



बागवानी अनुभाग
भारतीय प्रौद्योगिकी संस्थान खड़गपुर
HORTICULTURE SECTION
IIT KHARAGPUR

No. : IIT/HORT/TEN/2018-19/04
Date: 22.06.2018

निविदा आमंत्रित सूचना / NOTICE INVITING TENDER

Last Date for submission of Tender:- 23.07.2018 upto 3:00 P.M. Tender Opening Date: 23.07.2018 at 3:30 P.M. The Sr. Executive Engineer, Horticulture Section IIT Kharagpur, invites the sealed tender in two bids system from eligible Agency of the Indian Institute of Technology, Kharagpur / CPWD/PWD/MES/also in Govt. Academic Institutions for the following work.

Sl. No	Name of the work	Quantity (No. of plants)	EMD	Time for completion
1.	Composite work of tree plantation at specific place of IIT Kharagpur including cleaning and cutting jungles in plantation sites(if required), Pit digging (Size 60cm x 60cm x 60cm), carrying & mixing of cow dung manure and filling of pits, planting of seedlings & watering to the newly planted plants. Cost of Seedlings / saplings, Cow dung manure, Fertilizers (NPK), Insecticides, Termiticide and Pesticide. Gap filling (if required) and application of insecticides, termiticide, and pesticide as when required. Application of fertilizers (NPK) after 5/6 months of planting and watering to the plant including transportation charges for carriage of water. Maintenance of newly planted sapling for one year after planting in all security measures and all intercultural operation.	690	5500	01 year

Eligibility Criteria

The bidder should be able to execute the above mentioned work. Credential for carried out any work related to Civil, Water works, Sanitary and Horticulture Section, 03 of each of value 40% of the estimated cost or 02 works each of value 60% of the estimated cost or 01 work of value 80% of the estimated cost in the last seven years ending last day of the month previous to the one in which the tenders are invited credential in form of completion certificate as well as final bill copy to be enclosed.

Completion certificate issued by competent authority will only be considered as credential. If the completion certificate issued by competent authority does not reflect the type of work, then final bill / schedule of quantity of the work orders also to be attached along with the completion certificate. Certificate for private individuals / organizations for whom such works have been executed shall not be accepted.

The value of the executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum calculated from the date of completion to last date of applications for tenders.

The offer/bids to be submitted in two bids system i.e. 1. Technical bid, & 2. Commercial bid. The technical bid must consist of all the details as specified above, as in a eligible criteria, the technical bid & commercial bid must be in separate envelopes duly sealed and marked as "Technical bid" & "Commercial bid" respectively.

Sealed Technical bid and commercial bid are to be put in a big size envelope. "Tender for above Mentioned Work" is to be written on the left side of this envelope. The technical bid envelope should contain the cost of each Tender Paper Rs. 500.00 [Non refundable], (in the form of DD drawn in favour of IIT Kharagpur, payable at Kharagpur) & the EMD (in the form of DD drawn in favour of IIT Kharagpur, payable at Kharagpur) also in the same envelope.

The tenderer shall visit & inspect the site & obtain all information on his own responsibility & at own cost, which may be necessary for the purpose of quoting & submitting the tender. No excuse or ignorance as to site conditions & local information shall be accepted after awarding of the contract. All costs, charges & expenses that may be incurred in connection with the preparation of his tender shall be borne by him & the Institute accepts no liability whatsoever therefore. If there is any clarification required, the tenderer shall submit the queries in writing 03 days before the last date & time of submission of the tender, to the Sr. Executive Engineer (Horticulture Section), IIT, Kharagpur.

The bid shall remain valid for a period of 90 days from the date of opening of the bid. If before expiry of the validity period or issue of work order, whichever is earlier, the bidder amends/modifies/withdraws his bid, making unacceptable to the institute, then the Earnest Money Deposit shall be liable to forfeiture at the option of the Institute.

The Rates quoted by the tenderer should be inclusive of all taxes, GST & duties, freight, cost for loading & unloading etc. & must hold good till the completion of work & shall not be subjected to escalation due to increase in local market rates of materials. No claim on this account whatsoever shall be entertained at any stage including the extended period.

