



NATIONAL INSTITUTE OF DESIGN

A Statutory Institute under DPIIT
Ministry of Commerce & Industry
Government of India
PALDI, AHMEDABAD 380 007
Phone: 079 2662 9500, 079 2662 9600
Web Site: www.nid.edu

NIT No. 02 /20-21

NOTICE INVITING TENDER

FOR

Supply and grassing of Bermuda/Doob Grass including ground preparation by trenching in ordinary soil, supplying and stacking of good earth and dump manure, rough dressing, uprooting weeds, fine dressing, spreading, mixing, grassing, de-weeding and maintaining the lawn till the grass forms a thick lawn etc. complete at South side boundary wall at NID Campus, Gandhinagar

The Tender duly filled in should be submitted in a sealed envelope on or before 5.00 p.m. on 04.08.2020 in the office of The Chief Administrative Officer, General Administration, National Institute of Design, Paldi, Ahmedabad 380 007.

Non-refundable / Non-transferable Tender Fee of Rs. 500.00 (Rupees Five Hundred Only) to be submitted along with the Tender Form & Earnest Money Deposit (EMD) of Rs.8000.00 (Rupees Eight Thousand Only) by Demand Draft / Pay Order of any Nationalized or Scheduled Bank issued in favor of "National Institute of Design" payable at Ahmedabad.

Note : For details, please refer tender document attached herewith.



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SHORT TENDER NOTICE - 02/20-21

Sealed Item rate tenders are hereby invited from reputed and experienced Gardening agencies/vendors engaged in the field of **Supply and grassing of Bermuda/Doob Grass including ground preparation by trenching in ordinary soil, supplying and stacking of good earth and dump manure, rough dressing, uprooting weeds, fine dressing, spreading, mixing, grassing, de-weeding and maintaining the lawn till the grass forms a thick lawn etc. complete at South side boundary wall at NID Campus, Gandhinagar.**

Sr. No	Description	Estimated Cost (Rs. in Lakh)	EMD (Rs.)	Period of Completion	Tender fee in the form of DD (non-refundable (Rs.))
1	Supply and grassing of Bermuda/Doob Grass including ground preparation by trenching in ordinary soil, supplying and stacking of good earth and dump manure, rough dressing, uprooting weeds, fine dressing, spreading, mixing, grassing, de-weeding and maintaining the lawn till the grass forms a thick lawn etc. complete at South side boundary wall at NID Campus, Gandhinagar.	4.00 Lakh	8000.00	3 months	500.00

Detail tender documents can be downloaded from our website www.nid.edu & at www.eprocure.gov.in at e publishing. Sealed tender duly filled and submitted in the office of The Chief Administrative Officer, General Administration, National Institute of Design, Paldi, Ahmedabad 380 007. The last date of submission of 04.08.2020 up to 5.00 pm. Tender Fees of Rs 500/- (Rupees Five Hundred Only) & EMD of Rs 8000/- (Rupees Eight Thousand only) by Demand Draft / Pay Order drawn on any nationalized or Scheduled Bank, in favor of "National Institute of Design" payable at Ahmedabad should be submitted along with submission of Tender.

Any tender submitted without Tender Fees & EMD shall be automatically rejected.

NID reserves the right to accept or reject any or all tenders without assigning any reason thereof.

No.: 02 /20-21

Dated.17.07.2020

Eligibility Criteria

1. **EXPERIENCE** : The tenderer should have satisfactory service record with other reputed Organizations, which should include at least one reputed Public Sector Undertaking/State Govt./Department of the Govt. of India.(A valid performance/completion certificate (one) and one PO as proof of above should be essential enclose along with the tender). Documents in support of completed and ongoing contracts along with their values in support of the experience and financial credibility as per the eligibility criteria.
2. **ANNUAL TURNOVER**: CA Certified Annual Turn Over details along with tender for last 3 years to be submitted along with the technical bid.
3. **STATUTORY REGISTRATIONS**: The tenderer must have valid PAN No., GST Registration No. and all other applicable State / Central Government registration.
4. **LICENCE**: Copy of Registration of contractor license at CPWD/STATE PWD/ /ANY CORPORATION and Establishment must be submitted with the technical bid.
 - (i) Contractor must have valid Gardening Works License.

