

# TATA INSTITUTE OF FUNDAMENTAL RESEARCH

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Ref.: TIFR/PD/CF18-43/181396

December 31, 2018

NIT cum Tender Document (TWO PART PUBLIC TENDER) for the following Services:

**MAINTENANCE OF THE EXISTING GARDENS, SHURBS, LAWN, HEDGES, BORDERS, TREES, OPEN AREAS AND ROAD & PATHWAYS WITH ALL OTHER EXISTING GARDEN PART AT :-**

**A) TIFR OFFICE CAMPUS – AREA 22000 SQ.M**

**B) TIFR HOUSING COLONY, COLABA – AREA 46950 SQ.M**

**C) TIFR HOUSING COLONIES AT MANDALA AND ANUSHAKTINAGAR- AREA 31000 SQ.M AS PER THE SCOPE OF WORK AS MENTIONED IN THE TENDER DOCUMENT AT ANNEXURE- A**

|                                    |                                                                  |
|------------------------------------|------------------------------------------------------------------|
| Tender No.                         | TIFR/PD/CF18-43/181396                                           |
| Estimate Cost                      | Rs. 68 Lacs approx. ( Annual)                                    |
| Bid Processing Fee / Tender Fee    | Rs. 1000/- Demand Draft in favour of Registrar, TIFR, Mumbai     |
| EMD                                | Rs. 1,36,000/- Demand Draft in favour of Registrar, TIFR, Mumbai |
| Type of Tender                     | Two Part Public Tender                                           |
| Last Date for Submission of Tender | 23rd January 2019 on or before 1730 Hours                        |
| Date of Opening Bids               | 24th January 2019 at 1500 Hours<br>(Only Technical Bid)          |

Both Technical Bid and Financial Bid to be submitted within the due date and time in separate envelopes and marked on top as Technical Bid and Financial Bid. These two sealed envelopes should be further put in one Master Envelope superscribed with the Tender No., Title Due Date in Bold Letters.

All prospective bidders are requested to visit our website regularly for any such updates/corrigendums.

Please see attached tender documents.

# NOTICE INVITING TENDER

Ref:- TIFR/PD/CF18-43/181396

December 31, 2018

## **Subject : TENDER For Maintenance of Gardens in TIFR Office Campus and Housing Colonies at Mandala and Anushaktinagar**

Sealed Tenders under two bid systems are invited for maintenance of gardens in TIFR office campus and housing colonies at Mandala and Anushaktinagar on work contract basis. The detail of the area to be maintained under the contract is given below:

| Sr No. | I - TIFR Office Campus   |             | II - TIFR Housing Colony Colaba |              | III - TIFR Housing colonies at Mandala and Anushaktinagar |             |
|--------|--------------------------|-------------|---------------------------------|--------------|-----------------------------------------------------------|-------------|
|        | Area                     |             | Area                            |              | Area                                                      |             |
| 1.     | Landscaped Area          | 7610 sq.m.  | Landscaped Area                 | 13400 sq. m  | Landscaped Area                                           | 800 sq.m.   |
| 2.     | Open area Road & Pathway | 14955 sq.m. | Open area, Road & Pathway       | 33550 sq. m. | Open area, Road & Pathway                                 | 30200 sq.m. |

2. Interested agencies may visit / inspect the site on any working day to collect all Information that will be necessary for preparing the Tender and entering into a Contract for the services to be rendered between 10.00 a.m. to 12.30 p.m. and 3.00 p.m. to 3.30 p.m. by contacting Mr. R.M.Gumaste, Technical Officer, (Parks & Gardens).
3. Tender documents consist of the following:-
  - a. Tender Notice including eligibility criteria.
  - b. Instructions to Tenderers.
  - c. General Conditions of Contract.
  - d. Scope of Work (Annexure 'A').
  - e. Financial bid format (Annexure 'B' ) .
  - f. Technical bid format/Declarations (Annexure 'C').

Before quoting their rates or sending tender/submitting bid, the tender form may please be read out thoroughly (line by line) and purchaser will not be held responsible for any error / oversight of his own.

