

Tender Document for Gardening & plantation Gujarat Technological University, Ahmedabad.

Name of work : Plantation of trees, Mahendi, Carpet lawn & Gardening at GTU campus, Chandkheda, Ahmedabad.

Tender inviting authority : Registrar on behalf of Gujarat Technological University

Address : Gujarat Technological University, Nr. Campus of Vishwakarma Government Engineering College, Sabarmati – Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad- 382 424.Gujarat,India

Ph. : 079 - 232 67 500 Fax: 079232676 E-mail : estate@gtu.edu.in

URL : www.gtu.ac.in



Start date of downloading of tender: 29/03/2018 at 11:00 a.m.

Last date of submission of tender : 12/04/2018 up to 18:00 p.m.

**(1)Tender/bid inviting authority : Registrar
Gujarat Technological University
Chandkheda
Ahmedabad**

**(2) Tender/bid opening authority : Registrar
Gujarat Technological University
Chandkheda
Ahmedabad**

NOTICE INVITING TENDER

Gujarat Technological University intends to float a tender for inviting the rates for Plantation of trees, Mahendi, Carpet lawn & Gardening at GTU campus, Chandkheda, Ahmedabad

Sealed item-rate tenders are invited by **Gujarat Technological University under Two-Bid System (Technical Bid & Financial Bid) for Plantation of trees, Mahendi, Carpet lawn & Gardening at GTU campus, Chandkheda, Ahmedabad.**

Name of Work	Cost of Tender Fee	EMD	Security Deposit
Plantation of trees, Mahendi, Carpet lawn & Gardening at GTU campus, Chandkheda, Ahmedabad.	Rs.600/-	Rs.3500/-	Rs.17500/-

The above amount is to be deposited in the form of Demand Draft only of nationalized/scheduled bank in the name of Gujarat Technological University payable at Ahmedabad.

Agency/Contractors/service provider/sole-proprietor/partnership firm/co-operative society or any such firm registered with state government for such specific service and who are having at least 3 years experience of carrying out gardening & plantation work in a **Govt. / Public Sector Undertaking/Reputed Private Sector Offices/Educational Institutions/Universities** and having total Annual Turn Over of last three financial years shall not be less than 15 Lakhs from similar services. **Joint venture/consortium tender not allowed.**

Last Date for Submission of Tender : 12.04.2018 up to 18:00 p.m.

Place for Submission of Tender : Gujarat Technological University, Nr. Campus of Vishwakarma Government Engineering College, Sabarmati – Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad- 382 424.

Date of Opening of Technical Bid : 13.04.2018 at 12:00 p.m.

Date of Opening of Financial bid : Date will be intimated.
In case there is any change in the schedule, the same will be displayed on our web site.

The Tender Document may be downloaded from our website www.gtu.ac.in at Other menu in Tender option.

Dated Signature of the Contractor

Signature of the Registrar

GENERAL TERMS & CONDITIONS OF THE TENDER

1. **The rates quoted shall be considered for a period of one year.** It can be extended for a further period at the existing terms and conditions subject to mutual consent of both the parties. However, the contract may be terminated earlier by the parties to the contract by filing a written notice of 30 days to the other party to terminate the contract. The termination shall take effect at the completion of 30 days from the date of receipt of notice by the other party.

2. The contractors/agency who fulfills the qualification criteria are permitted to tender. Not more than one tender shall be submitted by a contractor/agency/service provider/individual-sole proprietor/partnership firm/co-operative Society. No two or more concerns in which an individual is interested as a proprietor and/ or a partner shall tender for the execution of the same work. If they do so, all such tenders shall be liable to be rejected.

3. Tender Validity Period:

The tender offer shall remain open and valid for acceptance for a period of 90 days to be counted from the date of opening of financial bid. However, the validity period can be extended with the consent of both the parties. If tender is withdrawn or modified during validity period or fails to sign the agreement (Formal contract) after acceptance of his offer or fails to commence the work (fails to provide the manpower) within ten days of issue of acceptance letter, the Earnest Money is liable to be forfeited.

4. Method of Signing Tender:

4.1 If the tender is made by an individual, it shall be signed by the individual above his full name and current address.

4.2 If the tender is made by a proprietary firm, it shall be signed by the proprietor above his full name and the full name of his firm with its current address.

4.3 If the tender is made by a firm or partnership, it shall be signed by a partner of the firm holding the power of attorney. A certified copy of the power of attorney shall be produced along with other documents. A certified copy of the partnership deed, full name and current address of the firm, and full names and the current addresses of all partners of the firm shall also be produced along with other documents.

