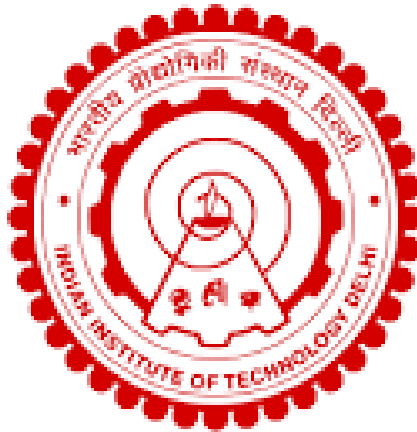


Notice Inviting Tender

Supply of Manpower and Material for Maintenance of Horticulture Work in IIT, Delhi for the year 2025-26.

Sub Head: - Maintenance of Horticulture Work for One Year at IIT Delhi Campus.



**INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI
(Works Department)**

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI-110016

INDEX

Name of work: - Supply of Manpower and Material for Maintenance of Horticulture Work in IIT, Delhi for the year 2025-26.

Sub Head: - Maintenance of Horticulture Work for One Year at IIT Delhi Campus.

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It is certified that this document contains three parts i.e. Part A, Part B & Part C containing page no. **1 to 57.**

Executive Engineer (CD-I)

Assistant Executive Engineer(H)

Horticulture Officer

NIT approved for Rs. 2,62,84,798.00

(Two Crore Sixty Two Lakhs Eighty Four Thousand Seven Hundred Ninety Eight Rupees Only)

Institute Engineer

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI-110016

Notice Inviting e -Tender

The Executive Engineer (CD-I), IIT DELHI, HAUZ KHAS, New Delhi-16 (Phone No 011-26596851)

NIT No.	: 67/IITD/EE(CD-I)/2025-2026.
Name of Work	: Supply of Manpower and Material for Maintenance of Horticulture Work in IIT, Delhi for the year 2025-26.
Sub Head	: Maintenance of Horticulture Work for One Year at IIT Delhi Campus.
Estimated cost	: Rs. 2,62,84,798/-
Earnest Money	: Rs. 5,25,696/-
Performance Guarantee	: 5% of Tendered value
Security Deposit	: 2.5% of Tendered Value
Period for completion	: 12 Months
Last date & time for submission of bids	: 19/08/2025 upto 15.00 Hrs.
Date & Time of opening of Bids	: 20/08/2025 at 15.00 Hrs.

The bid forms and other details can be obtained from the website **www.iitd.ac.in** or **e-procure.gov.in**
For more clarifications you may visit on above website.

Executive Engineer (CD-I),
For & on Behalf of BOG, IIT Delhi

Budget Head: Operation And Maintenance Of Building Services/31.06.30 (2021/007/0535)

Copy to: -

1. Institute Engineer
2. Executive Engineer (CD-I) for information.
3. D.A. (Works Accounts)
4. D.R. (A/Cs) – for opening of uploaded documents **at 3:00 PM on 20/08/2025** in the office of D.R. Store
5. Notice Boards.
6. Office Copy
7. Web site Administrator, IITD.

PART 'A'

INDIAN INSTITUTE OF TECHNOLOGY: DELHI
HAUZ KHAS: NEW DELHI – 110016
IITD/WORKS(SP-5086)/2025

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING (Tender Notice)

The Executive Engineer (CD-I), IIT DELHI, HAUZ KHAS, New Delhi-16 (Phone No 011-26596851) on behalf of Board of Governors invites online **Item rate tender** from Firms/ Contractors Registered in appropriate class and category under Horticulture works in any one of CPWD/MES/BSNL/Railways of the following work:

SL. No.	NIT No.	Name of Work	Estimated Cost (in Rs.)	Earnest Money (in Rs.)	Tender Fees (in Rs.)	Time for Completion
1	67/IITD/EE(CD-I)/2025-2026	Name of work: - Supply of Manpower and Material for Maintenance of Horticulture Work in IIT, Delhi for the year 2025-26. Sub Head: - Maintenance of Horticulture Work for One Year at IIT Delhi Campus.	2,62,84,798/-	5,25,696/- (To be returned after deposition of PG)	NIL	12 Months

Last date and time of submission of financial & Technical bid: - 19/08/2025 up to 3:00 pm (online)

Date and time of opening of Technical bid: - 20/08/2025 at 3.00 pm (office of D.R Store)

Price bids of eligible bidders as per NIT shall be opened at a later date after scrutiny of Technical bids.

- The successful bidders shall be required to submit a performance guarantee of 5% of the tendered amount in the form of Bank Guarantee or F.D.R. from a Nationalized/Scheduled Bank within **10** days of issue of letter of intent before award of work. In case of failure by the Contractor to supply the performance guarantee within the specified period, full earnest money will be forfeited, and the tender shall be treated as void. The performance guarantee shall be initially valid up to the date of completion plus 180 (one eighty) days beyond that.
- Contractors who fulfil the following requirements shall be eligible to apply. Joint ventures are not accepted.
 - Firms/Contractors must have completed satisfactorily one similar work of value not less than **Rs. 2,10,27,800/-** or Two similar works each of value not less than **Rs. 1,57,70,900/-** or three similar works each of value not less than **Rs 1,05,13,900/-** during last 7 years ending previous day of last date of submission of bid.
 - Earnest money of Rs. 5,25,696/-** in the form of Banker's cheque or Demand draft or fixed deposit receipt of a schedule bank drawn in favour of **Registrar, I.I.T. Delhi**. No relaxation in EMD will be allowed for MSMEs and MSEs as per CPWD Manual.

- Similar work shall mean pertaining to works of "Maintenance/ Development work of Horticulture by engaging manpower / Supply of manpower/material for Horticulture work.

4. The intending bidder must read the terms and conditions of IITD-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
5. Information and Instructions for bidders posted on website shall form part of bid document.
6. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <http://eprocure.gov.in/eprocure/app.in>
7. Completion certificates issued by an officer not below the rank of Executive Engineer of similar works completed by the Agency.
8. Work means only work under Government/ Central Public Sector Undertaking / State Public Sector under Central Autonomous bodies/ State Autonomous bodies/ City Development Authority/ Municipal Cooperation of City formed under any act by Central/ State Government and published in Central/ State Gazette.
9. The value of executed work shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum calculated from the date of completion to previous day of last date of submission of bid.
10. IITD is committed to follow the principle of transparency, equity, and competitiveness in public procurement. Before submission of bid each bidder should sign integrity pact at respective places and submit the bid, if duly signed integrity pact is not submitted by bidder such bid shall not be considered.
11. Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website
12. The intending bidder must have valid class-III digital signature to submit the bid.
13. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
14. Contractor can upload documents in the form of JPG format and PDF format.
15. Contractor must ensure to quote rate of each item, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
16. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
17. In e-Tendering intending bidder can quote his rates in figures only. The rates in words against amount of each item and total is generated automatically. Therefore, the rate quoted by the bidder in figures will be taken as final.
18. The bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft or Pay order or Banker's Cheque or Deposit at call Receipt or Fixed Deposit Receipts and towards cost of EMD in favour of **Registrar IIT Delhi** to be deposited with <http://eprocure.gov.in/eprocure/app> / NEFT facility.
19. The physical EMD of the scanned copy of EMD uploaded shall be deposited by the lowest tenderer within a week after opening of financial bid failing which the tender shall be rejected.
20. The following undertakings in this regard shall be up-loaded by the intending bidders:
 - (a) **"The physical EMD shall be deposited by me / us with the Authority inviting the tender, in case I / we become the lowest tenderer, within a week of the opening of financial bid, otherwise, department may reject the tender and also take action to debar me / us from tendering in any form in IIT Delhi"**

(b) “I/we have quoted our rates including GST@18%. I will submit the B2B challan for reimbursement of the GST part failing which, Institute may hold/ recover the GST amount from my running account/ final bill.”

- 21. Copy of enlistment order and certificate of work experience and other documents as specified in the Press Notice / web notice shall be scanned and up-loaded to the e-Tendering website within the period of bid submission. However, certified / original copy of all the scanned and up-loaded documents as specified in press notice web / notice shall have to be submitted by the lowest bidder only along with physical EMD of the scanned copy of EMD uploaded within a week physically in the office of e-tendering authority and it shall be sole responsibility of lowest bidder.**
- 22. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has deposited EMD and other documents scanned and uploaded are found in order.**
- 23. When bids are invited in two /three stages systems and if it is desired to submit revised financial bid it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid – Not applicable.**
- 24. The bid submitted shall become invalid if:**
 - a. The bidder is found ineligible if he fails to upload documents from 1 to 11 on tender notice page 6-7.
 - b. The bidder does not upload all the documents (including GST registration) as stipulated in the bid document including the undertaking about deposition of physical EMD of the scanned copy of EMD uploaded etc.
 - c. If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest tenderer in the office of tender opening authority.
 - d. The lowest bidder does not deposit physical EMD within a week of opening of tender.
 - e. **The Bidder does not upload ESI & EPF Registration.**
- 25. Bid validity shall be 75 days from the last date of submission of bid.**
- 26. Rate of bidders shall be considered inclusive of GST.**

List of Documents to be scanned and uploaded within the period of bid submission:

- 1. Demand Draft/Pay order or Banker`s Cheque /Deposit at Call Receipt/FDR of any Scheduled Bank against EMD/ Online submission of tender fee & refund of EMD other than lowest.**
- 2. Enlistment order of contractor in Horticulture Category.**
- 3. Certificate of similar work experience.**
- 4. Certificate of Registration for GST and acknowledgement of up to date filed return of GST if any.**
- 5. Affidavit on Rs. 100/- non judicial stamp as per Notice Inviting Tender Condition 1.3 page 8 of NIT. (Affidavit shall be purchased/ notarized between date of publishing and last date of submission of bids beside this NIT/Tender ID and name of work must be mentioned on the affidavit.).**
- 6. Acceptance to execute INTEGRITY PACT.**
- 7. Undertaking as per ‘Sl. No. 21 on page No. 5’ on firm’s letter head.**
 - (a) “The physical EMD shall be deposited by me / us with the Authority inviting the tender, in case I / we become the lowest tenderer, within a week of the opening of financial bid, otherwise, department may reject the tender and also take action to debar me / us from tendering in any form in IIT Delhi.”**

(b) “I/we have quoted our rates including GST@18%. I will submit the B2B challan for reimbursement of the GST part failing which, Institute may hold/ recover the GST amount from my Running Account/ Final bill.”

