

Dated: 14th October, 2016

No 14/08/2016-OIDB

Horticulture/Gardening Services, supply of indoor plants & flower arrangements in OIDB Bhawan, Sector-73, Noida

- 1 **OIDB invites bids on two bid system for the Horticulture/Gardening Services supply of indoor plants & flower arrangements in OIDB Bhawan, Plot No. 2, Sector -73, Noida.**

Sl. No.	Description	Details/dates
a	Period of issue of tender document	17.10.2016 to 27.10.2016
b	Last date and time of submission of bid	28.10.2016, 02.00PM
c	Date and time of opening of bid (Part-1 & Part-II).	28.10.2016, 03.00PM
d	Earnest Money Deposit (EMD)	Rs. 40,000/-
e	Contact person	Ganesh C. Doval, DCF&AO
f	Place of submission& opening of bid	OIDB, 3 rd floor, 'C' Wing, Sector-73, Noida
g	Pre-bid meeting period	21.10.2016

2 **BID QUALIFICATION CRITERIA (BQC)/ ELIGIBILITY CONDITONS**

- a) The bidder should have an experience of at least **03 years** or more in the field of **Horticulture/Gardening** and annual average turnover of greater than 10 lakh in the last 2 years. The bidder should submit work order along with performance certificate from any two Govt. departments/PSUs/reputed Ltd. /Pvt. Ltd. Co. The bids received without above requisite documents shall be rejected.
- b) The bidder should have a permanent place of business in NCR/Delhi and the complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. and be provided, while submitting the complete tender form.
- c) Earnest Money & tender fee, specified elsewhere must be submitted along with the bid in the shape of pay order/demand draft only, in favor of Oil Industry Development Board & payable at New Delhi.

प्रधान कार्यालय :-
ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
प्लॉट नं. 2, सेक्टर - 73, नौएडा-201301, उ.प्र.
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630
वेबसाईट : www.oidb.gov.in

पंजीकृत कार्यालय :-
301, वर्ल्ड ट्रेड सेन्टर, तीसरी मंजिल, बाबर रोड़, नई दिल्ली - 110 001
फोन : 91-11-23413540

Main Office :-
OIDB Bhawan, 'C' Block, 3rd Floor
Plot No. 2, Sector - 73, Noida-201301, Uttar Pradesh
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630
Website : www.oidb.gov.in

Registered Office:-
301, World Trade Centre, 3rd Floor, Babar Road, New Delhi - 110 001
Phone : 91-11-23413540

- d) Copy of the PAN, VAT/Sales Tax/ Service Tax, PF, ESI registration Nos. and its documentary evidence shall be enclosed.
- e) The bids received without above requisite documents may not be considered responsive.
- f) Validity of Bid- Bid should remain valid for 90 days from the date of opening of bids. EMD of the bidders other than the lowest will be returned on award of job. Photo copy of the DD/pay-order will be retained for records for these bidders. EMD of the lowest bidder will be retained with OIDB. EMD will not earn any interest for the bidder.
- g) Bids received after the due date and time will not be accepted.
- h) Price part of the bids shall be indicated in figures and words.

3 Scope of Horticulture Work

The purpose of horticulture work is that the whole office premise (OIDB) must look rich with lush green lawns and parks and beautiful flowers so as to provide an excellent ambience of work-environment and at the same time makes the office premises environmental friendly and to make a good impression on the visitors and public who visit office for various purposes. The contractor has to undertake all such jobs/activities required to maintain the office premises in a presentable condition and in above mentioned spirit at all the time whether such activities are elaborated hereunder or not. While undertaking this work, the contractor will develop the parks with mowing lawn Tree/plants/grass/flowers etc. and lawns at the open space of glass in consultation with the designated officer and simultaneously maintain all the existing as well as the developed lawns/parks. He will also develop a nursery for seasonal and perennial type of flowers and plants.

The bidder will supply and maintain flower pots in the room(s) in consultation with designated officer and ensure that the flowers and plants in those pots do not perish or suffer in any manner and that he will change them periodically for their good maintenance.

The bidder will also arrange to keep flower pots with seasonal/perennial flowers on the desks of identified officers on all working days. The bidder will also ensure that due to closure of office on weekend days the plants and flowers in the pots kept in the officers' room do not suffer in any way. The other normal job in this regard would be:

- a) To maintain the horticulture services of OIDB Bhawan 06 Nos. of gardener and 01 Nos. of Supervisor, per day, in day shift (9 AM – 6:00 PM, with half hour lunch break) is required for 312 days (annually). In the absence of one or more person suitable person shall be provided.
- b) To maintain all the trees, plants, shrubs, hedges and lawn as are existing on the date of start of contract and any other lawn/park/plants developed thereafter.
- c) To plant of different/various kind of Trees/Hedges/Palm tree etc. for development and beautification of the horticulture/garden of OIDB Bhawan.
- d) To plant trees, shrubs etc by excavation/digging as and when required in the interest of the beautiful maintenance of the ambience/park/lawn.

