

REQUEST FOR PROPOSAL (RFP):

**HORTICULTURE WORKS & ANNUAL MAINTENANCE CONTRACT (AMC)
FOR GARDENS AT SBI STAFF RESIDENTIAL COLONY, SECTOR-13, NERUL (EAST),
NAVI MUMBAI**

Ref: EST / BLP / 214

Dated: 08.05.2017

The Asst. General Manager (Estate)
State Bank of India
Ground Floor, C Wing, Global IT Centre,
Plot no.8, 9, & 10
Sector – 11, CBD Belapur,
Navi Mumbai – 400 614

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PART-1: INVITATION TO BID

State Bank of India (hereinafter referred to as “SBI” /”The Bank”) is having its Staff Residential Colony at Nerul, Navi Mumbai. In order to ensure maintenance of Gardens, lawns, irrigation system, trees, planters etc. at various places inside the campus on daily basis, the Bank invites tenders from established firms/ companies/ agencies (hereinafter referred to as “Bidder” or “Contractor”) to undertake “Horticulture Work & Annual Maintenance Contract for Garden.”

The Bidding documents can be downloaded from the Bank’s Website <https://www.sbi.co.in/> link procurement news or from the undernoted office and bid is to be submitted to the office of:

Asst. General Manager (Estate)
State Bank of India
Ground Floor, C Wing, GITC
Plot no 8, 9 & 10
Sector-11, CBD Belapur
Navi Mumbai-400 6014

- * Please note that all the information / documents desired are provided. Incomplete information may lead to non-consideration of the proposal.
- * Tender process shall be carried out in regular two bid system (Technical bid & Commercial bid). Among the qualified/ successful bidders, reverse e-auction will be conducted.
- * All Technical Bids must be accompanied by Earnest Money Deposit (EMD) as specified in the Bid document. Otherwise, the bid will be rejected. Bidders claiming exemption from submission of EMD amount shall submit valid certificate, issued by the NSIC / other competent authority. Certificate should have specifically mentioned of the nature of work (i.e. horticulture), value of the work, period of validity and other relevant details.
- * Bank reserves the right to change the dates mentioned in this RFP document, which will be communicated to the bidders through the Bank’s website <https://www.sbi.co.in/>
- * The information provided by the bidders in response to this RFP document will become the property of SBI and will not be returned. SBI reserves the right to amend, rescind or reissue this RFP and all amendments will be advised through our website www.sbi.co.in and such amendments will be binding on them.

PART-2: DISCLAIMER

The information contained in this Request for Proposal (RFP) document or information provided subsequently to Bidders or applicants, whether verbally or in documentary form, by or on behalf of State Bank of India (Bank), is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions as mutually agreed upon during tender process/agreement.

This RFP is neither an agreement nor an offer and is only an invitation by the Bank to interested parties for submission of bids. The purpose of this RFP is to provide the Bidder (s) information to assist in formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations & analysis and should check the accuracy, reliability and completeness of the information in this RFP. Also, where necessary obtain independent advices. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

The Bank reserves the right to accept or reject any Bid/ offer received in part or in full, and to cancel the bidding process and reject all Bids at any time prior to contract of award, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the effected Bidder or Bidders of the grounds for the Bank's action. Bank reserves the right to reject any Bid on security and / or other considerations without assigning any reason.

Bank reserves the right to cancel the entire Bidding / procurement process at any stage without assigning any reason whatsoever.

PART-3 : SCHEDULE OF EVENTS

1.	Date of commencement of Bidding process (posting of Tender Document on website/publication of tender)	Date:09.05.2017
2.	Pre-Bid Meeting	Date: 20.05.2017 Time: 3.00 pm to 4.00 pm The pre-bid meeting shall be conducted at SBI, GITC, CBD Belapur, Navi Mumbai
3.	Last date and time for receipt of written queries for clarification from bidders	Date: 18.05.2017 Time : 5.00 pm All communications regarding queries or seeking clarification shall be given in writing to The Assistant General Manager (Estate) at the address mentioned at page no. 3 of this document.
4.	Date of posting of clarifications on the Bidder's queries.	Date : 24.05.2017 Time: 6.00 pm The clarification on the queries shall be communicated through the Bank's website https://www.sbi.co.in link procurement news. No individual communication shall be provided to Bidder/s)
5	Last date and time downloading Bidding Documents	Date: 25.05.2017 Time: 6.00 pm
6	Last date and time for Submission of Bid	Date: 29.05.2017 Time: 3.00 pm
7	Date and Time of Technical Bid opening	Date: 29.05.2017 Time: 3.30 pm Bidder/s or his representative may be present during opening of the Technical Bids, at their expenses. However, Technical Bids would be opened even in absence of any or all of the Bidders /

		their representatives.
8	Place of opening of Bids	State Bank of India, Ground Floor, C Wing, GITC, Plot no 8,9,10, Sector no 11, CBD Belapur, Navi Mumbai-400614
9	Address for communication and submission of Bid. State Bank of India, Estate Department, Ground Floor, C Wing, GITC, Plot No-8,9 & 10, Sec-11, CBD Belapur, Navi Mumbai – 400 614	<p>1 .Name : G. Durgaprasad</p> <p>2.Designation : Asst. General Manager (Estate)</p> <p>3.Contract Number : 27561060 /9950999476</p> <p>4. Fax : 022-27577001</p> <p>5. Email : sbi.11342@sbi.co.in</p> <p>6. H.C.Sisodia, Chief Manager</p> <p>7. harchan.sisodia@sbi.co.in</p>
10	Earnest Money Deposit	<p>Rs.50,000/- (Rs. Fifty thousand only) in the form of Demand Draft in favour of State Bank of India payable at Mumbai/Navi Mumbai. EMD should be enclosed alongwith Technical Bid.</p> <ul style="list-style-type: none"> • Tenders without EMD are liable to be rejected. • EMD in any other form other than as specified above will not be accepted. • EMD of unsuccessful bidders will be returned within 30 days from award of contract. • No interest is payable on EMD <p>EMD of successful bidder will be retained as a part of security deposit or will be returned after submission of the Performance Bank Guarantee and after Submission of Service Level Agreement (SLA)</p> <p>Bidders claiming exemption from submission of EMD amount shall submit valid certificate, issued by the NSIC / other competent authority. Certificate should have specifically mentioned</p>

		of the nature of work (i.e. horticulture), value of the work, period of validity and other relevant details.
11	Date of Commercial Bid Opening or Date of online Reverse Auction	On a subsequent date, which will be communicated through our website www.sbi.co.in/ in person to qualified bidders. Representative of Bidder may be present during opening of Indicative Price Bid. However, bids would be opened even in the absence of any or all of the Bidder's representatives.
12	On line reverse auction	The lowest bidder will be decided by the online reverse auction, conducted by Bank's authorised agency. The date of online reverse auction will be intimated later to the eligible bidder.
13	Cost of tender documents	The Tender Documents along with BOQ can be downloaded from Bank's website viz www.sbi.co.in (procurement news) Rs.2500/- (Rupees Two Thousand Five Hundred only) to be submitted along with tender documents as tender fees.

*In case the date of opening of tenders/ is declared as a holiday, the tenders will be opened on the next working day at the same time.

**SBI has the right to accept/reject any/all tenders without assigning any reasons.

PART -4: NOTICE INVITING TENDER

Wax Sealed envelopes in two bid system, Technical bid and Commercial bid, are invited from reputed, established and financially sound Horticulture & Garden maintenance contractors for “Horticulture Work & Annual Maintenance Contract for Gardens, green areas, lawns, etc at SBI Staff Residential Colony, Nerul (East), Navi Mumbai”

Name of work	Horticulture Work & Annual Maintenance Contract for Gardens, green areas, lawns, etc at SBI Staff Residential Colony, Nerul (East), Navi Mumbai
Issuing of Tenders to Bidders	Will be available at our website : www.sbi.co.in (under procurement news)
Validity of Tender offers	90 days from the date of opening of Price Bid.
Earnest Money Deposit	Rs. 50,000/- (Rs. Fifty thousand only)
Security Deposit	The successful bidder shall have to submit the Security Deposit for the amount of two month's contract value or bank guarantee from any scheduled commercial bank/ letter of comfort from any branch of SBI, within 15 days from the receipt of work order. No interest shall be payable on the Security Deposit and Earnest Money Deposit. EMD of successful bidder will be adjusted in Security Deposit and shall be returned if bidder wants to furnish bank guarantee/ Letter of comfort, instead of Fixed Deposit as Security Deposit. Security Deposit will be returned after 60 days from the completion of all contractual obligation (without any interest) subject to satisfactory performance and after

	<p>return of all the items, which may have been issued to the contractor.</p> <p>Bidders claiming exemption from submission of EMD amount shall submit valid certificate, issued by the NSIC / other competent authority. Certificate should have specifically mentioned of the nature of work (i.e. horticulture), value of the work, period of validity and other relevant details.</p>
Commencement of works	<p>Within 15 days (mobilization period) from the date of Work Order. If the Contractor delays by more than 15 days over & above the specified time, the Bank is at liberty to terminate the contract without giving any notice.</p>
Contract Period	<p>01 (one) year. After initial contract period of one year, the contract may be renewed twice on same terms & conditions for a further period of 1 year each time, with an escalation of 5% p.a. However, in case increase in minimum wages/allowance is more than 5%, such increase may be considered, on the wages component only, with 5% increase in consumables/other components, at the discretion of the Bank.</p>
Defect Liability period	<p>During the currency of contract.</p>

PART-5: TENDER CONDITIONS

1. INTRODUCTION

Brief Scope of work: -

Maintenance of Gardens, Lawns, Irrigation system, Horticulture, beautification of the landscape, etc. at SBI Staff Residential Colony, Nerul (East), Navi Mumbai.

