upto 10 meters/boundary wall of Institute
 - (3) Upper side of the circular road of Residential Area.
 - (4) Surrounding areas upto 10 meters/boundary wall of Guest House
- (xiii) **Maintenance of Drains along the Roads/other Areas.** Maintenance of open drainage to be done by the agency.
- (xiv) **Maintenance of Horticulture Nursery.** The contractor has to maintain the horticulture nursery and potted plants therein by doing all horticultural operations like weeding, hoeing, watering, mixing of manure and fertilizer including application of plant tool, spraying of insecticides, pesticides, fungicides, etc and preparation of seedlings by sowing of seeds, bulbs, rhizomes, cuttings, grafting, layering, gootying, etc and plantation of seedlings

in pots and shifting of potted plants as and when required for replacement at various places in the Campus or as instructed by the representative of the Institute.

- (xv) **Miscellaneous:** (a) All other landscaping maintenance works which are not specifically mentioned in the tender document but are relevant as per the standard horticultural practices shall be carried out as instructed by the Institute to the Supervisor.

(b) All the landscaped areas have to be kept clean from dried & decayed materials and other unwanted materials.

(c) The landscaped areas should be kept free from weeds, wild grasses other unwanted growth and other foreign growths by rooting them out.

(d) The scope of work enumerated above is not exhaustive but indicative.

- (xvi) Following are the tentative description of the work:

Sl. No.	Description of workload	Qty. (Approx.)	Unit
(a)	Maintenance of lawns/parks of permanent office accommodation	3.0	Acre
(b)	Maintenance of parks in Residential flats	2.00	Acre
(c)	Maintenance of open space/lawns	4.00	Acre
(d)	Maintenance of hedge	4000	Rm
(e)	Maintenance of potted plants	1000	Nos.
(f)	Maintenance of trees below 4 years	500	Nos.
(g)	Maintenance of trees over 4 years	1200	Nos.
(h)	Removal of Malwa/Scrap/Leaves of Trees etc. as per the actual basis	8 Trips per month	Per Truck (200 CFT)

(xvii) Technical specification for Horticulture Work

(a) General

Type of grasses planted in the lawn areas: Approximate area 3.0 acres

- Carpet grass

(b) Plant categories

- (1) Trees (2) Shrubs (3) Flowering Plants

(4) Foliage/Ornamental Plants (5) Aquatic Plants (6) Ground Covers

(xviii) Types of Hedge to be planted

(xix) Variety of seasonal Flowers

(xx) Types of flower beds in lawns

VII. MINIMUM TOOLS AND EQUIPMENTS REQUIRED

Following minimum equipment will be required for horticulture work at NIHFW:

- (i) Powered Lawn Mower-2 Nos.
- (ii) Manual lawn mowers-2 Nos.
- (iii) Grass Cutters-4 Nos.
- (iv) Hedge Shears-5 Nos. (2 Nos. powered & 3 Nos. manual operated)
- (v) Scoffer-8 Nos.
- (vi) Khurpi-18 Nos.
- (vii) Spray Pumps-4 Nos (minimum) with electric make of 4 HP.
- (viii) Baskets-10 Nos.
- (ix) Patti-10 Nos.
- (x) Engine operating grass cutting machine – 2 Nos.
- (xi) Water motor pumps of 2 HP – 2 Nos (with the two set of water pipe & sprinklers)
- (xii) Rikshaw for garbage- 2 Nos.
- (xiii) Water piped for watering purpose

Any other equipment need to be arranged by the agency as per requirement from time to time as per Instructions of Workshop and Maintenance Officer.

VIII. SPECIAL TENDER TERMS AND CONDITIONS

- (i) The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
- (ii) The contractor shall abide by and comply with all the relevant laws and statutory requirements like Minimum Wages Act, Payment of Wages Act, Contract Labour (Regulation & Abolition) Act, 1970, EPF Act etc. with regard to the personnel engaged by him for providing the services in question. It will be the responsibility of the contractor to provide details of manpower deployed by him, to the institute and the authorities prescribed in the relevant laws and Rules. Relevant forms of EPF for each worker will have to be submitted to the Institute for information.
- (iii) The tenderer shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same.
- (iv) The tenderer shall be responsible for the conduct and behaviour of its workers employed by the agency.
- (v) The NIHFW shall have the right, to have any person removed who is considered unacceptable due to the reasons of security, efficiency etc..

