

# CENTRAL SERICULTURAL RESEARCH & TRAINING INSTITUTE

CENTRAL SILK BOARD,  
MINISTRY OF TEXTILES, GOVT. OF INDIA  
MANANDAVADI ROAD, SRIRAMPURA  
MYSORE - 570 008



## **TENDER DOCUMENT For Annual Maintenance of Gardens, Trees and Potted Plants at CSRTI, Srirampura, Mysore**

Tender document issued to : \_\_\_\_\_

Last date for submission of bids : *Upto 12 Noon on 25.06.2009*

Time & date of opening of bids : *At 3.00 P.M. on 25.06.2009*

*Earnest Money Deposit : Rs. 10,000 (Rs. Ten Thousands)*

Bidding Document cost : *Rs. 500/- (Non refundable)*

The tender document is non-transferable

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**CENTRAL SERICULTURAL RESEARCH & TRAINING INSTITUTE  
CENTRAL SILK BOARD  
SRIRAMPURA, MANANDAVADI ROAD  
MYSORE -570 008**

Advt.No. CSB/RTI/SED/Garden/2009-10/

Dated : 29.05.2009

**TENDER NOTICE**

**ANNUAL MAINTENANCE CONTRACT FOR HORTICULTURAL WORKS**

Sealed item rate tenders are invited in two parts bid system viz. Technical and Commercial bid separately from eligible and established contractors/agencies having experience of atleast four years in the field of horticultural and gardening works for the Annual Maintenance of Gardens, trees and potted plants in the campus of CSR&TI, Mysore.

The tender document can be obtained either from the Sericultural Engineering Division Office, on the above address from 1000 hrs and 1600 hrs on all working days in person on written request or can be downloaded from <http://www.csrtimys.res.in>. The tender document shall not be issued by post. The bidders may submit cost of Tender Documents by Demand Draft alongwith EMD in case of Tender Documents downloaded from Website. If the cost of Tender Document is not deposited in case of Tender Documents downloaded from website, such Tender will be summarily rejected. The details are given below:

Tender Reference	CSB/RTI/SED/Garden/2009-10/ Dated : 29.05.2009
Estimated cost of the Project	Rs. 5.00 lakhs (Rs. Five Lakhs) per annum
Cost of Tender	Rs.500/- (Non-Refunded) by a crossed Demand Draft in favour of the Director, CSR&TI Mysore.
Earnest Money Deposit (EMD)	Rs. 10,000/- (Rs. Ten Thousands) to be submitted along with the technical bid of tender by a crossed Demand Draft in favour of Director, CSR&TI , Mysore
Validity of the Tender	120 days from the date of opening
Last date & time for receipt of applications for issue of tender documents	Up to 4.00 pm on 23.6.2009
Last date, time and place for submission of sealed tender	At 12 noon on 25.6.2009 at Sericultural Engineering Division, CSRTI, Mysore

Technical offers will be opened at 3 pm on 25.6.2009 in presence of attending tenders who wish to be present. The Commercial offers/bids will be opened only if the tender is found technically eligible and fit based on their technical bids. Those short-listed bidders will be invited to be present for opening of the commercial offers/bids.

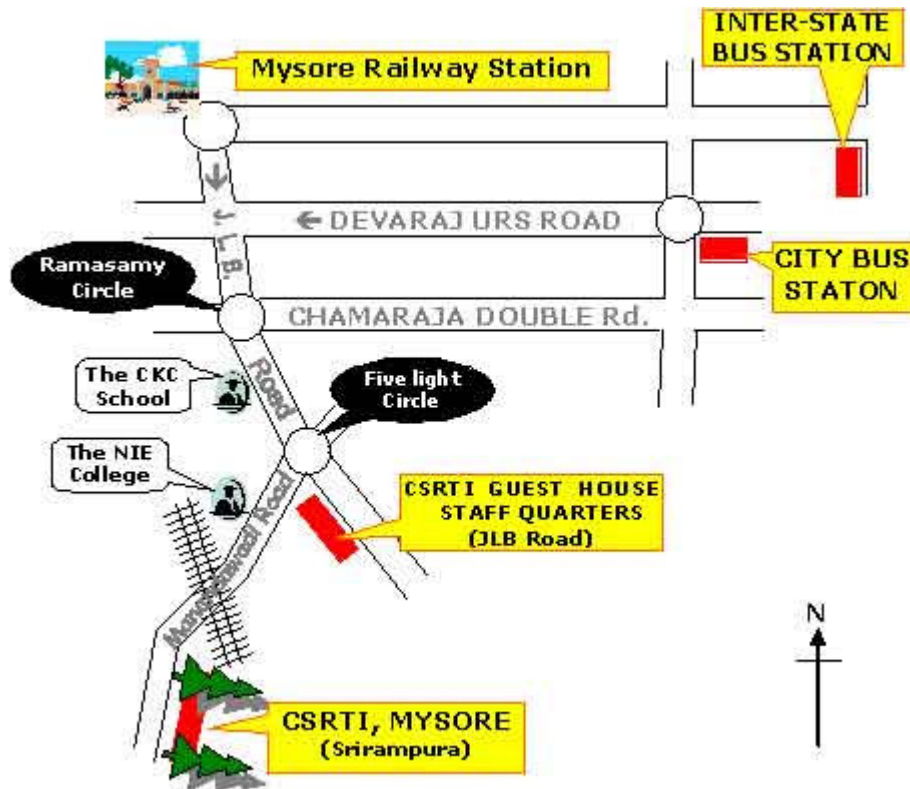
The Director, CSR&TI, Mysore reserves the right to reject any or all the tenders without assigning any reason.