The following documents are required to be submitted along with offer:

1. Copy of Registration of firm
2. Copy of GST registration
3. Copy of Income Tax PAN Registration
4. Copy of Registration of gardening work contractor license

INSTRUCTION TO THE TENDERERS

Requirements:

1. The Contractor is responsible to provide Services from Qualified and well experienced personnel, who can independently handle, develop and maintain lawn and other garden developments.
2. The work force to be deployed will be screened for technical capability by the Department to ensure the deployment of suitable candidates by the contractor.
3. The Contractor shall complete the work as per the time frame given in the Letter of Intent / Work Order.
4. Failure to complete the work in time as per the time frame specified will make the Contractor liable to an unconditional penalty imposed by NID as per tender condition.
5. Contractor's Supervision (a) The Contractor shall either himself supervise the execution of the Contract or shall appoint a competent Horticulture supervisor / experienced supervisor.
6. Supervisory Staff and Workmen
 - (a) The contractor shall deploy all the experienced skilled, semiskilled and unskilled workmen required for all the works under this specification. NID reserves the right to decide on the suitability of the workers and other personnel who will be deployed by the contractor. NID reserves the right to insist on removal of any employee of the contractor at any time, if they find him unsuitable and the contractor shall forth with removes him.
 - (b) Completion of Work: The works shall be completed to the entire satisfaction of NID and in accordance with the completion schedule as specified in the Contract, and all unused stores and materials, tools, plant, equipment, temporary buildings, site office, labour hutments and other things shall be removed and the site and work cleared of rubbish and all waste materials and delivered up clean and tidy to the satisfaction of NID.
 - (c) Ground preparation and lawn installation period – 1 months
 - Lawn Development and maintenance period – 3 months after completion of Ground preparation and lawn Development
 - Defect Liability period – 3 Months (After completion of Lawn development and maintenance period)
7. **Safety, Security and Protection of the Environment:** The Contractor shall, throughout the execution and till completion of the Works and the remedying of any defects therein:
 - a) Have full regard for the safety of all persons entitled to be upon the site and keep the site (so far as the same is under his control) and the Works (so far as the same are not completed or occupied by the Employer) in an orderly state appropriate to the avoidance of danger to such persons.
 - b) Provide and maintain at his own cost fencing, warning signs and watching, when and where necessary or required by NID or by any duly constituted authority for the protection of the Works or for the safety and convenience of the public or others
 - c) All safety rules prescribed by the Government shall be strictly observed to execute the work and safety of manpower deployed

General Conditions

1. Each and every page of tender document shall be signed and stamped by the tenderer. Cutting or overwriting if any not allowed. Any condition except unconditional rebate on price shall not be taken into account.
2. The rates shall be including all labor, material carriage etc. at site & including necessary framing, fixtures & scaffolding etc. including all complete. Contractor has to supply the material as approved by NID.
3. The tenderer is advised to inspect and examine the site and its surrounding thoroughly and satisfy himself before submitting his offer. This includes access to the site, the facilities available at site etc. In general, they shall themselves obtain all required information as to the risks, contingencies and all other circumstances, which according to them may influence or affect the rates.

The tenderer shall be deemed to have visited the site and made himself familiar with the working conditions and to have the knowledge of the site. NID shall not be liable for any extra charge / claim consequent upon any misunderstanding or otherwise.

4. The quantities of various items as entered in the schedule of quantities are indicative only and may vary depending upon the actual requirement/ work done at site.
5. The tender for the works shall remain open for acceptance for a period of 90 days from the date of opening of tenders. The earnest money will be forfeited in case the contractor withdraws his tender during the validity period or in case he changes his offer to his benefits, which are not acceptable to NID. The validity period may be extended on mutual consent.
6. Payment will be made based on the materials supply, installation, testing and commissioning at site. NO ADVANCE PAYMENT will be made. Payment will be made within 30 days of submission of bills provided the bills are complete and duly authenticated by the specified Officer(s) of the Institute (after the supply , installation, testing and commissioning of the entire quantity and successful report received from the concerned Officer) Payment will be made by NEFT / RTGS.
7. The contractor must have required registration and licenses with the various authorities like GST, Statutory Taxes etc.
8. The EMD shall be refunded to the unsuccessful tenderers after finalization of the contract.
9. The security deposit shall be deducted from each running bill of the contractor @ 10 % (Ten Percentage) of the value of the RA Bill for work done.
10. 5% of contract value as Performance Guarantee shall be submitted by contractor after issue of LOI. The EMD deposited by the tenderer will be treated as part of the Performance Guarantee. Only after submission of Performance Guarantee work order will be issued. Contractor shall complete all the formalities and sign the work order within 10 days from issue of Letter of Intent.
11. NID reserves the right to reject any or all the tenders received without assigning any reason.
12. The rates quoted by the tenderer shall be firm for the entire period of the actual completion of the work. No revision to rates or any escalation shall be payable on account of the increase in prices of materials/ labour / POL or any other charges increase during the tendency and up to actual completion of the work.
13. All expenses towards mobilization at site and demobilization including bringing in equipment, work force, materials, dismantling of equipments, clearing the site etc. shall be deemed to be included in prices quoted and no separate payment on account of such expenses shall be entertained.

