

# TENDER DOCUMENT

Development & Maintenance of Lawns/ Parks & Herbal Garden  
AT  
Jamia Hamdard Campus  
(2018)



JAMIA HAMDARD  
HAMDARD, NAGAR  
NEW DELHI –110062

# TENDER NOTICE

**JAMIA HAMDARD**  
**(Hamdard University)**  
**HAMDARD NAGAR, NEW DELHI-62.**

Ref. No. JH/ES/263/2-18

Date: 03-05-2018

## **TENDER NOTICE FOR DEVELOPMENT & MAINTENANCE OF LAWNS/PARKS & HERBAL GARDEN AT JAMIA HAMDARD**

Sealed tenders are invited in two bid system from reputed & experienced horticulture agencies for Annual Rate Contract against Development & Maintenance of Lawns/Parks & Herbal Garden at Jamia Hamdard.

Preference can be given to agencies who have working experience in Maintenance of Lawns/ Parks in universities, colleges, Govt. buildings, corporate offices and hospitals etc.

The agency can download the tender document containing detail of work, tender cost, earnest money and terms & conditions from the university web site: [www.jamiahamdard.ac.in](http://www.jamiahamdard.ac.in) / [www.jamiahamdard.edu](http://www.jamiahamdard.edu). The last date for submission/drop the tender in tender box placed in purchase section is **24-05-18 up to 1.00 p.m.**

Jamia Hamdard reserves the right to accept or reject any or whole tender without any reason whatsoever.

**(S.S. Akhtar)**

REGISTRAR

**Ph. No. 011-26059688(12 lines) Extn.5373 Fax-26059663**

## **TENDER FORM FOR DEVELOPMENT & MAINTENANCE OF LAWNS/ PARKS & HERBAL GARDEN AT JAMIA HAMDARD**

Sealed tenders are hereby invited for Annual Rate Contract for **Development & Maintenance of Lawns/ Parks at Jamia Hamdard Campus**. The Terms & Conditions in respects of tenders are as under.

**The tender shall be in two bid systems.**

**(a) One Technical Bid:** Containing information regarding detail of firm, experience, business turn over and other details to judge the suitability of the tenderers. **(Annexure I)**

**(b) Second Financial Bid:** Containing of rates & amount. **(Annexure II)**

The Technical Bids will be opened on 24-05-18 **at 03:30 p.m.** by a committee in presence of interested tenderers/ representatives available at the time of opening. The competent authority of Jamia Hamdard may sent an authorize person or a team to conduct the visit of the work place of the tenderers to assess their suitability, as part of the Technical/Financial Bid.

The Financial bid shall be open only of those tenderer, who were found suitable by the committee appointed for the purpose on a date/time to be decided and communicated to such eligible bidders.

The non-following of the required procedure i.e. filling of rates and amount in word & figure, non depositing the earnest money and not submitting the required documents etc., will lead to rejection of the tender without assigning any reason. Jamia Hamdard reserves the right to reject any/all the tenders or divide in two bidders without assigning any reason.

**The bidder should submit the Technical Bid & Financial/Commercial Bid as per the attached (Annexure I & II) along with tender cost Rs. 1000/- (non refundable) & EMD of Rs. 50,000/- along with the technical Bid (Annexure I) in SEPARATE sealed envelopes Super-Scribing “Technical Bid/” and “Financial Bid” respectively. These two envelopes should be then put in an envelope and sealed properly and Super-Scribed “Development & Maintenance of Lawns/Parks & Herbal Garden at Jamia Hamdard Campus”.**

The tenders supported by all documentary evidences along with tender cost Rs. 1000/- (non refundable EMD **(Rs.50,000/-)** in the form of demand draft in favor of “REGISTRAR JAMIA HAMDARD” Payable at New Delhi.

**Tenders should be addressed to the Registrar Jamia Hamdard New Delhi -110062.**

The following information will be indicated on the Envelope cover.

- a) Tender for Development & Maintenance of Lawns/Parks & Herbal Garden at Jamia Hamdard Campus
- b) Name of Firm. \_\_\_\_\_
- c) No. of NIT. \_\_\_\_\_
- d) Clearly indicate the list of enclosures. \_\_\_\_\_
- e) Clearly indicate on the envelopes **“TECHNICAL BID” OR FINANCIAL BID.**

**General Description of Tender Notice  
for Development & Maintenance of Lawns/Parks & Herbal Garden at Jamia Hamdard Campus**