4. Tender details / tender document may be downloaded from TIFR website: [www.tifr.res.in](http://www.tifr.res.in) or CPPP Website: [www.eprocure.gov.in/cppp](http://www.eprocure.gov.in/cppp)

5. The interested bidders may submit the tender in two bid system in the prescribed Performa. Tenders are to be submitted physically in hard copy along with all the bids and supporting documents including Earnest Money Deposit (EMD) and Bid Processing Fee in the tender box kept at the Main Gate, TIFR, Mumbai.
  6. Tender, if dropped in any box other than the specific tender box will not be considered for selection. The Tender received upto 1730 hrs. on 23.01.2019 which will be opened on 24.01.2019 at 1500 h r s ( Only Technical Bid ) in Purchase Section in front of the bidders attending the tender opening meeting.
  7. If the hard copy of the tender is sent by speed post it should reach the office latest by 23.01.2019 upto 1730 hrs on the closing date.
  8. The Tenderers who's Technical Bids are accepted will be informed about the date of the opening of financial bids only through email. Hence it is mandatory for all bidders to mention their email id for the correspondence purpose for this tender.
  9. Tenders received after the closing date and time shall not be considered. If any information furnished by the applicant is found to be false at any stage, the application shall be cancelled and applicant shall be liable to be debarred from tender.
  10. TIFR reserves the right to reject any or all applications without assigning any reason. Selection of the successful bidder will be at the sole discretion of the Director, TIFR who reserves the right to accept or reject any or all the proposals without assigning any reasons thereof.
  11. Any corrigendum to this tender will be notified through the aforesaid websites only and no separate corrigendum will be notified in newspaper. All the prospective bidders are requested to regularly visit the aforesaid websites for any such updates. Only applications complete in all respect will be considered for evaluation.
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Notes :

1. Bidder needs to submit Bid Processing Fee charges of Rs. 1000 /- (non-refundable) by way of Demand Draft in favour of Registrar, TIFR, Payable at Mumbai for participating in the Tender.
2. The Tender form containing the Terms and Conditions and the Schedule should be returned in original, intact, after filling up the tender form and signing in full, on each page with stamp of the firm/company, whether you are quoting for any item or not, failing which the bid is liable to be rejected.

Admin Officer (C)  
Purchase Section TIFR,  
Mumbai

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# **TATA INSTITUTE OF FUNDAMENTAL RESEARCH**

## **ELIGIBILITY CRITERIA**

### **MAINTENANCE OF THE EXISTING GARDENS, SHURBS, LAWN, HEDGES, BORDERS, TREES, OPEN AREAS AND ROAD & PATHWAYS WITH ALL OTHER EXISTING GARDEN PART AT : -**

**A) TIFR OFFICE CAMPUS – AREA 22000 SQ.M**

**B) TIFR HOUSING COLONY, COLABA – AREA 46950 SQ.M**

**C) TIFR HOUSING COLONIES AT MANDALA AND ANUSHAKTINAGAR- AREA 31000 SQ.M**

### **ELIGIBILITY CRITERIA FOR BIDDERS**

Prospective agencies will be required to fulfill following criteria for participating in the tendering process and submit the same along with the tender document.

1. The agency should have been in existence in the field of maintenance of the gardens/ horticulture for the last 5 years.
  2. Agency should have the registration for GST, PF,ESIC etc. and should have license under the Contract Labor (regulation and abolition) Act 1970(proof of this regard may be attached)
  3. The agency should not have been blacklisted or debarred by any Central Govt. /Semi Govt./public Undertaking Organizations. He should furnish an undertaking to this effect on his letter head duly signed by authorized person of the agency.
  4. Agency should have completed 3 (three) similar works costing not less than the amount equal to 40% of the estimated cost of the tender  
OR  
Two similar completed works costing not less than the amount equal to 60% of the estimated cost of the tender  
OR  
One similar completed work of aggregate cost not less than the amount equal to 80% of the estimates cost.  
At least one work in any of the above category must have been carried out in any Central Government / Semi Government/ Public Undertaking organizations during the last five years.
  5. Year wise list of similar work in hand and similar work carried out for last 5 years should be provided indicating:
    - i) Agency for whom work executed indicating name, contact number and place of work in detail.
    - ii) Value of work
    - iii) List of technical staff they possess along with documentary evidence
    - iv) Performance certificates from their clients in respect of completed works and reason for delay if any.
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v) Income Tax Returns of the agency for last 3years.

6. The annual financial turnover should not be less than 68 Lacs for the each of the last three financial years.

7. Latest copy of Bank Solvency certificate from nationalized/ scheduled bank for a minimum amount of Rs. 27, 20,000/- (Twenty Seven Lacs Twenty Thousand Only) may be provided.