8. ESI & EPF registration.
9. FORM “F” (Duly filled with all required details).
10. In case of Partnership firm if all the papers of tender not signed by all the partners than a power of attorney authorizing the person who has signed the tender paper must be uploaded with the tender documents.
11. Indemnity bond on Rs. 100/- stamp paper duly attested by notary of language as given below.
The indemnity bond is executed on _____ to Executive Engineer (CD-I) IIT Delhi, we _____ (Name of firm) having our office at _____, do hereby solemnly affirm & declare that we understand & accept the terms & conditions below.
 - i. GST compliance if any for this work shall be ensured by us, if we fail in honouring the indemnity bond, institute is free to forfeit our PG & blacklist/debarring us from tendering.
 - ii. We shall pay the minimum wages as per Government of India norms.
12. Annexure-I (duly filled & signed by the bidders)
13. Annexure-II (duly filled & signed by the bidders)
14. Annexure-III (duly filled & signed by the bidders)

Note: - All Documents mentioned S.No-1 to 11 are mandatory for technically qualifying and document mentioned 12 to 14 are not mandatory.

**Executive Engineer (CD-I),
For & on Behalf of BOG, IIT Delhi
Hauz Khas, New Delhi-110016**

Budget Head: Operation And Maintenance Of Building Services/31.06.30 (2021/007/0535)

Copy to: -

1. Executive Engineer (C) for information.
2. D.A. (Works Accounts)
3. D.R. (A/Cs) – for opening of tenders on 3:00 PM on 20/08/2025 in the office of D.R. Store
4. Notice Boards.
5. Office Copy
6. Web site Administrator, IITD
7. NIT: - Publicity on Website on Institute as well as on CPP portal <http://eprocure.gov.in> may be ensured as per instruction issued.
8. E-tendering Web. <http://eprocure.gov.in/eprocure/app> or www.iitd.ac.in

INDIAN INSTITUTE OF TECHNOLOGY, DELHI
HAUZ KHAS: NEW DELHI – 110016
IITD-6 FOR e-TENDERING AND TERM & CONDITIONS

Item rate tender is invited on behalf of Board of Governors from contractors/firms engaged in the field of Horticulture works in appropriate category for the **work** as per tender notice.

1. The enlistment of the contractors should be valid on the last date of submission of tenders. In case the last date of submission of tender is extended, the enlistment of contractor should be valid on the original date of submission of tenders.
- 1.1 The work is estimated to cost **as per tender notice** This estimate, however, is given merely as a rough guide.
- 1.2 Details of criteria for eligibility As Indicated in “INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR e-TENDERING FORMING PART OF NIT AND TO BE POSTED ON WEBSITE”
- 1.3 To become eligible for issue of tender, the tenderer shall have to furnish an affidavit as under:-

I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for tendering in IITD in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee. (Scanned copy to be uploaded at the time of submission of bid)

2. Agreement shall be drawn with the successful bidders on prescribed Form No. IITD - 8 (or other Standard Form as mentioned) which is available as a Govt. of India Publication. Bidders shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
3. The time allowed for carrying out the work will be **as per tender notice** from the date of start as defined in schedule ‘F’ or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the tender documents.
4. **The site for the work shall be made available as per requirement of work.**
5. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of tender as notified.
6. While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of tender as notified.
7. If it is desired to submit revised financial bid then it shall be mandatory to submit revised financial bid. If not submitted then the tender submitted earlier shall become invalid.
8. Earnest Money in the form of Demand Draft or Pay order or Banker`s Cheque or Deposit at Call Receipt (drawn in favour of Registrar IIT Delhi, Hauz Khas, New Delhi) as specified of any Scheduled/ Nationalized Bank and shall be scanned & uploaded to the e-tendering website within the period of tender submission or through RTGS/ NEFT with UTR details and original should be deposited by lowest bidder within a week after the opening of financial bid in office of **Executive Engineer (CD-I), IIT Delhi, Hauz Khas, New Delhi**

A part of earnest money is acceptable in the form of bank guarantee also. In such case, 50% of earnest money or Rs. 20 lakh, whichever is less, will have to be deposited in shape prescribed above, and

balance in shape of Bank Guarantee of any scheduled bank which is to be scanned and uploaded by the intending bidders.

Interested contractor who wish to participate in the bid has also to make following payments in the form of Demand Draft/Pay order or Banker's Cheque of any Scheduled Bank and to be scanned and uploaded to the e-Tendering website within the period of bid submission:

<http://eprocure.gov.in/eprocure/app>.

9. The bid submitted shall become invalid if:
 - (i) The bidder is found ineligible if he fails to upload documents from 1 to 10 on tender notice page 6-7.
 - (ii) The bidder does not upload all the documents (including GST registration) as stipulated in the bid document including the undertaking about deposition of physical EMD of the scanned copy of EMD uploaded etc.
 - (iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest tenderer in the office of tender opening authority.
 - (iv) The lowest bidder does not deposit physical EMD within a week of opening of tender.
 - (v) The Bidder does not upload ESI & PF Registration.
10. The time & date of submission & opening of financial bid of contractors qualifying the **criteria as per Tender Notice** shall be communicated to them at a later date.
11. The contractor whose bid is accepted, will be required to furnish performance guarantee of 5% (**Five Percent**) of the tendered and accepted of the bided amount within the period specified in Schedule F. This guarantee shall be in the form of cash (in case guarantee amount is less than Rs. 10000/-) or Deposit at Call receipt of any scheduled bank/Banker's cheque of any scheduled bank/ Demand Draft of any scheduled bank/Pay order of any Scheduled Bank of any scheduled bank (in case guarantee amount is less than Rs. 1,00,000/-) or Government Securities or Fixed Deposit Receipts or irrevocable Bank Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F' including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.
12. Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
13. The competent authority on behalf of the Board of Governors does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.

14. Canvassing whether directly or indirectly, in connection with tenderers is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
15. The competent authority on behalf of Board of Governors reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
16. The contractor shall not be permitted to tender for works in the IITD responsible for award and execution of contracts, in which his near relative is posted a Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the Central Public Works Department or in the Ministry of Urban Development. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department.
17. No Engineer of gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as afore said before submission of the tender or engagement in the contractor's service.
18. The tender for the works shall remain open for acceptance for a period of **Seventy Five (75)** days from the last date of submission of bid, if any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the retendering process of the work.
19. This notice inviting Tender shall form a part of the contract document. The successful tenderer / contractor, on acceptance of his tender by the Accepting Authority shall within 10 days from the stipulated date of start of the work, sign the contract consisting of:-
 - a) The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming part of the tender as uploaded at the time of invitation of tender and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
 - b) Standard IITD Form - 8 or other Standard IITD Form as mentioned.
20. In case any discrepancy is noticed between the documents as uploaded at the time of submission of the bid online and hard copies as submitted physically in the office of Executive Engineer, then the bid submitted shall become invalid.

Executive Engineer (CD-I)
IIT Delhi, Hauz Khas,
New Delhi - 110016

Notice Inviting Tender

INDIAN INSTITUTE OF TECHNOLOGY DELHI **HAUZ KHAS, NEW DELHI-110016**

Terms & Conditions

Indian Institute of Technology Delhi is in the process of purchasing following item(s) as per details as given as under.

Details of the item	As per Tender Notice
Earnest Money Deposit to be submitted	Rs. 5,25,696/-
Warranty	As per Tender Notice, NIT & IITD form 8
Performance security	As per Tender Notice, NIT & IITD form 8

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotes (both Technical and Financial should be submitted in the E-procurement portal).

Schedule

Name of Organization		Indian Institute of Technology, Delhi
Tender Type (Open/Limited/EOI/Auction/Single)		Open
Tender Category (Services/Goods/works)		Works
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/ Sell)		Works
Product Category (Horticulture works/Electrical Works/Fleet Management/ Computer Systems)		Horticulture works
Source of Fund (Institute/Project)		<u>31.06.30 (2021/007/0535)</u>
Is Multi Currency Allowed		No
Date of Issue/Publishing		11/08/2025 (16.00 Hrs)
Document Download/Sale Start Date		11/08/2025 (16.00 Hrs)
Document Download/Sale End Date		19/08/2025 (15.00 Hrs)
Date for Pre-Bid Conference		Nil
Venue of Pre-Bid Conference		---
Last Date and Time for Uploading of Bids		19/08/2025 (15.00 Hrs)
Date and Time of Opening of Technical Bids		20/08/2025 (15.00 Hrs)
Tender Fee	Rs. NIL	(To be paid through RTGS/NEFT. IIT Delhi Bank details are as under: Name of the Bank A/C : Registrar IIT Delhi SBI A/C No. : 10773572622 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016 IFSC Code : SBIN0001077 MICR Code : 110002156 Swift No. : SBININBB547 (This is mandatory that UTR Number is provided in the on-line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II) <u>or as per NIT/ Tender notice</u>
EMD	Rs. 5,25,696/-	
No. of Covers (1/2/3/4)		02
Bid Validity days (180/120/90/75/60/30)		75 days (From the last date of submission of bid)
Address for Communication		EE(CD-I), AD-117A, Main Building, IIT Delhi.
Contact No.		011-26596851
Fax No.		Nil
Email Address		eeplg@admin.iitd.ac.in , a25237@admin.iitd.ac.in

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / n-Code / e-Mudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.3).
- 4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.
- 3) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