1. Tender for: Development & Maintenance of Lawns/Parks & Herbal Garden at Jamia Hamdard Campus.
2. Cost of tender: Rs. 1000/- only (Non Refundable)
3. Earnest Money: Rs. 50,000.00 only
4. Submission of tender: On or before 24-05-18 up to 1.00 p.m.
5. Opening of tender: On 24-05-18 at (3.30 p.m.)
6. Names, address of Firm/Agency and Telephone No.....
7. Registration of the Firm/Agency registered for exclusively Horticulture works .....
8. Name, Designation, Address and Telephone No..... of authorized person of firm /agency to deal with .....
9. Please specify as to whether tenderer is a sole proprietor/partnership firm/company name, address, phone number of the authorized person should be specified.  
(a)..... (b).....  
.....
10. Details of tender cost & earnest money deposit. ....  
.....  
a. Amount. (Rs. In words) .....
- b. Demand Draft Nos. ....in favor of "The Registrar Jamia Hamdard"
- c. Name of the issuing authority. .... New Delhi.
11. Memorandum in case of company and partnership deed in case of partnership firm to be provided.
12. *The tenderer must have minimum 5 years experience exclusively in Horticulture/Maintenance of Lawns/Parks & Herbal Garden in Govt. building & corporate buildings and have minimum one work of not less than of Rs. 25.00 lakhs (single/each job) of Maintenance of Lawns/Parks & Herbal Garden during last three years in Universities or Govt. organizations. For reference the copies of work order & successful completion of each contract/job be attached.*
13. Declaration by the contractor  

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

CONTRACTOR'S NAME & SIGNATURE

## **GENERAL TERM & CONDITIONS OF THE TENDER**

In Jamia Hamdard Campus approx. 21 lawns & parks require to maintain on consolidated basis and develop the new lawns & parks on sq.mt basis. The Terms & Conditions in respect of tenders are as under.

### **1. Lawns/Parks & Herbal Garden:**

Proper and satisfactory maintenance and up-keep of Lawns/Parks & Herbal Garden and landscaped the specified area including plants & trees etc. within the specified premises is the essence of the contract and no let down will be permitted. Failure to fulfil the condition of satisfactory maintenance will attract non-payment / reduced payment of price quoted on proportionate basis to be decided by the In-charge Horticulture or authorised person of Jamia Hamdard whose decision will final and binding. The contractor should deploy the minimum number of persons per day as specified.

Failure to deploy such stated labour will be considered as breach in contract. However, mere deployment of the specified labour shall not relive the contractor of his contractual obligations.

The maintenance of lawns/Parks & Herbal Garden includes cutting, dressing, checking, and mowing of lawns. Further work includes weeding, trimming and pruning of trees manures, fertilizers, sprays of insecticides, pesticides, and fungicides will be provided at definite intervals or as directed by In-charge Horticulture.

### **2. Filling of Tender:**

The Tenderers are strongly advised to inspect the Jamia Hamdard Lawns/Parks & Herbal Garden work and acquaint themselves with the site conditions and quantum of work including deployment of required man power, machines, tools & plants work involved etc. before tendering.

The bidder is expected to thoroughly examine all instructions, Forms, Terms & Conditions mentioned 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.

The tenderer should quote the rates & amount tendered by him/them in figure & as well as in words. The tenderer should take care that the rate and amount should be written in such a way that interpretation is not possible. Alterations unless legibly attested by tenderer, shall disqualify the tender.

*Attested copies of the Registration of the firm, license under Contract Labours Act, Provident Fund Account no., ESI No. and copies of the Income Tax Clearance Certificate, Copies of Satisfactory Performance Certificate issued by the concerned agency/ organizations.*

The tenderer with seal of agency/firm should sign every page of the tender as a confirmation of acceptance of the terms & conditions mentioned on each paper as this will be a part of agreement.

Tenders not confirming the prescribed requirements and non submission of required documents/ copies may be rejected and no correspondence thereof shall be entertained whatsoever. Any clarification in this regard will be given, if required, prior to submission of tender.

### **3. Proprietary of Tender:**

If the tender/quotation is made by or on behalf of a Company incorporated under the companies act it shall be signed by the Managing Director or by one of the Directors duly authorized on that behalf. If it is made by a partnership firm it shall be signed with the Co-partnership name by a member of the firm who shall sign his own name and give the name and address of each partner of their firm and attach copy of Power of Attorney with the

Tender authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.

The maintenance of Lawns/Parks & Herbal Garden shall be executed as per terms & conditions as entered in tender document and instruction of in-charge Horticulture issued time to time. Contractor is presumed to have studied the tender document & its specification, nothing extra will be paid in any manner except approved and specified.

**4. Validity period of Tender:**

The tender shall remain valid for acceptance for a period of 90 days from the date of opening of tender.