**DIRECTOR**

# 1. INTRODUCTION

The Central Sericultural Research and Training Institute [CSRTI], established under the aegis of Central Silk Board, Ministry of Textiles, Govt. of India, was first set up in 1961 at Channapatna and later shifted to Mysore in 1963. It has now grown up into a premier organisation for research and development in the field of mulberry sericulture science and technology. Over the years, the Institute has provided commendable support to enhance silk productivity and quality and contributed to the generation of higher income for the farmers. The Institute has made many a breakthrough in tropical sericulture technology and acclaimed recognition at international level as a lead Institution. The major fields of research at CSRTI are Mulberry breeding and crop production, silkworm breeding and rearing techniques, silkworm diseases and pest management, etc.

The institute located 7 km from Mysore city on Manandavadi Road. The total area of the institute is 140 acres. The institute consists of a number of research laboratories, administrative offices, Library, hostels, service buildings and staff quarters. Most of the buildings in the institute have been provided with lawns and gardens. The roads have got avenue trees like silver oak, Gulmohar, Arjun, Palm Trees, etc. The Institute is interested in awarding Annual Contract for Maintenance of lawns, trees and potted plants in the campus.



## 2. SCOPE OF WORK AND INSTRUCTIONS FOR TENDERERS

- a. The Director, CSRTI, Mysore requires services of reputed and well experienced contractors/agencies having atleast four years experience in the field of horticultural and gardening works for maintenance of lawns, gardens, trees and potted plants on contractual basis out of which atleast three years they should have worked at a reputed Central or State Government organization or a reputed Public Sector Undertaking(PSU) or Public Company.
- b. The Contract for maintenance of the Gardens, lawns, etc. will be initially for a period of one year from date of commencement, which may be further extended for another one year period depending upon the need and performance of the contractor/agency during first year. The contract may be terminated at any time owing to deficiency in service or sub standard quality of service or breach of terms and conditions of contract, non compliance of orders of the Director.
- c. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested contractors/agencies who are having experience of atleast four years in the field of horticultural and garden maintenance works are advised to submit Technical and Financial Bids in two separate sealed envelopes superscribing "Technical Bid for Maintenance of Gardens at CSRTI, Mysore" and "Financial Bid for Maintenance of Gardens at CSRTI, Mysore". Both sealed envelopes should be kept in a third envelop superscribing "Bid for Maintenance of Gardens at CSRTI, Mysore". The envelope containing Technical and Financial Bids duly sealed and signed by the bidder/tenderer should be submitted to the **DIRECTOR, Central Sericultural Research & Training Institute, Manandavadi Road, Srirampura, Mysore 570 008** on or before prescribed time and date. Any bid/tender received after due time and date will not be considered and will be summarily rejected.

The Technical bids will be opened at the first instance and evaluated by a Competent Committee or Authority. At Second stage, Financial bids of only technically qualified tenders/bidders will be opened for further evaluation and ranking before awarding the Contract.