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# INSTRUCTIONS TO TENDERERS.

1. The Tenderers are required to submit under two bid system (i.e. - Technical and Financial bids separately, as per prescribed proforma. The two Bids should be submitted in two separately sealed envelopes superscribed "Technical Bid" and "Financial Bid". Envelopes should be put in a third sealed envelope superscribed "Tender for Maintenance of Garden, TIFR, Mumbai".
2. The declaration in the prescribed proforma (Annexure C) enclosed should be submitted along with the Technical Bid.
3. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of Rs. 1,36,000/- (Rupees One Lakh Thirty Six Thousand only) in the form of Demand Draft/Pay Order from a nationalized bank drawn in favour of 'Registrar, TIFR' Payable at Mumbai. It should remain valid for a period of 3 months from the issue date of the Tender. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract. It shall be refunded to the successful Tenderer on receipt of performance security deposit. No interest is payable on the EMD.
4. All entries in the Tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
5. The bid shall be valid for 180 days from the date of opening.
6. The tenderers shall quote for all works failing which the bid shall be considered non-responsive. Tender incomplete in any form will be rejected outright. Conditional Tenders will be rejected outright.
7. The closing date and time for receipt of tenders will be 1730 hrs. on 23/01/2019
8. The technical bid shall be opened at 15.00 hrs. on 24/01/2019 in purchase section in the presence of the authorized representatives of the tenderers, who wish to be present at that time. All the Technical Bids will be scrutinized, relevant documents checked for their authenticity and the Tenderer whose Technical tenders are accepted will be informed about the date and time for opening the Financial Bids.
9. No Tenderer will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the tendering firm would stand forfeited.
10. A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as Contractor.
11. **Performance guarantee:** The tenderer, whose tender is accepted, will be required to furnish a performance guarantee of 5% of the tendered amount within 7 (seven) working days from the issue of LOI. This guarantee shall be in the form Demand Draft / Pay Order / Banker's cheque/ Bank Guarantee/FDR issued by a Scheduled Bank. The successful Tenderer will have to deposit the Performance Security Deposit and commence the work within 7 days of acceptance of

tender. Otherwise the contract will be cancelled and EMD will be forfeited.

The performance guarantee shall be returned to the contractor, without any interest, after recording of the completion certificate for the work by the competent authority.

**The performance guarantee shall be returned to the contractor, without any interest, after recording of the completion certificate for the work by the competent authority and submission of final bill by the contractor as per the joint measurement.**

12. **Security Deposit:** Deductions towards Security Deposit shall be made from running bills @2.5% of the billed amount. The Security Deposit shall be released after to the contractor, without any interest, after recording of the completion certificate for the work by the competent authority.

13. Each page of the Tender document should be signed and stamped by authorized representative of Tenderer in acceptance of the terms and conditions laid down by TIFR.

14. The competent authority of TIFR reserves the right to withdraw/relax any of the terms and conditions mentioned above in such a situation the tenderer shall be given sufficient time to take the changes into account.

15. The competent authority of TIFR reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.

16. The contract shall be awarded to the lowest bidder whose bid is found to be responsive to the tender conditions. If the rates of different bidders are found same, preference would be given to the tenderer having the maximum turnover.

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## **GENERAL CONDITIONS OF CONTRACT (GCC)**

1. The persons deployed by the Contractor should be properly trained, have requisite experience and skills for carrying out a wide variety of maintenance of garden maintenance work using appropriate materials and tools/equipments.
  2. The Contractor should ensure the Health and safety measures of the employees. TIFR may also conduct health check up of the staff deployed at regular intervals.
  3. Agency should have at least one expert (BSc. Hort. or equivalent) on its roll who will be available for monthly quality assessment through personal visit. Agency should submit documentary evidence of the expert.
  4. The Contractor must employ adult labour only. Employment of child labour will lead to the termination of the contract. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff.
  5. The Contractor shall comply with all the relevant labour laws or other rules as applicable to such contract. Further the Contractor at all times should indemnify TIFR against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Shops and Essential Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. TIFR will not own any responsibility in this regard.
  6. The contract for maintenance of garden would be for a period of 2 years as per the quoted rates ( i.e per square feet/per month for the fixed area as per the scope of work) for the TIFR from the date of commencement of the work. However, initially the contract shall be awarded for a period of one year only, which may be subsequently renewed for consecutive next year subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder for each year shall remain unchanged during the period of the contract.
  7. TIFR, however, reserves the right to terminate the contract by serving one months' notice, in writing. The Contract may be terminated with mutual consent by giving one month notice.
  8. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by TIFR besides annulment of the contract.
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9. The contractor will arrange for daily duty roster chart, etc. The workers deployed by the agency have to mark attendance as per the instructions/directions given by this office.