**5. Contract Period:**

The contract is likely for a period of one year extendable for further period subject to satisfactory performance. The period of the contract may be further extended after the completion of contract, provided the requirement of the Jamia Hamdard for augmenting its present manpower persists at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected tenderer/ agency or cessation of the requirement of work or due to any change in Jamia Hamdard policy/rules.

The competent authority of Jamia Hamdard, however, reserves the right to terminate this initial contract at any time after giving one week's notice to the selected tenderer/agency.

**6. Submission of Tender:**

Tender shall be addressed to The Registrar Jamia Hamdard, Hamdard Nagar New Delhi 110062. The tenderers may drop the tender in tender box placed in the purchase section within due date. While submitting a tender would be presume to have considered and accept all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.

**7. Inspection of Lawns/Parks & Herbal Garden**

The In-charge horticulture or authorized person appointed by the competent authority of Jamia Hamdard may inspect the Lawns/Parks & Herbal Garden to insure its proper maintenance. The contractor shall keep close liaising with the In-charge Horticulture and take feedback on quarterly basis in order to ensure smooth functioning of maintenance of Lawns/ Parks.

**8. Contractor's Rate**

The rate should be inclusive of all workers deployed for the proper maintenance of Lawns/Parks, their payments in accordance with the provisions of minimum wages act, labours laws and other standard provisions like P.F., ESI, Bonus, Gratuity, Leave, Uniform allowance etc. to his eligible workers. The Jamia Hamdard will not be liable to pay any extra amount whatsoever during contract period except approved and specified.

The workers deployed for maintaining of Lawns/Parks & Herbal Garden shall work under supervision, direction and overall administration of the contractor and the contractor shall be wholly responsible/ liable to pay them their wages, benefits viz. P.F., E. S. I, Bonus, Gratuity & Leave, and other due liabilities etc. to eligible personnel engaged and deployed. Jamia Hamdard shall not be responsible in any manner for which they are legally entitled.

## **9. Acceptance of Tender**

While selecting the contractor, due consideration will be given to work experience, 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. Jamia Hamdard is not bound to accept the lowest rate(s). The Jamia Hamdard 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.

Tender submitted by the bidders will be examined by the committee constituted for said purpose Further the committee can visit the site of contractor found technically qualified. Price bids will be opened of only those bidders whose present site of the contract will be found satisfactory by the site visit of the committee.

The competent authority of Jamia Hamdard reserves the right to accept & reject any or all the tenders without assigning any reason or cancel/add any part of the tender without effecting the existing terms & conditions of the contract.

Preference can be given to those contractors who have minimum 05 years experience of providing maintenance services of Lawns/Parks & Herbal Garden in University, Hostels & Hotels and also who use the latest machines for the work.

## **10. Commencement of Contract:**

The contractor shall commence the work within 6 days from the date of receipt of work order/Letter of Intent or as specified in the contract letter.

## **11. Contract Signing**

After acceptance of the tender, the tenderer shall sign the necessary agreement within 15 days of the intimation. Expenses for the agreement including cost of stamp papers etc. shall be borne by the contractor. In case of delay the 'Earnest Money' may be forfeited and the tender cancelled or the contract enforced as per terms of the tender and the tenderer shall thus be bound even though the formal agreement has not been executed and signed by the tenderer.

## **12. Security Money:**

The contractor shall deposit security money in favor of Jamia Hamdard for an amount of Rs.1,50,000/- only minimum or as decided by the competent authority of Jamia Hamdard either in cash or in the form of bank guarantee for the due performance of the contract, within 07 days from the date of contract. In the event of breach/ violation or contravention of any terms and conditions herein by the contractor, the security deposited shall be forfeited by Jamia Hamdard, in addition of any amount of penalty as decided by the competent authority of Jamia Hamdard shall be recoverable from security amount if not paid by the tenderer.

## **13. Refund of Security Money:**

The security money shall be returned after completion of successful contract without any interest.

## **14. Income Tax and Other Taxes:**

Statutory deduction of Income tax/ TDS, deduction of 0.25% JHRW and other taxes as per Govt. notification time to time shall be made from all payments made to contractor.

**15. Workers:**

The workers deployed at Jamia Hamdard shall be well versed in maintenance of Lawns/Parks & Garden, the contractor shall have to produce a list of workers deployed along with police verification and documentary proof i.e. Voter Card or Aadhar Card in support of identity.