- d. The Schedule of work in given in Section 5. The tender should be clearly filled in the signed in ink legibly or type written. The rates should be quoted in figures as well as in words. **Alterations if any, unless legibly attested by the tenderer with his full signature shall invalidate the tender. The tenderer should duly sign the entire tender Documents personally.**

- e. The tenderers should furnish the following information along with Technical Bid :
- i) Company profile indicating the details of address, website, fax, email address, telephone number, if any.
  - ii) Registration Certificate, Proof of holding licence under Shops and Establishment Act, The Factories Act, and any other licenses the nature of work demands.
  - iii) Provident fund Account No.
  - iv) Proof of ESIC in favour of the labours.
  - v) Income Tax Clearance Certificate.
  - vi) Provide Service Tax No.,VAT No., PAN No. and its related documents.
  - vii) Proof of compliance of various provisions of the Contract Labour (Regulations & Abolition) Act 1970 with the provisions of other laws such as Workmen's Compensation Act 1923, Minimum Wages Act 1948, EPF Act, Gratuity Act and other rules framed by Government of India. In case, the Institute is require to incur any expenses as Principal Employer under the provisions of laws for non-completion of statutory norms, the Institute shall recover the same from the Contractor/Agency bills.
  - viii) Bankers Name Address.
  - ix) Balance sheet for the last three years.
  - x) List of clients including the name of the contact person and his/her telephone number .
  - xi) Copies of the work order for works carried out during the last four years (enclose work order copy).
  - xii) An affidavit duly certified by notary that the partners of the firm are sole proprietor or company have never been blacklisted by any Department. They should also certify that there is no police case/enquiry and / or ever been punished by the Hon'ble Court.
- f. The Earnest Money Deposit (EMD) of Rs. 10,000 (Rs. Ten Thousands only) should be necessarily accompanied with the Technical Bid of the Contractor/Agency in form of Demand Drafft drawn in the favour of Director, CSRTI, Mysore payable at Mysore and should be kept in a sealed separate cover superscribing EMD without mentioning the amount. The bids/tenders received without EMD or EMD of less amount will be summarily rejected. The submission of the EMD is compulsory for all bidders and no exemption will be granted for submission of EMD in any case.

The EMD in respect of the contractor/agencies who do not qualify the Technical Bid (First Stage)/Financial Bid (Second Stage) shall be returned to them without any interest after finalization of the Tender. However the EMD of the successful Bidder will only be released after receipt of the Performance Security Deposit.

- g. The successful Bidder/tenderer will have to deposit a Performance Security Deposit equivalent to 10 % of Contract Value for a period of one year free of interest in form of Bank Guarantee/Demand Draft in favour of the Director, CSRTI, Mysore. The Security Deposit will be required to submitted covering entire period of Contract and should remain valid for a period of 60 days beyond the completion of the all contractual obligations by the contractor/agency. If the contract is extended beyond period of one year the Bank Guarantee should be renewed by Contractor/Agency. The Performance Security Deposit shall only be refunded after the expiry of the contract or on termination, as the case may be, after adjustment of all the dues of the Institute or damages of any kind, if any.
- h. The tender should read the "General Terms and Conditions" of the Institute carefully and give their acceptance in/as per format given in Section 4.
- i. The successful bidder/tenderer will have to make an agreement with Director, CSRTI, Mysore on the terms and conditions of the contract on a Rs. 100 Stamp paper. The cost of the Stamp Paper has be borne by the Contractor/Agency.
- j. **The rates quoted should be inclusive of all taxes viz., Service Tax, Vat, Income Tax, service Charges and any other charges etc., if any. No Extra payment will be allowed by CSRTI, Mysore in any case.**
- k. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- l. **Failure to fulfill any of the conditions given above shall render the tender for rejection.**
- m. The Director, CSR&TI, Mysore does not bind himself/herself to accept the lowest or any tender and reserves to himself/herself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

### 3. GENERAL TERMS & CONDITIONS

(Please read the following carefully and give acceptance for the same at the end)

#### A. GENERAL

1. The Contractor/Agency should have atleast four years experience in the field of horticultural and gardening works for maintenance of lawns, gardens, trees and potted plants on contractual basis out of which atleast three years he/they should have worked at a reputed Central or State Government organization or a reputed Public Sector Undertaking or Public Company.
2. **The Contractor/Agency should deploy/keep minimum 7 (seven) well experienced gardeners (mallis) and one supervisor per day per month at CSRTI, Mysore. If the required strength of labour is not maintained at the month end than an amount of Rs.200/- per labour day will be deducted from his/their bill due for payment for the month.**
3. The Contractor/Agency submitting tender would be deemed to have considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
4. The Institute reserves the right to cancel or reject in full or part any or all tenders received.
5. Any action on the part of the tenderer to influence any officer of the Institute or canvassing in any form shall make the tender liable for rejection.
6. The Contract will be for a period of one year initially, which can be extended on the same terms and conditions for one more year subject to satisfactory performance of the initial period of the contract. The Institute may renew/extend the contract to such further period(s) as it may deem proper, having regard to the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor in this regard.
7. All works will be executed as per detailed specifications(Section 5 & 6) at the Institute. CSR&TI, Mysore and as directed by an officer/official nominated by the DIRECTOR.
8. The quantities of different works indicated in Schedule of Works. These quantities may slightly on plus or minus side as per site requirement.