Terms & Conditions Details

S.No.	Specification
1.	Due date: The tender has to be submitted on-line before the due date. The offers received after the due date and time will not be considered. No manual bids will be considered.
2.	Preparation of Bids: The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item bid rate for the items mentioned in the technical bid in the given format i.e. BOQ_XXXX. OR Financial Bids to be submitted in Excel. The Technical bid and the financial bid should be submitted Online.
3.	EMD (if applicable): As per NIT
4.	Refund of EMD :- As per NIT
5.	Opening of the tender: As per Tender Notice, NIT & IITD form 8
6.	Acceptance/ Rejection of bids: The competent authority of IIT Delhi reserves the right to reject any or all offers without assigning any reason.
7.	Pre-qualification criteria: - Mentioned in Tender notice
8.	Performance Security:- Mentioned in Tender notice
9.	Force Majeure :- As per IITD form 8
10.	Risk & Cost Clause : As per IITD form 8
11.	Delivery and Documents: As per Tender Notice & NIT & IITD form 8
12.	Delayed delivery: As per Tender Notice & NIT & IITD form 8
13.	Prices: As per Tender Notice & NIT & IITD form 8
14.	Progress of Work : As per Tender Notice & NIT & IITD form 8
15.	Inspection and Tests: As per Tender Notice & NIT & IITD form 8
16.	Resolution of Disputes: As per Tender Notice & NIT & IITD form 8
17.	Applicable Law: As per Tender Notice & NIT & IITD form 8
18.	Supplier Integrity : As per Tender Notice & NIT & IITD form 8
19.	Training : As per Tender Notice & NIT & IITD form 8
20.	Installation & Demonstration : As per Tender Notice & NIT & IITD form 8
21.	Incidental services: As per Tender Notice & NIT & IITD form 8
22.	Defect liability Period : As per Tender Notice & NIT & IITD form 8
23.	Governing Language : As per Tender Notice & NIT & IITD form 8
24.	Applicable Law : As per Tender Notice & NIT & IITD form 8
25.	Notices : As per Tender Notice & NIT & IITD form 8
26.	Taxes : As per Tender Notice & NIT & IITD form 8
27.	Termination for Default : As per Tender Notice & NIT & IITD form 8
28.	Disputes and Jurisdiction: As per Tender Notice & NIT & IITD form 8
29.	Completion certificate: As per Tender Notice & NIT & IITD form 8

Bid Submission

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in two Envelops as explained below:-

Bid Document – 1			
(Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Compliance Sheet as per Annexure – I	.PDF
2.		Organization Declaration Sheet as per Annexure – II	.PDF
3.		List of organizations/ clients where the same products have been supplied (in last two years) along with their contact number(s). (Annexure-III)	.PDF
4.		Technical supporting documents in support of all claims made at Annexure-I.	.PDF
Bid Document – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted in Excel format.	.xls

**INDIAN INSTITUTE OF TECHNOLOGY
HAUZ KHAS, NEW DELHI - 110016****NOTICE INVITING TENDER**

The Executive Engineer (CD-I), IIT DELHI, HAUZ KHAS, New Delhi-16 (Phone No 011-26596851) on behalf of Board of Governors invites online **Item rate tender from Firms/ Contractors Registered in appropriate class and category under Horticulture, any one of CPWD/MES/BSNL/Railways of the following work:: **Supply of Manpower and Material for Maintenance of Horticulture Work in IIT, Delhi for the year 2025-26. Sub Head: - Maintenance of Horticulture Work for One Year at IIT Delhi Campus.****

1. The enlistment of the contractors should be valid on the last date of submission of tenders.
In case only the last date of submission of tender is extended, the enlistment of contractor should be valid on the original date of submission of tenders.

1.1 The work is estimated to cost Rs. **2,62,84,798/-** This estimate, however, is given merely as a rough guide.

1.1.1 The authority competent to approve NIT for the combined cost and belonging to the major discipline will consolidate NITs for calling the bids. He will also nominate Division which will deal with all matters relating to the invitation of bids.

For composite bid, besides indicating the combined estimated cost put to tender, should clearly indicates the estimated cost of each component separately. The eligibility of bidders will correspond to the combined estimated cost of different components put to bid.

1.2 Intending bidder is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified below:-

Criteria of eligibility for submission of bid documents.

1.2.1 Criteria of eligibility for CPWD as well as non-CPWD contractors.

Three similar works each of value not less than 40% of estimated cost or two similar work each of value not less than 60% of estimated cost or one similar work of value not less than 80% of estimated cost **during last 7 years ending on previous day of last day of submission of bids.**

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated **during last 7 years ending on previous day of last day of submission of bids.**

Similar work shall mean pertaining to works of “Maintenance/ Development work of Horticulture by engaging manpower / Supply of manpower/material for Horticulture work.

To become eligible for issue of bid, the bidders shall have to furnish an affidavit as under :-

I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in IITD in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Performance Guarantee.

2. Agreement shall be drawn with the successful bidders on prescribed Form No. IITD 7/8 which is available as IITD Publication. Bidders shall quote their rates as per various terms and conditions of the said form which will form part of the agreement.
3. The time allowed for carrying out the work will be **as per Tender Notice** from the date of start as defined in schedule 'F' or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the bid documents.
4. The site for the work shall be made available as per requirement of work.
5. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be seen from the web Site www.iitd.ac.in or e-procure.gov.in.
6. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of tender as notified.
7. While submitting the revised bid, contractor can revise the Item rate tender any number of times (he need not re-enter rate of all the items) but before last time and date of submission of tender as notified.
8. If it is desired to submit revised financial bid then it shall be mandatory to submit revised financial bid. If not submitted then the tender submitted earlier shall become invalid.

Copy of Enlistment Order and certificate of work experience and other documents as specified in the press notice / web notice shall be scanned and uploaded to the tender website within the period of bid submission. However, certified copy of all the scanned and uploaded documents as specified in press notice / web notice shall have to be submitted by the lowest bidder in the office of tendering authority.

Online bid documents submitted by intending bidders shall be opened only of those bidders, who has deposited tender online fees with and earnest money deposit and other documents scanned and uploaded are found in order.

The bid submitted shall become invalid & Tender fees shall not be refunded if:

- (i) The bidder is found ineligible.
 - (ii) The bidder does not upload all the documents as stipulated in the bid documents.
 - (iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest tenderer in the office of tender opening authority.
9. The contractor whose bid is accepted will be required to furnish **performance guarantee of 5% (Five Percent)** of the bid amount within the period specified in Schedule F. This guarantee shall be in the form of cash (in case guarantee amount is less than Rs. 10000/-) or Deposit at Call receipt of any scheduled bank/Banker's cheque of any scheduled bank/ Demand Draft of any scheduled bank/Pay order of any Scheduled Bank (in case guarantee amount is less than Rs.1,00,000/-) or Government Securities or Fixed.

Deposit Receipts or irrevocable Bank Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F' including the extended period if

any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.

10. Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and subsoil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
11. The competent authority on behalf of the Board of Governors does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
12. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable to rejection.
13. The competent authority on behalf of Board of Governors reserves to himself the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted.
14. The contractor shall not be permitted to bid for works in the IITD responsible for award and execution of contracts, in which his near relative is posted a Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the IIT Delhi. Any breach of this condition by the contractor would render him liable to be debarred from bidding process in future in IIT Delhi.
15. No Engineer of gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
16. The tender for the works shall remain open for acceptance for a period of **Seventy Five (75)** days from the last date of submission of bid, if any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the retendering process of the work.

17. This notice inviting bid shall form a part of the contract document. The successful bidder / contractor, on acceptance of his bid by the Accepting Authority shall within 10 days from the stipulated date of start of the work, sign the contract consisting of:-

- (a) The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
- (b) Standard IITD Form –7/8 or other Standard IITD Form as mentioned.

18. In case any discrepancy is noticed between the documents as uploaded at the time of submission of the bid online and hard copies as submitted physically in the office of Executive Engineer, then the bid submitted shall become invalid and the IIT Delhi shall without prejudice to any other right or remedy, the bidder shall be debarred for tendering in IIT Delhi for a period of one year.

19. For Composite Bid

19.1 The **Executive Engineer [CD-I]** shall be Engineer-in-charge of the major component and will call the bids for the composite work, Earnest Money will be fixed with respect of the combined estimate cost put to tender for the composite bid.

19.2 **The bid document will include following three components: -**

Part A- IITD-6, IITD-7 including schedule A to F for the major component of the work. Standard General Conditions of contract for CPWD 2020 as corrected/modified upto date.

Part B – General/Specific conditions, specifications and schedule of quantities applicable to major component of the work.

Part C :- Schedule A to F for minor component of the work I.E. (Institute Engineer/EE Engineer-in-charge of major component shall also be competent authority under clause 2 and clause 5 as mentioned as schedule A to F to major components), General/ specific conditions, specifications and schedule of quantities applicable to minor component(s) of the work.

19.3 The bidder must associate himself, with experienced agencies of the appropriate class eligible of bid for each of the minor component individually.

19.4 The eligible bidders shall quote rates for all items of major component as well as for all items of minor component of work.

19.5 After acceptance of the bid by Competent authority, the **EE [CD-I]** in charge of the work shall issue letter of award on behalf of the Board of Governors, IIT Delhi, After the work is awarded, the main contractor will have to enter into one agreement with **EE [CD-I]** and has also to sign two or more copies of agreement.

19.6 Entire work under the scope of composite bid including major and all minor components shall be executed under one agreement.

19.7 Security Deposit will be worked out separately for each component corresponding to the estimated cost of the respective component of works and maximum amount of security deposit shall be limited to 2.5% of tendered value.

- 19.8** The main contractor has to associate agency(s) for minor component (s) conforming to eligibility criteria as defined in the bid document and has to submit detail of such agency (s) to Engineer-in-charge of minor component(s) within prescribed time, Name of agency (s) to be associated shall be approved by Engineer-in-charge of minor component(s).
- 19.9** In case the main contractor to change any of the above agency/agencies during the operation of the contract, he shall obtain prior approval of Engineer-in-charge of minor component. The new agency/agencies shall also have agency, he can direct the contractor to change the agency executing such items of work and this shall be binding on the contractor.
- 19.10** The main contractor has to enter into agreement with contractor(s) associated by him for execution of minor components(s) work in case the main contractor does not have capability to execute the minor component work. Copy of such agreement shall be submitted to EE [CD-I] in charge of work. In case of change of associate contractor, the main contractor has to enter into agreement with the new contractor associated by him.
- 19.11** Running payment for the major component shall be processed by EE [CD-I] of major discipline to the main contractor.
- 19.12A** The work shall be treated as completed when all the components of the work are complete and certified. The completion certificate of the composite work shall be recorded by Engineers-in-charge of major component after record of completion certificate of all other components.
- 19.12B** Final bill of whole work shall be finalized and paid by the EE [CD-I] of major component.