Daily labour shall report 8.30 a.m. to 5.00 p.m. and take up the maintenance of Lawns/Parks & Herbal Garden work and reporting late shall attract the penalty of Rs.150/- per late attendance per each labour. Also a penalty will be levied @ Rs. 500/- per labour & Rs. 600/- per Supervisor for absenteeism of labour & mali respectively.

The contractor shall deploy the trained workers who totally capable to execute the job very carefully, if damage occurs, the contractor shall be liable for any liability, claim in respect of personal injury to or any misshaping / casualty of any person whomsoever arising out during the course of carrying out the maintenance of Lawns/Parks.

That the Contractor shall be solely responsible for any violation of provisions of the labour laws or any other statutory provisions and shall further keep the Jamia Hamdard indemnified from all acts of omission, fault, breaches and/ or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and/ or under the said Acts, rules/ regulations and/ or any bye-laws or rules framed under or any of these, the Jamia Hamdard shall be entitled to recover any of such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the Contractor's monthly payments.

The contractor shall maintain and update all records of labour employed for this work and produce the same to the In-charge horticulture regularly and any other Competent Authority as and when required. The following minimum records shall be maintained:

- (i) Muster roll.
- (ii) Register of Wages.
- (iii) Material Register (stating total receive, daily consumption and balance).
- (iv) Site Instruction Book.
- (v) Any other records to be maintained under various acts as applicable as directed by In-charge horticulture.

That the contractor shall at their own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered in Jamia Hamdard and shall comply with the statutory provisions of Contract Labour Act, Employees State Insurance Act; Workman's Compensation Act, Payment of Wages Act, Employees Provident fund Act or statues that may be applicable to them.

**16. Supervisor:**

The contractor must engage supervisor who shall always be present in the Jamia Hamdard to monitor the performance of the works of all personnel deputed for the work in Jamia Hamdard for maintenance of Lawns/Parks & Herbal Garden. The supervisor shall liaise with the In-charge horticulture for the satisfactory performance of the works. Contractor should provide mobile phone set to his supervisors who will be in touch with the In-charge horticulture. A daily list (attendance) of workers on duty should be provided to the In-charge horticulture.

**17. Age limit of Workers:**

That the contractor shall not engage or depute any worker below the age of 18 years in the laundry premises.



**18. Dismissal of Worker:**

The In-charge Horticulture or authorize person of competent authority of Jamia Hamdard shall have the right to ask the contractor/agency to remove any such person, who is not found to be competent and orderly not competent in discharging the satisfactory maintenance work or who may misconduct himself.

The Contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of Jamia Hamdard and ensure that no such person shall create any disruption/hindrance/ problem of any nature in Jamia Hamdard either explicitly or implicitly.

**19. Quality**

The contractor at his own cost will use approved quality grass, seasonal plants, trees, hedge and pipes for watering purpose to give a high quality of maintenance of Lawns/Parks. The In-charge Horticulture or authorize person of Jamia Hamdard has the right to check the maintenance of Lawns/Parks & Herbal Garden and use machines and ask to change any tree, plant seasonal flower etc. at any time.

**20. Machines & equipments:**

The contractor at his own cost will provide & use all latest machines, tractor, tractor trolley, water tanker, bush cutter machine, diesel operated grass cutting machines and other equipments/ accessories which may be necessary for proper maintenance of Lawns/Parks. The contractor must have the above machines which will remain in Jamia Hamdard in working conditions during contract period. The faulty machines & equipments/ accessories shall remove immediately from the Jamia Hamdard failing a suitable penalty as decided by the competent authority of Jamia Hamdard shall be charged from contractor's bill.

**21. Safe Storage of Machines & equipments:**

The contractor will be fully responsible for the safety of their workers, stocks, machines and equipment etc. Jamia Hamdard will not be responsible / liable for any damages caused to the contractor by any way including theft & damage, no such claim to compensate any such damages will be entertained by the Jamia Hamdard.

**22. Payments:**

The monthly bill relating to maintenance of Lawns/Parks & Herbal Garden shall be paid by the 10th day of each month by Jamia Hamdard duly certified by the In-Charge horticulture. Every amount paid to the contractor shall be subject to the deduction of tax at source including 0.25% JHEW and other taxes as applicable from time to time by Govt. of India. The contractor shall submit the monthly bill for due check by the In-charge horticulture or authorize person by the competent authority of Jamia Hamdard or as directed.

The payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Govt. (Govt of India) from time to time shall be payable by the Jamia Hamdard to the Contractor.

That the contractor shall submit the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at Jamia Hamdard in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so the amount claimed towards ESI & EPF contribution will be withheld till submission of required documents.