- 1.1. The agency shall be responsible for beautification and proper maintenance of horticultural gardens, within and at the gates of SBI Staff Residential Colony, Sector 13, Nerul, Navi Mumbai, including new plantations of trees and saplings, gardens etc, time to time, as per satisfaction of the Bank. Work of the contractor includes maintenance of indoor plants (if any), and planters, in the residential colony. It also includes, cleaning of debris and other related materials including faded leaves, branches, etc. from time to time for the entire premises and gardens.
- 1.2. The tenderer/ bidder must obtain himself on his own responsibility and his own expenses all information and data which may be required for the purpose of filling this tender document and enter into contract for the satisfactory performance of the work. The tenderer is requested to satisfy himself regarding the availability of water, power, transport, facilities, the character and quality of the material/land/soil/plant/ grass/ climatic conditions, local authorities requirements, etc. At their own expenses and risk & responsibility, the contractor must visit the site and study the working conditions, site conditions, and the quantum of work involved before quoting the rates as the contract is on the basis of lump sum amount per month. No claim of the contractor shall be entertained in under estimation of lump sum amount. Contractor shall not be permitted to increase the quoted amount during the contract period for any reason whatsoever it may be. He shall be liable to pay the statutory benefits to the workers during the period the contract is in force.

- 1.3. The contractor / agency will be responsible for compliance of all laws, acts and rules made there under, statutory orders issued from time to time in relation to the environment and man-power deployed by them for performance of the job under reference and the bank will have a right to be indemnified in respect of any consequences resulting from any breach or violation by the contractor of such rules, statutory obligations etc.
- 1.4. Except supply of free water by the bank in the garden/lawn etc, all other inputs like fertilizer, sapling, seeds and all tools & implements used for growing followers & plantations or for cutting grass & removing weeds, are to be supplied by the tenderer and disposing off the wastes are to be borne by the tender.
- 1.5. The contractor will be responsible for such conduct of the persons engaged by him in the colony, which will be conducive for maintaining as harmonious atmosphere as expected in the colony and will be responsible for any act & omission of such persons.
- 1.6 In the event of any violation of laws, rules, statutory provision by the contractor, this will amount to breach of contract and in such case, the bank will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason. The Contractor shall not have claim for any compensation in such event of discontinuation of the Contract.
- 1.7 Service provider will be required to maintain the entire area covered in the contract in best conditions throughout the year, irrespective of the weather conditions, except mentioned in forced measures. Failure on the part of the contractor to maintain the area in the desired condition shall invite the penalty, as mentioned in annexure II
- 1.8 For effective and efficient operation of the Horticulture/Gardening Services in the campus, the agency will provide dedicated manpower who will remain in the colony during working hours. However, they will not be permitted to reside/stay after working hours.
2. **ELIGIBILITY CRITERIA : The bidder should have undernoted qualification criteria and relevant registration (as applicable):**
 - 2.1 The Bidder should have following registration certificates/authorization/ approval, without which the tender may be rejected:-

- a) Certificate of Incorporation, Articles & Memorandum of Association in case of Companies / Partnership deed & copy of firm registration certificate in case of partnership firm/ In case of proprietary copy of Services Tax Registration.
 - b) PAN number of the Company/ Firm /Bidder.
 - c) Certificate of Registration under Service Tax Act
 - d) Certificate of Registration under VAT.
 - e) Certificate of Registration under Shops & Establishment Act.
 - f) Certificate of Registration with the Office of the Regional Provident Fund Commissioner.
 - g) Certificate of Registration with Employees State Insurance Corporation.
 - h) Valid registration certificate / licence with Labour Department under Contract Labour (Regulation & abolition) Act, 1970.
 - i) Certificate of Registration with Professional Tax Office.
 - j) Certificate of Registration under Govt Sales Tax Act/VAT.
 - k) Any other registration certificates/authorization/approval applicable
- 2.2 The Bidder should have a minimum of 05 years' experience (as on 31.03.2017) in Horticulture work & Annual Maintenance Contract for Garden/green areas, lawns, etc in Commercial/ Residential campus, Educational / Training institutes, Govt. /Private maintained parks. **The bidder should furnish previous work orders / Completion certificates for establishing the experience.**
- 2.3 The bidder should have a minimum average annual turnover of Rs.20 lacs for the previous three years (as on 31.03.2016) Audited / Certified Balance Sheet
(By Chartered Accountant) for the year 2013-14, 2014-2015 and 2015-16, establishing the turnover criteria should be Submitted.
- 2.4 The bidder should have executed / in progress work for Horticulture work & Annual Maintenance Contract for Gardens, green areas, lawns, etc in Commercial / Residential campus, Educational/ Training institutes, Govt / Private maintained parks during the last 5 years (2012-2017) in Maharashtra. The value of the annual maintenance contract should be at least of
- a. One annual contract of Rs. 32 lacs 'or'
 - b. Two annual contracts of Rs. 20 lacs each 'or'
 - c. Three annual contracts of Rs. 16 lacs each
- For establishing the eligibility criteria 2.4, the bidder should furnish work order/ Completion Certificates specifying the contract value**

during the period 2010-2016. Failure to submit satisfactory work done certificate for the period will render the bidder ineligible.

- 2.5 The bidder should have **an office in Mumbai / Navi Mumbai / Thane** districts or he should be ready to open an office within period of one month from the date of tender.
- 2.6 The bidder must not have been prosecuted or suffered any penalty for violation of any labour laws by any Labour Authority/Competent Court.
- 2.7 Non disclosure of relevant information or furnishing of incorrect information/ documents will disqualify to bidder.
- 2.8 The bidder must produce relevant documentary evidence (self attested if it's a photocopy) along with the PQT and tender application form (Original to be produced for verification as and when required).
- 2.9 The bidder should not rescinded / abandoned any Garden maintenance contract awarded by any of his client before the expiry of prescribed period of contract.
- 2.10 The bidder should not be a sub-contractor to any other entity or person and will not be allowed to sub-let the contract awarded to the applicant, to any other person.
- 2.11 The bidder should comply with all labour laws and obtain all licenses/ approvals/ permissions to carry on the business of Garden maintenance services.
- 2.12 The applicant does not suffer/suffered any disqualification to render the Garden maintenance services at any time in respect of matters not enumerated herein.
- 2.13 The applicant must furnish appropriate declarations in respect of the terms and conditions mentioned herein along with his pre-qualification application forms.
- 2.14 The applicant is/has not formed/part of any cartel at any time for processing any contract including the present tender.
- 2.15 The bidder must have the past track record of providing satisfactory services to their institutional clients/ government departments/ PSU etc. The firms, which were engaged with us and their services, were not found to be satisfactory, will not be eligible for bidding.
- 2.16 Bank Draft for Earnest Money Deposit (EMD) should accompany the Technical Bid.
- Bidders claiming exemption from submission of EMD amount shall submit valid certificate, issued by the NSIC / other competent authority. Certificate should have specifically mentioned of the nature of work (i.e. horticulture), value of the work, period of validity and other relevant details.

Note: Original documents need not be submitted with the bid offer. However, the bidder should provide the original documents at the time of verification by the Bank.

3. BIDDING DOCUMENTS

3.1 The tender process will be in two cover system: Quotation has to be submitted in 2 separate envelopes superscribing Technical Bid/ Commercial Bid for “Horticulture work & Annual Maintenance Contract for Gardens/green areas, lawns, etc at SBI Staff Residential Colony, Nerul”, wax sealed & coupled together as per the procedure narrated below. The tenders should be dropped in the Tender Box located at the following address or the bidders may also submit the Tender by post so as to reach at Estate Dept as per time and date mentioned in schedule of events. Bank shall not be responsible for any postal delay. Each paper of Tender documents should be stamped & signed by the authorized official of the firm/company with a seal of the firm/ company.

- I) Envelope Cover-I: This envelope will contain the necessary details required as per format given hereunder and will be used for **Prequalification and Technical qualification of bidder. Short listing will** be on the basis of marks secured in various parameters as per the Evaluation Criteria Matrix for Bidders. The bidder has to secure minimum 50% (50 out of 100) to be eligible for tendering.
 - a) Pre-qualification application form for garden Maintenance services (as given as point no. f), duly filled in alongwith necessary enclosures. (Tender document duly signed in, all pages by the Tenderer) and Tender Document, in token of acceptance of terms & conditions of the tender.
 - b) Declaration/ confirmation as per Annexure - I to VI
 - c) A non-Interest bearing Ernest Money Deposit (EMD) of Rs **50,000.00** (Rupees Fifty thousand only) in the form of Demand Draft/Banker Cheque in favour of State Bank of India, GITC, Navi Mumbai payable at Navi Mumbai. Bidders claiming exemption from submission of EMD amount shall submit valid certificate, issued by the NSIC / other competent authority. Certificate should have specifically mentioned of the nature of work (i.e. horticulture), value of the work, period of validity and other relevant details.
 - d) Tender will be rejected if the tenderer fails to submit the required EMD along with the above application (if not eligible for exemption, as per documents submitted) and price bid will not be opened.
 - e) The Bank will not accept any conditional tender from the vendor, i.e., quoting any conditions in the tender form and their tender application will be rejected without assigning any reason thereof.

- f) The first envelop should contain the forwarding letter (as per 'PART-9: Forwarding Letter'), alongwith the undernoted information/ details specified in the below table, with the copies of relevant papers/documents, for establishing the eligibility criteria.