4.4 If the tender is made by co-operative society, it shall be signed by a duly authorized member holding digital signature for the co-operative society and power of attorney for signing the tender in which case a certified copy of the power of attorney shall be provided separately along with other documents.

4.5 Joint venture/consortium not allowed.

5. The approved bidder/contractor has to carry out the work as per the direction of engineer in-charge or the authority of University.

6. The tender duly sealed should be addressed to **Registrar** at the following address, so as to reach **up to 18:00 P.M. on 12.04.2018**. The envelope should be duly super scribed (marked) as here under:

Dated Signature of the Contractor

Signature of the Registrar

“Tender for Plantation of trees, Mahendi, Carpet lawn & Gardening at GTU campus, Chandkheda, Ahmedabad”

To,
Registrar
Gujarat Technological University,
Nr. Campus of Vishwakarma Government Engineering College,
Sabarmati – Koba Highway,
Nr. Visat Three Roads,
Chandkheda,
Ahmedabad- 382 424.

7. The Technical Bids will be **opened on 13.04.2018 at 12:00 P.M. in the office at C-106, Admin building, Gujarat Tehcnological University, Chandkheda** in the presence of bidder/contractor or those representatives who may wish to be present at the opening of tender. Date of opening of Financial Bids will be intimated to those who qualified in technical bid.

8. The tender form consists of the following documents:

- a. Notice inviting Tender
- b. General Terms & Conditions of the Tender
- c. Technical Bid
- d. Financial Bid
- e. Declaration by contractor
- f. Checklist of documents

The offers are to be submitted in Two Bid System i.e. **Technical Bid & Financial Bid**. The Technical Bid consists of all the required information called for in the questionnaire.

The DD for Tender fee, EMD and all above tender documents (a) to (f) shall be sealed in three separate covers.i.e. Cover-1 shall be of DD for Tender fee & EMD. Cover-2 shall be of Notice inviting Tender, General Terms & Conditions of the Tender, Technical bid, Declaration, Checklist of documents and Cover-3 shall be of financial bid. All above three covers are to be sealed in separate one cover. All the pages of the tender documents and supporting documents are signed and stamped by the agency or their representative.

9. The Earnest Money Deposit (EMD) of Rs.3500/- will be adjusted towards Security Deposit in respect of successful bidder/contractor and the balance Security Deposit should be deposited by the bidder/contractor within 7 days from the date of issue of acceptance letter by Gujarat Technological University.

Dated Signature of the Contractor

Signature of the Registrar

10. The Earnest Money Deposit (EMD) of unsuccessful bidders will be refunded after issuance of Letter of Acceptance to the successful bidder. Please note that Earnest Money Deposit (EMD) & Security Deposit are non interest bearing one.

11. The bidder/contractor should have experience of gardening & plantation work in a **Govt./Public Sector Undertaking/Reputed Private Sector Offices/Educational Institutions**. Suitable documentary evidence to be submitted along with the tender application in technical bid.

The bidder/contractor should possess the shop & establishment certificate (Gumasta dhara certificate)/GST registration/VAT registration/Professional tax registration /PAN card or any other documentary evidence from the competent authority for carrying out such type of business.

12. The successful bidder/contractor will have to enter into an agreement on a stamp paper of Rs. 100/- with GTU within 7 days from the date of issue of acceptance letter by GTU.

13. Forfeiture of EMD / Security Deposit:-

- If the successful bidder/contractor refuses to enter into an agreement or fails to remit the Security Deposit within seven days of issue of Acceptance Letter by GTU, the EMD will be forfeited.
- If the approved bidder/contractor abandons or fails to fulfil the duties then, Security Deposit will be forfeited.
- If the contract is terminated by GTU due to poor performance / violation of any clause of agreement or adverse act of bidder/contractor, Security Deposit will be forfeited.

14. The submission of the bid by the bidder/contractor shall be treated as the acceptance of the stipulated terms & conditions.

15. The tenderers are advised to inspect the premises where the services are required to be offered and assess the requirements themselves before submission of the tender.

16. Non-disclosure of relevant information or furnishing of incorrect information/documents will lead to disqualification of bid of the bidder.

17. Every Bidder must note that his/her Bid shall be liable to be rejected in case the tender stipulations are not complied with strictly or the services do not conform to the required specifications indicated therein.

The Registrar of Guajart Technological University reserves the right to reject, accept or prefer any bid or part of the items of bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for its actions and decisions.