Similarly contractor reserves the right to change the staff with prior intimation to the Institute.

- (vi) The Institute shall not be responsible for any compensation, which may be required to be paid to the worker(s) of the tenderer consequent upon any injury/mishap.
- (vii) The earnest money of the tenderers whose tender are not accepted will be refunded after the tender has been finalised.
- (viii) **The earnest money of the successful tenderer will be refunded after the bank guarantee is furnished. The successful bidder will have to furnish bank guarantee/Demand Draft/FDR of an amount of Rs. 3,60,000/- (Rupees Three lacs sixty thousand) with validity of sixty days beyond the date of contract period.**
- (ix) The successful tenderer will have to sign an agreement with the Institute on a non-judicial stamp paper of **Rs. 100/-** before taking over the contract.
- (x) The Supervisors shall be paid wages applicable to Semi-Skilled category. Workers will be paid wages applicable to Unskilled category.
- (xi) **DIRECTOR, NIHFV RESERVES THE RIGHT TO ACCEPT OR REJECT ANY/ALL TENDER(S) WITHOUT ASSIGNING ANY REASON.**
- (xii) Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of the bid, in addition to other punitive measures.
- (xiii) On termination/expiry of the contract, the Horticulture Agency will immediately remove all its personnel from the premises of the NIHFV and handover premises to the designated officer of the Institute as per norms.
- (xiv) If it becomes necessary to effect any amendments/ additions/ deletions to the terms and conditions, the same shall be published on the website of the Institute, before the expiry of the deadline of the tender.
- (xv) The agency shall deploy 18 workers & 1 supervisor from Monday to Saturday and 4 workers and 1 supervisor on Sunday. This number may change as per requirement of the Institute.
- (p) The officers authorised by Director, including Director himself/herself, will conduct surprise checks. If any deficiencies/violations of the terms and conditions are noted during the surprise checks, a penalty of Rs. 2,000/- per day (the day of surprise check) shall be imposed on the contractor. If deficiencies/violations are noted for more than three occasions, the contract shall be liable to be terminated.

IX. DUTIES & RESPONSIBILITIES AND RELATED ISSUES

- (i) The Agency will indemnify the property of the Institute against theft, loss, pilferage and fire from the areas entrusted to its control and shall be responsible for all such losses

- (ii) Daily list of Supervisors and Workers on duty should be provided to the Institute (Workshop & Maintenance Section).
- (iii) The Institute reserves the right to increase or decrease the number of Horticulture workers deployed as per need, without assigning any reasons. The contractor shall be under obligation to provide the additional manpower.
- (iv) Changing of Supervisor/Workers should be intimated in writing to the Dy. Director (Admn) /WMO in advance. The non-compliance will invite a penalty of Rs. 2000(two thousand only) on each occasion. In the event of frequent non-compliance, the Institute shall be at liberty to terminate the contract.

X. PAYMENT CONDITIONS

(i) The bidder/contractor shall make the payment to its employees as per the minimum wages act in force in the National Capital Territory of Delhi from time to time. The payment to contractual employees shall have to be made by cheque in the presence of the Institute's representative.

The payment to the contractual employees should be made by ECS/Account Payee Cheque or cash by the 7th day of the month, following the month for which wages are to be paid. In case of payment made in Account payee cheque/cash, the payment will be disbursed to the workers in presence of representative of Institute. The payment of statutory contributions like EPF and ESI should be made to the concerned authority within the prescribed time-limit. After making the payment to the contractual employees, the contractor shall submit the bill to WMO of NIHFV latest by the 10th day of the month following the month for which wages are paid alongwith the details in **Annexure C**. The Institute shall make payment to the contractor as far as possible within fifteen days of the receipt of the bill complete in all respects. If the contractor fails to make the payment by the date mentioned here, the Institute shall be at liberty to make the payment to the workers on its own (including supervisors). In that case the Institute shall make deduction of the amount paid to the workers from the bill or other dues of the contractor.