To,

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Subject: Supply of Manpower and Material for Maintenance of Horticulture Work in IIT, Delhi for the year 2025-26.

Sub Head: - Maintenance of Horticulture Work for One Year at IIT Delhi Campus.

- NIT No. 67/IITD/EE(CD-I)

Dear Sir,

It is here by declared that IITD is committed to follow the principle of transparency, equity, and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender/bid documents, failing which the tenderer / bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the IITD.

Yours faithfully

Executive Engineer (CD-I)

(To be signed by bidder and upload the scanned copy)

To,

**Executive Engineer (CD-I),
IIT Delhi, Hauz Khas,
New Delhi – 110016.**

**Subject: - Supply of Manpower and Material for Maintenance of Horticulture Work in IIT,
Delhi for the year 2025-26.**

Sub Head: - Maintenance of Horticulture Work for One Year at IIT Delhi Campus.

Dear Sir,

I/We acknowledge that IITD is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender / bid documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by IITD. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, IITD shall have unqualified, absolute and unfettered right to disqualify the tender / bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the Bidder)

To be signed by the bidder and same signatory competent / authorized to
sign the relevant contract on behalf of IITD.

INTEGRITY AGREEMENT

This Integrity Agreement is made at on this day of..... 20.....

BETWEEN

The Board of Governors, I.I.T. Delhi, Hauz Khas, New Delhi - 16 represented through Executive Engineer (CD-I) IIT Delhi.

....., (Hereinafter referred as the(Address of Division)

‘**Principal/Owner**’, which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....(Name and Address of the Individual/firm/Company)through (Hereinafter referred to as the(Details of duly authorized signatory)“**Bidder/Contractor**” and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)**Preamble**

WHEREAS the Principal / Owner has floated the Tender (NIT No.) (Hereinafter referred to as “**Tender/Bid**”) and intends to award, under laid down organizational procedure, contract for

(Name of work)hereinafter referred to as the “**Contract**”.

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as “**Integrity Pact**” or “**Pact**”), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner

- 1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - (a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
 - (c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Contractor(s)

- 1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of **fraud or corruption or Coercion or Collusion** of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
 - a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
 - b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
 - c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

- d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
- e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice **means a wilful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.**
- 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- 1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. **Such exclusion may be forever or for a limited period as decided by the Principal/Owner.**
- 2) **Forfeiture of EMD/Performance Guarantee/Security Deposit:** If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money **Deposit or Performance** Guarantee and Security Deposit of the Bidder/Contractor.
- 3) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which

constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
- 3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Sub-contractors/sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6- Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 09 Months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, IITD.

Article 7- Other Provisions

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium

members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.

- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....
(For and on behalf of Principal/Owner)

.....
(For and on behalf of Bidder/Contractor)

WITNESSES:

1.
(signature, name and address)

2.
(signature, name and address)

Place:

Dated :

BANK GUARANTEE BOND**IITD****Form of Earnest Money Deposit Bank Guarantee Bond**

WHEREAS, contractor(Name of contractor) (hereinafter called "the contractor") has submitted his tender dated(date) for the construction of(name of work) (hereinafter called "the Tender")

KNOW ALL PEOPLE by these presents that we.....(name of bank) having our registered office at.....(hereinafter called "the Bank") are bound unto.....

(Name and division of Executive Engineer) (hereinafter called "the Engineer-in-Charge") in the sum of Rs. (Rs. in words) for which payment well and truly to be made to the said Engineer-in-Charge the Bank binds itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank thisday of 20....

THE CONDITIONS of this obligation are:

(1) If after tender opening the Contractor withdraws, his tender during the period of validity of tender (including extended validity of tender) specified in the Form of Tender;

(2) If the contractor having been notified of the acceptance of his tender by the Engineer-in-Charge:

(a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to contractor, if required;

OR

(b) fails or refuses to furnish the Performance Guarantee, in accordance with the provisions of tender document and Instructions to contractor,

OR

(c) fails or refuses to start the work, in accordance with the provisions of the contract and Instructions to contractor,

OR

(d) fails or refuses to submit fresh Bank Guarantee of an equal amount of this Bank Guarantee, against Security Deposit after award of contract.

We undertake to pay to the Engineer-in-Charge either up to the above amount or part thereof upon receipt of his first written demand, without the Engineer-in-Charge having to substantiate his demand, provided that in his demand the Engineer-in-Charge will note that the amount claimed by him is due to him owing to the occurrence of one or any of the above conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date* after the deadline for submission of tender as such deadline is stated in the Instructions to contractor or as it may be extended by the Engineer-in-Charge, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE

SIGNATURE OF THE BANK

WITNESSSEAL

(SIGNATURE, NAME AND ADDRESS)

*Date to be worked out on the basis of validity period of 6 months from last date of receipt of tender.

PERFORMANCE GUARANTEE

- (i) The contractor shall submit an irrevocable Performance Guarantee of 5% (Five percent) of the tendered amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement, (not withstanding and/or without prejudice to any other provisions in the contract) within period specified in Schedule 'F' from the date of issue of letter of acceptance. This period can be further extended by the Engineer-in-Charge up to a maximum period as specified in schedule 'F' on written request of the contractor stating the reason for delays in procuring the Performance Guarantee, to the satisfaction of the Engineer-in-Charge. This guarantee shall be in the form of Cash (in case guarantee amount is less than Rs. 10,000/-) or Deposit at Call receipt of any scheduled bank/Banker's Cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay Order of any scheduled bank (in case guarantee amount is less than Rs. 1,00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the form annexed hereto. In case a fixed deposit receipt of any Bank is furnished by the contractor to the Government as part of the performance guarantee and the Bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the Government to make good the deficit.
- (ii) The **Performance Guarantee shall be initially valid up to the stipulated date of completion plus 60 Days** beyond that. In case the time for completion of work gets enlarged, the contractor shall get the validity of Performance Guarantee extended to cover such enlarged time for completion of work. After recording of the completion certificate for the work by the competent authority, the performance guarantee shall be returned to the contractor, without any interest.
- (iii) The Engineer-in-Charge shall not make a claim under the performance guarantee except for amounts to which the BOG is entitled under the contract (not withstanding and/or without prejudice to any other provisions in the contract agreement) in the event of:
- (a) Failure by the contractor to extend the validity of the Performance Guarantee as described herein above, in which event the Engineer-in-Charge may claim the full amount of the Performance Guarantee.
- (b) Failure by the contractor to pay BOG any amount due, either as agreed by the contractor or determined under any of the Clauses/Conditions of the agreement, within 30 days of the service of notice to this effect by Engineer-in-Charge.
- (iv) In the event of the contract being determined or rescinded under provision of any of the Clause/Condition of the agreement, the performance guarantee shall stand forfeited in full and shall be absolutely at the disposal of the BOG.

FORM “F”
STRUCTURE & ORGANISATION

1. Name & Address of the bidder
2. Telephone no./ Telex no./ Fax no.
3. Legal status of the bidder (attach copies of original document defining the legal status)
 - a. An Individual
 - b. A proprietary firm
 - c. A firm in partnership
 - d. A limited company or Corporation
4. Particulars of registration with various Government Bodies (attach attested photocopy)

Organization/ Place of registration

Registration No.

- 1.
- 2.
- 3.
5. Name and titles of Directors & Officers with designation to be concerned with this work.....!
6. Designation of individuals authorized to act for the organization.....!
7. Has the bidder or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.....!
8. Has the bidder or any constituent partner in case of partnership firm, ever been debarred/ blacklisted for tendering in any organization at any time? If so, give details.....!
9. Past work experience in IIT Delhi will be considered in deciding the Technical bid.....!

Signature of Bidder(S)

COMPLIANCE SHEET

TECHNICAL SPECIFICATION:

S. No.	Technical Bid Requirement As per Tender Notice & NIT & IITD form 8	Compliance Y/N
1	Demand Draft/Pay order or Banker's Cheque /Deposit at Call Receipt/FDR of any Scheduled Bank against EMD.	
2	Enlistment order of contractor.	
3	Certificate of work experience.	
4	Certificate of Registration for GST and acknowledgement of up to date filed return of GST if any.	
5	Affidavit as per Notice Inviting Tender Condition 1.3 page 8 of NIT. (Affidavit shall be purchased/notarized between date of publishing and last date of submission of bids beside this NIT/Tender ID and name of work must be mentioned on the affidavit.).	
6	Acceptance to execute INTEGRITY PACT.	
7	Undertaking as per page-5/ Sl. No. 21' on firm's letter head. (a) "The physical EMD shall be deposited by me / us with the Authority inviting the tender, in case I / we become the lowest tenderer, within a week of the opening of financial bid, otherwise, department may reject the tender and also take action to debar me / us from tendering in any form in IIT Delhi" (b) "I/we have quoted our rates including GST@18%. I will submit the B2B form/challan for release the GST part. Failing which, Institute may hold/ recover the GST amount from my running account bill."	
8	ESI & EPF registration.	
9	FORM "F" (Duly filled with all required details).	
10	In case of Partnership firm if all the papers of tender not signed by all the partners than a power of attorney authorizing the person who has signed the tender paper must be uploaded with the tender documents.	
11	Indemnity bond on Rs. 100/- stamp paper duly attested by notary of language as given below. The indemnity bond is executed on _____ to Executive Engineer (CD-I) IIT Delhi, we _____ (Name of firm) having our office at _____, do hereby solemnly affirm & declare that we understand & accept the terms & conditions below. i. GST compliance if any for this work shall be ensured by us, if we fail in honouring the indemnity bond, institute is free to forfeit our PG & blacklist/debarring us from tendering. ii. We shall pay the minimum wages as per Government of India norms.	
12	Annexure-1 (Dully Filled & signed by the bidders)	
13	Annexure 2 (Dully Filled & signed by the bidders)	
14	Annexure 3 (Dully Filled & signed by the bidders)	
15	Any other documents given in NIT	
16	BOQ	

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

**<< Organization Letter Head >>
DECLARATION SHEET**

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been registered as per Tender Notice & NIT & IITD form 7Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS of the Vendor/ Manufacturer / Agent
1. Phone	As per Tender Notice & NIT
2. Fax	
3. E-mail	
4. Contact Person Name	
5. Mobile Number	
6. GST Number	
7. PAN Number	
8.(In case of on-line payment of EMD) UTR No. (For EMD)	

(Signature of the Tenderer)
Name:

Seal of the Company

List of Govt. Organization/Deptt.