9. Time is the essence of this contract. In case the Contractor/Agency fails in fulfilling the obligations fully and in time, the Institute shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amount due to the Contractor including Security Deposit.
10. The Contractor/Agency will be required to bring all tools, plants material and labours required for proper completion of work.
11. The Contractor/Agency shall abide by all laws and regulations and statutory obligation in force from time to time and shall indemnify the Institute from any claims in this regard.
12. The Contractor/Agency will be required to post skilled manpower as may be needed to supervise and guide the workers – skilled as well as unskilled-for proper completion of the work as per directions of the Officer-in-Charge nominated by Director of the Institute.
13. All letters posted to Contractor /Agency on the address given by him/them will be considered to have been delivered in time.
14. If at any stage, it is found that the work is not being executed as per detailed specifications and special conditions of the contract, it will be the duty of the Contractor/Agency to remove all such defective works from the work site and make them good. The entire cost to incur shall be borne by the Contractor. The detailed specifications, special conditions are part of the contract.
13. If it is observed at any stage that the quality of the work is not satisfactory, the contract/work order as a whole, may be terminated and security deposit forfeited.
15. In case it is found at later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor/Agency shall remain liable to any compensation to the Institute for his/their inferior works as determined by the Institute.
- 16. Water and electricity required for the work will be provided by the Institute free of Cost. The Contractor/Agency must make judicious use of water and electricity.**
17. The Contractor/Agency should communicate the names, parentage, residential address, age, etc. of the workers employed by deployed by him/them.

18. Contractor/Agency will be fully responsible for any accident or mishaps involving workers engaged by the him/them and the he/they would pay claims made on this part. The Contractor/Agency shall indemnify from any claims arising out of accidents, disabilities of any nature or death arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor/Agency.
19. It will be the sole responsibility of the Contractor/Agency to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:
- a. Employment of Children Act
  - b. Workmen Compensation Act
  - c. Employment of Labour/Contract Labour Act
  - d. Industrial Employment Act
  - e. Contract Labour Abolition & Regulation Act 1970
  - f. Minimum Wages Act
  - g. Employee Provident Fund Act
  - h. Any other Act or legislation, which may govern the nature of the contract.
20. Any liability arising on the Institute shall be deduced from the bills of the Contractor/Agency and if the full amount is not recovered then the same shall be recovered from the security money of the Contractor/Agency. There would be no liabilities towards the workers of the Contractor/Agency on the Institute.
21. The Institute reserves the right of altering the specifications of works of adding of or omitting any items of work or having portions of the same carried out departmentally or otherwise and such alterations and variations shall not violate this contract.
22. The Contractor/Agency is required to post his authorized representative at the site of the work who shall receive the instructions from the officer concerned from time to time. All such instructions received by the authorized representation on behalf of the contract shall be deemed to have been received by the Contractor/Agency within the scope of this work order.
23. In the event of the Contractor/Agency failing to execute the work under contract in whole or in part an alternative arrangement will be made by the Institute totally at the cost & risk of Contractor/Agency besides any suitable fine/penalty.

24. The Contractor/Agency shall be liable to pay compensation for any loss & damage caused to the property of the Institute or its premises by the contractor or his workers.
25. The Contractor/Agency shall be personally responsible for the conduct of his staff and in case of any complaint against any staff contractor will be under obligation to change the worker when instructed by authority. The Contractor/Agency shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. The Institute will not hold any responsibility will regard to his/their staff on the role of the Contractor/Agency what so ever.
26. The Contractor/Agency & his/their staff shall follow the rules & regulations of the Institute in force and instructions issued from time-to-time. Institute will be free to take action against the Contractor/Agency for violating the same.
27. The Institute reserve the right to terminate the contract without assigning any reason by giving a notice of one month. The decision will not be challengeable in any court of law.
28. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contractor of thereafter the matter shall be referred to the authorities of the Institute or an officer nominated by the authorities of the Institute for arbitration, whose decision shall be final and binding on the parties. The Contractor agrees that the arbitrator could be an employee of the Institute shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1969.