(ii) It shall be the duty of the contractor to get EPF and ESI code number allotted to the employees and deposit the employees' contribution alongwith the employer's contribution within the prescribed time limit. If the contractor fails to remit employee/employer's contribution towards EPF and ESI within the stipulated time, the Institute shall be at liberty to cancel the contract.

(iii) If any penalty is imposed on the Institute or its officer(s) or the Institute is directed to make any payment, by any Govt. authority including the Labour Authorities, due to non-compliance by the contractor with any provisions of the law, the amount of the penalty shall be recovered from the bills, EMD and/or performance security submitted by the contractor. The contractor shall also be under obligation to pay to the Institute the amount paid by the Institute due to violation of laws/rules by the contractor, within 15 days of the receipt of communication of the Institute demanding the payment.

(iv) The agency shall submit to the Institute copies of returns submitted to the ESIC/EPFO from time to time.

(v) If as a result of post audit any overpayment is detected to the contractor, it shall be recovered by the Institute from the bills, EMD and/or performance security. etc. . The contractor shall also be under obligation to refund to the Institute any amount received

from the Institute, which is found to be an overpayment, by the audit, within 15 days of the receipt of communication of the Institute demanding the refund.

(vi) The successful bidder will be required to submit the details of ESI, EPF and police verification of the workers deployed by them, within two months from date of award of the tender. Police Verification of the workers will be the sole responsibility of the agency.

(vii) The Institute will deduct T.D.S. from the monthly payment made to the agency as per rules.

XI PROCEDURE OF TENDER SUBMISSION

- (i) **The bidder should complete the technical bid in Annexure A and attach the prescribed documents. All these documents may be kept in a sealed envelope superscribed Technical Bid. The price bid may be kept inside another sealed envelope superscribed 'Price Bid'. Both the envelopes should be kept inside a bigger sealed envelope and should be dropped in the Tender box kept at reception of Administrative Block of NIHF, Munirka, New Delhi-67 latest by 3 PM on 21.05.2015. No tender will be accepted after the above date and time.**

Note:- Price bid submitted in other than the proforma of the tender document will be summarily rejected. No representation will be entertained in this regard.

- (ii) The Tender will be opened by the committee at **3.30 PM on 21.05.2015** in the presence of available bidder or their Representatives. The entry will be allowed only on display of valid I-card of the agency.
- (iii) Validity of the bid will be three months from the closing date of the tender.

XII. DISPUTE RESOLUTION

- (i) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorised representatives of both the parties. However, if the dispute is not resolved by joint discussion, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director, NIHF.
- (ii) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act, 1996, as amended from time to time.
- (iii) The cost of Arbitration shall be borne by the respective parties in equal proportion. During the pendency of the arbitration proceedings and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at NIHF, New Delhi only.

XIII. JURISDICTION OF COURT

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of the agreement between the parties.

XI. BRIEFING TO SUCCESSFUL BIDDER

On acceptance of the offer, the contractor will be invited for detailed briefing by the Dy. Director (Admn.) and Workshop & Maintenance Officer to take over charge from the previous agency.

XII. SELECTION OF THE AGENCY FOR ANNUAL CONTRACT OF HORTICULTURE SERVICES IN NIHFW CAMPUS.

- (i) While selecting the contractor, due consideration will be given to Work experience Certificates and Site visit report submitted by the Committee constituted by the Director.
- (ii) **The final selection of the agency would be made after taking into account all relevant factors like past performance, credentials, responsible business practices, competency to execute such contracts, credentials of fulfillment of provisions of labour laws with past contract and other terms and conditions specified in the Tender Document. Mere Lowest rate is not the sole criterion of selection. National Institute of Health and Family Welfare, New Delhi is not bound to accept the lowest rate(s).**
- (iii) **The Institute will appreciate if a bidder proposes to charge a reasonable sum as service charges. But the non-payment of prescribed minimum wages and the statutory dues is not acceptable to the Institute. The firms which do not believe in paying the prescribed minimum wages to employees and complying with the statutory requirements like the payment of EPF/ESI contribution etc. need not submit tender.**
- (iv) **Tender submitted by the bidders will be examined by the Institutes Technical Evaluation Committee. Further Site visit committee of the Institute will visit the present site of technically qualified bidders. Price bids will be opened of only those bidders whose present site of the contract will be found satisfactory by the site visit committee of the Institute.**