10. No escalation of prices during the contract period:

The price quoted by the bidder will remain fixed for the entire period of the contract. No escalation on any account will be provided to the contractor during the period of the contract except on account for change in GST rates or introduction of any new tax by the government. The bidder should therefore consider all the factors into account including revision of minimum wages while submitting their bids. The contract will be awarded to qualified and overall lowest bidder for all the 3 locations of worksite. The job will not be splittable.

**11. Submission of Monthly bills:**

The contractor will be required to submit computerized running bill (in triplicate) by the 5th of next month along with all the necessary enclosures as given below. Handwritten or typed bill will not be accepted by the TIFR. While submitting the monthly bill for maintenance of gardening services following documents are to be enclosed with the bill:-

1. The wage of workers for last month credited to their bank account on and the details of the payment along with bank account number enclosed. The attendance sheet along with the personnel deployed duly verified by the member of committee is also to be enclosed.
2. ESI/EPF/GST/Other statutory dues paid for the previous month (copy of challans to be enclosed) (along with copy of contribution submitted online in respect of ESI and EPF)
3. Undertaking that all statutory labour laws including Minimum Wages Act (Central) is being complied with and the payment is made as per the central minimum wages schedule.
4. The service provider must ensure that entitled wages of the workers are credited to their bank account on or before 7th of each month. Service provider will not be given any relaxation in this matter.
5. The list of the workers engaged in the month of bill presented along with their designation.
6. As GST has been implemented so the relevant required challan/return are to be given. The return has to be submitted quarterly or whenever asked by the office.
7. All the above documents should be duly attested by the authorized signatory as mentioned in the tender documents.
8. If the bidder does not submit the bills along with supported required documents and fails to submit it timely. If the same thing is repeated more than two times, TIFR may initiate the process to terminate the contract and black list the firm.

**12. Payment Procedure:**

- a) Payment will be made on monthly Running Bill upon submission of the bill in triplicate based on joint measurement of the area mentioned in the bill. The payment will be made within 20 days of the submission of bill duly complete in all respect.
- b) Final payment will be made on recording of the completion certificate/ inspection certificate by competent authority.

**13. Timely payment of wages to workers:**

Wages to the worker engaged under the contract should be credited in their respective account or through cheque whereas no cash payment is permissible and such payments are to be treated at par with nonpayment of wages. However the agency has to make payment to the workers on or before 7th of every month and payment of wages is not linked to the clearance of the bill by TIFR. If the agency does not make payment to its workers, through Bank/cheque is liable to be terminated and fresh tender will be called for

**14. Penalty:**

Whenever and wherever it is found that the upkeep of the gardens / pathways or any services is not up to the mark, it will be brought to the notice of the supervisory staff of the Contractor by TIFR and if no action is taken within ONE hour, liquidated damages @ Rs.500/- per complaint shall be imposed. The decision of TIFR official in charge shall be final, in this regard.

**15. Manpower:-**

- a) Any misconduct / misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to TIFR.
- b) The Contractor should ensure to maintain adequate no. of manpower and also arrange a pool of stand by staff/ supervisor. In case any staff/supervisor absences from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of staff. If the required numbers of workers / supervisor/ manager are less than the minimum required, a penalty @ Rs.500/- per worker per day will be deducted from the bill.

**16. Award of Contract :**

**The Contract will be awarded to qualified and overall lowest bidder for all the 3 locations of worksite. The job will not be splittable.**

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## **17. Risk Clause :-**

TIFR reserve the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected tenderers at the cost, risk and responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by TIFR from the Contractor Security Deposit or pending bill or by raising a separate claim.