List of Government Organizations for whom the Bidder has undertaken such work As per Tender Notice & NIT & IITD form 8		
Name of the organization	Name of Contact Person	Contact No.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

PART 'B'

IITD – 7/8 e-TENDERING

IITD

**INDIAN INSTITUTE OF TECHNOLOGY
HAUZ KHAS, NEW DELHI - 110016**

Item rate Tender & Contract for Horticulture works

Tender for the work of: **Name of work: - Supply of Manpower and Material for Maintenance of Horticulture Work in IIT, Delhi for the year 2025-26. Sub Head: - Maintenance of Horticulture Work for One Year at IIT Delhi Campus.**

- (i) To be submitted by **as per tender notice** to
.....
- (ii) To be opened in presence of bidders who may be present at **as per tender notice**
in the office of **D.R. (Store)**
Issued to
Signature of officer issuing the documents
Designation.....
Date of Issue

TENDER

I/We have read and examined the notice inviting tender, schedule, A, B, C, D, E & F Specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the The Board of Governors, I.I.T. Delhi, Hauz Khas, New Delhi - 16 within the time specified in Schedule 'F' viz., schedule of quantities and in accordance in all respect with the specifications, designs, drawing and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respect of accordance with, such conditions so far as applicable.

We agree to keep the tender open for **Seventy Five (75)** days from last date of submission of bid.

A sum of **as per tender notice** is hereby forwarded in Banker Cheque or Demand Draft or Fixed Deposit receipt of a schedule bank drawn in favour of Registrar IIT Delhi as earnest money. If I/We, fail to furnish the prescribed performance guarantee within prescribed period. I/We agree that the said The Board of Governors, I.I.T. Delhi, Hauz Khas, New Delhi - 16 or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/We fail to commence work as specified, I/We agree that The Board of Governors, I.I.T. Delhi, Hauz Khas, New Delhi - 16 or the successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the performance guarantee absolutely, Further, I/We agree that in case of forfeiture of Earnest Money or Performance Guarantee as aforesaid. I/We shall be debarred for participation in the re-tendering process of the work.

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for tendering in IITD in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated:

Signature of Contractor

Witness:

Postal Address

Address:

Occupation:

ACCEPTANCE

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for an on behalf of The Board of Governors, I.I.T. Delhi, Hauz Khas, New Delhi - 16 for a sum of

(Rupees.....)

The letters referred to below shall form part of this contract agreement: -

(a)

(b)

(c)

For & on behalf of Board of Governors, IIT Delhi

Signature

Dated: Designation

SCHEDULES (A to F)**(For Horticulture Component)****SCHEDULE 'A'**

Schedule of quantities for Horticulture works as attached.

SCHEDULE 'B'

Schedule of materials to be issued to the contractor

S. No.	Description of item	Quantity	Rates in figures & words at which the material will be charged to the contractor	Place of issue
1	2	3	4	5
-----NIL-----				

SCHEDULE 'C'

Tools and plants to be hired to the contractor

S. No.	Description	Hire charges per day	Place of Issue
1	2	3	4
-----NIL-----			

SCHEDULE 'D'

Extra schedule for specific Nil.
requirement/document for the work, if any.

SCHEDULE 'E'

Reference to General Conditions of contract : GCC for Maintenance work 2023 issued by CPWD along with correction slips/amendments issued up to last date of submission of bid.

Name of Work	:	Supply of Manpower and Material for Maintenance of Horticulture Work in IIT, Delhi for the year 2025-26.
Sub Head	:	Maintenance of Horticulture Work
Estimated cost of work:	:	Rs. 2,62,84,798/-
Earnest Money:	:	Rs. 5,25,696/-
Performance Guarantee	:	5% of tendered Value
Security deposit	:	2.5 % of tendered value

SCHEDULE 'F'

GENERAL RULES & DIRECTIONS:

- | | | |
|---|---|--------------------|
| 1. Officer inviting tender | : | Institute Engineer |
| 2. Maximum percentage for quantity of items of work to be executed beyond which rates are to be determined in accordance with Clauses 12.2 & 12.5 | : | Clause 12 |

Definitions:

- | | | |
|---|---|--|
| 2(i) Engineer-in-Charge | : | Executive Engineer (CD-I) |
| 2(ii) Accepting Authority | : | Institute Engineer |
| 2(iii) Percentage on cost of materials and Labour to cover all overheads and profits: | : | 15% |
| 2(iv) Standard Schedule of Rates: | : | Based on Minimum labour wages as per Central Govt., DSR H&L 2025 & Non scheduled based on Market Rate. |
| 2(v) Department: | : | Works department at I.I.T Delhi |
| 2(vi) Standard IITD Form & CPWD GCC for Maintenance work 2023, modified & Corrected up to last date of submission of bid. | : | |

Clause 1

- (i) Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance : **15 days**
- (ii) Maximum allowable extension with late fee @ 0.1 % per day of Performance guarantee amount beyond the period provided in (i) above, : **05 days**

Clause 2

Authority for fixing compensation under clause 2: : Institute Engineer

Clause 5

Number of days from the date of issue : 10 days or earlier as per direction of
Of letter of acceptance for reckoning Engineer-in- Charge
Date of start:

MILE STONE CHART

Sl. No.	Description of mile stone (financial terms)	Period for completion from date of start in days/months	Withheld amount for non-achievement of mile stone.
1	Nil		
2	Nil		
3	Nil		
4	Nil		

Allowed for execution of work : **12 Months**

Authority to decide:

- (i) Extension of time : Institute Engineer
- (ii) Rescheduling of mile stones : Institute Engineer
- (iii) Shifting of Date of start in case of delay : Executive Engineer
in handing over of site

Clause 6 : Applicable (Computerized MB)

Clause 7

Gross work to be done together with net payment /adjustment of advances for material collected, if any, since the last such payment for being eligible to interim payment: Minimum Rs. 15.00 Lakhs

Clause -7A : **As per Institute Policy**

No running account bill shall be paid for the work till the applicable labour licences, registration with EPFO, ESIC and BOCW Welfare Board, whatever applicable are submitted by the contractor to the Engineer-in-Charge

Clause 10A

List of testing equipment to be provided by the : **Not Applicable**
contractor at site lab

Clause 10 B

: **Not Applicable**

Clause 10 C

Component of labour expressed as percent of value of work: **100%**

Clause 10CA

: **Not Applicable**

S. No.	Material Covered under this clause	Nearest Materials (other than cement, reinforcement bars and the structural steel) for which All India Wholesale Price Index to be followed	Base Price of all Materials covered under clause 10 CA* (July 2025)
1.	Cement	Not Applicable	
2.	Cement		
3.	Reinforcement bars		
4.	Structural steel		

Clause 10CC

Clause 10 CC to be applicable in contracts with stipulated period of completion exceeding the period shown in next column

Not Applicable

Clause 11

Specifications to be followed for execution of work :

CPWD H & L specifications 2025 for Horticulture works with up to date correction slips & manufacturers Specifications as applicable up to the last date of bid submission/uploading of tender. Detailed nomenclature of items& specifications for market rate items as per Engineer-in-charge as applicable.

Clause 12

Type of work : **Maintenance/Supply of labour work**

12.2&12.5 Deviation limit beyond which clauses 12.2 : 100%
& 12.5 shall apply for building work

12.5 (I) Deviation Limit beyond which clauses 12.2 : 100%
& 12.5 shall applicable for foundation work
(Except items mentioned in earthwork
subhead of DSR and related items)

12.5 (II) Deviation Limit for Items in earth work : 100%
subhead of DSR and related items

Clause 16

Competent Authority for deciding reduced rates : Institute Engineer

Clause 18

List of mandatory machinery, tools & plants to : As per requirement
be deployed by the contractor at site

Clause 32

Requirement of Technical Staff(s) & Recovery Rate

Cost of Work (Rs. In Crore)	Requirement of Technical Staff		Minimum Experience (Years)	Designation	Rate at which recovery shall be made from the Contractor in the event of not fulfilling
	Qualification	Number			
More than 1.5 to 5 (For Horticulture works)	Graduate Engineer or Diploma Engineer	1 (one)	2 or 5 respectively	Project Manager Cum planning/ Quality/ Site/ billing Engineer	Rs. 15,000/- per month per person

Assistant Engineers retired from Government services that are holding Diploma will be treated at par with Graduate Engineers.

Diploma Holder with minimum 10 years relevant experience with a reputed construction company can be treated at par with graduate Engineers for the purpose of such deployment subject to the condition that such diploma holders should not exceed 50 % of requirement of degree Engineers.