CHECK-LIST (TECHNICAL BID)
SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl. No	Description of requirement	Yes/No	Page No.
1	Self Attested Copy of Valid Licence No. under Contract Labour (R&A Act 1970)	Yes/No	
2	Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA	Yes/No	
3	Registration certificate of provident fund commissioner enclosed PF registration code allotted by the Regional Provident Fund Commissioner, Govt. of NCT of Delhi	Yes/No	
4	Copy of Registration certificate/allotment letter of service tax number	Yes/No	
5	Copy of Registration Certificate/allotment letter PAN from Income Tax Department	Yes/No	
6	Registration certificate of ESI enclosed	Yes/No	
7	Proforma containing details of other organization where such contracts were/are undertaken (attach supportive documents)	Yes/No	
8	DD of Rs. 70000/- as EMD	Yes/No	
9	Price bid proforma completed & sealed in separate envelope	Yes/No	
10	List of Arbitration cases (if applicable) Do not leave it blank. If there are no such cases, write "Not Applicable".	Yes/No/Not Applicable	
11	Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for deployment at CL	Yes/No	
12	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	Yes/No	
13	Copy of last income tax return	Yes/No	
14	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contracts.	Yes/No	
15	Office address is NCT of Delhi	Yes/No	
16	At least two currently valid contracts for similar work	Yes/No	

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

- Encls: 1. DD/Pay Order No.....
2. Terms & Conditions (each page must be signed and sealed)
3. Financial Bid.

(Signature of Tenderer with seal)

Name _____
Seal _____

Office Address: _____
Phone No. (O) _____

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of anyof the information above may render the bid to rejected

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NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
 Baba Gang Nath Marg, Munirka, New Delhi-110 067

Details of other organizations where such contracts undertaken during last three years (enclose supporting documents).

Sl. No.	Name & Address of the organization, contact No.	No. of personnel supplied. Period of contract	Whether Govt./Semi Govt./Autonomous body/PSU/Private. (please specify)	Amount of contract

Reason for termination (if any)

- 1.
- 2.
- 3.

Signature of the authorized representative of the Bidder

**Pro- forma of PRICE BID for contract of Horticulture Services to be provide to
National Institute of Health and Family Welfare**

1	Wages to workers(Unskilled-18) and Supervisors (SemiSkilled-1)	As per the minimum wages prescribed for NCT of Delhi from time to time.
2	Employer's Contribution towards EPF and ESIC	As prescribed by the Govt. from time to time
3	Service Tax	NIL (as the Horticulture services is not covered under Service Tax)
4	Bonus	As prescribed in the relevant law
5	Cost of Uniforms (winter + summer) per person per month (in rupees)	
6	Contractor's Service Charge per month (in rupees)	
7	Total cost of material as per 'Annexure D' below	
8	Charges for the deployment of of Horticulture tools as mentioned at Sr. No. t of IV of tender document (in rupees)	

Signature of the authorized representative of Bidder

Name of the authorized representative of the bidder_____

Name and Address of the Bidder _____

Date:

Place:

AN AGREEMENT made on _____ day of _____ two thousand thirteen
BETWEEN

(hereinafter called the contractor, which expression shall include its proprietor, partners, heirs, executors, administrators, legal representatives, successors and assignees) of the one part AND the **NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE** (hereinafter called the Institute, which expression shall include its successors and assignees) of the other part.