- All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the TIFR.
- Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by TIFR and shall not knowingly lend to any person or company any of the effects or assets of the TIFR under its control.
- In the event of loss/damage of equipments etc. at the premises of the TIFR due to Negligence/carelessness of Contractor staff, if established after a joint enquiry, then the Contractor shall compensate the loss to TIFR.
- The Contractor or its representative/s shall meet TIFR representative/s regularly to take feedback regarding the Gardening Services. The Contractor will also maintain a suggestion book for comments on the services rendered by it.
- The Contractor shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the TIFR's premises and shall indemnify TIFR for any loss or damage caused by any act of the Contractor or its employees or staff etc.
- The Contractor shall not assign or sublet this Agreement or any part thereof to any third party without the approval of the TIFR. However, he may use the services of associates for providing the services in which case the Contractor shall be responsible for the performance and all acts of the associates as though they were his own.
- In every case the Contractor shall make alternative arrangements for meeting his Contractual responsibilities in case of failure of the Sub Contractor/Associate.
- Appointment of Supervisors will be done in consultation with TIFR's representatives and must be approved by them.
- Training on behavior aspects and ethics must be done regularly. TIFR's way of working should be communicated to all contract staff. Training report of the same must be submitted once in a month.
- Licenses if any required for this services at the site will be procured by the Contractor. The TIFR shall assist.

## **18. Dispute Settlement :-**

It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Director, TIFR, Mumbai whose decision shall be final and binding on both the parties.

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## **A) OTHER CONDITIONS:**

1. Contractor shall supply all the material, tools, equipment, disease control measures, machinery, garden trolley, ladders, spry pump, watering hose, heavy duty ropes etc. in sufficient quantity along with its repairs, replacements and maintenance required for the work.
2. Contractor shall provide uniform to all the workers.
3. Contractor shall engage sufficient workers with proper supervision. Appoint a technically qualified supervisor who will be focal point of contact.
4. Contractor should issue Identity Cards endorsed by the Institute's Security Officer to all workers deployed by contractor on regular basis and list of such workers should be submitted to Institute's Security.
5. Contractor shall follow all safety rules and security procedure that are in force/vogue and applicable during execution of work. Contractor shall provide all necessary safety gazettes to the working staff.
6. Contractor shall be responsible for the conduct and work output of the workers on site. All personnel employed by the Contractor shall be medically fit.
7. Contractor shall provide the required material such as Soil, FYM, Plant saplings as per the directions of Officer In - Charge Parks and Garden Section.
8. Contractor should follow duty time for the workers plus one supervisor - Monday to Saturday from 08:00 hrs. To 17:00hrs.
9. Electricity (specify in details) Water and required Soil, Manure, Insecticide, Pesticide will be provided by the Institute.
10. **The Contract will be awarded for a period of one year.** The contract can be terminated during the operative period by giving one month's notice in writing by either party. TIFR, reserves the right to terminate the said contract at any time on the ground unsatisfactory services by the Contractor. TIFR will be the sole judge to determine these facts.
11. The Contractor should obtain the requisite license for running the contract from authorities such as Municipality, State/Central Government Department, Labour Law Department, etc. at his own cost. The Contractor will have to maintain registers/records as required under the provisions of various Acts. TIFR shall not be responsible in any way for any breach of these rules and regulations by the Contractor. The copies of such license should be annexed with the offer/quote. The challan copy of PF/ESIC etc. paid to the respective authority on behalf of

labours and Contractor's contribution should be produced monthly along with the monthly bill.

12. The Contractor shall visit the Institute gardens every month and contact the person authorized by TIFR for any instructions/suggestions etc. Any deficiencies in the services of the Contractor shall be rectified immediately when pointed out by such authorized person.
  13. The Contractor shall at all times keep the TIFR effectually indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demands in any way arising out of or reason of anything done or omitted to be done by the Contractor.
  14. Any dispute arising out of the terms of this contract or in the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of TIFR and the Contractor. Registrar, TIFR will be the ultimate authority in resolving such dispute.
  15. Notices showing rates of wages, hours of work, date of payment of wages and unpaid wages, names and address of inspections in English, Hindi and in local language should be displayed at work site. A copy of above Notice is to be sent to Labour Enforcement officer.
  16. Contractor should submit break up and authentic certificates/challan of contribution paid against staff members under him, deployed at TIFR towards to PF, ESI, P Tax and Labor Welfare Fund etc. along with the -
    - a) Monthly attendance of staff working under contractor in the Institute.
    - b) Photocopies of the salary slips and salary Cheques/RTGS details issued to staff working under contractor in the Institute.
  17. Contractor should submit list of all heavy duty equipment, tools and other material required for efficient gardening and maintenance of the trees which he is going to keep on site along with offer. The said equipment should be provided on site from the start of contract.
  18. Contractor should submit monthly status of all trees in respect of any infection, damage or any risk to the trees.
  19. Contactor or his qualified authorized person should be available on call for any emergency work.
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## **B) EMPLOYMENT OF SUPERVISORS/WORKERS AFTER AWARD OF CONTRACT**