SR · N O.	DOCUMENT / CERTIFICATE DESCRIPTION	DETAILS
1	Name of the company/organization/firm/individual	
1.1	Address of the bidder, with PIN code:	
1.2	Telephone number, fax number and email of firm	
1.3	Name of key person/s (he/they may be interacted with the bank's official/s).	
1.4	Address of key person	
1.5	Mobile Number, phone no. and email of key person	
1.6	Technical/ professional qualification of key person	
1.7	Name of contact person	
1.8	Address of contact person	
1.9	Mobile Number, phone no. and email of contact person	
2.	Certificate of Incorporation, Articles & Memorandum of Association in-case of Companies, Partnership deed & copy of firm registration certificate in case of partnership firm,	
3.	PAN number of the Company/Firm / Bidder (enclose copy)	
3.1	PAN number of Direct/ key person (enclose copy)	
4	Certificate of Registration under Service Tax	

	Act (enclose copy)	
5	Certificate of Registration under VAT (enclose copy)	
6	Certificate of Registration under Shops & Establishment Act (enclose copy)	
7	Certificate of Registration with the Office of the Regional Provident Fund Commissioner (enclose copy)	
8	Certificate of Registration with Employees State Insurance Corporation (enclose copy).	
9	Valid registration certificate / licence with Labour Department under Contract Labour (Regulation & Abolition Act,1970) (enclose copy)	
10	Whether bidder is having an office in Mumbai /Navi Mumbai / Thane districts or is intended to open office, within one month from the date of tender	
11	Bank Draft for 'Earnest Money Deposit'(EMD) for a value of Rs 50,000/- (Rs. Fifty thousand only) Bidders claiming exemption from submission of EMD amount shall submit valid certificate, issued by the NSIC / other competent authority. Certificate should have specifically mentioned of the nature of work (i.e. horticulture), value of the work, period of validity and other relevant details.	
12	Supervisor: Should be a diploma / graduate / in Horticulture / Agriculture with at least two year working/field experience. Should be in a position to communicate and carry instruction in English, Hindi and Marathi	
13	Trained Mali: Should be a trained and qualified person with minimum five years experience in managing orchards, lawns, landscape with good job-knowledge on horticultural activities.	
14	Skilled labourer: The person should have essential working knowledge and experience on various horticultural and agricultural activities as desired to perform the works.	
15	Digital Signature for E-auction should be available	

16	How many project in hand. Please give the details for visit by the Bank officials.	
17	The bidder shall give details of 3 months & 6 months of future action plan of garden works	
18	Whether bidder has been prosecuted or suffered any penalty for violation of any labour laws by any Labour Authority/Competent Court? If yes, give details thereof.	
19	Whether bidder had rescinded / abandoned any Garden maintenance contract awarded by any of his client before the expiry of prescribed period of contract? If yes, give details thereof.	
20	Whether bidder has been a sub-contractor to any other entity / person or is intended to sub-let the contract awarded to the applicant, to any other person? If yes, give details thereof.	
21	Whether bidder is complying with all labour laws and has obtained all licenses/ approvals/ permissions to carry on the business of Garden maintenance services?	
22	Whether bidder has suffered any disqualification to render the Garden maintenance services at any time in respect of matters not enumerated herein? If yes, give details thereof.	
23	The bidder is having the past track record of providing satisfactory services to their institutional clients/ government departments/ PSU etc? if no, please give details of unsatisfactory services.	
24	Certificate of professional qualification in Agriculture/ Horticulture Management of Director/ Partners/ Proprietor/ Manager working at site.	
25	Certificate of Registration with Professional Tax Office	
26	Certificate of Registration under Govt Sales Tax Act	
27	Income Tax Assessment copies for the last three financial years	
28	Certificate of ISO or any other relevant Certificate	

29	Audited/ Certified Balance Sheet (by Chartered Accountant) for the years 2013-2014,2014-2015, 2015-2016, establishing the minimum average annual turnover of Rs. 20 lacs for the previous three years (as on 31.03.2016) (as per undernoted format).	
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Financial Capabilities. Last three years audited statement of Accounts by C.A. starting from FY 2013-14 giving following details:			
Details	2013-2014	2014-2015	2015-2016
i. Annual Turnover			
ii. Net Profit			
iii. Cash and bank balance including (FDR)as at 31.03.2016. Confirmation certificate from Bank is required to be produced.			
iv. Fixed Assets / Investments			
v. Capital Accounts Balance			

30	Previous work orders/ Completion certificates for establishing the minimum 05 years of experience (as on 31.03.2017) in maintaining Garden & Horticulture works in Commercial/ Residential campus, Educational/ Training institute, PSU, College, University, Govt / Private maintained parks. (fill the details as per undernoted format and enclose copies)
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Sr. No.	Name of the organization with complete postal address mentioning Private Sector / Govt. Body / PSU / Training Institute.	Name and designation of the contact Person with Tel. / Mobile No (s)	Period for which the contract was awarded		No. of persons deployed by your firm / company	Nature of Work.	Value of contract (In Rs.)
			From	To			
1.							
2.							
3.							
4.							

31	Details of contracts for Horticulture works & Annual Maintenance Contract for Garden in Commercial/ Residential campus, Education / Training Institutes, Govt. / Private maintained parks in hand (as per format given hereunder)
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Period of Contract		Name of the organization	Type of the Contract	Value of the Contract (in Lacs)	Name of the Contact Person
From	To				
					with Mob

(You can use additional sheets, if required)

The bidder should arrange for inspection of one or more sites (within the area of 200 km from Navi Mumbai, where bidder is extending services), in case bank desires so. The bidder should facilitate such visits.

32.	<p>The value of the annual maintenance contract should be at least of:</p> <p>a. One annual contract of Rs. 32 lacs 'or'</p> <p>b. Two annual contract of Rs.20 lacs each 'or'</p> <p>c. Three annual contract of Rs.16 lacs each</p> <p>(details to be given as per undernoted table)</p>
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Sl. No.	Name of the Clients	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16

33. The Technical proposal should NOT contain any price information. Such proposal, if received, will be rejected.
34. All documents submitted should be serially numbered as per PART-9: Forwarding letter along with its Annexure. All the pages of the certificates /documents submitted should be self attested with Company/ firm's Seal & signature. Please ensure that all the information/ documents desired have been provided. Incomplete information may lead to non-consideration of the proposal. Bank may seek additional documents/ information for ascertaining the eligibility of the Bidder.
35. After scrutinizing the Technical Bid parameters, Bidder who qualifies, as per evaluation matrix, will be shortlisted. **Bidders who fulfil the requirements of Technical Bid will only qualify for opening of 2nd Envelope i.e. Commercial Bid.**

- II) Envelope Cover –II: This envelope will contain the **Price Bid**. The process of selection will be as under:
- a) Price bid should contain “Bill of Quantities” specifying their price. The price quoted should contain a single sheet as per format Part 8 on the Bidder’s letterhead wherein in **Base Price is only to be mentioned under the signature and seal of the Bidder, Service Taxes will be paid extra & actual.**
Note: Base price should include minimum wages, EPF, ESIC, Bonus, Escalation on account of increase in minimum wages during the contract period of initial one year, Profit, lump sum payment towards the cost of consumables like manure, pesticides, soil, garden tools, machineries, irrigation system, PPE (personal protective equipment), safety shoes, etc.
- b) First, the Envelope/ Cover- I will be opened. The application will be checked for fulfillment of all eligibility criteria. The veracities of the claims will be tested to the satisfaction of the Committee, and short listing of applications will be done based on such criteria.
- c) The short listed applications/ firms units will be subjected to onsite inspection / enquiry, with a view to establish their suitability for undertaking the assigned job. The criteria for satisfactory inspection of the units will be decided by the Committee.
- d) The Price bid in respect of such short-listed applicants, who have qualified after satisfactory onsite inspection/ enquiry, will be opened.
- e) After opening of price bids, base price will be fixed and reverse e-auction will be conducted through the bank's authorized e-procurement service provider. Successful/qualified bidders will have to take part in reverse e-auction, for which they should have valid digital signature or arrange for the same, in the name of the firm.
- f) In case, no bid is received in reverse e-auction for amount lower than the base price, lowest bid received through commercial bid, may be considered as L1, at the option of the bank.
- g) In case, the bidder fails to furnish security deposit, with the stipulated time, EMD of the bidder may be forfeited and bidder may be blacklisted. In case the work is awarded to bidder, without EMD (who found eligible for exemption from submission of EMD amount), and default made by the bidder, necessary action, including blacklisting him, will be taken.
- h) The committee reserves the right to reject the tender application, if the price bid found to be unsustainable / unworkable.

3.3 Documents constituting the Bid:

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Document. Failure to furnish all information required in the Bidding Document or to submit a Bid not substantially responsive to the Bidding Document in every respect will be at the Bidder's risk and may result in the rejection of the bid at the discretion of the Bank.

3.4 Clarification/ Amendment of Bidding Document

3.4.1 Bidder requiring any clarification of the Bidding Document may notify the Bank in writing at the address or by e-mail indicated as per time and date mentioned in Schedule of Events (Part-3).

3.4.2A pre-bid meeting is scheduled as per time and date mentioned in Schedule of Events.

3.4.3 Text of queries raised (without identifying source of query) and response of the Bank, together with amendment to the bidding document, if any, will be posted on Bank's website only. No individual clarification will be sent to the bidders. It is the responsibility of the bidder to check the website before final submission of bids.

3.4.4 Relaxation in any of the terms contained in the Bid, in general, will not be permitted, but if granted, the same will be put up on Bank's Website.

3.4.5 All bidders must ensure that such clarifications/ amendments have been considered by them before submitting the bid. Bank will not take responsibility of any omissions by bidder.

3.4.6 At any time prior to the deadline for submission of Bids, the Bank for any reason, whether, at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding Document, by amendment.