**23. Water & Electricity:**

The Jamia Hamdard will provide only the electricity & water (available in sump well/ETP well) required for the development/ maintenance the lawns/parks. The contractor will make his own arrangement at his own cost for transportation of water from the sump well/ETP well (near gate no. no. 2) up to allotted Lawns/Parks & Herbal Garden for development & maintenance.

**24. Damages/Compensation**

The contractor shall be responsible for any loss/theft/pilferage or damages to the properties belonging to Jamia Hamdard, caused by their employees/ staff negligence and will pay/compensate to Jamia Hamdard or allow the amount of loss sustained by the Jamia Hamdard, to be deducted from any such amount found due to the contractor.

**25. Penalty for under performance:**

If it is found that due to any reason (whatsoever it may be) on any day any area or part thereof is not covered as per the defined work, job and frequency and that less than approved number of labours have been deployed or any of the operation/function/duties in connection with the above works and corresponding jobs of providing labours in Jamia Hamdard is not done/discharged properly and satisfactorily to the satisfaction of the in charge Horticulture or refusal to do any work, the competent authority of Jamia Hamdard may get the work done by any other agency/ means at the cost of the contractor and the entire amount spent on this account shall be recovered from the contractor. In addition a penalty shall also be imposed on the contractor for this deficiency in service and violation of the tender terms and conditions @ 1% of the monthly contract value per day per violation. The work being of sensitive and most vital in nature it cannot be overlooked. Non supply of even one labour for duty shall be viewed very seriously and the penalty referred to above shall be imposed.

**26. Applicable Law:**

The contractor shall be responsible for all taxes, as may be levied on the maintenance services of Lawns/Parks & Herbal Garden and shall also responsible to obtain any license/permission from the concerned Govt. Department. The Jamia Hamdard will not be responsible/ liable for any penalty or charges levied by the Govt. Department.

**27. Subletting:**

The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner, if found subletting in any manner the contract will stand cancelled without prior notice.

**28. TERMINATION OF CONTRACT**

The Competent authority of Jamia Hamdard can terminate the contract at any time after serving two weeks' notice to the contractor if during the period of the contract the performance is not found satisfactory. The decision of the Competent authority of Jamia Hamdard shall be final and binding on the service provider in this regard.

Failure by the service provider to comply with any statutory requirements during the period of contracts shall result in termination of the contract and subsequent disqualification for participation in any future tender in the Jamia Hamdard. The contractor will not be allowed to leave the contract before one year failing which the performance security will be forfeited.

**29. Arbitration:**

In case of any dispute or difference, if remains unresolved, the matter shall be referred to the Sole Arbitrator appointed by the Vice Chancellor of Jamia Hamdard. The award of the arbitrator shall be final and binding on the parties. The jurisdiction shall be only at Delhi/New Delhi.

**CONTRACTORS SIGN & SEAL**

### **Schedule of Work**

Maintenance and up-keep of Lawns/Parks & Herbal Garden and landscape of specified area including all flowering plants, weeding, watering of lawns, uprooting wild growth plants, shrubs cutting & pruning/ trimming of trees etc. mulching, loosening the soil of flower beds and re-soiling works whenever and wherever necessary as directed by In-charge horticulture or his representative including, lawn mowing with lawn mower machine at least once in a three months or as directed, sweeping and keeping clean the lawn/park areas, clearing of dried up and fallen leaves and other foreign materials and keeping the whole Lawns/Parks & Herbal Garden in excellent condition including also to carrying out re-potting and de-potting of potted plants and shifting them periodically according to the requirement. The specified area of the park shall be developed by planting ornamental/ fruits bearing trees etc as directed by In-charge horticulture.