14. The contractor shall indemnify and keep indemnified NID against all losses and claims for injuries or damage to any person or any property whatsoever which may arise out of or in consequence of the construction, repair and maintenance of the works by them and against all claims, demands, and proceedings of or in relation thereof.
15. The contractor shall be fully responsible to observe all applicable labor safety provisions. The contractor shall at his own cost take all precautions to ensure safety of life and property by providing necessary barriers, lights, watchmen etc. during the progress of work.
16. The contractor shall be fully responsible for observance of all labor laws and other laws applicable in this matter and shall indemnify and keep indemnified NID against effect of non-observance of any such laws. The contractor shall be liable to make payment to all its employees and make compliance with labor laws.
17. The contractor shall at all times indemnify NID against all claims for compensation under the provisions of workmen's compensation Act, obtain CAR Policy or any other law for the time being in force, for any workmen employed by the contractor in carrying out the contract and against all costs and expenses incurred by NID therewith.
18. The contractor shall comply with all the provisions of the minimum wages Act (R&A) 1970, and rules framed there under and other labor laws affecting contract labor that may be brought into force from time to time.
19. Unless otherwise mentioned in the bill of quantities the measurement of works shall be done as per actual at site.
20. No idle charges or compensation shall be paid for idling of the contractor's labor, staff or P & M etc. on any ground due to any reason whatsoever. NID will not entertain any claim in this respect.
21. The contractor will be provided free water & electric power at one point. The necessary scaffolding work will include the cost of labor rate.
22. The contractor shall ensure that the working site is kept clear and free of obstructions for easy access to job site and also from safety point of view during the progress of work. The contractor shall clean all floors of work to make the premises clean and tidy before handing over the building and the rates quoted by the contractor shall be deemed to have included the same.
23. The contractor shall be responsible for the rectification of defects in the works for a period of 03 months from the date of handing over of the works to NID.
24. The necessary mandate form is attached herewith for NEFT/RTGS payment; the filled form should be submitted with all the documents along with submission of commercial offer.

APPENDIX-I

Date of commencement	:	Within 7(seven) days of issue of Work Order date
Period of completion	:	3 months
Defects liability period	:	3 (Three) months after completion of lawn development the Work and handing over to NID.
Liquidated Damages for delay in completion	:	Point five percent (0.5%) per week of the contract value subject to maximum five percent of the contract value
Security Deposit	:	Ten percent (10%) will be deducted from The gross value of the work done against each RA Bill
Period of final settlement	:	1 (one) month from the date of final bill And Valuation date of bill submission.
Performance Guarantee	:	Five percent (5%) of the total contract Value Including EMD
Labor Cess:		If applicable, would be paid at the applicable rate by the approved bidder and Voucher / challan must be submitted to NID. No separate charges would be paid for labor cess; it should be included in the rate.
Release of Retention and Security Deposit	:	On completion of defects liability period of 3 months from the date of completion of work / handing over to NID whichever is late duly certified by NID - without interest.

NID reserves the right to accept or reject any or all the tenderer offers without assigning any reason.

BILL OF QUANTITIES

NIT No : 02/20-21 dated 17.07.2020

Supply and grassing of Bermuda/Doob Grass including ground preparation by trenching in ordinary soil, supplying and stacking of good earth and dump manure, rough dressing, uprooting weeds, fine dressing, spreading, mixing, grassing, de-weeding and maintaining the lawn till the grass forms a thick lawn etc. complete at South side boundary wall at NID Campus, Gandhinagar.

