

TENDER DOCUMENT FOR

ANNUAL MAINTENANCE CONTRACT FOR LANDSCAPE AND

HORTICULTURE WORKS AT NIT GOA



NATIONAL INSTITUTE OF TECHNOLOGY GOA

KOTTAMOLL PLATEAU,
CUNCOLIM, SOUTH GOA,
GOA 403 703

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Company Seal
Date:

(Signature of the bidder)
Name and Designation

12/11/2018

NOTICE INVITING TENDER

The National Institute of Technology Goa (NIT Goa) is an institute of national importance, which is under the aegis of the Ministry of Education, Government of India. Bids under **TWO Bid (Technical & Financial) System** are invited for the award of contract for **Annual Maintenance Contract for Landscape and Horticulture Works at NIT Goa**, Cuncolim, South Goa, Goa 403 703, as per the 'Scope of Work', 'Terms & Conditions', and other details specified in this Document.

Brief Details of the Work			
1.	Tender Notice No.	NITG/PUR/FMC/2025-26/OW/157 dated 21-5-2025	
2.	Name of work	Annual Maintenance Contract for Landscape and Horticulture Works at NIT Goa	
3.	Estimated Cost for three years	Rs. 2,00,80,256/-	
4.	Earnest Money Deposit	Rs. 4,01,603/- Original EMD should be submitted along with the Technical Documents. MSEs are exempted from EMD, In such a case, a Declaration as per the annexure is to be submitted along with the MSE registration certificate.	
5.	Duration of contract	The contract period is for three years. Initially for One Year, with the first three months as a probationary period. The contract may be extended for two more years on a yearly basis provided that performance meets the institute standards and expectations.	
6.	Contact Officer(s) details	<u>For Service-related queries:</u> Associate Dean (Facility Management) asd.fm@nitgoa.ac.in	<u>For Purchase queries:</u> Mr. Kishore Paryekar (Purchase section) paryekarkishor@nitgoa.ac.in
7.	Pre-Bid Meeting and Site Visit	30/05/2025 at 11.00 AM in Sardar Patel Administrative Complex, National Institute of Technology Goa, Kottamoll Plateau, Cuncolim, South Goa, Goa 403 703	
8.	Last Date and Time for receiving Bids	12/06/2025 at 4.30 PM	

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9.	Tenders to be addressed to	The Registrar, National Institute of Technology Goa, Kottamoll Plateau, Cuncolim, South Goa, Goa 403 703 Note: The Envelop should be properly labelled as "Annual Maintenance Contract for Landscape and Horticulture Works at NIT Goa" and the Tender notice number and date
10.	Procurement method	Two-bid system (Technical and Financial)
11.	Date of opening of Technical Bid	<u>13</u> / <u>06</u> / 2025 at 15:30 hrs.
12.	Date and time of opening of Financial Bid	The date and time of opening of financial bids will be conveyed to technically qualified bidders by mail.
13.	Performance Guarantee	5% of the total contract value
14.	Validity of Tender	120 days from the date of opening of the Technical bid
15.	Rights of the Institute	The Institute reserves the right to cancel part of the tender or in full at any time without assigning any reason. The Institute reserves the right to amend any part of the tender on its own or based on the queries received at any time before the last date for receiving the tender.

14 June

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TERMS AND CONDITIONS

1. THIS PART OF THE TENDER DOCUMENT CONTAINS DETAILED INSTRUCTIONS TO THE BIDDERS, TERMS AND CONDITIONS AND OTHER DETAILS OF THE CONTRACT REGARDING ANNUAL MAINTENANCE OF LANDSCAPE AND HORTICULTURE WORKS AT THE NIT GOA CAMPUS.

1.1. PERIOD OF CONTRACT: The contract period is for three years. Initially for a period of one year with the first three months as a probationary period. The contract may be extended for two more years on a yearly basis as per the quoted rate and terms and conditions of this document on satisfactory performance assessed by NIT Goa.

1.2. ELIGIBILITY CRITERIA: - Bidders should meet the following eligibility criteria to qualify for the tender: -

1.2.1 The bidder should have successfully completed/executed the following number of work orders/contracts in similar work relating to the Maintenance of Garden/Lawn in Central / State Government / PSU / Autonomous / reputed organization in the last five years ending 31st March 2025.

i) Single order/contract value equal to 80% of the tender value;

OR

ii) Two work orders/contracts value equal to 50% of the tender value;

OR

iii) Three work orders/contracts value equal to 40% of the tender value.