1. The flower beds need to be watered on daily basis or as required and have to be maintained in order i.e. clearing of wild growth.
2. Insecticides and pesticides will be sprayed in the flower beds and other trees/ hedges in lawn area at least once in a month or earlier as directed by In-charge Horticulture.
3. Mowing of lawns by lawn mowers once in a fortnight or earlier.
4. Weeding of flower beds from time to time at least once in fortnight or earlier as directed by In-charge Horticulture.
5. Transport of re-cycle water from sump well/ETP well (near gate no. 02), in order to watering the Lawns/Parks & Herbal Garden and flower beds area.
6. Spreading of manure and earth mixture in lawns at least one in a year and in flower beds at least twice in a year or as directed by In-charge Horticulture.
7. Seed seedling of flower beds for seasonal flowers at least twice in a year or as directed by In- charge Horticulture.
8. Maintenance of pots plants in nursery including shifting of pots plants, re-potting, watering and arranging of pots plants at designated places etc.
9. Sweeping and watering of lawns and other works related to horticulture as per needs from time to time as per requirement or as directed by In-charge Horticulture.
10. Weeding of wild growth / grass from plant or pits and intercultural.
11. Preparation of new flower beds / lawns and plantation of trees etc. as directed by In- charge Horticulture
12. Cutting of hedge at least twice in a month or as directed by In- charge Horticulture.
13. During day to day maintenance work, collection of waste materials will be collected in an environment friendly manner at designated place as approved & directed by In- charge Horticulture or dumping ground outside the campus or as directed by mechanical means such as Tractor-trolley or Truck at least once time in a month including loading and unloading.
14. Unwanted growth of grass / wild plants on along walls & plinth protection of the building will be rooted out as and when required or as per direction of In- charge Horticulture.
15. For development/maintenance of the Lawns/Parks & Herbal Garden will use standard approved quality of grass, plants, seasonal flowers and sprinklers in sufficient quantity fertilizer as approved by the In-charge Horticulture to maintain high standards of Lawn/parks & Herbal Garden and will also spray insecticide chemical against the protection of insects or as instructed.

16. The contractor will sow/grow the seasonal flowers, maintain the hedge of Lawns/Parks & Herbal Garden timely cutting of grass, timely weeding in a proper manner or as directed by the In-charge Horticulture. The contractor will remove and dispose off the cobweb, garbage, plants stems and other un-necessary items envisaged during day to day maintenance of Lawns/Parks & Herbal Garden as directed by the In-charge Horticulture within the campus by arranging own transport whichever will required for which the Jamia Hamdard shall make no extra payment.
17. Shrubs/Plants (including those kept in the Jamia Hamdard nursery): All shrubs/plants planted as part of landscape including plants in the nursery and in campus properly maintained as per direction of in-charge horticulture. The same is to be cut/ pruned as and when required or directed by the In-charge horticulture.
18. 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 In-charge horticulture.
19. All the potted plants in the nursery are to be maintained, damaged or broken pots need to be replaced with similar item by the contractor. Watering, murmuring, keeping properly the plants in the pot, re-potting of plants will be required. The pots should be neatly painted in red snowcem colour at least once in three months or on important occasions such as annual convocation, valedictory function and visit of dignitaries or as instructed by the In-charge horticulture. (The payment of new earthen pots and plants will be paid by the horticulture department on actual basis)
20. 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 In-charge horticulture.
21. All the casualties of plants during the period of contract shall be replaced by the contractor free of cost.
22. The contractor will make own arrangement against the trespassing and protection of plants & grass etc. during the development and up to hand over the park to In-charge Horticulture or his representative.
23. In case of emergency, the contractor shall arrange additional personnel for allocating any additional duty arising out as per the circumstances.
- 24. The maintenance of Lawns/Parks & Herbal Garden shall be executed on all 07 days of a week.**
25. The development of space in Parks/Lawns developed by the contractor, by removing of all vegetation, excavated the earth for proper leveling and sow the 1<sup>st</sup> class grass after due check of the In-charge Horticulture. If in the opinion of the In-charge Horticulture the leveling and other things are required to re-done, the contractor shall bound to do as per direction of the In-charge Horticulture.  
Jamia Hamdard shall only pay to contractor the approved & agreed amount of the work done properly and handover the space after fully developed grass and hedges with cutting and trimming in prepared park/lawn to In-charge Horticulture of the Jamia Hamdard.
26. 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 In-charge horticulture.

CONTRACTORS SIGN AND SEAL  
(As acceptance of the above term & condition)

## Minimum Requirement of Machines and Tools & Plants for Day to Day Horticulture Work

S.No.	Name of Machines and Tools/ Plants	Nos.
1.	Heavy Duty Tractor	1
2.	Tractor trolley	1
3.	Water Tanker	1
4.	Power lawn mower of 20"/24" size	2
5.	Manual lawn mower of 12"-14size	2
6.	Manual Trolley Rickshaw	1
7.	Spray Machine (for spraying of insecticide chemical)	1
8.	Water piped for watering purpose 25mm dia	500 mt
9.	Water motor pumps of 2 HP – 2 Nos (with the two set of water pipe & sprinklers)	
10.	Phawda / Spades with handle	8
11.	Hedge cutter of 16" size (2 Nos. powered & 2 Nos. manual operated)	4
12.	Plant cutter / Secateurs	2
13.	Tasla (steel made)	4
14.	Khurpa (in good condition)	10
15.	Water Cane	4
16.	Aari / Ripsaw	2
17.	Dab/ Wood Cutter	2
18.	Garden showrd / Grass cutting, Talwar with handle	10
19.	Datali / Garden rake with 6' long handle for collecting grass	4
20.	Gaiti with handle	2
21.	Axe with handle	2
22.	File (Reti) of required shape and size	2
23.	Ladder double fold(15 feet)	1