Supply and grassing, including ground preparation, maintaining for new lawn development at NID Gandhinagar

<u>SCHEDULE OF PRICE</u>					
Sr. No.	Description	Unit	Quantity	Item Rate (Rs.)	Amount (Rs.)
1	Trenching in ordinary soil up to a depth of 60 cm including removal and stacking of serviceable materials and then disposing of surplus soil, by spreading and neatly leveling and making up the trenched area to proper levels by filling with earth or earth mixed with sludge or / and manure before and after flooding trench with water (excluding cost of imported earth, sludge or manure).	cum	581		
2	Supplying and stacking of good earth at site including royalty and carriage upto any lead complete (earth measured in stacks will be reduced by 20% for payment). (The rate to be included material cost)	cum	290		
3	Supplying and stacking at site dump manure from approved source, including carriage complete (manure measured in stacks will be reduced by 8% for payment) (The rate to be included material cost): (a) Screened through sieve of I.S. designation 4.75 mm	cum	24		
4	Rough dressing the trenched ground including breaking clods.	sqm	1906		
5	Uprooting weeds from the trenched area after 10 to 15 days of its flooding with water including disposal of uprooted vegetation.	sqm	1906		
6	Fine dressing of the ground.	sqm	1906		
7	Spreading of sludge, dump manure and/or good earth in required thickness as per direction of officer-in-charge (cost of sludge, dump manure and/ or good earth to be paid separately).	cum	314		
8	Mixing earth and sludge or manure in the required proportion specified or directed by the Officer-in-charge	cum	1930		

9	Cost of materials of Bermuda Grass/doob grass at site fresh & free from weeds	sqm	1906		
10	Grassing with Bermuda Grass/ Doob grass including watering and maintenance of the lawn for 90 days or more till the grass forms a thick lawn, free from weeds and fit for mowing including supplying good earth, if needed (the grass and good earth shall be paid for separately). (a) In rows 5 cm apart in both directions	sqm	1906		
11	Weeding out of lawn by removal of all weeds and other wild growth with roots by forking including disposal of garden rubbish with all loads and lifts complete if top dressing required (cost of manure, sludge or extra good earth to be paid for separate) as per direction and satisfaction of officer in charge	sqm	1906		
				Total Amount (Rs.)	

Amount in Words: _____
(Excluding Applicable GST & other Taxes)

Signature of Tenderer

Technical Specifications:

2.1		TRENCHING IN ORDINARY SOIL
	2.1.0	Trenching is done in order to loosen the soil, turn over the top layer containing weeds etc. and to bring up the lower layer of good earth to form a proper medium for grassing, re-grassing, hedging and shrubbery. Trenching shall be done to the depth ordered by the Engineer-in-charge. The depth is generally 30 cm for grassing and 60 cm for re-grassing in good soil.
	2.1.1	The trenched ground shall, after rough dress, be flooded with water by making small 'kiaries' to enable the soil to settle down. Any local depression unevenness etc. shall be made good by dressing and/or filling with good soil.
	2.1.2	Weeds or other vegetation which appear on the ground are then uprooted and removed and disposed off and paid.
	2.1.3	Trenching shall consist of the following operations:
		1. The whole plot shall be divided into narrow rectangular strips of about 1.5 m width or as directed by the Engineer-in-Charge.
		2. These strips shall be sub-divided lengthwise into about 1 m long sections. Such sections shall be excavated serially and excavated soil deposited in the adjacent section preceding it.
		3. In excavating and depositing care shall be taken that the top soil with all previous plant growth including roots, get buried in the bottom layer of trenched area, the dead plants so buried incidentally being formed into humus.
		4. The excavated soil shall be straight away dumped into the adjoining sections so that double handling otherwise involved in dumping the excavated stuff outside and in back filling in the trenches with leads is practically eliminated.
	2.1.4	Measurements:
		Length and breadth of the plot shall be taken correct to 0.1 m and depths correct to cm. Cubical contents shall be calculated in cubic meters, correct to two places of decimal. No deduction shall be made nor extra paid for removing stones, brick bats and other foreign matter met with during excavation up to any lead and stacking the same.
	2.1.5	Rate:
		The rate shall include the cost of all labour and material involved in the operations described above, including cost of all precautionary measures to be taken for protections and supporting all services etc. met with during trenching. It does not include the cost of mixing of earth, sludge/manure.
2.2		GOOD EARTH
	2.2.1	The earth shall be stacked at site in stacks not less than 50 cm high and of volume not less than 3.0 cum.
	2.2.2	Measurements: Length, breadth and height of stacks shall be measured correct to a cm. The volume of the stacks shall be reduced by 20% for voids before payment, unless otherwise described.
	2.2.3	Rate: The rate shall include the cost of excavating the earth from areas lying at any distance from the site, transporting the same at site breaking of clods and stacking at places indicated. The rate shall also include royalty if payable.
2.3		SUPPLY AND STACKING OF MANURE
	2.3.1	Farmyard Manure: It shall be transported to the site in lorries with efficient arrangement to prevent spilling enroot. It shall be stacked at site. Each stack shall not be less than 50 cm height and volume not less than 3 cum.
	2.3.2	Measurements: Length, breadth and depth of stacks shall be measured correct to a cm. The volume of the stack shall be reduced by 8% for looseness in stacking and to arrive at the net quantity for payment.
	2.3.3	Rates: The rate shall include the cost of labour and material involved in all operations described above, including carriage up to one km. The rate shall also include royalty if payable.
2.4		ROUGH DRESSING OF THE TRENCHED GROUND
	2.4.0	Rough dressing of the area shall include making 'kiaries' for flooding.