## **B. PROHIBITION REGARDING REPRESENTATION THROUGH LAWYER**

1. No party shall be allowed to be represented by a lawyer during any investigation, enquiry appeal or and other proceedings.
2. The Institute with the consent of the Contractor/Agency may modify terms and conditions of the Contract as and when necessary without affecting the basic nature of his Contract.

## **C. INSTITUTE'S OBLIGATIONS**

1. The Institute shall not be responsible for any loss, breakage or theft of Contractor/Agency material for which he has to make his own arrangements for storage.

2. The Institute shall not pay any compensation in respect of any injury or death caused to the workers of the Contractor/Agency. It will be the sole responsibility of the Contractor/Agency to pay the compensation to the workers deployed by him/them.
3. The Institute will not charge any amount from the Contractor/Agency for use of water, electricity used for maintenance of the garden however the Contractor Agency must use them judiciously.

#### **D. CONTRACTOR'S OBLIGATIONS**

1. The Contractor/Agency shall make the payment of wages etc. to the workers so deployed in the presence of representative of the institute and shall on demand furnish the copies of wages register/muster roll etc. to the institute for having paid all the dues to the workers deployed by the contractor/agency for the work agreed under the Agreement. This obligation is imposed on the Contractor to ensure that the Contractor is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regard to the duties of CSRTI, Mysore in this respect as per the provisions of Contract Labour (Regulation and Abolition ) Act 1970. The Contractor/ Agency should comply with or cause to be complied with the Labour Regulations with regard to payment of wages, wage period, deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wage book, wage slip, publications of scales of wages and terms of employment for inspection and submission of periodical returns, remittances of ESI, EPF, and other statutory contributions to respective organizations within stipulated date/time.
2. The Contractor/Agency shall ensure that all the employees get minimum wages and other benefits as admissible under various labour laws. The Contractor/Agency should provide full information in respect of the wages paid to its employees so deployed in conformity with the provisions of Contract Labour (Regulation & Abolition ) Act 1970.
  - i) The Contractor/Agency should remit EPF/FPF contribution within 15<sup>th</sup> of succeeding month as per Rules in respect of the workers deployed at CSRTI, Mysore
  - ii) A proof of having remitted EPF/FPF contribution viz. the *Challan* in original as well as list of the workers deployed by the Contractor/ Agency should be produced to CSRTI, Mysore every month with 20<sup>th</sup> of the month, without fail, while preparing the bill for payment.
  - iii) Each worker deployed by the Contractor/Agency should have NSSN (National Social Security Number) allotted by the PF Authorities/Office.

- iv) The Contractor/Agency is required to keep all the Statuary registers for payment of wages, etc. as prescribed by the Labour Act/Rules and submit the same alongwith the bill for payment for reference.
- 3. The contractor/Agency shall be responsible for fulfilling all his/their obligations towards the workers deployed by him/them under various law, namely, under the minimum Wages Act, PF Act, ESI Act, Bonus Act, Maternity Benefit Act, Shops and Establishment Act., etc. as applicable and amended from time to time.
- 4. In the event of any local problems arises while discharging the contractor's obligation, the contractor will deal with them appropriately and he will not drag the Institute in such matters.

#### **E. THE CONTRACTOR WILL PROVIDE**

- 1. Sets of uniforms to his workers as approved by the authority (both males & females) while on duty. Sufficient number of uniforms would have to be provided so that the workers are never without neat tidy uniforms.
- 2. The Contractor/Agency will issue identity cards to his workers/supervisors after getting them verified by Institute.

#### **F. REPORT**

- 1. The Contractor/Agency or his/their representative shall daily report to the officer designated by the Institute to supervise the works under the contract and take instructions from him every day. Contractor shall maintain a book/Register exclusively for noting the instructions. He shall preserve the book and produce the same whenever required/ asked for.
- 2. The Contractor/his representative should approach in-charge, if he needs any help or has any difficulties.
- 3. The Contractor/his representative should all the time be available at work site during the course of his work.

#### **G. PAYMENT CONDITIONS**

- 1. The Contractor will submit the pre-receipted bill duly signed by him to the Institute every month for payment. The bill will be cleared after verifying the performance during the month & the muster roll. Under any circumstance, no advance payment will be made to the Contractor/Agency.
- 2. The bill should indicate Service Tax No., VAT No., PAN No., etc.