NOTE: Details of all the work along with a copy of the work/contract order and completion certificate should be provided along with the tender as per the format given in Annexure I

1.2.2 Solvency Certificate (Annexure-VIII) for a minimum amount of 20% of the estimated cost of the tender from their bank.

1.2.3 Other valid documents listed under Section 1.3 are to be enclosed for scrutiny with the sign and company seal.

1.3 SUBMISSION BIDS:

1.3.1 Bid should be submitted under a TWO-BID system i.e. "Technical bids" and "Financial bid" in two separate sealed envelopes. Further, these two envelopes are to be sealed in a larger envelope super-scribed as "Annual Maintenance Contract for Landscape and Horticulture Works at NIT Goa" clearly mentioning Tender Notice No and Date.

1.3.2 "Technical Bid" shall include the submission of various self-attested (signature with company stamp) filled-in forms/documents with necessary supporting files for the verification of the institute to scrutinize the eligibility of the bidder to take up the Annual Maintenance Contract for Landscape and Horticulture Works at NIT

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Goa campus. The documents to be enclosed/verified are listed below.

1.3.3 Documents to be enclosed in "Technical Bid":

- 1.3.3.1 Complete tender documents with the signature of an authorized person of the firm/company with the firm seal on all the pages.
 - 1.3.3.2 Work experience as per Annexure-I, filled in with required data and proof to support the work experience claimed (Work order and completion certificate).
 - 1.3.3.3 Annexure-II, agreement to supply sufficient equipment
 - 1.3.3.4 Self-certified copies of (i) Bank Account, (ii) PAN No and (iii) GST Registration No. (if not registered self-declaration with reasons acceptable as per govt. norms for not registering with GST)
 - 1.3.3.5 Declaration on Company Letterhead stating that the agency is/has not been blacklisted by Central Government/State Government/any PSU in the last three years (Format as per Annexure III)
 - 1.3.3.6 Bid security/EMD (If EMD is not submitted, a valid MSE registration certificate) with Declaration as per Annexure-V to enclosed.
 - 1.3.3.7 Self-certified copy of registration with Employees Provident Fund Organization (EPFO).
 - 1.3.3.8 Self-certified copy of registration with Employees State Insurance Corporation (ESIC).
 - 1.3.3.9 Copy of License under Contract Labour (R&A) Act1970
 - 1.3.3.10 Application Form (Annexure-VI)
 - 1.3.3.11 Company Profile (Annexure-VII)
 - 1.3.3.12 Solvency Certificate (Annexure-VIII) for a minimum amount of 20% of the estimated cost of the tender from their bank.
 - 1.3.3.13 Checklist (Annexure-IX)
- 1.3.4 All the listed documents along with EMD shall be properly page numbered and placed in a sealed envelope superscripted as "Technical Bid for Annual Maintenance Contract for Landscape and Horticulture Works at NIT Goa" clearly mentioning Tender Notice No. and Date.
- 1.3.5 No price details should be given or hinted at in the Technical bid. Price indication in the Technical bid in any form will be summarily rejected.

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- 1.3.6 Price Bid/Financial bid as per the Performa (Annexure IV) should be submitted separately in a sealed envelope superscribed as "Financial Bid for Annual Maintenance Contract for Landscape and Horticulture Works at NIT Goa" clearly mentioning Tender Notice No. and Date.
- 1.3.7 The validity of the price bid/financial bid shall be 120 days from the date of opening the technical bid.
- 1.3.8 The appropriately prepared Technical and Financial bids in separate sealed envelopes shall be placed and sealed in a larger envelope superscribing "Annual Maintenance Contract for Landscape and Horticulture Works at NIT Goa" clearly mentioning Tender Notice No. and Date should be sent by post addressed to **The Registrar, National Institute of Technology Goa, Kottamoll Plateau, Cuncolim, South Goa, Goa 403 703.**
- 1.3.9 The Bid should reach the address on or before the last date mentioned in the brief details of the work on the cover page of this document.
- 1.3.10 The institute will not be responsible for the postal delay. The bids received later than the last date and time will summarily be rejected.
- 1.3.11 The tender documents shall also be submitted/inwarded directly during working hours at the administrative office, NIT Goa.