1. The Contractor shall deploy sufficient and appropriate number of labours well supervised to carry out all the daily garden maintenance activities depending on the scope of work and area covered under the contract. At least 3 workers from the team in TIFR Housing colony Colaba and 2 workers in TIFR housing colonies at Mandala and Anushaktinagar must be expert in climbing and working on tall trees.
  2. The contractor shall submit and update complete list of its employees with addresses, detailed bio-data and photographs to the Institute. The employees engaged by the Contractor should observe the discipline and should see that the decency and decorum are maintained during the course of their employment.
  3. TIFR shall accept no claim in the event of any of the Contractor's employees sustaining any injury, damage or loss to either person or property either inside or outside TIFR's premises.
  4. TIFR reserves the right to accept/reject any particular worker/ supervisor placed on duty at TIFR.
  5. The workers/staff of the Contractor will have nothing to do with TIFR and shall have no presumptive right of absorption in the services of TIFR. In order to give effect to this, the Contractor shall incorporate suitable clause in the appointment orders to be issued to its workers/staff.
  6. In case the workers engaged by the contractor have any grievance, they will take it up with the Contractor without any disturbance on the campus. If the Contractor's workers were to resort to agitation resulting in damage to TIFR's property or hindrance to its work, the Contractor would be liable to pay damages to TIFR. Further, such action by the workforce would result in termination of the contract.
  7. Contractor should make all payments to his workers by cheque in the presence of authorized representative of TIFR. If payment to the labour is made through RTGS/NEFT then submit the authentic documents of RTGS from the Banks alongwith the monthly bill.
  8. Entire campus covered in the contract should at all-time be kept neat and clean.
  9. Transport all type of degradable garden waste to a point within the campus- shred it by operating electric shredder and stake in heaps to make compost out of it.
  10. Contractor is fully responsible for the safety of the labor working on trees, shredder, lawn mower, spraying insecticide& pesticide etc.
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SCOPE OF WORK

Land scaped & Garden

A) Daily jobs: - watering (except monsoon season), lawn mowing and weeding (during monsoon), sweeping, collecting garden waste, mowed lawn and shifting it to the prescribed location for preparation of compost

B) Weekly job: - lawn mowing (in dry season), collecting mowed lawn and shifting it to the prescribed location for preparation of compost.

Operating electric Shredder in TIFR Office campus (on Saturdays and Sunday sand Holidays) to shred degradable (viz. Lawn cutting, weeds, dry & wet leaves, cuttings of hedges, tender twigs , etc)garden waste, shifting shredded material to area near Casuarina Forest to make compost. Contractor should take all the necessary precautions and use safety gears while operating electric shredder.

C) Fortnightly job: - Weeding followed by collecting weeds and shifting it to the prescribed location for preparation of compost Hoeing and soil loosening around plants in soil and pots. Dead heading of flowering plants and potted plants.

D) Monthly jobs: - Dressing up with manure and soil, trimming and shaping shrubs, hedges, borders, replanting, gap fillings with new saplings, collecting cut plant material and shifting it to the prescribed location for preparation of compost.

E) Quarterly job: -Inspection of all the trees, reporting their prognosis followed by Pest control and disease control if required.

F) As and when required/ordered jobs: - Application of insect and pest control, trimming of over grown tree branches observing the in force norms set by MCGM, MUMBAI. Removal, shifting and disposal of all type non-degradable garden waste like, Coconut and Royal palm leaves,, tree branches, dry and dead branches, dead trees., wooden logs, pruning of Asupalav trees (Polyalthia longifolia),cutting of Wadelia, coconut shell, leaves of Heliconia& BOP etc., from TIFR Housing Colony Colaba to the BMC approved dumping ground. out of the colony

G) Half yearly job: - Repotting potted plants with fresh soil and manure.