3. Payment will be made by the Institute on monthly basis on submission of bill in triplicate duly certified by the Institute regarding satisfactory performance of work & fulfilling all contractual obligations on the part of the Contractor/Agency as per the Agreement.
4. In case of any delay in processing of the bill, the Contractor/Agency would be required to ensure the payment of his/their workers by 7<sup>th</sup> day of every month.
5. Trade Tax, Turnover Tax, Income Tax and other statutory levies as applicable from time to time will be deducted from the bill of the Contractor/Agency for which certificate of Tax Deduction at Source (TDS) will be issued by the Institute on request.

#### **H. COMMENCEMENT OF WORK**

1. The Contractor/Agency is required to start the work within seven days from the date of award /date of communication of acceptance of the tender. In case it is found that the work has not been taken up within seven days from the date of acceptance of tender or issue of the work order, the Institute at its sole discretion may cancel the work order and forfeit the Earnest Money Deposit, deposited along with tender without any reference to the contractor. If the Contractor/Agency is not in position to commence the work within seven days of receipt of the work order, the Contractor/Agency should make a written request giving reasons for not commencing the work within seven days and additional time required to take up the work with proper reasons. The decision of the Director, Mysore will be final and binding on the Contractor/Agency.

#### **I. TERMINATION/CANCELLATION OF CONTRACT**

1. Notwithstanding any other provisions made in the contract, the Institute reserves the absolute right to terminate the contract after giving one month's notice in writing, without assigning any reasons. The Contractor/Agency shall not raise any compensation or claim in the event of such cancellation/termination.
2. If at any later date, it is found that the documents and certificates submitted by the contractor are forged or have been manipulated, the work order issued to the contractor shall be cancelled and EMD/Security Deposit issued to the Institute shall be forfeited without any claim whatsoever on Institute.

## 4. TENDERER'S PROFILE & DECLARATION

5. Name of Contractor/Agency/Firm :  
(Attach certificate of registration)

6. Full address of the Contractor/Agency/Firm :

7. Contact details of the Contractor/Agency/Firm :

Telephone Number :

Mobile No. :

Fax No. :

Email :

Website :

8. EPF Registration Number (Please attach a copy) :

9. ESI registration Number (Please attach a copy) :

10. PAN Number :

11. Service Tax Registration Number (Please attach a copy) :

12. Details of similar Contract handled/being handled by the contractor/Tenderer/Agency

S.No.	Details of the client with address, telephone and fax numbers	Amount of Contract (Rs.)	Duration of Contract	
			From	To

Note : If space is insufficient please use additional sheets

13. Additional information, if any (Attach separate sheets if required ) :

**DECLARATION**

I ..... Proprietor/Director/Authorized signatory of agency/firm mentioned above, is competent to sign this declaration and execute this tender document.

I/we have read the General Terms and Conditions of the contract given above, I agree to abide by them.

The information/document furnished with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law

Signature of the Contractor or authorized person : \_\_\_\_\_

Name of the authorized person : \_\_\_\_\_

Seal of the firm :

Date: \_\_\_\_\_

Place : \_\_\_\_\_

## 5. SCHEDULE OF QUANTITIES OF WORK

Name of Work : Annual Maintenance of Gardens, Trees and Potted Plants at  
CSRTI, Mysore

*Note : The rates quoted should be inclusive of all taxes viz., Service Tax, VTT, Income Tax, Service Charges and any other charges etc., if any. No Extra payment will be allowed by CSRTI, Mysore in any case.*

S.No.	Description of work/Item	Quantity	Unit	Rate/ Unit	Amount (Rs.)
1.	Maintenance of gardens comprising of lawns, shrubs, ornamental trees, hedges, edges, flower beds, etc. by watering, weeding, hoeing,, lawn mowing, trimming of plants, application of fertilizers to lawns, plants three times in a year with proper doses. Application of red garden soil and manure, spraying of insecticides, fungicides, as and when required, keeping the gardens clean and disposal of rubbish and unwanted materials within a lead of 200 m, including revival and remodeling in the gardens. All as directed by the Officer - in-Charge or his authorized representative. Note : Soil and manure required to be taken from S.No. 2 & 3.	14,000 sq. mt. per month for 12 months  for details of above area please see Annexure 1	Sq. mt. per month		
2.	Supply of good quality red garden earth free from stones, roots and pebbles and foreign materials.	50 cum	cum		
3.	Supply of well decomposed dry farm yard manure free from grass, and rubbish.	50 cum	cum		
4.	Supply of Urea fertiliser at site	500 kg	Per kg		