Each page of bid document shall have to be signed & stamped by the Bidder/ Authorised Signatory before submission. The bidders have to submit the tender documents & correspondences accompanying the tender with proper sign & stamp on each page along with the bid. The person/ officer signing the tender/bid should be delegated with an appropriate **Power of Attorney (duly endorsed by a Notary Public)** by the **owner / Proprietor/ Partner/ CEO/ MD/ Director** of the company to sign such documents.

The Intending bidders will have to produce documentary evidence in original in support of their credentials before the competent authority whenever demanded for verification. If any information furnished by the bidder found as false/fabricated then his bid will be rejected & treated as cancelled, even if the after signing of contract also it would lead to termination of contract at any stage besides liabilities towards prosecution under appropriate law. In such cases the bidder/ tenderer will be debarred from participation in future tendering process.

The sealed envelope containing Commercial Bid of the Tenderers will not be opened if their Technical bids are found unacceptable by the Committee.

The tender papers can be submitted on all working days (except holidays) during office hours either by Speed Post/Registered Post addressed to the Sr. Executive Engineer (Horticulture Section), IIT, Kharagpur, 721302 or by dropping the tender papers in the box to be kept in the office of the Sr. Executive Engineer (Horticulture Section), IIT, Kharagpur, 721302, Latest by 3:00 PM on 23.07.2018 & it will be open on the same day at 3:30 p.m. In the event of this day being declared as a holiday, the tender papers may be submitted up to the afore-mentioned time on the next working day.

For all these details please visit Institute's website www.iitkgp.ac.in (Link: Tenders) & CPP portal. Corrigendum if any will be also available in web as well as CPP portal. Visit the website and CPP portal regularly.

The Institute reserves the right to accept or reject the whole or a part of the lowest offer without showing any reason.

Senior Executive Engineer
Horticulture Section
On behalf of Indian Institute of Technology Kharagpur

NB:-

- Trees will be planted at IIT Kharagpur Campus
- The quantity of trees and varieties/ species of trees will be selected by this section from attached list and rates should be including of all given details.

List of tree varieties proposed for plantation:

SI	Common Name	Botanical Name	SI	Common Name	Botanical Name
1.	Annona	Annona	10.	Jamun	<i>Syzygium cumini</i>
2.	Ashoka	<i>Saraca asoca</i>	11.	Litchi	<i>Litchi chinensis</i>
3.	Bakul	<i>Mimusops elengi L</i>	12.	Mahogany	<i>Swietenia macrophylla</i>
4.	Cashew nut	<i>Anacardium occidentale</i>	13.	Mango	<i>Mangifera indica</i>
5.	Coconut	<i>Cocos nucifera</i>	14.	Neem	<i>Azadirachta indica</i>
6.	Debdaru	<i>Polyalthia longifolia</i>	15.	Palash	<i>Butea frondosa</i>
7.	Guava	<i>Psidium guajava</i>	16.	Putranjiva	<i>Putranjiva roxburghi</i>
8.	Jackfruit	<i>Artocarpus heterophyllus</i>	17.	Sapota	<i>Manilkara zapota</i>
9.	Jamrul	<i>Syzygium samarangense</i>	18.	Teak	<i>Tectona grandis</i>

Interested vendor may visit the site before submission of the tender. In that case, vendor may contact the Horticulture Office, IIT Kharagpur

TECHNICAL BID DOCUMENT

**FORMAT TO BE FILLED BY THE AGENCY OF THE INDIAN
INSTITUTE OF TECHNOLOGY/ CPWD/PWD/MES/ ALSO
IN GOVT. ACADEMIC INSTITUTIONS. SUBMITTING
TENDER FOR IIT KHARAGPUR**

1. Name of the Tenderer :
2. Status of the Tenderer :
(Attach documents, if registered company/partnership/proprietys hip)
3. Details of key top official/authorized ffficial :
(Attach details)
4. Income Tax and Service Tax returns of previous three assessment year (copy):
5. Type of vehicle (not below the capacity of 125 cft) :
Attach Documentary evidence.
6. Registration and fitness certificate of both vehicle and trolley :
7. Name of the Driver of the vehicle & valid licence
8. Proof of Ownership of the vehicle
9. Current list/address of clients where similar work as stated In the eligibility criteria, has been done and successfully completed:
:
10. Income Tax Permanent A/c No. (attach copy), GST registration :
11. **Details of EMD/Bank Draft No., issuing branch and date:**

