



Kendriya Vihar-II Apartment Owners' Association

Community Centre-1, Kendriya Vihar-II, Plot No.3, Sector-82, NOIDA-201304, U.P.

(Website: www.noidakv2.org ; E-mail: noidakv2@gmail.com ; Tel: 0120-2463700)

No.AOA/Horticulture/2012-13/

Dated : 23-07-2013

Invitation of Tender for Horticulture Services

Sealed and subscribe quotations are hereby invited on behalf of the President, Apartment Owners' Association (AOA), Kendriya Vihar, Sector-82, Noida for providing Horticulture Services inside the Kendriya Vihar-II complex from genuine contractor having at least two (2) years of experience in such field up to **18 August 2013 at 1700 hrs** and same shall be opened on the same day at 1800 hrs in the presence of contractor/members who intend to be present as per terms & conditions given at Annexure-2.

2. Bidding against this 'Invitation of Tender' does not automatically make an entity eligible for this tender. It is the responsibility of the contractor to prove his eligibility by submitting necessary documents along with the tender. A tender from ineligible contractor will be rejected.

3. The AoA , KV-II, Sector-82 , Noida reserves the right to accept the tender bid either in part or full or to reject any tender either in part or full without assigning any reasons thereto.

4. The Contractor shall deposit Rs.10000/- as Earnest Money (EMD) with the tender in the form of bank draft in favour of Apartment Owners' Association, Kendriya Vihar-II, Noida. The EMD of the unsuccessful contractors shall be returned after award of work to successful bidder, while same of the successful bidder shall be kept as Security Deposit in lieu of performance.

5. The offers submitted by the bidders will be evaluated on the basis of rates quoted by them for required number of gardeners (malis), helpers and materials as mentioned in Annexure-1. The award of contract shall be subject to the fulfillment of eligibility criteria.

6. Interested firms/entities must submit bids in their official letterhead giving relevant information as illustrated in Annexure-1.

7. The detailed Terms & Conditions and Scope of Work is attached at Annexure-2. The bidders are required to furnish acceptability of each and every terms & conditions by signing on each page of the Terms & Conditions enclosed as Annexure-2.

8. The bidder is advised to inspect all parks, lawns and other green areas within the KV-II premises so as to get a clear idea about the work involved. Any clarifications regarding the scope of work or any other information can be obtained from the office of AOA on working days.

9. The bidder can obtain the tender document from AOA, KV-II office on all working days by depositing Rs100/- (Rupees One Hundred only) in cash.

10. The tender document is also available on AOA, KV-II web site (www.noidakv2.org). The bidder who wants to download the tender document for submission has to submit the tender cost of Rs100/- in the form of bank draft in favour of KV-II, AOA payable at Noida.

11. The estimated value of the work is Rs10.0 Lakh per annum approximately.

The offer of the tenderer must contain the following:

1. Tender Proforma duly signed and sealed by the tenderer
2. List of existing clients/ offices where horticulture services are currently being provided by the tenderer / contractor (please attach copies of orders/contracts)
3. Copy of PAN/TAN No.



(D. P. Singh)
Secretary, AOA

To,
M/s.....
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Tender Proforma for Horticulture Services

(To be submitted in official letterhead)

Company/Agency Details

1. Name of the Registered Firm:
2. Complete Office Address and Telephone Numbers:
3. Proprietor's Name and Telephone Number:
4. Email ID:
5. Name and Telephone Number of Contact Person:

Financial Proposal:

- (i) Suggested number of gardeners (malis)/ helpers to be employed for Horticulture services and wages thereof:

| Type of Personnel | Required Number | Rate/ wage per head (Rs) | Total |
|-------------------|-----------------|--------------------------|-------|
| Supervisor | 1 | | |
| Gardeners (Malis) | 13 | | |

- (ii) Estimated cost of materials (tools & implement, PVC pipes, manures & fertilizers, pesticides, plants & shrubs, etc.) for providing horticulture services per month:
- (iv) Total Contract Value (Per Month):

Other Details

Name, address and Telephone Numbers of Existing Clients (attach separate sheet):

Any Other Information:

Date:

Signature of the Tenderer



Horticulture Services in KV-II, Sector-82, NOIDA

Terms & Conditions

1. Personnel

- 1.1. The Contractor shall provide complete horticulture services in the KV-II Complex by deploying 14 full time employees comprising one (1) Supervisor and 13 Gardeners (malis).
- 1.2. The Contractor shall provide horticulture services in the KV-II Complex on all seven (7) days of the week during normal working hours (9.00 hrs to 17.00 hrs).
- 1.3. The contractor shall ensure that leave reserve personnel are arranged quickly without any loss to horticulture assets.
- 1.4. The gardeners (malis) and helpers employed by the Contractor must have basic knowledge of maintaining green areas including cutting & pruning of trees & shrubs, weeding and grass cutting, sowing seeds of seasonal flowers and planting seedlings, growing plants in the KV-II nursery, watering of green areas, etc.
- 1.5. The Supervisor deployed by the Contractor must be qualified for such job having at least two years of experience in supervising horticulture related job mentioned in the Scope of Work and basic knowledge of landscaping. He shall plan all horticulture related work in advance and oversee its implementation to the satisfaction of AOA KV-II.
- 1.6. The Supervisor shall maintain regular liaison with the Horticulture Incharge (AOA) and be available in the KV-II premises during working hours and also as and when required. He shall provide Attendance and 'Work Done Report' to Horticulture Incharge, AOA KV-II, on daily basis.
- 1.7. The Contractor shall furnish to the AoA complete details of the personnel employed by him for horticulture job in the KV-II complex including name, photo, residential and permanent address along with police verification document before actual commencement of the services.
- 1.8. The Supervisor and the personnel deployed for horticulture job shall wear uniform or jacket as approved by the AOA and wear Photo ID card indicating name of the person, contractor's/firm's name & address, for identification purpose during duty hours and for ease of security purpose of the KV-II Complex. The cost of uniform or jacket/ Photo ID card shall be borne by the Contractor.
- 1.9. The Contractor shall ensure that all rules/regulations as stipulated under Payment of Wages Act, Employees State Insurance Scheme, Employees



Provident funds Act, Child Labour Prevention Act, Laws on prevention of Sexual harassment at workplace, etc., are fully adhered to and no infringement on this account is caused directly or indirectly.