5.	Maintenance of potted plants by watering, weeding, hoeing, trimming, application of insecticides, and fungicides, application of red garden soil and manure (to be taken from S.No. 2 & 3), place the pots at different places and keep changing the pots periodically. All as directed by the Officer -in-Charge or his authorized representative.	200 nos. per month for 12 months			
6.	Propagation of plants by cuttings, suckers, layering, etc. from the existing plants in the gardens and the campus in plastic bags of UV resistance plastic and their maintenance during the period of contract or till they are utilized by the institute. All as directed by the Officer - in-Charge or his authorized representative. Note : Soil and manure required to fill the bags to be taken from S.No. 2 & 3.	250 nos.	Each No.		
7.	Periodic maintenance of road side trees in the institute by trimming them periodically, collection of fallen leaves as and when required, applying lime upto height of 1.5 m atleast two times in a year	200 nos. per month for 12 months	Each No./ month		
Total (Rs.) in figures					
<b>Total (Rs.) in words :</b>					

**Seal and Signature of the Contractor/Party/Firm**

## 6. SPECIFICATIONS FOR ANNUAL MAINTENANCE OF GARDENS, TREES AND PLANTS

1. **GENERAL** : The work shall consist of maintaining the already established gardens including lawns, hedges, trees, flower beds, shrubberies, etc. and by watering, hoeing, manuring, mowing, weeding, rolling, sweeping, etc. and keeping the gardens in perfect and lively condition up to the standards stipulated by the institute from time to time including revival and remodeling of the existing gardens proposed in the campus. The potted plants will also be maintained in good shape and condition at all the times. No escalation or price adjustment is applicable for this work.

The contractor shall provide and maintain all tools, lawns, mowers, hose pipers, sprayers, dusters rollers, insecticides, fungicides, fertilizers, accessories and any other tools, equipments, etc., required for satisfactory maintenance during the period of the contract. The contractor will be provided with open space at the site of work for storage of tools, equipments etc. and has to make his own security arrangements for storing the same.

2. **WATERING** : Water lines with suitable outlet for watering the gardens are provided to cover all area. The water shall be made available free of cost at the above outlets. The maintenance contractor shall draw water for watering of lawn, plants, trees, hedge, flower beds, shrubberies, potted plants and plants in plastic bags etc. every day during the prescribed hours. Care shall be taken to avoid excessive watering waste of water and damage to the tender plants and flower beds. At places where garden water supply outlets are not provided, the contractor shall make his own arrangement to pump out the water from the nearby wells and carry water to required sites with hose pipes/tankers etc. at his own cost.
3. **LAWN MOVING** : The lawns provided on different slopes and areas are to be periodically moved by lawn movers or grass cutting scissors as instructed by the Officer-in-charge or his authorized representative. The moving shall be done evenly and smoothly to the satisfaction of Officer-in-charge or his authorized representative.
4. **WEEDING** : All unwanted plants out of place are to be weeded out along with roots. All the weeds hidden under grass or otherwise shall be removed to ensure that no more weeds are left which may come up within a fortnight of the weeding. All to the satisfaction of the Officer-in-charge or his authorized representative.
5. **TRIMMING OF HEDGES** : The hedges should be trimmed periodically and maintained in good shape as per Instruction of Officer-in-charge or his authorized representative.

6. **HOEING** : The soil near the plants shall have to loosened, by breaking the clods, removing unwanted vegetation, dressing up the areas to the required slopes and shapes as per instruction of Officer-in-charge or his authorized representative.
7. **APPLICATION OF FERTILIZERS** : The contractor shall supply and apply the fertilizers to the lawns, shrubs, trees, flower beds etc. as per dose recommended by the Officer-in-charge or his authorized representative 3 times in contract period. Name of the fertilizers shall be informed to contractor by Officer-in-charge. No extra payment shall be made for application of the same.
8. **FLOWER BEDS** : The contractor shall execute the approved plan of planting and maintaining seasonal flowerbeds as directed by the Officer-in-charge or his authorized representative. Once the season is over the beds should be replanted with new seasonal plants after cleaning the bed. All as instructed by the Officer-in-charge Or his authorized representative.
9. **TAKING CARE OF PLANTS** : The contractor shall take care of the plants, flowers, lawns, hedge, trees and all other garden features in the areas to keep them free form insects, pests, and diseases. The contractor shall protect the plants from the diseases, attack of insects, pests by application of the effective available methods of eradication of such diseases. The contractor shall carry out any change in design of the gardens Or replacement of the dead plant without any extra cost. All unwanted plants, moved grass and dry leaves, etc. are to be removed and dumped in the pits provided for the purpose at the sites shown by the officer-in-charge or his authorized representative beyond 200 M from building. The unwanted branches of shrubs, trees etc. should be clipped removed and disposed off as and when instructed by the Officer-in-charge his authorized representative.
10. **ROLLING** :The contractor shall ensure that rolling over the lawns periodically by hand driven roller of about 500 kg weight as directed by the Officer-in-charge or his authorized representative. No extra cost will be paid by the Institute for rolling the lawn.
11. **SUPPLY OR FERTILIZER,SEASONAL FLOWER SEEDS, INSECTICIDES AND FUNGICIDES**: Contractor has to supply packed fertilizers, flower seeds, insecticides and fungicides minimum three [3] times during the contractual period. Contractor has to include their rate while quoting for maintenance. Quantity of fertilizers, flower seeds, insecticides, fungicides shall be decided by Officer-in-charge.