SPECIAL CONDITIONS

1. The Agency/Contractor shall abide by all laws of the land including, labour laws, Companies Act, Tax deduction liabilities, welfare measures of its employees and all other statutory obligations that enjoin in such cases and are not enumerated and defined herein, through any such onus shall be the exclusive responsibility of the Agency/ Firm, and it shall not involve the Institute in any way whatsoever.
2. The work will be carried out as per CPWD specification.
3. Time allowed for the work will be **12 Months** from the date of start of the contract. If increasement or reduction in supply of manpower is to be made, the Agency/Contractor will be prior informed about such requirement.
4. All taxes such as GST / Income Tax whether applicable or laid by the government after submission of tender shall be borne by the Agency/Contractor & shall be deducted from the bills of contractor.
5. **Security deposit @ 2.50% will be deducted from each bill, however earnest money deposit (If applicable) will be adjusted to security deposit.**
6. **Income tax @ 2% and other charges if applicable/ statutory recoveries as applicable time to time will be deducted from the bill of the Agency/Contractor.**
7. The Agency/Contractor shall depute following:
 - a. Worker/ Mali 45 Nos.
 - b. Sr. Mali 14 Nos
 - c. Tractor Drivers 3 Nos

All above workers shall be deputed daily in terms of minimum wages act & BOQ as per direction of Engineer-in-charge on day basis, however one weekly off shall be given to these workers as per duty chart approved by the Institute. If driver is absent from duty, then Rs. 400/- per person per day, if any Sr. Mali is absent from duty, then Rs. 250/- per person per day and if any worker/ Mali is absent from duty then Rs. 200/- per person per day recovery shall be done in addition to non-payment of these absentees in Running & final bill. **Calculation of recovery shall be made on monthly basis after excluding the weekly off.**

- 10) All staff to be employed by the contractor will be interviewed by the engineer-in-charge or his representative before their deployment for the above job. Only after assessing the capabilities and positive attitude towards the work, the staff will be allowed to work at the work premises.
- 11) That it is expressly understood and agreed between the parties to this agreement that the person deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the IITD shall accrue/ arise implicitly of explicitly.
- 12) That on taking over the responsibility of providing Agency/Contractor contractor's worker, the contractor shall formulate the mechanism and duty assignment under intimation to the Engineer-in-charge. Subsequently, the Agency/Contractor shall review work arrangement from time to time. The contractor shall further be bound by carry out the directions/ instructions given to him by the Engineer-in-charge in this respect from time to time.
- 13) That the Engineer-in-charge or any other person authorized by him shall be at liberty to carry out surprise check on the persons so deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
- 14) That in case of the persons so deployed by the Agency/Contractor does not come up to the mark or does not perform his/her duties properly or indulges in any unlawful activities or riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such person on the report of

the Engineer-in-charge. Further, the Agency/Contractor shall immediately replace the particular person so deployed on the demand of the Engineer-in-charge, in case of any of the aforesaid acts on the part of the said person.

- 15) That the Agency/Contractor shall particularly abide by the provisions of minimum wages/ Act, 1948. Minimum wages shall be paid by the Agency/ Contractor at the rate fixed by **Government of India (Ministry of Labour and Employment, Office of the Chief labour commissioner, New Delhi)** from time to time to the workers deployed against said contract. Arrears, if due as result of increase in minimum wages would be reimbursed to the contractor on submission of proof of actual payment to the workers.
- 16) The categorization of job types along with their corresponding basic wages **must follow** the guidelines and structure as outlined in **Annexure 'A'**
- 17) The employees of Agency/Contractor shall be bound to perform the assigned jobs by Engineer-in-charge even though the same may not have been included in the schedule of services.
- 18) The Agency/Contractor will apply to the labour commissioner for obtaining a labour license as applicable and nothing extra shall be paid, to agency by the IIT Delhi. Agency will submit a copy of license to officer-in-charge of IIT Delhi.
- 19) IIT Delhi is a 'NO SMOKING ZONE'. The Agency should ensure that his employees DO NOT SMOKE while working in the IIT Campus. They will also not indulge in drinking alcohol or any other intoxicants. They will not consume drugs and eat pan/ khaini/ tobacco etc. they will not play cards or indulge in gambling on campus.
- 20) That the Agency/Contractor shall keep the IITD indemnified against all claims whatsoever in respect of the employees deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primarily responsibility of the contractor to contest the same. In case IITD is made party and is supposed to contest the case, IIT will be reimbursed for the actual expenses incurred towards counsel fee and other expenses which shall be paid in advance by the contractor to IITD on demand. Further, the contractor shall ensure that no financial or any other liability comes on IITD in this respect of any nature whatsoever and shall keep IITD indemnified in this respect.
- 21) The work is to be carried out for stipulated period of time and may be extended further as desired by the competent authority.
- 22) Non Judicial stamp paper worth Rs. 10/- (Ten Rupees only) will be submitted by the contractor which will have to be signed as token of acceptance.
- 23) Institute reserves the right to remove any person deployed by the firm, without assigning any reason/ notice. This will be without prejudice to the right of the contractor to remove any of his own employees deployed in the institute.
- 24) The Agency/Contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty.
- 25) The Institute can increase or decrease the manpower requirement in case there is a further increase or decrease in area to be maintained or during sudden need of the institute. The increase/ decrease in manpower would accordingly affect the billing on pro-rata basis.
- 26) The Agency/Contractor shall be required to maintain a **permanent attendance register** in addition to the **biometric attendance system (Face Detection Type)** provided by IIT Delhi. This attendance record shall be maintained at the IIT Delhi premises and shall be open for inspection and verification by authorized officers of IIT Delhi. All agency staff must **mark their daily attendance** using the **face recognition biometric machine** installed at IIT Delhi, which will be under the custody of the

representative of the Engineer-in-Charge.

- 27) The Agency/Contractor must not delay in making payment to the staff beyond 7th days of each month.
- 28) In case of delay of payment of wages beyond 7th day as specified, IIT Delhi shall arrange for payment to the workers at the risk & Cost of the contractor. Decision of the Engineer-in-charge in this regard shall be full & final and binding upon the contractor.
- 29) It would be responsibility of Agency/Contractor to arrange all permission/ approvals from all local bodies/ statutory bodies & nothing extra shall be paid on account of this by the institute.
- 30) The Agency/Contractor shall be responsible for all injury and accident to persons employed by him while on duty and no claim shall be given by the institute. In this regard, labour laws must be strictly followed by the Agency.
- 31) All personnel of the Agency/Contractor will be provided with identity cards that include their photographs. The Agency will be responsible for obtaining these photographs. Each identity card may be countersigned by the security officer or an engineer from the works department of IIT Delhi. If the Agency fail to issue identity cards to any of its employees than workers deputed by agency shall not be allowed to work.
- 32) Failure to comply any of the clauses or due to unsatisfactory performance as observed by Engineer-in-charge, the contract shall be terminated at any stage without assigning any reason thereof.
- 33) The Agency/Contractor will be required to submit the photo copy of the Cheques/ RTGS/ NEFT details after making payment of their monthly salary to the staff deputed under this contract.
- 34) The Agency/Contractor will take day to day instructions from the supervisory staff of the institute and shall maintain diary for the same.
- 35) None of the employees of the Agency/Contractor shall enter into any kind of private work at the different campus of the institute during working hrs.
- 36) Final payment shall be released only after satisfactory completion of work including clearing all legal dues i.e. Monthly wages, ESI & EPF etc. of workers.
- 37) The Agency/Contractor shall provide all necessary superintendence during execution of the work and all along thereafter as may be necessary for proper fulfilling of the obligations under the contractor.
 - a. The Agency/Contractor shall comply with all the provisions of the Minimum Wages Act, 1948, Contractor Labour (Relegation and abolition) Act, 1970 and rules framed there under, and other labour laws affecting contractor labour that may be brought into force time to time.
 - b. Payment to all staff shall be made by the Agency /Contractor through Account Payee cheque or RTGs only. The proof of payment shall be submitted to representative of Engineer-in-charge before payment of next bill to the contractor.
- 38) The Agency /Contractor / his supervisor will be bound to make **signature** on the site order book & carry out instructions giving their in.
- 39) The Agency /Contractor has to pay minimum wages from time to time to workers and shall be dealt as per above Terms & Conditions & IITD GCC form 7/8 as notified by **Government of India (Ministry of Labour and Employment, Office of the Chief labour commissioner, New Delhi)**.
- 40) **The Agency/Contractor shall be required to deposit ESI & EPF for the above work & submit original receipt as proof of payment of ESI & EPF particular to this work along with each Running bills to the department.**

- 41) If there is any potential increase or decrease in the EPF/ESIC limit due to statutory amendments, will the employer's share be reimbursed if there are any differences accordingly.
- 42) The Agency / Contractor shall give the Maintenance services on all working days (as directed by the Engineer-in-charge) of the month including gazetted holidays i.e. round the period of contract as per schedule of quantities except the paid national holidays of Republic Day, Independence Day and Gandhi Jayanti.
- 43) The work shall be carried out as per CPWD specifications H & L 2025 with up-to date correction slips unless otherwise specified in the nomenclature of individual item or in the specification, additional conditions where specifications are silent, the decision of Engineer-in-Charge shall be final and binding on contractor in terms of latest form 7/8 of IITD.
- 44) The rates quoted by the Agency /contractor shall be taken as net and nothing extra shall be paid on any account i.e. Royalty, Cartage, GST & stacking of material required at places etc.
- 45) The rates for different items of work shall apply for all Heights & Depths, Leads & Lifts unless otherwise specified in the agreement or specifications applicable in the agreement. The contractor must visit site (internal or external) area before quoting rates.
- 46) The duration of the contact shall be **12 (Twelve) Months** which can further be extended to monthly/quarterly/half yearly/yearly & more years on same terms and conditions of the contract, from the date of start of the contract and as per instruction/office order of Engineer-in-charge/competent authority and can be terminated even earlier by giving notice in writing on account of any of the following reasons:-
- a. On account unsatisfactory performance.
 - b. Breach of contract clauses.
 - c. Persistently neglect to carry out his obligations under the contract.
- 47) The Engineer - in- Charge can modify the programme and the contractors have to work accordingly. In case work does not start within 7 days the same is liable to be rescinded as per latest form 7/8 IITD and in case of delay liquidated damages to be imposed on contractors as per latest form 7/8 of IITD. Extension of time in work shall be dealt as per latest form 7/8 IITD.
- 48) No labour camp/ huts of contractor shall be allowed in IIT Campus.
- 49) The Clause of extension of time is also applicable as per CPWD manual.
- 50) GCC for 7/8 shall form part of NIT and the bidder shall go through GCC before quoting rates and the same shall be deemed to be accepted by bidder if he participates in the tender.
- 51) The parties to the contract agree and reiterate that the personnel deployed/ employed by the Agency/ Contractor will at all times remain the employee of the Agency/ Contractor only and shall have no claim whatsoever against the Institute in respect of any aspect of their employment whatsoever including but not limited to their Salaries, Conditions of service benefits and payment of provident fund and this clause shall be incorporated in the letter of appointment issued to each and every employee engaged by it for the purposes of this contract.
- 52) The rates quoted in financial bids would cover all the liabilities of the Agency such as cost of uniform, Bonus, ESIC, EPF and identity cards of personnel deployed by the contractor and all other statutory liabilities.
- 53) The Agency/ Contractor will take day to day instructions from the supervisory staff of the institute.
- 54) None of the employees of the Agency/ Contractor shall enter into any kind of private work at the different campus of the institute during working hrs. if found so, his services shall be terminated immediately.