Maintenance of the open areas, road and pathways -

A) Daily jobs: - watering the plants exists in open area (except monsoon season), weeding (during monsoon) sweeping, collecting degradable garden waste, and shifting it to the prescribed location in the colony. Daily sweeping and keeping the roads clean and tidy. Depositing dry leaves etc. to a point in the premises for further composting. Removing wild growth from the roads and its crevices, keeping drains free from choking due to leaves.



B) Fortnightly job: - Weeding followed by collecting weeds and shifting it to the prescribed location in the colony for shredding Hoeing and soil loosening around plants in soil. Removing and shifting dry leaves of Coconut, Royal palms etc.

C) Quarterly job: -Inspection of all the trees in the area under contract, submission of their prognosis report

followed by Pest control and disease control if required.

D) As and when required jobs: - Application of insect and pest control, trimming of over grown tree

branches by observing the enforce norms set by MCGM, MUMBAI. Removal of all type of non-degradable garden waste, dry Palm and Coconut leaves, dead and

Permitted trees, cut branches/ trees and wooden logs. Shifting and disposal out of the colony premises when the stuff accumulates around 2-3 trucks.

| Sr No. | I - TIFR Office Campus - |             | II - TIFR Housing Colony Colaba |              | III - TIFR Housing colonies at Mandala and Anushaktinagar |             |
|--------|--------------------------|-------------|---------------------------------|--------------|-----------------------------------------------------------|-------------|
|        | Area                     |             | Area                            |              | Area                                                      |             |
| 1.     | Landscaped Area          | 7610 sq.m.  | Landscaped Area                 | 13400 sq. m  | Landscaped Area                                           | 800 sq.m.   |
| 2.     | Open area Road & Pathway | 14955 sq.m. | Open area, Road & Pathway       | 33550 sq. m. | Open area, Road & Pathway                                 | 30200 sq.m. |

**ANNEXURE - B**  
**FINANCIAL BID FORMAT (TO BE SUBMITTED BY THE BIDDER)**

| Sr No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Description of work                                                                                                                                                                                                            | Total Area | Unit  | Rate in figures | Total Amount for 12 Months |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-----------------|----------------------------|
| 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Maintenance of the existing gardens, shrubs, lawns, hedges, borders, trees open areas and Road & Pathways. And all other existing garden parts as per the scope of work and detail breakup of the area please refer Annexure A |            |       |                 |                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | A) TIFR Office campus                                                                                                                                                                                                          | 22565      | Sq.m. |                 |                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | B) TIFR Housing colony, Colaba                                                                                                                                                                                                 | 46950      | Sq.m. |                 |                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | C) TIFR Housing colonies at Mandala and Anushaktinagar                                                                                                                                                                         | 31000      | Sq.m. |                 |                            |
| <b>TOTAL AMOUNT FOR 12 MONTHS (A+B+C)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                |            |       |                 |                            |
| <b>GST @18%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                |            |       |                 |                            |
| <b>GRAND TOTAL AMOUNT FOR 12 MONTHS (A+B+C) INCLUDING GST@18%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                |            |       |                 |                            |
| <b>NOTE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                |            |       |                 |                            |
| <ol style="list-style-type: none"> <li>1) Total Contract value shall be inclusive of GST@18%, wages of deployed persons and all applicable statutory deduction/payment attached to it.</li> <li>2) No separate claim or demand in whatsoever form will be considered by TIFR during the contract period.</li> <li>3) The price quoted is all inclusive for all types of listed services as per the scope of the work and will remain fixed for the entire period of contract. Change in Rate of GST will be allowed.</li> <li>4) The above rates are quoted considering the minimum wages and all statutory levies payable to personnel as per the Central Labour Wages Act and increase in wages during the contract period.</li> <li>5) The Contract will be awarded to qualified and overall lowest bidder for all the 3 locations of worksite. The job will not be splittable.</li> </ol> |                                                                                                                                                                                                                                |            |       |                 |                            |