3.4.7 In order to enable bidders reasonable time in which to take amendments into account in preparing the bids, the Bank, at its discretion, may extend the deadline for submission of bids.

3.5 Documentary Evidence Establishing Bidder's Eligibility and Qualifications

The documentary evidence of the Bidder's qualification, to perform the Contract if its Bid is accepted, shall establish to the Bank's satisfaction that adequate, specialized expertise are available to provide necessary maintenance services and the Bidder will assume total responsibility for the fault-free operation of the solution proposed and maintenance during the contract period. The bidders shall, wherever called upon to do so, give full information with reference to the services in hand and shall

also permit the nominated officer/s of SBI to inspect the premises of the bidders at all reasonable times and shall give full assistance and information as may be required from him in connection with the contract.

3.6 OTHER CONDITIONS:

- 3.6.1 Successful Bidder shall be bound to implement the contract by signing an agreement and conditions of contract attached herewith within 15 days from the receipt of intimation of acceptance of his tender by the Bank. However, the written acceptance of the tender by the Bank will constitute a binding agreement between the Bank and successful tenderer whether such formal agreement is subsequently entered into or not. The format of the agreement shall be designed drafted based on the Terms & Conditions / Clauses mentioned in this RFP document. The successful Bidder should forward a letter specifically indicating the name of their personnel who will be providing services in different heads.
- 3.6.2 Decision of the Bank in regard to interpretation of the Tender's Terms & Conditions, Scope of Work, Agreement, Payment term, etc. shall be final and binding upon the Contractor. In case of any dispute between the Contractor and the Bank, the Bank shall have the right to decide. However, all matters of jurisdiction shall be subjected to courts in Navi Mumbai.
- 3.6.3 Bank reserves its right to reject any or all the Tenders/ Quotations without assigning any reasons therefore and the Bank's decision shall be final and binding.
- 3.6.4 No deviation of any kind will be allowed in Tender conditions, Scope of work, Terms & conditions, Payment Terms, etc. after the tendering process is over.
- 3.6.5 The EMD may be forfeited:
- a) If a Bidder withdraws or amends its bid during the period of Bid validity specified herein; or
 - b) If a Bidder makes any statement or encloses any form which turns out to be false /incorrect at any time prior to signing of contract; or
 - c) In case of a successful Bidder, if the Bidder fails:
 - i.) To sign the contract with the Bank within a period of 30 days; or
 - ii.) To furnish Security / Performance Guarantee to the Bank.
- 3.6.6 In such case of unsatisfactory performance on the part of Contractor in addition, to forfeiture of the performance guarantee deposited by the contractor, action can be initiated by the bank to blacklist the Contractor firm/agency for period decided by the bank.

3.7 Litigation, if any, is subject to jurisdiction of Navi Mumbai.

PART-6:

General terms & conditions of Garden Maintenance/horticulture works
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1. The contract shall be for a period of one year from the commencement of the contract. After completion of one year period, contract may be renewed further two times, for the term of one year each, with escalation of 5% each time, provided that the Contractor has requisite regulatory license(s). The renewal will be at the sole discretion of the bank, on mutually agreed upon terms & conditions. However, in case increase in minimum wages/allowance is more than 5%, such increase may be considered, on the wages component only, with 5% increase in consumables/other components, at the discretion of the Bank.
2. If the Bank does not avail of certain service(s) mentioned in the Scope of work, then the Bank shall not pay for that / those service(s). The Bank shall have the right, during performance of the maintenance contract, to change the scope and/ or technical character of the maintenance contract.
3. The jobs shall be carried out at locations of the bank as mentioned in this RFP. No conveyance or any other allowance will be paid to the Contractor for attending complaints / carryout out maintenance activities.

4. Entire Horticulture works shall be carried out during the working hours with adequate workers, supervisors. The contractor shall also deploy adequate manpower in shifts for watering in summer season as well as at times as and when required as directed by the bank.
5. The Contractor will be obligated to meet the Garden Maintenance In-charge / officials concerned of the bank, once in a month for assisting and monitoring of the Garden services rendered. Contractor should submit monthly work plan for improvement of Garden.
6. The Contractor shall arrange for & ensure daily cleaning and other services for the entire complex as specified in Annexure V&VI. Even if the area is not being used, the maintenance would be done at their cost as per the schedule.
7. The Contractor shall carry out improvements as may be necessary for ensuring satisfactory service and shall take due notice of complaints/ suggestion made by the bank's authorized official/s. The Contractor shall prepare Daily Report and update the complaint register on daily basis and keep ready for bank's official's inspection/perusal. The same will be submitted on fortnightly basis, at the Caretaker office at Colony, for further putting up to the Competent Authority.
8. The Contractor shall ensure a very high standard of garden maintenance of the entire complex at all times, with due regard to hygiene and cleanliness. Disposal of all garbage shall be the responsibility of the Contractor.
9. The Contractor shall engage fully trained and adequately experienced workmen, who are medically fit. They should be free from all infectious diseases.
10. The Contractor shall maintain all machinery, equipments and installations like, irrigation pipeline, foggers, drip irrigation and sprinkler irrigation system by qualified plumber and Gardener and supervisor.
11. The Contractor shall be responsible for any loss due to theft / pilferage of / damage to the bank's property, including any portion of the building under the Contractor's occupation, or the fittings, fixtures, furniture or other equipments entrusted in his charge, when such loss/ damage is, in the bank's opinion, caused due to negligence or carelessness or any fault on Contractor's part or that of his representative or any of his employee, he shall be liable to pay to the bank such amount in respect of such damage as may be assessed and quantified by the bank's authorized official/s in this regard.
12. The Contractor shall ensure that the character and antecedents of the personnel to be engaged has been verified through the appropriate authority (including police

verification) and they have unblemished past records. In any event the damage assessed in terms of money will not exceed the cost of item/article lost.

13. The Contractor shall provide for diseases & pest control against insects, pests, termites attack, etc on regular basis, with minimum 4 times in a year, apart from providing as and when required. Spraying should be carried out at regular intervals, with minimum 4 times in a year.
14. The contractor shall keep at site well versed and experienced Malis / Supervisor to perform the activities and also co-ordinate with instructions of bank's officer.
15. The Contractor shall ensure the availability of reliever for weekly off and a substitute is provided if a person is absent. The Contractor should arrange for replacing his workmen to give weekly off to his workmen as per the labour rules.
16. The Contractor shall engage required employees including supervisors for upkeep and maintenance of entire premises occupied by the Bank. The Contractor shall also designate supervisor by name that will personally check the working of garden maintenance staff every day.
17. The contractor shall ensure that they observe cleanliness and wear neat and clean uniforms with plastic Name Badges, identity cards with photographs and that they are courteous, polite and prompt while rendering efficient service in their respective areas.
18. The Contractor shall give necessary guidance and directions to his employees to carry out the jobs assigned to them by the Contractor.
19. That the Bank shall not be liable for any compensation in case of any untoward incident / injury/ death caused to any Contractor's employees while performing / discharging their duties/ visiting Bank's premises for inspection or otherwise. The contractor shall alone be fully responsible for safety and security & insurance or life insurance of their personnel who is working on the operation and maintenance works.
20. In no case, safety norms shall be violated. Even in case of urgency, when temporary rectification is done, no such compromise is allowed as regards to safety provisions.
21. The Contractor agrees that its personnel shall comply with security regulations in effect from time to time at Bank's premises and externally for materials belonging to SBI at all times.

22. The Contractor shall provide and ensure that sufficient personal protection gears like safety shoes, hand gloves, ladders, etc. are being used by their workers while carrying out works.
23. The Contractor personnel shall report at the designated place/office in the colony, while entering & exiting the premises. All personnel of Contractor will be subjected to a thorough physical checking while coming and leaving the colony. Those persons so deputed will sign in the Register for arrival and departure at the site.
24. Neither party shall be liable for delay in performing obligations if the delay or failure is due to any of the following force majeure i.e. Act of God or any Government Act, fire, earthquake, explosion, strikes / Bandh, civil commotion or anything beyond the control of either party. The party shall use all reasonable endeavours to minimize any such delay.
25. The cost of essential day to day consumables like seeds, pesticides, garden tools, machineries, etc. has to be included in the Annual Maintenance Contract value itself. No extra charge shall be payable on this account. However, need based arrangement for saplings, pots, etc. has to be brought to the notice of the Bank and the works have to be carried out as per the advice to the concerned Officer. The cost of such sapling, soil, etc. shall be borne by the Bank. However, contractor will provide six trucks of load (18 brasses) of soil and six trucks of loads (18 brasses) of farm yard manure, every year, within the cost of AMC.
26. The performance of contractor would be assessed and monitored by the bank at periodical intervals with or without the assistance of external expertise as may be decided by the bank. The contractor shall comply with such observations/feedback made and furnish steps for improvement in his services. Failure to adhere to the norms and stipulations mentioned above will compel the bank to levy penalty. The decision to levy the penalty will be the sole discretion of the bank and the decision in this regard shall be final and binding on the contractor.
27. In case the Contractor, or any of his employees, fails to fulfill his obligations under the provisions as per above clause no. 21 for any day or any number of days, to the satisfaction of the bank, for any reason whatsoever, he shall pay by way of liquidated damages up to a sum of Rs.5,000/- (Rupees Five Thousand Only), per day for the entire number of such days and the Bank shall without prejudice to its other rights and remedies, shall be entitled to deduct such damages from the money, if any, payable to the Contractor.
28. Complaint of any nature reported / recorded in any of the form are to be redressed within a reasonable time prescribed / as considered reasonable by bank. Else the penalty clause will be invoked as per Annexure II. In case the contractor found

negligent in taking proactive measures in avoiding recurrence of these lapses penalty as per amount specified in Annexure II, amount would be doubled, subject to maximum 20% of the monthly bill, at the Bank at its discretion.