	2.4.1	The trenched ground shall be leveled and rough dressed and if there are any hollows and depressions resulting from subsidence which cannot be so levelled, these shall be filled properly with earth brought from outside to bring the depressed surface to the level of the adjoining land and to remove discontinuity of slope and then rough dressed again. The supply and spreading of soil in such depressions is payable separately. In rough dressing, the soil at the surface and for 75 mm depth below shall be broken down to particle size not more than 10 mm in any direction.
	2.4.2	Measurements Length, breadth of superficial area shall be measured correct to 0.1 meter. The area shall be calculated in sqm. correct to two places of decimal.
	2.4.3	Rate : The rate shall include the cost of all the labour and material involved in all the operations described above.
2.5		UPROOTING WEEDS FROM TRENCHED AREAS
	2.5.1	After 10 days and within 15 days of flooding the rough dressed trenched ground with water, the weeds appearing on the ground shall be rooted out carefully and the rubbish disposed off as directed by the Engineer-in-charge.
	2.5.2	Measurements : Length, breadth of superficial area shall be measured correct to 0.1 meters. Superficial area of the weeded ground shall be measured for purpose of payments.
	2.5.3	Rate : The rate shall include the cost of all the labour and material involved in all the operations described above.
2.6		FINE DRESSING THE GROUND
	2.6.1	Slight unevenness, ups, and downs and shallow depressions resulting from the settlement of the flooded ground, in drying and from the subsequent weeding operations, shall be removed by fine dressing the surface to the formation levels of the adjoining land as directed by the Engineer-in-charge, and by adding suitable quantities of good earth brought from outside, if necessary.
	2.6.2	Measurements : Length, breadth and depth of stacks shall be measured correct to a cm. The area shall be calculated in sqm. correct to two places of decimal.
	2.6.3	Rate : The rate shall include the cost of all the labour and material involved in all the operations described above.
2.7		SPREADING GOOD EARTH
	2.7.1	Good earth shall be removed from stacks by head load and spread evenly over the surface to the thickness ordered by the Engineer-in-charge. It shall be spread with a twisting motion to avoid segregation and to ensure that spreading is uniform over the entire area.
	2.7.2	Measurements: The quantity of good earth spread shall be determined by the difference in the volume of good earth in stacks before and after spreading duly reduced for looseness in stacking by 20% of good earth.
	2.7.3	Rate: The rate shall include of all the labour and material involved in all the operations described above, but does not include the cost of the good earth which shall be paid for separately unless specifically described in the item.
2.8.		SPREADING SLUDGE/MANURE
	2.8.1	Good earth shall be thoroughly mixed with sludge or manure in specified proportion as described in the item or as directed by the Engineer-in-Charge. The mixing shall be spread as described in 2.9.1 to the thickness ordered by the Engineer-in-Charge.
	2.8.2	Measurements : The quantity of good earth and sludge or manure mixed shall be determined by the difference in the volume of good earth and sludge or manure in stack, before and after spreading duly accounted for voids and looseness in stack.
	2.8.3	Rate : The rate shall include of all the labour and material involved in all the operations described above, but does not include the cost of good earth sludge or manure which shall be paid for separately, unless otherwise described in the item.
2.9		MIXING OF GOOD EARTH AND SLUDGE/MANURE
	2.9.1	The stacked earth shall, before mixing be broken down top particle of sizes not exceeding 6 mm in any direction. Good earth shall be thoroughly mixed with sludge or manure in specified proportion as described in the item or as directed by the Engineer-in-charge.