ANNEXURE- C

TECHNICAL BID FORMAT/DECLARATIONS

|     |                                                                 |
|-----|-----------------------------------------------------------------|
| 1.  | NAME OF TENDERING<br><br>COMPANY / FIRM /<br>SELECTED TENDERERS |
| 2.  | NAME OF OWNER / PARTNERS/<br>DIRECTORS                          |
| 3.  | FULL PARTICULARS OF OFFICE                                      |
| (A) | ADDRESS                                                         |
| (B) | TELEPHONE NO.                                                   |
| (C) | FAX NO.                                                         |
| (D) | E-MAIL ADDRESS                                                  |
| 4.  | FULL PARTICULARS OF THE BANKERS OF COMPANY / FIRM /<br>SELECTED |
| (A) | TENDERERS, WITH FULL ADDRESS/ TEL. NO.<br>NAME OF THE BANK      |
| (B) | ADDRESS OF THE BANK                                             |
| (C) | TELEPHONE NO.                                                   |
| (D) | FAX NO.                                                         |
| (E) | E-MAIL ADDRESS                                                  |
| 5.  | REGISTRATION DETAILS:                                           |
|     | (A) PAN/ GIR NO.                                                |
|     | (B) SERVICE TAX & GST REGISTRATION NO.                          |
|     | (C) E.P.F. REGISTRATION NO.                                     |
|     | (D) E.S.I. REGISTRATION NO.                                     |
| 6.  | DETAILS OF EARNEST MONEY DEPOSIT                                |
| (A) | AMOUNT (RS.)                                                    |
| (B) | D.D. / P.O. NO. AND DATE                                        |
| (C) | DRAWN ON BANK                                                   |
| (D) | VALID UPTO                                                      |

Signature of Owner/Managing Partner/Director

Details of staff

| Name,<br>ESI No.,<br>P.F. No.. | Qualification | Employee<br>Code | Designation | Experience in<br>maintenance<br>of the<br>gardens | Training | Health<br>Check |
|--------------------------------|---------------|------------------|-------------|---------------------------------------------------|----------|-----------------|
|                                |               |                  |             |                                                   |          |                 |

The above format may be used to provide employee details.

Signature of Owner/Managing  
Partner/Director

Date:

Name:

Place: Seal

Details of the existing contracts

|   | Name and Address of the organization, Name, Designation, and contact telephone/ fax number of the Officer concerned | Details regarding the contract including manpower deployed | Value of Contract (Rs.) | Duration of Contract |          |
|---|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-------------------------|----------------------|----------|
|   |                                                                                                                     |                                                            |                         | From                 | To       |
|   |                                                                                                                     |                                                            |                         | dd/mm/yy             | dd/mm/yy |
| A |                                                                                                                     |                                                            |                         |                      |          |
| B |                                                                                                                     |                                                            |                         |                      |          |
| C |                                                                                                                     |                                                            |                         |                      |          |
|   | Additional information, if any                                                                                      |                                                            |                         |                      |          |

The above format may be used to provide requisite details. Attached documentary proof/work order copies for the same.

Signature of Owner/Managing Partner/Director

**UNDERTAKING (To Be Given on Rs. 100 Non Judicial Stamp duly Notarized)**

- a. The undersigned certify that I have gone through the terms and conditions thoroughly mentioned in the tender document & its corrigendum if issued and undertake to comply with them and will abide to it.
- b. The rates quoted by me are valid and binding upon me for the entire period of contract.
- c. The earnest money of Rs.\_\_\_\_\_ to be deposited by me has been enclosed herewith vide Demand Draft no.\_\_\_\_\_, Dt.\_\_\_\_, drawn on bank \_\_\_\_\_, Branch\_\_\_\_\_.
- d. I/We give the rights to TIFR Authorities to forfeit the earnest money deposited by me/ us if any delay occurs on my part for Maintenance of gardens.
- e. There is no vigilance / CBI case or court case pending against the firm and also no other case is pending regarding any statutory dues like EPF, ESI, Minimum Wages,GST etc.
- f. I hereby undertake to provide maintenance of the garden services as per directions given in the tender document.
- g. The Contractor will vacate the space and hand over the possession of the premises on the expiry of the term of the contract or on termination of the contract. If the Contractor fails to vacate the space on stipulated date or on direction then damage charges for the overstay at the rate of Rs. 10000/- (Rupees ten thousand) per day will be recovered from the Contractor out of the Security Deposit. If Security deposit is insufficient to recover damage charges then the same will be recovered through the Courts of law.
- H I hereby declared that my firm/company has not been black listed in the past three years by any Govt./private institution in similar type of operation i.e maintenance of garden services.

Signature of the tenderer