Whereas the Institute had invited tenders outsourcing the Horticulture services; vide its Tender Document No. _____, which shall be deemed to be a part of this agreement;

Whereas the contractor submitted its tender dated _____, a copy of the price bid, submitted by the contractor, is annexed hereto as Annexure;

Whereas the Institute has accepted the tender submitted by the contractor, on the terms and conditions mentioned in the Institute's said Tender Document and conveyed its acceptance to the contractor; vide its letter No. _____ dated _____, which shall be deemed to be a part of this agreement;

Whereas the contractor is agreeable to the terms and conditions mentioned in the Institute's said tender document;

Whereas the contractor undertakes to comply with all relevant laws like Contract Labour (Regulation and Abolition) Act, 1970; Employees' State Insurance and Miscellaneous Provisions Act, 1952; Employees' State Insurance Act, 1948; Minimum Wages Act, 1948; Payment of Bonus Act, 1972; Payment of Wages Act, 1936; Income Tax Act etc. and to indemnify the Institute from the contractor's acts of omission or commission, as regards the compliance with the relevant laws;

Whereas the contractor declares that he/she/it shall own all responsibility for any act of omission or commission, as regards the compliance with the relevant laws;

AND WHEREAS the Institute is agreeable to make necessary payment to the Contractor, at the rates mentioned in the Annexure annexed hereto and as per the terms and conditions mentioned in the Institute's said Tender Document;

In WITNESS whereof Shri _____ (name), (designation), the authorized representative of the contractor, for and on behalf of the contractor, has hereunto set his hand and Dr. Jayanta K Das, Director for and on behalf of the Institute has hereunto set his hand.

(Signature of the authorized representative of the Contractor)
Name and designation of the contractor's representative

In the presence of

1

2

(Signature of witnesses with full name and full address)

(JAYANTA K DAS)

Director

for and on behalf of the Institute

In the presence of

1

2

(Signature of witnesses with full name and full address)

Annexure C

Details of employees to be furnished along with the bill

Wages for the month of _____

Sr. No.	Name of the employee	EPF No./ESI Code No	Monthly Wages	Employer's EPF contribution	Employer's ESI Contribution	Total
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						

Signature of the authorized representative of the contractor

Annexure D

Name of the work: Supply of Material required for Horticulture service in the Institute. However, the payment will be made to the agency as per actuals.

Sl.No.	Description	Unit	Qty (Approx.)	Rate(Rs)	Amount
1	Manure (Okla Khad/Gobar Khad),	Cum	5 Cum		
2	Good Earth	Cum	5 Cum		
	Fertiliser	kG	1		
	Fungicide	Ltr	1		
	Weedicide	Ltr	1		
3	Insecticides/pesticies	Ltr.	1		
4	Ant termite chemicals	Ltr.	1		
5	<u>Supply of flower bouquet, basket and malla etc.</u>				
	1. Good quality Flower	No.	1		
	2. Good quality Bouquet	No.	1		
	3. Good quality Basket	No.	1		
	4. Good quality Mala	No.	1		

SI.No.	Description	Unit	Qty (Approx.)	Rate(Rs)	Amount
	Planting material Seeds(Annual) for Winter session (Atleast 10-15 different varieties) Summer session (Atleast 10-15 different varieties) Rainy session (Atleast 10-15 different varieties) Sapling (Perennial shrubs) (Atleast 10-15 different varieties) Bulbs,Rhizomes,Corms etc	Pkts Pkts Sapling	1 1 1		
6.	1. Rose Plants of different colours (two feet height) 2. Gudhal plants of different colours(two feet height)	No No	1 1		
7.	Flower pot (Make-soil) A. 12 inch B.15 inch C. 20 inch D. 40 inch(Make-Cement)	No No No No	1 1 1 1		
8.	Carpet Grass (selection)	Square Feet	1		

SI.No.	Description	Unit	Qty (Approx.)	Rate(Rs)	Amount
9.	Palm Tree	No	1		
10.	Arica Palm	No	1		
11.	Hedge Plant CLERODENDRONE ENERMI	No	1		
12.	Hedge Plant DURANTA GOLDEN	No	1		
13	Hedge Plant MURRYA	No	1		
14	Removal of Malba/Scrap /Leaves of trees etc per truck (Standard Dumper size)	Standard Dumper	1		
Grand Total					

Signature of the authorized representative of the Bidder

Mobile No/Telephone No/Email id _____