29. The contract shall be terminated by efflux of time or earlier, by one month's notice at the option of the bank. The Contractor shall have the option to terminate the agreement after giving three months notice to the bank. If during the currency of the contract, any Government notification prohibits employment of contract labour for garden maintenance services, the contract shall come to an end forthwith and no compensation shall be paid, or payable to the Contractor. Besides, if the contract is terminated as stated above the Contractor shall be entitled to the payment for the work already performed up to the date of termination. The Bank reserves the right to terminate the agreement in case of breach of any terms & conditions of this agreement by the contractor, with 24 hours notice.
30. Contractor shall ensure that peace, order and decorum are maintained in the premises by the Contractor's employees. Any disturbance in the premises by the Contractor or his representatives / employees would render the termination of the contract with 24 hours notice by the bank
31. The contractor shall undertake to bear all taxes, rates, charges, levies or claims whatsoever as may be imposed by the Central / State Government or Local Body or Authority.
32. That the Contractor will not sub-contract or permit any other person to perform any of the work or services agreed to without prior permission from the Bank.
33. In the event that the contractor closing his business in the normal course or wind up, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or shall avail itself or become subject to any proceeding under any Act or statute of any country or state relating to insolvency or protection or rights of creditors, then this agreement shall terminate and be of no further force and effect.
34. All questions relating to the performance of the obligations under this agreement and all the disputes and differences, which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payment to be made in pursuance thereof, shall be referred to the DGM, F&OA, GITC, Navi Mumbai, whose decision shall be final, conclusive and binding on the parties to this agreement.

35. The Contractor shall bear all the costs and expenses in respect of charges, including stamp duty, registration etc. of this agreement and / or any other documents / agreements, which are required to be executed.
36. The Contractor shall have to deposit a sum equivalent to two months value of tender as Security Deposit inclusive of Earnest Money of Rs.50,000/-. The Security Deposit will be refunded on termination of the contract, after adjusting the dues payable by the Contractor to the bank within three months of expiry of the contract.
37. The Contractor's rate shall remain unchanged throughout the contract period.
38. The Contractor shall provide the equipment which are required for Garden Maintenance Services, including undernoted:
 - a. Lawn mower
 - b. Hedge Cutter
 - c. Hand drawn roller
 - d. Sprayers
 - e. Motorized saw
 - f. Fogging Machine
39. Contractor's personnel or their family members shall not be allowed to stay/ reside at site.
40. The Contractor shall be responsible for all the claims of his employees and the employees of the Contractor shall not make and claim whatsoever against the bank.
41. The contractor shall not be entitled to assistance, either in the procurement of raw materials required for the fulfillment of the contract or in the securing of transport facilities.
42. The Contractor shall be paid at monthly intervals upon production of bills, along with proof of adhering to the contract conditions, including evidence of deposit of EPF/ESI/premium and actual payment of Bonus (if any), subject to imposition of penalty for defects/ deficiencies as agreed, after deducting the taxes at source.
43. In case of any lapse on contractor's part in proper maintenance of garden, the Bank has right to deduct the pro-rata charges for the period.
44. The contractor shall be responsible for all the claims of his employees and the employees shall not make any claim whatsoever against the

Bank. The contractor's workmen shall not have any right whatsoever for absorption in the Bank.

45. The contractor shall be responsible for payment of their wages and dues to their employees and he shall be liable for any liability arising out of violation of any law, local or central. It will be the responsibility of the contractor to ensure that his directions are carried out by the persons employed by him.
46. The contractor shall indemnify the Bank against any penalties / claims for any default on his part.
47. The Contractor shall obtain adequate insurance policy in respect of the workmen engaged by him for the work towards meeting the liability of compensation arising out of death, injury, disablement etc. The contractor shall also be responsible to comply with all the statutory requirements, including fire safety regulations.
48. The contractor shall provide weekly off / holidays to his workmen as per labour laws/other laws prevailing, presently or in future, but it shall be his responsibility to ensure uninterrupted services to the Bank on all days.
49. The contractor shall be responsible for liquidating damages on failure of breach of the terms and conditions of the contract.
50. The Contractor shall be responsible to pay rates and wages to his employees and observe hours of work and conditions of employment as per existing rules under the minimum wages act and other acts, applicable. The contractor shall be responsible and will ensure that the workmen are paid wages, which are not lower than the minimum wages prescribed by the Centre/ State Government, and shall be responsible for proper maintenance of all registers, record and accounts so far as the same relate to compliance of any statutory provisions /obligations. All liabilities arising out of violation of local laws and or central laws shall be his responsibility. He will immediately, on the advice of bank's authorized official/s, remove from the work any person(s) / employee(s) who may, in the opinion of the bank are unsuitable or incompetent or who may misconduct himself and such a person shall not be again employed or allowed in the work in campus without the permission of the bank.

51. All personnel provided by the Contractor will be on the payrolls of the Contractor/ Company and there will be no Employee and Employer relationship between the personnel engaged by the Contractor and the Bank.
52. Payment of wages to all the workers engaged by the contractor should be made through an Account maintained with any Scheduled Commercial Bank.
53. The Contractor will pay rates and wages and observe hours of work and conditions of employment as per existing Rules, agreement and applicable laws. The contractor has to further ensure that minimum wages and allowances prescribed under law are being paid to workmen engaged by him as per the provisions of the Minimum Wages Act/ other relevant laws. He shall be responsible to register himself and obtain a valid license under the Contract Labour (Regulation and Abolition) Act, 1970 and rules there under and he must comply with and carry out all the provisions and obligations under the said Act and the Rules & Regulations framed under the said Act; and furnish all information to the authorized official/s of the bank as may be required by the Act, Rules and shall indemnify the bank against any penalties / claims from any default on his part, and the said obligation shall survive even after the termination of the agreement..
54. The Contractor shall comply with all rules and regulations in respect of all the labour laws and statutory requirements, including fire safety regulations and other regulations, which are in vogue or will become applicable as per the law of the land at that time.
55. The Contractor shall accept and bear full and exclusive liability for the payment of all taxes etc now in force or hereafter imposed, increased and revised from time to time by the Central or State Government or by any other authority with respect to provision of services or arising out of or in connection with wage, salaries, or other compensations paid or payable to persons employed by the Contractor.
56. The Contractor shall bind himself, executors or administrators and shall indemnify and hold harmless the bank, in respect of this contract, including all claims, damages proceedings, "Cost, charges and or any expenses" whatsoever which may be imposed, enforced or brought against the bank or any of its directors, officers or employees for reasons of or consequent upon any breach or default on the part of contract or in respect of violation of any of the provisions of Law Act Rules or regulations having the force of law or under any award or decision by any competent tribunal, court or authority in respect of the workmen or anyone employed engaged by the Contractor sub-Contractor in connection with this contract. This indemnity shall survive even after termination of the contract.
57. The Contractor shall fully comply with all the applicable laws, rules and regulations relating to P.F. Act including the payment. of P.F. contributions, Payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, CL(R&A) Act,

Essential Commodities Act, Migrant labour Act and' or such other Acts or Laws or regulations passed by the Central & State, Municipal and Local Government agency or authority, including T.D.S. as per I.T. Act, applicable from time to time.

58. The Contractor shall be responsible for proper maintenance of all Registers, Records and Accounts as required under the applicable laws/ statutory provisions and or Rules/Regulations framed there under. The Contractor shall be responsible for maintaining record pertaining to payment of Wages Act, and also for depositing the P.F. contributions, if required, with authorities concerned.
59. The timings of staff will be from **08.00 a.m. and total working hours /working days will be as per labour laws.**

Signature of the Tender with seal

PART-7: SCOPE OF WORK

Note: The contractor has to make all efforts to save Energy and Water.

1. **AREA OF WORK:** Maintenance of Gardens, Lawns, trees/ plants, etc and related horticulture work in the Colony campus which shall specifically include the following areas:-

Sr.No.	Area of Work	Area of Gardens/Lawns/ Trees/ Plants
1.	State Bank House	22,463 sq.ft.
2.	'T' Tower	20,737 sq.ft.
3.	'M1','M2' and 'S' Towers	10,600 sq.ft.
4.	G 1 & G 2 buildings, Fountain	11,997 sq.ft.
5.	Children Park in near B blocks	30,833 sq.ft.
6.	Garden surrounding the Fountain opposite to Children Park (surrounding of B-36)	4,000 sq.ft.
7.	Garden in the perimeter of road in front of old Pump House, EA-1,EA-2, children park, fountain & badminton court.	16,671 sq.ft.

8.	Nana Nani Park	2,555 sq.ft.
9.	Perimeter of road & adjacent area in front of Highway, Reliance and Army Colony Gates.	19,705 sq. Ft.
10.	Walking Track Area	2,800 sq.ft.
11	Any other areas	
	A-Opposite E-1 Building	4,600 sq.ft.
	B-Near B-42 Building	1,770 sq.ft.
	C-Near B-43,B-44 Building	2,500 sq.ft.
	C-In front of B-10,B-11 Building	2,707 sq.ft.
	D-Surrounding of Temple opposite B-19	3,312 sq.ft.
	E-In front of B-23,B-24 Building	2,750 sq.ft.
	Bank of India side, Army Colony,D-1 Building, M-Tower, etc.	28,283 sq ft
	Total Area	1,88,463 sq.ft.