	2.9.2	Measurements: The quantity of good earth and sludge or manure mixed shall be determined by the difference in the volume of good earth and sludge or manure in stack, before and after spreading duly accounted for voids and looseness in stack.
	2.9.3	Rate : The rate shall include the cost of all labour and materials involved in all the operations described above, but does not include the cost of good earth sludge or manure which shall be paid for separately, unless otherwise described in the item.
2.10		GRASSING WITH BERMUDA GRASS/ DOOB GRASS
	2.10.0	The area from where the grass roots are to be obtained shall be specified by the Engineer-in-Charge at the time of execution of the work and no royalty shall be charged on this account from the contractor. Grass is to be arranged by contractor (cost of grass to be paid separately).
	2.10.1	The soil shall be suitably moistened and then the operation of planting grass shall be commenced. The grass shall be dibbled at 10 cm, 7.5 cm, 5 cm apart in any direction or other spacing as described in the item. Dead grass and weeded shall not be planted. The contractor shall be responsible for watering and maintenance of levels and the lawn for 30 days or till the grass forms a thick lawn free from weeded and fit for moving whichever is later. Generally planting in other direction at 15 cm, 10 cm, spacing is done in the case of large open spaces, at 7.5 cm spacing in residential lawn and at 5cm spacing for Tennis Court and sports ground lawn. Rates are including cost of labour and material (grass shall be paid separately.)
	2.10.2	During the maintenance period, any irregularities arising in ground levels due to watering or due to trampling by labour, or due to cattle straying thereon, shall be constantly made up to the proper levels with earth as available or brought from outside as necessary, Constant watch shall be maintained to ensure that dead patches are replanted and weeds are removed.
	2.10.3	Measurements: Length, breadth of the lawn grassed shall be measured correct to 0.1 meter and the area shall be calculated in sqm. correct to two places of decimal.
	2.10.4	Rate : The rate shall include of all the labour and material involved in all the operations described above, excluding supply of the requisite quantity of good earth and grass so needed for properly maintaining the levels of the lawns. (payment of grass to be paid separately).
2.11		Weeding out of lawn by removal of all weeds and other wild growth with roots by forking including disposal of garden rubbish with all loads and lifts complete if top dressing required (cost of manure, sludge or extra good earth to be paid for separate) as per direction and satisfaction of officer in charge 2.48.1 Where weeds upto 50%

Mandate Form Contractors/Vendors/Suppliers
(For Making Payments through RTGS/NEFT)

1	Particulars of Contractors/Vendors/Suppliers :	
	(a) Name of Contractors/Vendors/Suppliers	
	(b) Address	
	(c) Mobile No.	
	(d) E-mail ID	
	(e) PAN No. (Please attached copy of PAN Card)	
	(f) GST No.	
2	Particulars of Bank Account :	
	(a) Name of the Bank	
	(b) Name of the Branch	
	(c) Branch Code	
	(d) Address	
	(e) City Name with Pin Code	
	(f) Telephone No.	
	(g) NEFT/IFSC/RTGS Code	
	(h) 9 Digit MICR code Appearing on the cheque book	
	(i) Category of Account	
	(j) Contractors/Vendors/Suppliers Name as per Bank Account	
	(k) Type of Account	
	(l) Account No.	
	(m) Copy of Cancelled Cheque	

*

Changes, if any, in above is to be intimated within seven days.

- Encl.:** 1) Copy of PAN Card, GST Registration Certificate
2) Copy of Cancelled Cheque

Date: _____

(Signature)

Place: _____

(Authorized Signatory Name & Designation with Seal)