- e) Except supply of free water by the OIBD in the garden, all other inputs like fertilizer, sapling, seeds and all tools & implements used for growing flowers & plantation, cutting of grass in lawns, pruning of plants at required intervals and removing the waste to the proper place will be provided by the bidder.
- f) Landscaping for aesthetic shall be carried out by the bidder as per the direction of officer-in-charge OIBD. No separate payment shall be made for the purpose. All inputs, earth filling grading etc. will be to bidders account.
- g) To prepare and maintain flower beds, seasonal and perennial both.
- h) To prepare and maintain flowers and plant pots with flowers and plants both indoor and outdoor at designated places to be decided in consultation with the designated officer.
- i) Regular watering of grass, lawns, trees, plants, shrubs etc. and hoeing and weeding in and around them.
- j) Spraying of insecticide and fungicide application/spreading of chemical and manure as and when required/advised.
- k) Any other job which is required to make the campus from Horticulture point of view beautiful with lush green environment.
- l) The gardeners should demonstrate own initiative for horticultural up gradation of OIBD premises. Seasonal plants for the same should be prepared and submitted to the designated officer
- m) Flower and plants shall be provided in good quality.
- n) Bidder will be required to maintain the entire area covered in the contract in best conditions, irrespective of the weather conditions.
- o) All flowers and plants casualties will be at your cost. Sick/dead plants will be replaced by you without any delay at any cost.
- p) Regular watering/replacement/cutting/pruning of plants at required intervals and removing the waste to the proper place.
- q) For carrying out these functions, all materials, manures, chemical, items will be provided by the contractor.
- r) Bidder are advised to visit the place of work for assuring the nature and volume of work realistically before quoting the rates.
- s) Bidder should visit and inspect the area to be maintained and/or developed, before submitting quotation.
- t) Frequency and quantity of manure, insecticide/pesticides shall be decided in association with OIBD.
- u) Any requirement of tractor or other implement shall be provided by the bidder without any additional cost to OIBD.

4 Period of the contract:

The period of contract shall be two year from the date of start of contract. However, OIBD reserves the right to extend the contract for a further period of one year on same terms and condition and price. OIBD reserves the right to terminate the contract by giving 30 days notice and without assigning any reason thereof.

5 Submission of Tenders:

Late/delayed tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.

6 Payment terms:

The bidder will be required to submit bill on monthly basis to along with service report duly signed by authorized officials of OIIB. TDS and any other state levies applicable shall be deducted on bill amount as per Government of India rules issued from time to time. The service report/format will be finalised in association with OIIB at the beginning of contract.

7 Security cum Performance guarantee:

The successful bidder shall be required to deposit an amount equal to 5% of the contract value within 15 days of issue of letter of intent, as Security cum Performance guarantee. The performance cum security deposit may be furnished in the form of DD, in favour of "Oil Industry Development Board" payable at New Delhi. Performance Security will be discharged after completion of contractor's performance/warranty obligations under the contract. EMD can be adjusted for security cum performance guarantee.

8 Jurisdiction of Court:

Any dispute & difference which may arise in relation to this agreement shall be referred to sole Arbitrator who shall be appointed by the Secretary (OIIB) or his nominee. The arbitration shall be held in accordance with the provisions of Arbitration Act and place of Arbitration shall be Delhi.

9 Sub-letting and split of work:

- Subletting of contract is not allowed.
- Splitting of work is not envisaged.

10 General Conditions

- a) OIIB shall have no liability, whatsoever in respect of workers to be deployed by the bidder for execution the contract, bidder will be held fully responsible for any consequences as a result of such dispute.
- b) The bidder shall be solely responsible for all payment and other benefits to workers under any of the existing labour laws or which might become payable through modification of existing labour legislation or orders of the government or any other new law in this regard. OIIB shall have no liability, whatsoever in this regard.
- c) The bidder shall not lease/transfer/sublet / appoint sub contractor for the service. If the bidder does so, the bidder shall stand terminated and the security deposit shall be forfeited.
- d) The bidder personnel shall be polite, courteous and well behaved.
- e) OIIB reserve the right to reject any or all offers without assigning any reason.
- f) Safety of persons - Bidder shall ensure the safety of the persons deployed by him and bidder himself will be responsible for the same. Bidder will indemnify OIIB for

any claim/litigation arising out of mishap, injury, accident to the persons deployed by the bidder for the job at OIDB.