- * Neem tree forest (near pump room): Area 2,760 sq.ft
- * In between ground border & footpath: Area 1,956 sq.ft.
- * No of rounding's along trees : 128 No's
- * Also the Contractor has to maintain any other gardens, lawns, trees, etc. which shall be created in future. For minor increase in area, no additional amount shall be payable.

However, in increase is more than 5% of the existing area, proportionate additional amount shall be payable, subject to proportional deployment of additional manpower.

This increase shall be applicable to other part of contract value i.e. consumables, management charges, etc, within overall increase in proportional to increased area, subject to minimum 5% increase in area, as mentioned able.

The Contractor will provide one truck load (3 brass) of Farm Yard Manure (FYM) and one truck load (3 brass) of red soil once in two months, the cost of which will be borne by the Contractor.

2. **PERFORMANCE/ SPECIFICATION OF WORK:**

- i. Overall maintenance of all gardens in a very presentable condition in order to give a beautiful look to the campus, all works pertaining to horticulture like daily watering, cleaning, weed removing, trimming & pruning, shaping of hedges /plants, soil mulching, lawn mowing, hedges cutting, shrubs cutting, etc.
- ii. Applying fertilizer or compost manure / vermiculture manure every alternate month or as and when required. Spreading of sludge, dump manure and good earth in required thickness and as directed by officer in charge. Mixing earth and sludge or manure in proportions specified etc or as directed by office in-charge
- iii. Applying pesticides like insecticide and fungicide at alternate months or as and when required. Periodic checks of trees, plant, other areas to be carried out for pests and diseases. In the event of infestation prompt spraying of appropriate pesticides, insecticides and fungicides will be required for eradication of the same. The contractor will supply pesticides, insecticides and fungicides and as directed by officer In-charge, as per periodicity mentioned in the agreement.
- iv. Maintenance of Vermi-culture pits/ drums with allied works including providing of earth worms, cow dung, turning of the filling in the pits as and when required, etc. and as instructed by Officer in charge.
- v. Cutting/trimming of trees, within norms of local/civic authorities and proper maintenance thereof, with periodical spraying of pesticide, hormones etc.
- vi. Preparation and maintenance of flower pots. Removing old plants from the flower pots and planting new ones. Positioning (keeping) the flower plants at number of places in the specified place/s, whenever there is a function/programme and removal of the same after the programme is over.
- vii. Removing unwanted grass, plants, etc. from the sides of the roads adjoining the gardens.
- viii. Plantation of new plants and trees in the gardens, flower pots, and by the sides of roads. The plants and trees shall be supplied by the bank.
- ix. Maintenance of lawns including, forking the ground, cutting the grass, top dressing, flooding with water, de-weeding, light rolling, manuring, compost, chemical fertilizer including renovating barren patches,

applying anti-termite chemicals, insecticides, pesticides, etc. Lawn mowing at a regular interval of 7-10 days or as per direction of Officer In-charge. Fine dressing of the ground including providing soil at contractor's cost, within quantity mentioned in the agreement.

- x. Maintaining/ preparing seasonal flower beds and nursery: Forking the ground, rotation of soil, removing and disposal of weed, wild growth, top dressing , watering, cutting, pruning, removing old leaves and unwanted growth, seed sowing of approved quality and species, growing seedling, transplantation of seedlings to various beds, nurturing and growing flowers and leaves, grafting, manuring, compost, chemical fertilizers, applying anti-termite chemicals, insecticides, supporting the growing plants with split bamboo supports, providing temporary sheds over the growing seedlings, all as per approved samples, dosage and quality.
- xi. Maintaining shrubs, trees, ground, covers, shade loving foliages and creepers : Hoeing the ground, removing and disposing weeds/ wild growth from the surroundings, watering, cutting, pruning, removing old leaves and unwanted growth measuring, applying anti-termite chemicals and insecticides, fumigating as and when required, replacing worn out creeper supports, renovating barren strips of hedges, shrubbery etc. all complete.
- xii. Stacking & disposing off/ remove the trimmed branches and other related waste of the plants immediately anywhere in the colony or outside, as directed by making own arrangements at the cost of the contractor.
- xiii. Removing fallen leaves, twigs and other miscellaneous refuse from the road and other paved/ unpaved lawns & disposing off the same on daily basis outside colony or as directed by officer in-charge.
- xiv. Grassing with selection of grass including watering and maintenance of the lawn for 30 days or more till the grass forms a thick lawn free from weeds and fit for moving including supplying good earth, if needed, and as directed by officer in charge.
- xv. Irrigation: Daily adequate watering of gardens, lawns, pot plants, plants/ trees, etc. with hose pipe or sprinkler system in different areas should be done regularly. Contractor will make his own arrangement of the irrigation system like hosepipes, sprinklers, etc. in adequate quantities. Contractor

is responsible for the operation, routine maintenance of existing sprinkler/drip irrigation system/hydrants.

NOTE: All the above mentioned scope of works is indicative and not exhaustive, subject to limited to gardening/horticulture work. Bank reserves the right to add/delete any work under the scope of work. However, the Contractor has to properly maintain the Gardens, lawns, trees, etc. inside the campus in all respect.

3. The contractor must ensure that all garden machinery, tools, hosepipe, sprinklers, etc. are removed from the site & kept in hidden places to avoid public view when not in use. The horticulture/ maintenance equipments/instruments and machinery, including undernoted, should be available readily with the Contractor to carry out the activities:
 - a. Lawn mower
 - b. Hedge Cutter
 - c. Hand drawn roller
 - d. Sprayers
 - e. Motorised saw
 - f. Fogging Machine
 - g. Any other required equipment for garden maintenance.

PART-8 : BILL OF QUANTITIES(BOQ)

S. N O.	DESCRIPTION	CONTRACT PERIOD	BILLING UNIT	**BASE PRICE FOR ONE MONTH (EXCLUDING SERVICE TAX)
1	Providing Garden Maintenance & Horticulture Services including the cost of all necessary 1. Manpower 2. Consumables, etc. required for providing services as per the Terms and Conditions and Annexure thereto	(one year)	Monthly	

(Amount _____ in _____ words
: _____)

* Break up/ details of amount quoted above as per Labour Act

S.No.	Item	Requirement	Proposed by Tenderer	Amount in Rs.
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01.	Supervisor	minimum one		
02.	Mali	minimum one		
03.	Skilled Labour	Adequate Number		
04.	Unskilled Labour	Adequate Number		
05.	Capital employed in equipment	Adequate		
06.				
		Total		

Signature of Tenderer

This amount is the criteria for selecting lowest bidder.

****Note: If the rate quoted for the respective category is less than the applicable mandated wages in line with current Central Govt. Minimum Wages, tender shall summarily be rejected and shall be deemed invalid.(30 days is taken for a month). For calculating per day cost, 26 days will be taken in month.***

*****Base Price should include Centre Govt. minimum wages, EPF, ESIC, Bonus, escalation on account of increase in minimum wages, profit, lump sum payment towards the cost such as Insurance, personal protective equipment, shoes, garden tools, garden machineries required , uniform, consumables(manure, pesticides, etc.), etc.***

Note: - The rate quoted should be both in figures and in words without any cuttings. In case of discrepancy between them, rates quoted in words will prevail.

PART-9: FORWARDING LETTER

(Forwarding letter has to be on the Company letter head, duly signed & stamped by the authorized signatory with his / her full name and status)

To

Asst. General Manager (Estate)
State Bank of India
Ground Floor, C Wing, GITC
Plot no 8, 9 & 10
Sector-11, CBD Belapur
Navi Mumbai-400 6014

**RFP: MAINTENANCE OF GARDENS & HORTICULTURE WORK AT SBI
RESIDENTIAL COLONY, NERUL (EAST), NAVI MUMBAI**

Having duly examined the tender documents including the specifications, Bill of quantities relating to the works specified in the RFP, general and specific job schedules and conditions and having visited the site of the said work and having acquired all the requisite information relating thereto as affecting this tender and having perused the conditions detailed in the copy of document enclosed to the tender, I /We hereby offer to execute the works, in all respects with the specifications and the conditions of the tender, special conditions of the contract as applicable.

Should this tender be accepted, in whole or in part, I / We hereby agree to abide by and fulfill all the terms and provisions of the said conditions. We also agree to abide by the conditions of the tender as applicable or in default thereof to forfeit and pay to Bank, the sum of the money mentioned in the said conditions.

We furnish further details of our Bankers and our Constitution.

We also declare with full knowledge and understanding that we are not involved or implicated in any criminal charges, and not have been prosecuted or suffered any penalty for violation of any Labour Laws by Labour Authority/ Competent Court.

Our Bankers

- 1.
- 2.
- 3.

Names of the Proprietor/ Partners/ Directors of our firm are / Individual address and telephone numbers:

- 1.
- 2.
- 3.
- 4.

We have our office at:

Contact Nos. : Mobile-

Landline-

Please find enclosed documents as mentioned in Annexure:

Date:
Place:

Signature of the tenderer with seal.

ANNEXURE-I**ANNEXURE TO FORWARDING LETTER:**

SR. NO.	DOCUMENT / CERTIFICATE DESCRIPTION	YES / NO	DETAILS
1	Name of the company/organization/firm/individual		
1.1	Address of the bidder, with PIN code:		
1.2	Telephone number, fax number and email of firm		
1.3	Name of key person/s (he/they may be interacted with the bank's official/s).		
1.4	Address of key person		
1.5	Mobile Number, phone no. and email of key person		
1.6	Technical/ professional qualification of key person		
1.7	Name of contact person		
1.8	Address of contact person		
1.9	Mobile Number, phone no. and email of contact person		
2.	Certificate of Incorporation Articles & Memorandum of Association in-case of Companies / partnership deed & copy of firm registration certificate in case of firm / In case of proprietary copy of Service Tax Registration.		