Dated Signature of the Contractor

Signature of the Registrar

18. No price escalation shall be permitted in case of any hike in petrol/diesel or transportation rate.
19. Pre-bid meeting can be arranged of the interested tenderer.
20. I/We understand and agree with above terms & conditions governing the contract.

Annexure-A

TECHNICAL BID FOR PLANTATION & GARDENING

Sr.no.	Particulars	Details	
1	NAME OF THE FIRM		
2	CONTACT ADDRESS WITH PHONE NO. & EMAIL-ID		
3	TYPE OF FIRM Individual/Sole Proprietor/Pvt. Ltd./Partnership Firm *		
4	YEAR OF COMMENCEMENT OF PROFESSION		
5	REGISTRATION NO. (MUNICIPAL CORPORATION OR GOVT. AUTHORITY) *		
6	NAME OF THE CONTACT PERSON WITH MOBILE NO.		
7	TOTAL NO. OF YEARS OF EXPERIENCE IN GARDENING SERVICE *		
8	WORK EXPERIENCE CERTIFICATE (PRESENT/PAST) * Submit the evidence for the same (Self Attested Copies)	1	
		2	
		3	
		4	
		5	
		6	
9	TAN/PAN (Submit Self Attested Copies) *		
10	VAT/SERVICE TAX/GST REGISTRATION NO. (Submit Self Attested Copies)		
11	PROFESSIONAL TAX REGISTRATION NO. (Submit Self Attested Copies)		

Dated Signature of the Contractor

Signature of the Registrar

12	I-TAX RETURNS FOR THE LAST 3 FINANCIAL YEARS (Submit Self Attested Copies) * (Minimum requirement for qualification is, Total Annual Turn Over of last three financial years shall not be less than 15 Lakhs from similar jobs of gardening services.	FY-2014-15	
		FY-2015-16	
		FY-2016-17	
13	Details of nursery with address and total area in Sqft. with status of nursery premises (Ownership/Rented) *		
14	Details of office staff and field staff *		
15	Any other information which supports about best services being provided by the agency.		

I declare that the above information is correct and complete to the best of my knowledge and belief.

Special Note:

- (1) The details as marked with, “ * “ shall be provided with certified photo copy otherwise tender will not be considered.
- (2) If any false information with a malafied intension of getting qualified will be treated serious and his EMD is likely to be forfeited and he will be blacklisted for not giving any work in future.
- (3) Conditional tenders are not accepted.
- (4) GTU may ask to produce original documents if required.

Dated Signature of the Contractor

Signature of the Registrar

Annexure-B**FINANCIAL BID FOR PLANTATION & GARDENING SERVICES**

Sr.no.	Approx. Qty	Item	UNIT	Rate quoted in Figures only (Rs.)	Amount (Rs.)
1	120	Filling with murrum or selected soil for gardening area in required layers, slope and shape including spreading, watering, ramming and consolidation etc. complete.	Cmt		
2	1200	Supplying and installation of carpet lawn with "kamp" of 4 inches (10 cm), chemical spreading, fertilizer and maintain up to 60 days of the maintenance work including cutting of lawn in maintenance period.	Sqm		
3	150	Supplying and installation of Mahendi with 60 cm in width including chemical spreading, fertilizer, proper fitting and maintain up to 60 days of the maintenance work.	Rmt		
4	-	Supplying and installation of plants including chemical spreading, fertilizer, proper fitting and maintain up to 60 days of the maintenance work.	-		
		Name of Plant	Bagsize/ Height		
a	30	Asopalav	13" x 13" (5 ft. to 6 ft.)	No.	
b	30	Gulmohar	13" x 13" (5 ft. to 6 ft.)	No.	
c	30	Neem tree	13" x 13" (5 ft. to 6 ft.)	No.	
d	30	Jasood	13" x 13" (5 ft. to 6 ft.)	No.	

Dated Signature of the Contractor

Signature of the Registrar

e	10	Supari Palm	13" x 13" (5 ft. to 6 ft.)	No.		
f	30	Champa white & red	13" x 13" (5 ft. to 6 ft.)	No.		
g	20	Tagri (Chandani)	13" x 13" (5 ft. to 6 ft.)	No.		
h	10	Phoenix Palm	13" x 13" (5 ft. to 6 ft.)	No.		
i	20	Saptaparni	13" x 13" (5 ft. to 6 ft.)	No.		
j	20	Parijat	13" x 13" (5 ft. to 6 ft.)	No.		
k	5	Pankha Palm	13" x 13" (5 ft. to 6 ft.)	No.		
l	15	Palm tree	13" x 13" (5 ft. to 6 ft.)	No.		
m	10	Mor Pankh	13" x 13" (5 ft. to 6 ft.)	No.		
n	15	Karen	13" x 13" (5 ft. to 6 ft.)	No.		
o	10	Borsali	13" x 13" (5 ft. to 6 ft.)	No.		
					Total (Rs.)	
Total Amount (In words):						