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated signature & seal of the Authorized person of OEM/Vendor

This will also be the criteria for eligibility for qualification and disqualification for opening of price bid



**HORTICULTURE SECTION
IIT KHARAGPUR**

TENDER DOCUMENT

Tender paper issued to:

Composite work of tree plantation at specific places of IIT Kharagpur

Encls: A copy of General Terms & Conditions of Contract

Last Date of Submission of Tender paper: 23.07.2018

Price: Rs. 500.00 (Rupees Five hundred only)

Specification of work

Name of the job: “Composite work of tree plantation at specific places of IIT Kharagpur”

Sl. No.	Description of work	Quantity	Rate	Total Amount	Time allowed
1)	Composite work of tree plantation at specific place of IIT Kharagpur including cleaning and cutting jungles in plantation sites(if required), Pit digging (Size 60cm x 60cm x 60cm), carrying & mixing of cow dung manure and filling of pits, planting of seedlings & watering to the newly planted plants. Cost of Seedlings / saplings, Cow dung manure, Fertilizers (NPK), Insecticides, Termiticide and Pesticide. Gap filling (if required) and application of insecticides, termiticide, and pesticide as when required. Application of fertilizers (NPK) after 5/6 months of planting and watering to the plant including transportation charges for carriage of water. Maintenance of newly planted sapling for one year after planting in all security measures and all inter-cultural operation.	690			1 Year

Name and address of the tenderer:

Signature of the representative with seal



TERMS AND CONDITIONS

1. The contractor shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by Government
2. Income tax / CESS, etc. will be deducted from the bill of the executing agency / contractor as per existing rules.
3. Tools and tackles required for the above work should be provided by the contractor / agency.
4. Payment will be arranged only after satisfactory completion of work / certification.
5. All charges for the municipal fees and other statutory taxes that may be payable are to be paid by the contractor and his rates for such items shall be inclusive of all such charges. Nothing extra will be paid on this account.
6. Proper care must be taken on safety aspects of the job. Safely belt, helmet etc. to be used wherever applicable. The contractor will be solely responsible for any mishap due to lapse in safety measures. in case of a death or mishap occurred during discharging the duty, the compensation liability will solely rest with the Contractor.
7. The contractor must abide by all the prevalent labour rule and minimum wages rule of the Government.
8. The contractor / supervisor must be present in the place of work. He shall have to report to see the officer dealing with the services under the contract awarded to him, for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any observed in their working. Non-performers would be removed and replaced by competent manpower within two working days by the contractor.
9. The working hours for the personnel of the contractor for this contract purpose will be as under:
From 8:00 AM to 5:00 PM. They may also be asked to remain in field beyond 5:00 PM also on occasional demands.
10. The personnel deployed shall be healthy, active and preferably not more than 45 years of age. Nobody shall have any communicable diseases.
11. The personnel will be screened by the contractor after police verification regarding their antecedent, character and conduct; and a copy of reports shall also be submitted to the Horticulture Section.
12. In case of any loss that might be caused to the Institute due to lapse on the part of the personnel deployed by the contractor discharging their responsibilities, the such loss shall be compensated by the contracting Agency and in this connection, the Institute shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the Institute besides imposition of penalty. In case of any deficiencies / lapses on the part of the personnel deployed by the contractor, the Institute shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.

13. Contractor's authorized representative (Owner/ Director/ Partner/ Manager) shall personally contact the designated officer in charge or the office in charge of the Horticulture Section every working day to get a feedback on the services rendered by the contractor vis-à-vis corrective action required to make the services more efficient.
14. The contractor shall be solely liable for all payment /dues of the workers employed and deployed by him with reliable evidence provided to the Institute.
15. The contractor should maintain all the records and documents under various labour laws applicable to contract labours.
16. If any of the personnel of the contractor indulges in theft or any illegal /irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.
17. Arbitration for all disputes between the agency and the Institute in connection with the works shall be referred to the sole arbitrator as appointed by Director, IIT Kharagpur and that shall be final and binding on the parties.
18. The appropriate authority of the Institute (IIT Kharagpur) reserves the right of canceling the bid of any tenderer without showing any reason thereof.
19. The general terms and conditions of contract of IIT Kharagpur will apply to this job