3.	PAN number of the Company/Firm / Bidder		
3.1	PAN number of Direct/ key person (enclose copy)		
4.	Certificate of Registration under Service Tax Act		
5	Certificate of Registration under VAT		
6	Certificate of Registration under Shops & Establishment Act		
7	Certificate of Registration with the Office of the Regional Provident		
8	Certificate of Registration with Employees State Insurance Corporation.		
9	Valid registration certificate / licence with Labour Department under Contract Labour (Regulation & Abolition Act,1970)		
10	Previous work orders / Completion certificates for establishing the minimum 05 years of experience (as on 31.03.2017) in maintaining Gardens & Horticulture work in Commercial / Residential campus, Educational / Training institute, Govt / Private maintained parks.		
11	Audited/ Certified Balance Sheet (by Chartered Accountant) for the years 2013-2014,2014-2015, 2015-2016, establishing the minimum average annual turnover of Rs. 20 lacs for the previous three years (as on 31.03.2016) (as per format given page no. 18)		
12	Work order/ Completion certificate of executed /in progress contract for Horticulture work & Annual Maintenance Contract for Gardens in Commercial/ Residential campus, Education / Training Institutes, Govt. / Private maintained parks during the last 5 years (2012-13 to 2016-2017) in Maharashtra . out of which three years experience should be for any Public Sector Undertaking (PSU), Govt. Organisation, educational institution like college, university, or any other commercial training centres, etc. (as per format given page no.19)		
13	The value of the annual maintenance contract should be at least of		

	a. One annual contract of Rs. 32 lacs 'or' b. Two annual contracts of Rs.20 lacs each 'or' c. Three annual contracts of Rs.16 lacs each		
14	Whether bidder is having an office in Mumbai /Navi Mumbai / Thane districts or is intended to open office, within one month from the date of tender.		
15	Bank Draft for 'Earnest Money Deposit'(EMD) for a value of Rs 50,000/- (Rs. Fifty thousand only) Bidders claiming exemption from submission of EMD amount shall submit valid certificate, issued by the NSIC / other competent authority. Certificate should have specifically mentioned of the nature of work (i.e. horticulture), value of the work, period of validity and other relevant details.		
16	Digital Signature for E-auction should be available		
17	How many project in hand. Please give the details for visit by the Bank officials.		
18	The bidder shall give details of 3 months & 6 months of future action plan of garden works		
19	Whether bidder has been prosecuted or suffered any penalty for violation of any labour laws by any Labour Authority/Competent Court? If yes, give details thereof.		
20	Whether bidder had rescinded / abandoned any Garden maintenance contract awarded by any of his client before the expiry of prescribed period of contract? If yes, give details thereof.		
21	Whether bidder has been a sub-contractor to any other entity / person or is intended to sub-let the contract awarded to the applicant, to any other person? If yes, give details thereof.		
22	Whether bidder is complying with all labour laws and has obtained all licenses/ approvals/ permissions to carry on the business of Garden maintenance services?		
23	Whether bidder has suffered any disqualification to render the Garden maintenance services at any time in respect of matters not enumerated herein? If yes, give details thereof.		

24	The bidder is having the past track record of providing satisfactory services to their institutional clients/ government departments/ PSU etc? If no, please give details of unsatisfactory services.		
25	Certificate of professional qualification in Agriculture/ Horticulture Management of Director/ Partners/ Proprietor/ Manager/ proprietor working at site.		
26	Certificate of Registration with Professional Tax Office,		
27	Certificate of Registration under Govt Sales Tax Act		
28	Income Tax Assessment copies for the last three financial years		
29	Certificate of ISO or any other relevant Certificate		
30	Supervisor: Should be a diploma / graduate / in Horticulture / Agriculture with at least two year working/field experience. Should be in a position to communicate and carry instruction in English, Hindi and Marathi		
31	Trained Mali: Should be a trained and qualified person with minimum five years experience in managing orchards, lawns, landscape with good job-knowledge on horticultural activities.		
32	Skilled labourer: The person should have essential working knowledge and experience on various horticultural and agricultural activities as desired to perform the works.		

PART-10: EVALUATION CRITERIA (MATRIX) FOR BIDDERS

Sl. No.	Parameters	Maximum Marks	Scoring
1	Constitution of the bidder/firm Private Limited Company Partnership Firm Proprietorship/ individual	10	10 08 06
2	Academic /professional qualification Any one of the active director/partner/proprietor/Manager /Proprietor working at site is having qualification in horticulture/other agriculture science a)Post graduate in Horticulture Graduate in horticulture b)Diploma in horticulture/ Post Graduate or c) Graduate in other agriculture science	10	10 8 5
3	Average annual turnover for the last 3 years 2015-2016, 2014-2015, 2013-2014. (Audited/ certified Balance sheets by Chartered Accountant of last three years are to be enclosed as proof)	10	Above 40 lacs: 10 Above 30 lac & upto 40 lacs: 8 Above 20 lacs & upto 30 lacs: 6
4	Certification of the company/firm ISO/BSI/ISI Certified others	5	5 0
5	Whether carried out, Annual Maintenance	10	Private+PSU/PSB/Go

	Contract of Gardens & Horticulture works for Govt. / PSB / PSU/ private sector organisation. (List to be enclosed mentioning the period of contract, value of the contract in rupees & contract details of that Organisation)		vt. : 10 -PSU/PSB /Govt: 8 -Private sector: 5
6	Number of years of experience in the field of providing Horticulture work & Annual Maintenance Contract for Gardens. Minimum three years experience should be for any Public Sector Undertaking (PUS), Govt. Organisation, educational institution like college, university, or any other commercial training centres, etc. (The bidder should furnish previous work orders/ completion certificates for establishing the experience.)	10	-Above 11 years: 10 - 06 to 10 years: 8 - above 05 years: 7
7	Number of skilled manpower employed for Horticulture work & Annual Maintenance Contract for Gardens (List to be enclosed mentioning the name, skill set & years of experience)	05	-above 25: 5 -10-25 : 3 -below 10: 0
8	Value of single largest executed /in-progress contract for Horticulture work & Annual Maintenance Contract for Gardens during the years 2009-10 to 2015-16 in Maharashtra . (Copy of the work order to be enclosed with contract details of that Organisation)	05	-Above 32 lacs: 05 -above 20 & upto 31 lacs: 04 - above 12 & upto 19 lacs: 03
9	Number of executed / in progress contract for Horticulture work & Annual Maintenance Contract for Gardens for a value of 16 lacs & above during the years 2010-2016 in Maharashtra . (List to be enclosed mentioning the period of contract, value of the contract in rupees & contract details of that Organisation)	05	-Above 10: 5 -05-10: 4 -Less than 05: 3
10	Statutory details (Photocopies to be attached) 1) Registration of the Firm as per Shop & Establishment act 2) Registration under the Contract Labour Act.	10	(1 mark for each requirement)

	3) Registration number under Labour Welfare Act. 4) PAN No. 5) RPFC - Registration number 6) ESI – Registration number 7)VAT – Registration number 8) Service Tax Registration 9) Sale Tax 10) Professional Tax		
	TOTAL MARKS OBTAINED OUT OF	80	Minimum qualification marks for becoming eligible for committee visit =40 marks
	Observations of the committee after visit to office and to one site in regards to :- i. Manpower employed at office ii. Bidder's Office / service set up iii. Quality of services iv. Verbal feedback from the Organisation(s)	20	Minimum marks to qualify =10 marks
	TOTAL MARKS OBTAINED OUT OF	100	Minimum marks required to final qualification =50 marks

Annexure-II**Penalty Clause Area Wise:**

S. No.	Penalty Area	Amount in Rs.
01.	Non-Removal of Garden Waste daily	Rs. 200/- Per area
02.	Non Cleaning of Lawn & other Area	Rs.200/- Per area
03.	More than 5% of the total plants in any particular garden/area found dead at any point of time to be considered as non maintenance of garden and accordingly penalty to be imposed.	Rs. 100/- per plant or cost of the plant, whichever is higher
04.	Non Weeding of particular area of Garden.	Rs.500/-per area
05.	Non submission of daily Report	Rs. 200/- Per occasion
06	Any other point belongs to Annexure–II is not done in time frame will attract penalty.	Rs. 2000/-
07.	Non developing /maintenance of nursery (Maintenance of 6 variety flower plant)	Rs. 5000/- per month
08.	Dry of any border/ hedge	Rs.100/- per feet per month
09.	Dry of Lawn	Rs.200/- per sq metre
10	Non-addressing complaints timely & promptly	Rs.500/- per instance
11	No trimming of plants/ trees	Rs. 2000/- per area per month

Recurrence of above mentioned instances, due to non-taking of action will double the penalty.
However, the overall monthly penalty will not exceed 20% of the bid amount.