### Notes:

- The list, as mentioned above is not exhaustive/ comprehensive. Any other tools and or plants as required for the work can be called for upon by the In-charge Horticulture.
- The above listed tools must be in working condition at all times in Jamia Hamdard during currency of contract. During the course of inspection, any tool not found in working condition must be replaced/ repaired to be maintained the required quantity by the contractor within 3 days from the date of Inspection. If the contractor fails to do so, the recovery as per the following rates will be made from his monthly bill.  
S. Nos. 1 to 9 Rs.200/day and Rs. 15/day for S. Nos. 10 to 23
- The surprised inspection/checks may be conducted any time by In-charge horticulture at site store (which will be maintained by contractor) ensure the working condition of tools.
- The diesel/petrol required for the functioning and operation of power based equipments & tools is not provided by the contractor to his workers in time making such equipment non-functional for want of diesel/petrol.  
The Jamia Hamdard will provide the required quantity of diesel/petrol and the charges for the consumption of diesel/ petrol will be recovered from the monthly bill of contractor. In addition to the above, Rs.500/- per incident will also be recovered from the contractor's bill on a/c of such default.

## Annexure I

### PERFORMA FOR TECHNICAL BID

1.	Reference cost of tender document (Demand Draft amount of Rs. one thousand).	No.-----Date-----
2.	Reference of Ernest Money (Demand Draft amount of Rs. fifty thousand).	D.D. No. -----Date-----
3.	Registration of the Firm (enclosed the attested copy of registration Certificate)	No.-----Date----- From-----Date-----
4.	EPF Registration Certificate (Enclosed Attested copy of EPF Registration Certificate)	No.-----Date----- From-----Date-----
5.	ESI Registration Certificate (Enclosed Attested copy of ESI Registration Certificate )	No. -----Date----- From-----Date-----
6.	Permanent Account Number issued by the Income Tax Department (Enclosed attested copy of PAN)	No. -----Date----- From-----Date-----
7.	GST Registration Certificate (Enclosed attested copy)	No. -----Date----- From-----Date-----
8.	Turnover of last 3 financial years. ( Enclosed attested copies of balance sheet per year )	F.Y. 2017-18 ..... F.Y. 2016-17 ..... F.Y. 2015-16 .....
9.	Performance Certificates of Development & Maintenance of Lawns/Parks & Herbal Garden issued by the Managing Director/ authorities against the work executed or in working in Universities, Hotels or in corporate offices. (attached the copies)	From-----Date----- From-----Date----- From-----Date-----
10.	Proof of providing services of last 05 Year's experience and proof of at least one work of exclusively for Maintenance of Lawns/Parks & Herbal Garden minimum amounting Rs. 25.00 lakh or above per year. (Enclosed copies of work order & completion certificate of each work during last three years) at Universities, Hotels, corporate offices or in Govt. Organizations etc.	Name of organization From..... up to ..... 1..... 2..... 3..... 4.....

11.	Declaration of Machines and tools & plants as mentioned in the tender document to be used for maintenance of Lawns/Parks & Herbal Garden and keeping the same in Jamia Hamdard in working conditions.	
12.	Firm should have own nursery in Delhi/NCR. For storing of plants and prepare the new plants etc.	<p>.....</p> <p>.....</p>

CONTRACTORS SIGN AND SEAL



**FINANCIAL BID**

I.....Proprietor/Partner/authorized person of M/s..... understand the work and term & condition as entered in the tender document and see the Lawns/Parks & Herbal Garden for maintenance. I also bound himself/ themselves to abide the term & conditions as entered in the tender document.

The charges per month shall be for the complete **Maintenance of Park/Lawn & Herbal Garden at Jamia Hamdard Campus** which includes deployment of sufficient workers/malies, supervisor, payment of minimum wages with E.S.I., P.F., weekly off, all to eligible workers, & other terms & conditions as mentioned in the tender document, to maintain and developed the lawns/ parks of high quality or as directed, that includes all applicable taxes, disposal of garbage, all tools & plants, seasonal plants, fertilizers, medicines, sprinklers, grass cutting machines, flexible pipes for watering and other obligations under the law including the disposal of waste/ garbage at instructed place in campus.

I indemnified the Jamia Hamdard for all liability like workers payment, E.S.I. P.F., Bonus & compensation and other liabilities arises during the contract & in future. I also affirmed/understand that no extra payment shall be made on any account except approved and specified.