- 55) The employees deployed by the Agency/ Contractor shall be of good character and sound health and shall not be below 18 years of age. No worker shall be allowed to stay within the Institute campus.
- 56) Police verification for all workers deployed at IITD must be submitted within one month from the commencement of work. If the Agency/ Contractor fails to submit the police verification within the stipulated time, the running bill shall not be processed.

Minimum wages for Type of Manpower Requirement

The detail of minimum wages of manpower to be engaged for above works mentioned as:

S. No.	Description	Basic Rate per day (In Rs.)	Bonus @ 8.33% on Basic Rate (In Rs.)	Total Rs. Per day (In Rs.)
(a)	Up Keeping of Horticulture Maintenance Work	-	-	-
1.	Mali (Unskilled)	805.00	67.06	872.06
2.	Senior Mali (Semi-Skilled)	893.00	-	893.00
3.	Tractor Driver (Skilled)	981.00	-	981.00

In the event of an increase in minimum wages, the same shall be reimbursed on actual basis including effect of GST if any. Minimum wages taken as per the order issued by office of the Chief Labour Commissioner (C), Ministry of Labour of Employment, Govt. of India, dt. 28/03/2025 for New Delhi area under category - A.

**INDIAN INSTITUTE OF TECHNOLOGY
DELHI HAUZ KHAS, NEW DELHI-16
Additional Terms & Conditions**

1. All staff to be employed by the Agency will be interviewed by the Engineer-in-charge or his representative before their deployment for the above job. Only after assessing the capabilities and positive attitude towards the work, the staff will be allowed to work at the work premises. Mali should have at least one year experience in his field and Senior Mali should have at least 5 years' experience working as Mali having proper horticulture experience. Tractor driver should have at least 3 years' experience of tractor driving having valid license of driving.
2. Stationary required for submitting daily/ weekly / monthly / yearly report shall be provided by the Agency. All staff of the agency will maintain the dress code as per directions of the IITD authority on cost of the agency. No separate payment will be done by the IITD for dress.
3. Failure to comply any of the above clauses or due to unsatisfactory performance as observed by Engineer-in-charge, the contract shall be terminated at any stage without assigning any reason thereof.
4. Any damage caused during maintenance work of the equipment of any Institute property shall be made by the Agency on his own cost.
5. A consolidated wage sheet containing the names of all workers so deployed by the contractor duly signed / acknowledged by the workers after disbursal of wages to be submitted to the Engineer-in-charge every month. Proof of disbursal of wages to be submitted before claiming bill. The wage sheet shall contain mandatory fields as per following: [1] Sr. No., [2] Name of the worker, [3] Actual days of duty performed, [4] Total wages, [5] Bonus amount, [6] EPF contribution [as applicable], [7] ESI Contribution [as applicable], [8] Total deductions, [9] Net wages received / disbursed, [10] signature of the worker. Payment to the firm shall be released on monthly basis after rendering successful service by the firm.
6. Final payment shall be released only after satisfactory completion of work.
7. The Agency shall clean the site thoroughly to the entire satisfaction of Engineer-in-charge.
8. The Agency his supervisor will be bound to signature the site order book & carry out instructions giving their in.
9. All payments shall be made monthly & no advance payment will be made.
10. The agency or contractor shall ensure that maintenance services are provided on any six days of the week as per the schedule approved by the Engineer-in-Charge.
11. Deviation can occur as per CPWD works Manual as per tender cost and as per directions of Engineer-in-charge with approval of the competent authority.
12. The Agency or Contractor is responsible for ensuring that the agreement is upheld, with a focus on engaging workers who will promote gender sensitization across various areas of the campus. This strategy is promote to foster a more gender-sensitive environment within the campus community.
13. The Agency or Contractor must supply materials as per the approved specifications, including foliage, shade-loving and ornamental plants, hedge and ground cover plants, earthen and cement pots, and a pruning pole saw, within one month of receiving the partial or full quantity request communicated by the Engineer-in-Charge.

14. Obligations of the Agency or Contractor in Material Supply-

- a. The Agency or Contractor shall ensure that all plants supplied are true to type, healthy, and free from any diseases, in accordance with the approved specifications. The Contractor will be fully responsible for any damage or loss incurred during transportation. Payment for the plants will be made one month after delivery; however, no payment shall be made for any plants that perish during this period.
- b. The Agency or Contractor must provide handmade, durable earthen pots that meet the specified dimensions. Cement pots must be constructed on a three-wire base framework and must also conform to the approved size specifications.

15. Special terms & conditions shall supersede. Additional terms & conditions or as decided by Engineer in charge.

16. The rates quoted by the Agency shall be taken as net and nothing extra shall be paid on any account i.e. Royalty, Cartage, Sales Tax & stacking of material required at places, dress of the workers/staff, Shoes (boots), gloves, masks etc. required for safety of the workers. Dress code of the workers will be as per direction of the Engineer-in-charge.

17. The rates for different items of work shall apply for all Heights & Depths, Leads & Lifts unless otherwise specified in the agreement or specifications applicable in the agreement. The Agency must visit site (internal or external) area before quoting rates.

18. For GST NIT form 6 & Indemnity bond of agency shall be referred & agency shall be solely responsible for GST.

19. There is a prevailing practice of pre-audit (for total tendered amount more than 3 lakhs) at IIT Delhi before releasing payment. Bidder shall have to comply all necessary documents as outlined in the Contract as to be desired by the Auditor and or by the Accountant. It may take one to two months in the whole process (from submission / acceptance of bill in CMB / MB by the contractor upto processing by Accounts section) to release payment subject to quick compliance of all submittals by the contractor. Applicable Taxes shall be got deducted from the bill as per prevailing orders of the Government. 'GST part of the bill' shall be released after submission of proof of payment of GST, i.e. B2B challan, etc. as may be, by the contractor.

BID SUBMISSION

ONLINE BID SUBMISSION

The Online bids (complete in all respect) must be uploaded online in **two** Envelops as explained below: -

Envelope – 1			
(Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Demand Draft/Pay order or Banker`s Cheque /Deposit at Call Receipt/FDR of any Scheduled Bank against EMD.	.PDF
2.		Enlistment order of contractor.	.PDF
3.		Certificate of work experience.	.PDF
4.		Certificate of Registration of GST and acknowledgment of up to date field return of GST if any.	.PDF
5.		Affidavit as per Notice Inviting Tender Condition 1.3 page 8 of NIT. (Affidavit shall be purchased/ notarized between date of publishing and last date of submission of bids beside this NIT/Tender ID and name of work must be mentioned on the affidavit.).	.PDF
6.		Acceptance to execute INTEGRITY PACT.	.PDF
7.		Undertaking as per on firm`s letter head. (a) “The physical EMD shall be deposited by me / us with the Authority inviting the tender, in case I / we become the lowest tenderer, within a week of the opening of financial bid, otherwise, department may reject the tender and also take action to debar me / us from tendering in any form in IIT Delhi” (b)“I/we have quoted our rates including GST@18%. I will submit the B2B form/challan for release the GST part. Failing which, Institute may hold/ recover the GST amount from my running account bill.”	.PDF
8.		ESI and EPF Registration.	PDF
9.		FORM "F" (Duly filled with all required details	.PDF
10.		In case of Partnership firm if all the papers of tender not signed by all the partners than a power of attorney authorizing the person who has signed the tender paper must be uploaded with the tender documents.	PDF
11.		Indemnity bond on Rs. 100/- stamp paper duly attested by notary of language as given below. The indemnity bond is executed on _____ to Executive Engineer (CD-I) IIT Delhi, we _____ (Name of firm) having our office at _____, do hereby solemnly affirm & declare that we understand & accept the terms & conditions below. i. GST compliance if any for this work shall be ensured by us, if we fail in honouring the indemnity bond, institute is free to forfeit our PG & blacklist/debarring us from tendering ii. We shall pay the minimum wages as per Government of India norms.	
12.		Annexure-I (duly filled & signed by the bidders)	PDF
13.		Annexure-II (duly filled & signed by the bidders)	PDF
14.		Annexure-III (duly filled & signed by the bidders)	PDF
15.		Any other documents specified in NIT	PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted in BOQ format.	.Xls

All above documents shall be as per Tender Notice.

PART 'C'

SCHEDULE OF QUANTITY

Name of work: - Supply of Manpower and Material for Maintenance of Horticulture Work in IIT, Delhi for the year 2025-26.

Sub Head: - Maintenance of Horticulture Work for One Year at IIT Delhi Campus.