2. Materials

- 2.1. The Contractor shall purchase all materials required for the maintenance of green areas in KV-II including tools & implement, PVC pipes, manures & fertilizers, pesticides, plants & shrubs, etc.) after prior approval of the Horticulture Incharge, AOA KV-II.
- 2.2. The cost of such materials procured for horticulture services every month shall not exceed the total agreed amount meant for such materials. All materials so procured shall be the property of AOA, KV-II.
- 2.3. The Contractor shall maintain a Stock-Register of materials indicating date of their purchase, use of consumables and wear & tear. The Stock-Register shall be verified by the Horticulture Department from time to time.

3. Period of Contract

- 3.1. This Contract with the AOA shall be valid for a period of **one (1) year** from the date of signing of the contract. The Contract period can be extended for further period by mutual consent.
- 3.2. The AOA shall have the right to terminate the Contract with one month prior notice if the performance of the contractor is not found up to the mark as per the contract agreement.

4. Payment Terms

- 4.1. The contractor shall generate bills on monthly basis by 4th date of every month, enclosing attendance sheet (actual man-days employed during the month), bills of materials procured, and a work done report vis-à-vis targets set for the month.
- 4.2. Payment to the Contractor shall be made through A/c payee cheque after proper verification of bills and ensuring satisfactory completion of work. Tax and surcharge as per the rules in force shall be deducted.
- 4.3. Proportionate deductions for shortage of attendance of manpower employed in a month shall be made.
- 4.4. The Contractor shall indicate the cost of materials separately and its payment shall be on actual basis subject to the maximum ceiling.
- 4.5. The AoA, KV-II, Sector-82, Noida shall have the right and be entitled to withhold payment to the contractor in the event of any breach of terms &



conditions of the agreement. The opinion of the President or his authorized representative in this regard shall be final.

5. Performance/ Security Deposit

- 5.1 The Contractor shall furnish a **Performance/ Security Deposit** of Rs. 10,000 (Rupees Ten Thousand only). The EMD deposited by the contractor at the time of bidding may be adjusted against **Performance/ Security Deposit**. This amount shall be refunded to the Contractor on satisfactory completion of contracted service or as and when the contract is terminated after settling any loss/damage of KV-II property.
- 5.2 It will be obligatory on the part of the contractor to maintain the contract for a minimum period of one year at the quoted rates. Any termination of the contract on the part of the Contractor shall make him liable to forfeiture of Performance/ Security Deposit.

6. Penalty

- 6.1 Suitable financial penalty shall be imposed on the Contractor in case he fails to provide the services as per terms & conditions of the Contract. The penalty amount shall be decided by the AOA on the basis of loss of horticulture assets.

7. General

- 7.1 The Contractor shall prepare work schedule for every month keeping in view the Scope of Work as mentioned in the Annexure and other requirements and submit the same to the Incharge, Horticulture Department in advance. He shall also periodically brief the AOA representatives / Horticulture Incharge about the work being done by him and his plans to improve it further.
- 7.2 The Contractor/ Supervisor shall ensure proper maintenance of submersible pumps, hydrants and other assets of KV-II installed for horticulture purposes. The Contractor/ Supervisor shall also ensure that deliberate wastage of water, electricity and misuse of other facilities of AoA, KV-II by their personnel is avoided.
- 7.3 The waste collected from the green areas of KV-II shall be taken away without any delay and disposed off suitably outside the periphery/campus on daily basis. The contractor shall make necessary arrangement in this regard.
- 7.4 The contractor shall maintain a register for complaints related to works assigned to him and shall attend to the complaints on the same day or within reasonable time depending on the nature of the work to the best satisfaction of the AoA, KV-II/ residents.



SCOPE OF WORK

- The Contractor shall plan and undertake jobs to improve overall aesthetics of the complex by planting new trees, shrubs, ground covers, etc whenever required.
- The contractor shall grow seasonal flowers in the Nursery of Kendriya Vihar-II and plant them at suitable places at least twice a year (summer and winter).
- The contractor shall prune trees, plants & shrubs, hedge, ground cover, etc and lay grass whenever and wherever required.
- The contractor shall arrange/procure manures & fertilizers, plants & shrubs, PVC pipes and other materials to properly maintain the green areas of Kendriya Vihar-II complex as per requirement.
- The contractor shall procure and sprinkle pesticides on the plants & shrubs from time to time as per the requirement.
- The contractor shall arrange for regular watering of plants, shrubs, ground covers, grass etc in the green areas Kendriya Vihar-II complex.
- The contractor shall keep parks, lawns and other green areas clean by sweeping and weeding out unwanted plants.
- The contractor shall make arrangement for proper operation of submersible pumps/other water outlets installed in the Kendriya Vihar-II complex for horticulture purposes.
- The Contractor shall keep the tools & implements used for horticulture services in running condition by routinely maintaining and servicing them.
- The contractor shall maintain a register for the complaints related to works assigned to him and attend to the complaints within reasonable time to the best satisfaction of the residents.