- g) Termination/Cancellation of contract: In the event of non-performance by the bidder OIDB reserves the right to cancel the contract at any point of time, with a notice of one week, and engage the services of any other agency for the job at the risk and cost of the contractor. This will be without prejudice to the rights of the parties that have accrued on or before the date of termination of contract.
- h) **Penalty:** Penalty @ 1% per week or part thereof limited to 5% of the sub-orders/monthly payment shall be leviable for non- execution / deficient execution of work in accordance with the scope defined. For repeated default contract shall be liable to be terminated.
- i) Force Majeure: Neither party will be responsible for any failure to perform its obligation under the contract, if it is prevented or delayed in performing those obligations by an event of force majeure.
- j) Compliance to PF/ESI Rules: This will be the responsibility of the bidder to comply with the statutory requirements.
- k) Bidder should not be on holiday list/de-listed/black listed by OIDB or any of Govt, of India deptt./PSU.
- l) All the pages of tender document will be signed & stamped and returned as having accepted the provisions, conditions, scope of work etc.
- m) Pre-bidding meeting has been assigned a time period for seeking any clarification, deviation, anomaly, contradiction to the NIT.

11. Others

- i. OIDB reserves the right to annul the process of tendering without assigning any reason and at any time of the process. OIDB will be under no obligation for any compensation on this account.
- ii. Bidding document is non-transferable.
- iii. Bidder must acquaint himself/herself of the site and the conditions prevalent. No complaint or claim will be entertained on this account later to the submission and acceptance of bids.
- iv. Bid should remain valid for 90 days from the date of opening of bids.
- v. **Bidder must fill and submit format as per annexure -1 on its letter head.**



(Ganesh C Doval)
Deputy Chief Finance & Accounts Officer

Annexure -1

OIL INDUSTRY DEVELOPMENT BOARD
SECTOR_73, NOIDA

CHECK FORMAT FOR BIDDING

Sr	Description	Details	Doc. Submission
1	Name of Work		
2	Bid No		
3	Name of Bidder		
4	Bidder's Address		
5	Tel No Land line No./Cell No.		
6	PAN No		
7	Service Tax/PF/ESI Reg. No.		
8	VAT/Sales tax registration		
9	Present assignment		
10	Manpower details		
11	EMD		
12	Confirm bidder is not on holiday/negative list		
13	Acceptance of terms & conditions of NIT	All terms & conditions of NIT accepted.	

Signature of Bidder
Address/Tel.No/Seal/Date

Note : Information desired above be submitted on bidder's company's letter head duly signed and stamped by the authorized representative of company.

Annexure-2

The quotation should quote rate per plant and per flower bunch which shall be inclusive of all the charges viz. Labour charges, input cost, material charges, service tax, freight charges etc. and any other obligations as the case may be.

Sl. No.	Head	Unit	Rate (INR)
1	Rate for indoor potted plant of any variety of any size selected by OADB on rent basis.	Per Unit Per Month	
2	Rate for flower bunch including pot/bouquet.	Per Bunch	

Note: Tentative requirement is 100 Nos. (approx) indoor plant and & 800 Nos. (approx) of flower bunches including Pot/bouquet per annum.

Signature and Seal of the bidder/contractor

Date:

Place:

Annexure-3

FORMAT – Schedule of Rates (SOR)
PRICE PART

The tenderer should quote rates on monthly basis, which shall be inclusive of all the charges including service tax others taxes and duties and cess Viz. Labour Charges, Input cost, material charges, services charges etc. and any other statutory obligations as the case may be

Sl. No	Item	Unit	Rate (INR)/month	Amount per year
1	Service of up-keep of horticulture			

Taxes and Duties Considered in the rate quoted above.

Taxes and duties considered as part of lump-sum price	Percentage considered
Service tax	
VAT, if applicable	
Others (Please specify)	

Note

1. Quoted price shall be without any conditions. Any offer with conditions shall be liable to be rejected.
2. Rates (premium/discount in percentage) will be quoted in figures and words.
3. Rates will be considered as inclusive of service tax and/or any other tax leviable.
4. Percentage of taxes duties considered & indicated above are for adjustment only for their variation during the currency of contract.

Signature of bidder with stamp