S. No.	Description	Unit	Qty.	Rate Rs. (Inclusive of GST)	Amount (Rs.)
(A)	Supply of Manpower				
1.	Job responsibilities encompass various tasks associated with operations and maintenance, including grass cutting with a garden sword, manual grass cutting, and the use of a type of lawn mower. Furthermore, the position involves the preparation and upkeep of flower beds, weeding, watering, hedge trimming, hoeing, nursery activities, planting, and other gardening tasks. This role also requires the utilization of small tools and implements such as khurpas, patti, secateurs, bill-hook, among others. The work is to be carried out for a full shift of eight hours (8 hrs) each day, adhering to the directives of the Officer-in-Charge. Ratio of Senior Mali to Malis 1:3. Job entails the operation and management of tractors for tasks such as operating the trolley, water tanker, shrub master, and other equipment. Each of the 3 drivers will work an eight-hour (8 hrs) shift daily, following the directives of the Officer-In-Charge. (The rates quoted in financial bids would cover all the liabilities of the Agency such as cost of Wages, Uniform, Bonus, ESIC, EPF and identity cards of personnel deployed by the contractor and all other statutory liabilities.)				
(i)	Mali (12 month - 45 Mali's)	Per Day	13806.00		
(ii)	Senior Mali (12 month - 14 Senior Mali's)	Per Day	4602.00		
(iii)	Driver (12 month - 3 Driver's)	Per Day	936.00		
(B)	Supply of Material				
(a)	Horticulture Miscellaneous material				
2.	Empty earthen pots,6 inch size	Each	500.00		
3.	Empty earthen pots,8 inch size	Each	1000.00		
4.	Empty earthen pots,10 inch size	Each	500.00		
5.	Empty cement pot made with a 3 -wire base structure, size 12 inches.	Each	100.00		
6.	Empty cement pot made with a 3 -wire base structure, size 16 inches.	Each	100.00		
7.	Empty cement pot made with a 3 -wire base structure, size 18 inches.	Each	50.00		

8.	Empty cement pot made with a 3 -wire base structure, size 24 inches.	Each	60.00		
9.	Falcon telescopic pruning pole saw length-6385 mm	Each	3.00		
10.	Falcon telescopic pruning pole saw length-1720 mm	Each	2.00		
(b) Foliage, Shade Loving and Ornamental Plants					
11.	Providing, stacking and Displaying Areca palm having ht. 1.50 m to 1.80 m with 6 to 8 suckers, well developed, fresh and healthy with lush green foliage in 25 cm size of Earthen pot / Plastic pot and as per direction of the officer-in-charge.	Each	100.00		
12.	Providing, stacking and Displaying Croton Petra Bangalore variety having ht 45 cm & above, well developed with fresh and healthy leaves in 20 cm size of Earthen pot / Plastic pot and as per direction of the officer-in-charge.	Each	25.00		
13.	Providing, stacking and Displaying Croton Duck Foot (Elite) having ht. 45 cm and above with 3 to 4 branches, well developed, fresh and healthy leaves in 25 cm size of Earthen pot / Plastic pot and as per direction of the officer-in-charge	Each	25.00		
14.	Providing, stacking and Displaying Croton Challenger variety having ht. 30 cm and above, well developed with full of fresh and healthy leaves in 20 cm size of Earthen pot / Plastic pot and as per direction of the officer-in-charge.	Each	25.00		
15.	Providing, stacking and Displaying Croton Baby Golden Punctatum aureum having ht. 23 cm to 30 cm, well developed with fresh and healthy foliage in 15 cm size of Earthen pot / Plastic pot and as per direction of the officer-in-charge	Each	25.00		
16.	Providing, stacking and Displaying Araucaria cookie having ht. 75 cm to 90 cm, straight, well developed, fresh and healthy with lush green leaves from bottom to top in 25 cm size of Earthen pot / Plastic pot and as per direction of the officer-in-charge	Each	50.00		
17.	Providing, stacking and Displaying Aglaonema Ice plant ht. 25 cm having 10 to 12 fresh, healthy and attractive colourful leaves, well developed in 25 cm size Earthen pot/Plastic pot and as per direction of the officer-in-charge.	Each	30.00		
18.	Providing, stacking and Displaying Aglaonema Parrot Jungle plant (three in one), having ht. 30 cm and above with 20 to 25 leaves, well developed, fresh & healthy in 25 cm size of Earthen pot / Plastic pot and as per direction of the officer-in-charge.	Each	30.00		
19.	Providing, stacking and Displaying Aglaonema Snow White hybrid plant (three in one), having ht. 30 cm & above with 6 to 8 leaves, bright colour, well developed, fresh and healthy in 25 cm size of Earthen pot / Plastic pot (Specimen Plant) and as per direction of the officer-in-charge.	Each	30.00		
20.	Providing, stacking and Displaying Aglaonema marentifolium variety having ht. 23 cm to 30 cm with 8 to 10 leaves, well developed, fresh and healthy with colorful leaves in 20 cm size of Earthen pot / Plastic pot and as per direction of the officer-in-charge	Each	30.00		

21.	Providing, stacking and Displaying Aglaonema modestum having ht. 23 cm to 30 cm with 3 to 4 suckers & 15 to 20 leaves, well developed, fresh and healthy in 25 cm size of Earthen pot / Plastic pot and as per direction of the officer-in-charge.	Each	30.00		
22.	Providing, stacking and Displaying Dieffenbachia Tropic-snow having ht. 60 cm & above with 8-10 leaves, well developed, fresh & healthy in 25 cm size of Earthen pot / Plastic pot and as per direction of the officer-in-charge	Each	50.00		
23.	Providing, stacking and Displaying Dieffenbachia Mosaic having ht. 30 cm to 45 cm with 10-12 leaves, well developed, fresh and healthy in 25cm size of Earthen pot / Plastic pot and as per direction of the officer-incharge.	Each	50.00		
24.	Providing, stacking and Displaying Dracaena 'Song of India' variegated having ht. 30 cm to 45 cm, well developed, fresh & healthy foliage with bright leaves in 20 cm size of Earthen pot / Plastic pot and as per direction of the officer-in-charge.	Each	40.00		
25.	Providing, stacking and Displaying Dracaena Mahatma having ht. 30 cm to 45 cm, well developed, fresh and healthy foliage in 20 cm size of Earthen pot / Plastic pot and as per direction of the officer-in-charge.	Each	30.00		
26.	Providing, stacking and Displaying Dracaena Victoria having ht. 30 cm & above, well developed with full of leaves, fresh and healthy in 25 cm size of Earthen pot / Plastic pot and as per direction of the officer-incharge.	Each	30.00		
27.	Providing, stacking and Displaying Money Plant Broad Leaves mounted on moss stick 90 cm ht., 3 to 4 plants in each pot, well developed with full of fresh & healthy leaves in size of 25 cm Earthen pot / Plastic pot and as per direction of the officer-in-charge.	Each	70.00		
28.	Providing, stacking and Displaying Philodendron Oxycodium mounted on moss stick 90 cm ht., having 3 plants placed at equal distance, well developed with full of fresh & healthy leaves in 25 cm size of Earthen pot / Plastic pot and as per direction of the officer-in-charge.	Each	35.00		
29.	Providing, stacking and Displaying Philodendron Oxycodium Golden Colour Mounted on moss stick 1.20 m ht., having 3 to 4 plants placed at equal distance, well developed with full of fresh & healthy leaves in 25 cm size of Earthen pot / Plastic pot and as per direction of the officer-incharge.	Each	35.00		
30.	Providing, stacking and Displaying Brassia Variegated having ht. 30 cm to 45 cm, well developed with fresh and healthy foliage in 25 cm size of Earthen pot / Plastic pot and as per direction of the officer-in-charge.	Each	30.00		
31.	Providing, stacking and Displaying Chamaedorea elegans palm having ht. 60 cm to 75 cm, well developed with fresh and healthy leaves in 25 cm size of Earthen pot / Plastic pot and as per direction of the officer-incharge.	Each	30.00		
32.	Providing, stacking and Displaying Rubber plant black variety, well developed, having 45 to 60 cm ht. with fresh, healthy and attractive colourful leaves in 25 cm	Each	50.00		

	size Earthen pot/ Plastic pot and as per direction of the officer-in-charge.				
33.	Providing, stacking and Displaying Sanchezia Nobili's having ht. 30 cm & above, well developed with fresh & healthy foliage in 20 cm size of Earthen pot / Plastic pot and as per direction of the officer-in-charge.	Each	30.00		
34.	Providing, stacking and Displaying Spathiphyllum (peace lily), having 15 cm to 25 cm ht. blooming stage with fresh & healthy foliage well developed in 15 cm of Earthen pot/plastic pot and as per direction of the officer-in-charge.	Each	50.00		
35.	Providing, stacking and Displaying Acalypha Different colour well developed, fresh & healthy with good foliage, multi branch 30 cm to 45 cm ht. plant in 20 cm size of Earthen Pot/Plastic Pot and as per direction of the officer-in-charge.	Each	60.00		
36.	Providing and stacking Alpinia Variegated (three in one) having ht. 30 cm and above, with fresh and healthy variegated foliage in 25 cm size of Earthen Pot / Plastic Pot and as per direction of the officer-in-charge.	Each	35.00		
(c)	Hedge and Ground Covers Plants				
37.	Providing and stacking Clerodendrum inerme having ht. 25 cm to 30 cm multi branched in 25 cm size of Earthen Pot / Plastic Pot and as per direction of the officer-in-charge	Each	2500.00		
38.	Providing and stacking Duranta Golden, having ht. 15 cm to 20 cm bushy shape with fresh and healthy leaves in 15 cm size of Earthen Pot /Plastic Pot and as per direction of the officer-in-charge.	Each	2000.00		
39.	Providing and stacking of Murraya exotica of height 45-60 cm. in poly bag of size 15 cm as per direction of the officer-in-charge.	Each	3000.00		
40.	Providing and stacking of Putranjiva roxburghii of ht. 60-75 cm in bag of size 20 cm as per direction of the officer-in-charge.	Each	2500.00		

Special Conditions:

1. Engineer-in-charge may foreclose the work whenever desired, In such eventually, payment of gross work done up to foreclosure date, PG of the contractor shall be refunded, but no payment on account of interest, loss of profit of damages etc. or any other claim shall be payable at all. Security deposit shall be released after completion of defect liability period starting from foreclosure date.
2. The contractor should visit the site of work before quoting the rates.
3. The rates for different items of work shall apply for all Heights & Depths, Leads & Lifts and nothing extra shall be paid on these accounts.
4. The rates quoted in financial bids would cover all the liabilities of the Agency such as cost of Wages, Uniform, Bonus, ESIC, EPF and identity cards of personnel deployed by the contractor and all other statutory liabilities.
5. Quoted rates of agency shall be including GST.