12. **DISPOSAL** : All excavated materials, rubbish generated from lawn and garden and from any other sources viz., office and site etc., shall be disposed off on the same day by manual labour beyond 200 meter distance from work site.
13. **MAINTENANCE OF PERMANENT FIXTURES** : Paths, garden water drains, man hole covers and any other permanent fixtures forming a part of the garden areas will be considered as part of gardens and will not be deducted from the garden areas for the purpose of payment. The contractor has to keep these permanent fixtures neat and clean by sweeping, removing any vegetation growing on them and washing them with water to keep them clean, so as not to spoil the general appearance of the garden areas.
14. **MAINTENANCE OF POTTED PLANTS** : The contractor will maintain the potted plants by watering, weeding, hoeing, cleaning of pots and will replace the plants kept indoor or outdoor at different floors timely and apply soil and manure [will be taken from the supply of relevant items], fertilizers and insecticides and fungicides as directed by the Officer-in-charge or his authorized representative.
15. **PREPARATION AND MAINTENANCE OF NEW PLANTS** : The contractor will propagate the plants from the existing available plants in the garden in plastic bags of U.V. resistance plastic and maintain them during the period of contract or till they are utilized by the Institute, all as directed by the Officer-in-charge or his authorized representative.
16. **SUPPLY OF ELECTRICITY** : Electricity required to use the equipments run on power i.e. lawn movers, sprayers, extra pumps etc. will be provided by the Institute free of cost. The contractor has to make his own arrangements to draw the electricity from the Institute's electricity points.
17. **NUMBER OF WORKERS** : The contractor will keep minimum 7 (seven) well experienced gardeners (mallis) and one supervisor per day per month. If the required strength of labour is not maintained at the month end than an amount of Rs.200/- per labour day will be deducted from his bill due for payment for the month.

## 7. MINIMUM REQUIREMENT OF TOOLS FOR ANNUAL MAINTENANCE TO BE PROVIDED BY THE CONTRACTOR

01. LAWN MOWER	- 01 No.
02. SPADE	- 04 Nos
03. PICKAXE	- 04 Nos
04. HEDGE SHEAR	- 02 Nos
05. SECATURE	- 02 Nos
06. SICKLES	- 05 Nos
07. WEEDING HOOK	- 03 Nos
08. BILL HOOK	- 02 Nos
09. HAND CART/WHEEL BURROW	- 01 No.
10. IRON PANS	- 04 Nos
11. COCONUT BROOMS	- 05Kg/MONTH
12. AXE	- 01 No.
13. SPRAYER FOR SPARYING INSECTICIDE	- 01 No.
14. HOSE PIPES OF ¾" DIA OR 1" DIA	- 10 No. [ 30 M LENTH EACH]
15. PRESSURE SPRINKLER WITH CONNECTING PIPES	- 05 Nos.

**Annexure 1 : DETAILS OF THE GARDENS TO BE MAINTAINED UNDER THE CONTRACT**

S.No.	Section/Unit	Area of Garden in Sq. mtrs
1.	Around Technical Blocks (a) Main Lawn (b) Admin Block (c) Extension Block & Library	2500 1200 1000
2.	Training Division	3000
3.	Hostels (a) Krishna, Ganga and Godavari (b) Pampa	2500 600
4.	Pest Management Laboratory	
5.	Sericulture Engineering Division	800
6.	Rearing Technology	700
7.	Silkworm Pathology Lab and Animal House	1200
8.	Guest House	1200
	Total....	14000