

Please attach demand draft for Rs 1,000/- in case form downloaded from website

E-mail: www.aie.ac.in

Serial No _____

ARMY INSTITUTE OF EDUCATION (AIE), GREATER NOIDA

**Tender to be deposited by 04:00PM on 21 Oct 2019
At Army Institute of Education, Greater NOIDA
Plot No M-1, Pocket P-5, Greater Noida (U.P) -201310**

M/S _____

TENDER FOR ARBORICULTURE: AIE & AIMT GREATER NOIDA CAMPUS

Sir,

1. Sealed quotations are hereby invited from registered and approved agencies for Arboriculture contract in Army Institute of Education (AIE), Greater NOIDA. Tender forms can be downloaded from website: www.aie.ac.in. Tender forms duly completed in all respects must be sent by post or by hand to reach this office on or before **04:00PM on 02 Nov 2019**. The contract will be awarded initially for one year. However, it may be extended further for one more year on satisfactory performance by the Agency.

EMD/Security Deposit

2. Each vendor will deposit an Earnest Money Deposit of Rs 10,000/- (Ten thousand only) in the form of a Demand Draft in favour of Army Institute of Education payable at Greater NOIDA. The same will be returned on award/final rejection of the contract without interest.

3. The selected vendor will furnish a security deposit of Rs 50,000/- (Rupees fifty thousand only) which will be kept with AIE during the period of the contract as security.

4. The documents to be submitted alongwith the bid are given below: -

- (a) Tender Form.
- (b) Commercial Bid.
- (c) Details of Experience of Provision of Arboriculture services with letters of recommendation.
- (d) Earnest Money Deposit.

5. Principal AIE, Greater NOIDA reserves the right to accept or reject any or all the tenders without assigning any reasons.

TERMS & CONDITIONS FOR ARBORICULTURE CONTRACT

Tasks

6. The contract for Arboriculture of the AIE & AIMT Campus will cover maintenance of area outside main gate and inside the campus. Tenderers can visit the Institute between 11AM and 1PM on any working day to see the area. The tasks to be performed under the contract are given below: -

- (a) Manuring, watering, tending, mowing, trimming and rolling of the lawns and hedges.
- (b) Watering and maintenance of ornamental and fruit trees flowering plants and shrubs, bushes, flower pots etc both indoor and outdoor. Central water pumping facility will be provided by the Institute.
- (c) Creation of flower beds and plantation of seasonal flowering plants during summer and winter including residential complex of Principal/Director/Registrars.
- (d) Deweeding
- (e) Relaying grass in sports ground and its maintenance.
- (f) Cleaning and removal of garbage generated as result of Arboriculture and maintenance work in the garden/adjacent area.

Manpower

7. The contractor will employ minimum **Five** malis and **one** Supervisor daily, except on Sundays. Proper uniform will be provided by the contractor.

Consumables and Equipment

8. The contractor will provide the following during the contract period :-

- (a) Manure for plants including Okhla manure once in a year.
- (b) Pesticides as required.
- (c) Gardening implements.
- (d) All types of machinery for cutting, trimming of lawns and grass etc. like lawn mowers, hedge trimmers, bush cutter etc.
- (e) Water pipes and sprinklers.

General Terms and Conditions

9. In the event of any breach/violation of conditions of the contract, the said earnest money would be forfeited by the Institute.

10. That the contractor shall comply with all the legal requirements for obtaining licence under Contract Labour Act 1970.

11. That the agency staff shall work under overall directions of the Registrar/Estate Supervisor.

12. That the Institute shall have the right to ask for change of any person of the agency, without assigning any reasons.

13. That the agency shall not engage any sub-contractor or transfer the contract to any other person.

Guidelines for Tenderers

14. Income Tax will be deducted from each bill before payment, as per the rules.
15. Tenderer should take care that rates and amount are written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender for rejection.
16. Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions. No enquiry verbal or written shall be entertained in respect of acceptance/rejection of the tender.
17. The Institute reserves the right to cancel/reject full or any part of the tender in which the tenderer do not fulfill the conditions stipulated in the matter.
18. Any act on the part of the tenderer to influence anybody in the Institute is liable to rejection of this tender.
19. The contractor shall provide a non-judicial stamp paper of Rs 100/- for preparing a contract agreement.
20. **Penalty for Withdrawal after Award of Contract.** The contractor is not permitted to withdraw from the contract after the contract is awarded. Penalty for withdrawal will be governed by the following rules :-
 - (a) If the contractor withdraws before starting the services - EMD will be forfeited.
 - (b) If the contractor withdraws after starting the services - 50% -100% of Security will be forfeited depending on the notice period given by contractor.

Dated : Oct 2019

(Dr SK Panda)
Asst Prof
Offg Registrar

ARMY INSTITUTE OF EDUCATION, GREATER NOIDA TENDER FORM ARBORICULTURE
CONTRACT

1. Name, Address of Firm/Agency and Telephone Number.
2. Name, Designation, Address and Telephone Number of Authorised person of Firm/Agency
to _____
3. Please specify as to whether tenderer is a Sole Proprietor/Partnership Firm Name, Address and Telephone Number of Director/Partners should be specified.
 - (a) _____ (b) _____
 - (c) _____ (d) _____
 - (e) _____ (f) _____
4. PAN No of Income Tax Deptt & _____
Clearance Certificate _____
5. Provident Fund Account No _____
6. ESI No _____
7. Licence No under Contract Labour (R&A) Act _____
8. Service Tax Registration No _____
9. Details of Earnest Money deposited :-
 - (a) Amount: Rs _____ Rs _____ in words)
 - (b) Bank Draft/Pay Order/FDR No _____
 - (c) Date of issue of DD/PO/FDR _____
 - (d) Name of issuing authority _____
10. Details of experience with regard to running Arboriculture (with full details of agency to whom such contracts awarded. Copies of the satisfactory reports should be attached. In case number of agencies, are much then separate sheet may be used for indicating experience etc. ____
11. I, Shri _____ S/O , W/O, Shri _____ resident of (Local Address _____
_____ solemnly state that I have not so far been black listed by any of the Institution/Offices in which I have worked/run shops.

12. Declaration by the Contractor :-

"This is to certify that all the Information provided above is correct to the best of my/our knowledge and belief. I/We further certify that I/We have read and fully understood all the terms and conditions contained in the tender enquiry for providing Arboriculture services to AIE Greater NOIDA issued on_____ Oct 2019, hereby and undertake to comply with them fully (Please indicate specific clauses which are NOT COMPLETED WITH FULLY OR PARTIALLY), IF THE CONTRACT IS AWARDED TO ME/US."

(Signature of Tenderer)

NAME:

DESIGNATION :

ADDRESS : TELEPHONE NO :

(O) : _____

(R) : _____

Dated: Oct 2019

COMMERCIAL BID FOR ARBORICULTURE CONTRACT

1. Rate per month per Mali/Gardner_____
2. Rate per month for per Supervisor_____
3. Rate per month for provision of equipment _____
4. Rate per month for provision of manure and material _____

TOTAL COST PER MONTH_____

Taxes if any _____

GRAND TOTAL PER MONTH _____

Seal of Agency

Signature of Proprietor

Dated : Oct 2019