Annexure-III

Statutory Obligations of the Contractor

- i) Contractor must have a valid license under Shops & Establishment Act, 1988 (that regulates working conditions and employment conditions of the employees). The Registration certificate is issued by Labour Dept. of the State for a calendar year and it has to be got reviewed by the Contractor every year.
- ii) The Contractor shall arrange to obtain license from the appropriate authority under Contract Labour (R & A) Act Rules 1971 by applying a form IV on the basis of form V issued by the P.E.
- iii) Contractor has to maintain Register for contract labour on form 13 and submit ½ yearly returns to the ALC of labour / licensing officer. Every Contractor shall issue employment Card to his Labours form XIV within 3 days of employment.
- iv) The Contractor has to pay the minimum wages to his employees and shall also pay ESI and PF contributions and comply with all rules and regulations.
- v) Notices showing the rate of wages, hours of work, wage period, dates of payments of wage, names and address of workers, and dates of payment of unpaid wages shall be displayed at the establishment and work site by the principal employer or contractor.
- vi) The Contractor shall pay wages their employee through the saving bank account maintained by them only.
- vii) The Contractor must maintain the following registers:-
 - a) Attendance Register on form XVI (16).
 - b) Wages Register on form XVII (17)
 - c) Leave Register.
 - d) Overtime Register on form XXIII
 - e) Register of fines on form XXI (21)

- f) Register of advances on form XXII (22)
 - g) Register of deductions on account of damage or loss caused to the employees on form XX.
 - h) Register for Contract employees on form 13. viii) Contractor shall submit half yearly return before 30 days of completion of half year for the previous half year on form XXIV.
 - i) Register of overtime in form XXIII (23).
 - i) Every Contractor shall issue a wage slip on form XXIX (29) to his employee at least 1 day prior to disbursement of wages.
 - k) All the records to be retained for a period of 3 calendar years.
 - l) Contractor shall possess own ESI code number and remit ESI contribution before 20th of every month and submit a copy of the challan to the P.E.
 - m) Every Contractor shall maintain an Inspection book in which the Inspector visiting may record his remarks. The Inspection book shall be of 18 x 15 cms size bind book. The first page of the book shall contain the following particulars:-
 - a. Name and address of the establishment
 - b. Registration No.
 - c. Name of employees.
 - d. Father's name.
 - e. Postal address.
 - viii) The bill will be paid only if the Annexure VI is enclosed with designated officer's recommendation.
- 2.** Contractor shall maintain the First Aid Box in the Establishment with the prescribed contents.
- 3.** T.S. Labour Welfare Fund Act: The provisions of this act to be complied with.
- 4.** Non Compliance of above provisions will attract penalty the contractor as per clause no.22 of General Terms & Condition of this contract.

Annexure - IV

DECLARATION OF NEAR RELATIVES OF SBI EMPLOYEES

I/We.....s/o.....
.....
.....residi
ng
at.....
..... hereby
certify that none of our relative(s) is/are employed in State Bank of India as per
details given in offer document. In case at any stage, it is found that the
information given by me is false/incorrect, SBI shall have the absolute right to take
any action as deemed fit, without any prior intimation to me.

(The near relatives are members of a Hindu undivided family/husband and wife/
the one related to the other in the manner as father, mother, son(s) and son's wife
(daughter-in- law), daughter's husband (son-in-law), brother(s) and brother's wife,
sister(s) & sister's husband (brother-in- law).

Place:

Signature with seal of all the Directors/

Date:

Partners of the Company/Firm (applicant)

Annexure V

Schedule of Garden Maintenance Services

* Periodicity

S.No	Specific details of job works	* D	* W	*M
01	Sweeping/ Cleaning the garden areas of roads, lawns flower beds, hedges, parks, pathway and rocks, slopes, all open and other uncovered places etc. if any.	<input type="checkbox"/>		
02	Removing the dry leaves, dry branches / barks of tree / waste plastic bottles / containers / bags/ and disposing in the dustbins/ waste pits / dumping ground.	<input type="checkbox"/>		
03	Watering the plants / hedges/ shrubs/Lawns	<input type="checkbox"/>		
04	Soiling / top soiling the flower beds Lawns	<input type="checkbox"/>		
05	Spreading and spraying pesticides, fungicides and applying fertilizers manures		<input type="checkbox"/>	
06	Developing flower beds, planting, sowing, raking, mulching, cutting, stems for vegetative propagation, pruning and training of trees.	<input type="checkbox"/>		
07	Replacement of new pots of indoor plants placed in vantage point		<input type="checkbox"/>	
08	Keeping the entire premises free from animals menace like dog, cat menace, monkey menace and removing water logging.	<input type="checkbox"/>		
09	Maintenance of garden equipments like mowers, shovels, rakes, knives, spades, water pipes. Fire extinguisher pipes etc., (as and when required)	<input type="checkbox"/>		
10	Coloring pots (earthen pot at garden) and bottom of trees, replacing of potted plants at all important places like entrance, main gate, Towers, State Bank House, etc.			<input type="checkbox"/>
11	Control of weed and removal of unwanted plants from the Orchard flower beds like rosary etc, medicinal & ornamental, aromatic plants	<input type="checkbox"/>		
12	Application of fertilizer, manures to Fresh plants, rose garden flower beds twice in a year			<input type="checkbox"/>
13	Maintenance of bore wells, sand filters, drip & sprinkler irrigation system installed in the entire premises	<input type="checkbox"/>		

14	Pruning, trimming of shrubs & trees, climbers etc. planted in the colony.			<input type="checkbox"/>
16	Maintenance of lawns of the premises	<input type="checkbox"/>		
17	Maintenance of Green house, Application of pesticides, weeding replanting, cutting and sale of produce like flowers & vegetables	<input type="checkbox"/>		
18	Developing / maintaining the nursery	<input type="checkbox"/>		
19	Maintenance of shade-nets i.e. sprinkler, drips etc	<input type="checkbox"/>		
20	Maintenance of vermiculture pot, water shade model, water harvesting etc.	<input type="checkbox"/>		
21	Any other work entrusted as and when needed etc.,	<input type="checkbox"/>		

Annexure VI

Format of Register for Schedule of Garden Maintenance Services

Periodicity: Daily

S.No	Specific details of job works	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
01	Sweeping/ Cleaning the garden areas of roads, lawns flower beds, hedges, parks, pathway and rocks, slopes, all open and other uncovered places etc. if any															
02	Removing the dry leaves, dry branches / barks of tree / waste plastic bottles / containers / bags/ and disposing in the dustbins/ waste pits / dumping ground.															
03	Watering the plants / hedges/ shrubs/Lawns															
04	Soiling / top soiling the flower beds Lawns															
05	Developing flower beds, planting, sowing, raking, mulching, cutting stems for vegetative propagation, pruning and training of trees.															
06	Keeping the entire premises free from animals menace like dog, cat menace, monkey menace and removing water logging.															
07	Maintenance of garden equipments like mowers, shovels, rakes, knives, spades, water pipes. Fire extinguisher pipes etc., (as and when required)															
08	Control of weed and removal of unwanted plants from the Orchard flower beds like rosary etc, medicinal & ornamental, aromatic plants															
09	Application of fertilizer, manures to Fresh plants, rose garden flower beds twice in a year															
10	Maintenance of bore wells, sand filters, drip & sprinkler irrigation system installed in the entire premises															

11	Pruning, training of shrubs & trees, climbers etc. planted in the colony to give good look.																	
12	Maintenance of lawns of the premises																	
13	Maintenance of Green house, Application of pesticides, weeding replanting cutting and sale of produce like flowers & vegetables																	
14	Maintenance of vermiculture pot, water shade mode water harvesting etc.																	
15	Any other work entrusted as and when needed etc.,																	
16.	Development / Maintenance of nursery to support the garden for flowers (6 variety) & hedge plant through- out year.																	
17.	Maintenance of Medicinal & Aromatic plants																	

Cont....

Format of Register for Schedule of Garden Maintenance Services

Periodicity: Daily

S. No	Specific details of job works	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
01	Sweeping/ Cleaning the garden areas of roads, lawns flower beds, hedges, parks, pathway and rocks, slopes, all open and other uncovered places etc. if any																
02	Removing the dry leaves, dry branches / barks of tree / waste plastic bottles / containers / bags/ and disposing in the dustbins/ waste pits / dumping ground.																
03	Watering the plants / hedges/ shrubs/Lawns																
04	Soiling / top soiling the flower beds Lawns																
05	Developing flower beds, planting, sowing, raking, mulching, cutting stems for vegetative propagation, pruning and training of trees.																
06	Keeping the entire premises free from animals menace like dog, cat menace, monkey menace and removing water logging.																

07	Maintenance of garden equipments like mowers, shovels, rakes, knives, spades, water pipes. Fire extinguisher pipes etc., (as and when required)																		
08	Control of weed and removal of unwanted plants from the Orchard flower beds like rosary etc, medicinal & ornamental, aromatic plants																		
09	Application of fertilizer, manures to Fresh plants, rose garden flower beds twice in a year																		
10	Maintenance of bore wells, sand filters, drip & sprinkler irrigation system installed in the entire premises																		
11	Pruning, training of shrubs & trees, climbers etc. planted in the colony to give good look.																		
12	Maintenance of lawns of the premises																		
13	Maintenance of Green house, Application of pesticides, weeding replanting cutting and sale of produce like flowers & vegetables																		
14	Maintenance of vermiculture pot, water shade mode water harvesting etc.																		
15	Any other work entrusted as and when needed etc.,																		
16.	Development / Maintenance of nursery to support the garden for flowers (6 variety) & hedge plant through- out year.																		
17.	Maintenance of Medicinal & Aromatic plants																		

Other activities, as mentioned in tender document, to be conducted on weekly, monthly and quarterly basis. Some examples of monthly / quarterly activities are as under:

Schedule of Garden Maintenance Services

Periodicity: Monthly

S.No	Specific details of job works	
01	Coloring pots (earthen pot at garden) and bottom of trees, replacing of potted plants at all important places like entrance, main gate etc.	
02	Application of fertilizer, manures to Fresh plants, rose garden flower beds twice in a year	

03	Pruning, training of shrubs & trees, climbers etc. planted in the colony to give good look.	
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Schedule of Garden Maintenance Services

Periodicity: quarterly

S.No	Specific details of job works	
01	Desilting of water storage ponds	
02.	Cutting of Branches of big trees to maintain premises look	
03.	Colouring of threes & pots	
04	Other activities mentioned in agreement/Tender document	