<b>S. No</b>	<b>Description of Park/Lawn</b>	<b>Qty. (in Sq.ft.)</b>	<b>Amount</b>
1	Lawns/Parks & Herbal Garden at School of Chemical & Life Science.		
i	Front Portion	40000.00	
ii	Right Side Lawn	9685.00	
iii	Back side of Chemistry Lab	7248.00	
iv	Admn block Back side lawn	4264.00	
v	Back Side lawn (big) at School of Chemical & Life Science	49575.00	
vi	Back side of Bio-Chemistry Department	10298.50	
2	Back side of store & School of nursing road side Lawn	6849.00	
3	Green Belt (Outside of Boundary wall)	27415.00	
4	Nano Building	31487.00	
5	School of Pharmaceutical Education and Research	39524.00	
6	Pro-Vice-Chancellor Residence	8575.00	
7	Herbal Garden	80904.00	
8	Horticulture Nursery	35540.00	
9	HIMSR Building	51319.28	

<b>S. No</b>	<b>Description of Park/Lawn</b>	<b>Qty. (in Sq.ft.)</b>	<b>Amount</b>
10	Left side lawn of School of Unani Medicine	26760.00	
11	Back side of lawn of Amul Canteen	55201.00	
12	A block Lawns	12057.00	
13	Lawns in-front of blocks C & D	42276.00	
14	Children park in between of block C & D	3297.25	
15	Lawn near Vice-chancellor Lodge (back side of block C)	44342.00	
16	Lawns of Hamdard Convention Centre	13382.00	
17	Lawns of HMS Library Lawns	68067.00	
18	Lawns of Hamdard Archive Research Centre	114630.00	
18	Lawn of Rehabilitation Centre (near Rabia Masjid)	4420.00	
20	Lawns at Hakeem's Sb. Tomb	19360.00	
21	Lawns of Vice-Chancellor Lodge	14181.67	
22	Lawns of Chancellor Lodge	14628.16	
23	Side Lawn near HCC & Electrical Sub Station	28247.31	
24	Lawns of Scholar House	25304.88	
25	Lawns of Anna-Marry Girls Hostel	8552.00	
26	Lawns of Ibn-Sina Girls Hostel	6180.75	
27	Lawns of JLN Boys Hostel	17120.00	
28	Back side Lawn of Ibn-Batoota Boys Hostel	2328.00	
	Total Area	791386.69	
	Total amount in words		

S. No	Description of Park/Lawn	Qty.	Unit	Rate
29	<b>A. Rates only:</b> For the Development/ making of new lawn/park at available space. (with grass, hedges, & other term & conditions as mentioned the above tender document etc. complete)	1.00	Sqft	
30	Supplying & plantation of enermi plant for hedges.	1.00	Each	
31	Shifting of good earth with in campus 200cft	1.00	Trip	
32	<b>B. Rates only:</b> For hiring of tractor trolley with driver by the Jamia Hamdard for transportation of equipments, tables & chairs etc. within Jamia Hamdard campus.	1.00	One Day	
33	Supplying & fixing of SFRC tree guards at campus	1.00	Sqft	

To be filled by contractor

Minimum Malies/ workers shall be throughout in the month .....

Minimum Supervisor shall be throughout in the month .....

CONTRACTORS SIGN AND SEAL

**Letter along with Financial Bid**

To  
The Registrar,  
Jamia Hamdard,  
Hamdard Nagar, New Delhi - 110062

Sub: To provide the **Maintenance of Park/Lawn at Jamia Hamdard Campus.**

Dear Sir,

I/We hereby submit tender for award of contract to provide **Maintenance of Park/Lawn & Herbal Garden** in Jamia Hamdard on each and every day from 8.00 A.M. to 5.00 P.M. with one hour lunch break during the contract period.

I/We also undertake to engage minimum ..... nos. workers and supervisor .....nos. for this work during the entire period of contract and provide additional manpower according to work to finish the work in due time without any extra charge. I/We quote Rs. \_\_\_\_\_(amount in figure)

Rs. \_\_\_\_\_(amount in words) **PER MONTH** for providing **Maintenance of Park/Lawn & Herbal Garden** in Jamia Hamdard.

The above quoted rates are inclusive of all expenditures to be incurred by me / us **on men, material, tools, equipment and machinery etc. and inclusive of all applicable taxes** for the fulfilment of the terms and conditions of the contract.

I/We have thoroughly read & understood the terms and conditions of the tender and accept the same.

Yours faithfully,

Signature of tenderer  
or authorized signatory: \_\_\_\_\_

Name of tenderer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_