- Note:** (1) Rates quoted include clearance of site (prior to commencement of work and at its close) in all respects and hold good for work under all conditions, site, moisture, weather etc. including cost of all material, labour, misc. expenditure, all lead and lift and all taxes.
- (2) The contractor is totally responsible to bare all applicable taxes i.e. G.S.T. etc. & GTU will not entertain any contractor representation to reimburse any financial burden due to change of rate in taxes, i.e. G.S.T. etc.
- (3) The quantities mentioned in Financial bid are for the estimation purpose. Payment shall be made as per the actual execution of quantity of the relevant item. Any other item other than mentioned in the above list can be added in during the work if mutually agreed between both the parties.

Dated Signature of the Contractor

Signature of the Registrar

- (4) Rates quoted are inclusive of 60 days maintenance period. If any plantation or the lawn fails, it should be replanted or reinstalled by the agency on his own expenditure.
- (5) 70% of the payment shall be released after completion of work, 30% of the payment shall be made after completion of 60 days maintenance period.
- (6) 1% of bill amount will be recover for labour cess over and above TDS.
- (7) Security Deposit shall be relased after 30 days of completion of satisfactory maintenance period.

Annexure-C

Declaration

The tenderer will have to make declaration enlisted below (1) to (6) and shall affix his signature to the form in token of correctness of declarations made therein **on letterhead**.

- (1) I/We hereby declare that I/we have visited the site and fully acquainted myself/ourselves with the local situations regarding materials, labour and other factors pertaining to the work before submitting this tender.
- (2) I/We hereby declare that I/We have carefully studied the conditions of contract, scope and other documents of this work and agree for executing the same accordingly.
- (3) I/We hereby declare that the service provided to university under this contract shall be of best quality and workmanship and shall be strictly in accordance with fulfillment of all the relevant laws.
- (4) I/We am/are _____ do hereby declare that our firm is not black listed and no inquiries/cases are pending against us, by Govt. of India / Govt. of Gujarat or any State Board/Universities/corporation, since inception of the firm/company.
- (5) I/We am/are _____ do hereby declare that I/am/We/are not defaulter of any financial institution and no police/court case is implemented against us from the date of commencement of profession to the date of offering the bid.
- (6) I/We am/are further undertake that if above declaration proves to be wrong /incorrect or misleading our tender/contract stands to be cancelled/terminated.

Date : _____

Place : _____

(Signature of the Contractor/ bidder with Seal)

CHECKLIST FOR DOCUMENTS OF TECHNICAL BID

Sr.no.	Particulars	Pg.no. of supporting document
1	NAME OF THE FIRM	
2	CONTACT ADDRESS WITH PHONE NO. & EMAIL-ID	
3	TYPE OF FIRM Individual/Sole Proprietor/Pvt. Ltd./Partnership Firm *	
4	YEAR OF COMMENCEMENT OF PROFESSION	
5	REGISTRATION NO. (MUNICIPAL CORPORATION OR GOVT. AUTHORITY) *	
6	NAME OF THE CONTACT PERSON WITH MOBILE NO.	
7	TOTAL NO. OF YEARS OF EXPERIENCE IN GARDENING SERVICE *	
8	WORK EXPERIENCE CERTIFICATE (PRESENT/PAST) * Submit the evidence for the same (Self Attested Copies)	
9	TAN/PAN (Submit Self Attested Copies) *	
10	VAT/SERVICE TAX/GST REGISTRATION NO. (Submit Self Attested Copies)	
11	PROFESSIONAL TAX REGISTRATION NO. (Submit Self Attested Copies)	
12	I-TAX RETURNS FOR THE LAST 3 FINANCIAL YEARS (Submit Self Attested Copies) * (Minimum requirement for qualification is, Total Annual Turn Over of last three financial years shall not be less than 15 Lakhs from similar jobs of gardening services.)	
13	Details of nursery with address and total area in Sqft. with status of nursery premises (Ownership/Rented) *	
14	Details of office staff and field staff *	
15	Any other information which supports about best services being provided by the agency.	

Dated Signature of the Contractor

Signature of the Registrar