1.4 EVALUATION OF BIDS:

This tender follows a two-bid system **(a) Technical Bid and (b) Price/Financial Bid.** The evaluation procedure is as below:

1.4.1 Technical Bid:- The technical evaluation will done by verifying the documents listed above in the tender. Failure in submission of required documents leads to rejection of bids. The bidder should fulfil all the minimum criteria and submit all the required documents to be qualified in the technical evaluation. **Note: The price bid should not be attached along with the document of the technical bid. In such a case, the bid will be summarily rejected.**

1.4.2 Price/Financial Bid: The financial/price bid of the technically qualified bidders will only be opened. The bidder quoted the least amount for the Total maintenance Cost for all three years (ie. Great Grand Total) of Annexure-IV will be selected as the L1. **NOTE: if the institute finds the amount quoted is remarkably low, and believes that the maintenance is not possible in that amount, then the institute may reject such a bid and can award the work to another bidder.**

2. INSTRUCTIONS TO THE BIDDER AND TERMS & CONDITIONS

- 2.1. NIT Goa expects the bidder to comply with the tender specifications/conditions. The bidders not complying with the terms and conditions of the tender and offers indicating exceptions/deviations may be rejected without seeking any clarification. **NIT Goa will**

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reject conditional tenders submitted by the bidder/bidders.

- 2.2. In case of an unscheduled holiday on the closing/opening day of the bid, the next working day will be treated as the scheduled prescribed day of closing/opening of the bid, and the time notified will remain the same.
- 2.3. NIT Goa reserves the right to cancel or amend the tender or part thereof, without assigning any reason whatsoever. The tenderer should take due care to submit the tender following requirements.
- 2.4. All bids in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth is offered by the bidder shall be summarily rejected.
- 2.5. The bidders are advised to read the complete tender document and corrigendum/addendum (if published) for a better understanding of the scope/terms and conditions of work and also to clarify doubts, if any before submission of tenders.
- 2.6. Any tender received later than the deadline prescribed for submission is liable to be rejected.
- 2.7. The bidders not complying with the terms and conditions of the tender and offers indicating exceptions/deviations will be rejected. The tenderer must fill and submit the tender document without any additions or alterations in the tender document. No page shall be removed from or added to the complete set of tender documents issued or downloaded. Incomplete tenders and those submitted not as per the instructions are liable to be rejected.
- 2.8. The contractors should write the amount tendered by them in figures as well as in words.
- 2.9. The bidder must take into account any possible changes in the applicable minimum wages from time to time and other statutory welfare measures (Workmen's Compensation Act) under various labour legislation while submitting the bid.
- 2.10. If the tenderer/tenderers deliberately gives/give any wrong information or suppress any material facts or makes/make false representations in this tender or creates/create circumstances for the acceptance of his/their tender, NIT Goa reserves the right to reject such tender at any stage or cancel the order even after the acceptance of the tender at the risk and cost of the tenderer/ tenderers.
- 2.11. Tenderers shall quote the amount as in the tender format in Annexure-IV. The quoted rates must be inclusive of the following;
- 2.11.1 Wages to be paid to the workers on a minimum wage basis as notified by the Ministry of Labour and Social Justice, Government of India/Government of Goa from time to time Contribution to EPF, ESIC as per labour laws and other statutory obligations as per prevailing labour laws.
- 2.11.2 Any other facilities are to be provided to the labourers as per the norms of the Government. Any other taxes which are mandatory and applicable from time to time.

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- 2.11.3 The contractor shall not be permitted to increase the quoted amount during the contract period for any reason whatsoever it may be. He shall be liable to pay the statutory benefits to the workers during the period the contract is in force.
- 2.11.4 The Quoted amount should include rent for all the equipment, supply of manpower, maintenance, fertilizers and manure, service charges, etc.
- 2.12. The bidder should visit the site to study the site condition and quantum of work involved before quoting the rates. The bidder may obtain all relevant information from the Estate Officer, NIT GOA on all working days during office hours.
- 2.13. All pages of the tender document including various annexures to be signed by the tenderer and stamped at the lower right-hand corner and be submitted along with the tender as proof and agreement with all the scope, terms and conditions of the tender documents.
- 2.14. The tender document shall not contain any interlineations, erasures or overwriting except as necessary to correct the errors made by the tenderers in which case such correction shall be initialed by the tenderer along with his company's stamp.
- 2.15. The contractor has to bring all required tools and equipment like hosepipes, secateurs, cutters, lawn mowers and any other tools required for watering and gardening at his own cost. Minimum requirements are listed in Annexure-II.
- 2.16. The tenderer should mention all details like (office address, telephone number, fax, etc.) on their letterhead.
- 2.17. NIT GOA will notify the successful tenderer in writing by a registered letter/Fax/Email to confirm that his tender has been accepted.
- 2.18. On acceptance of the tender, the contractor shall communicate the name(s) of his authorized representative(s), if any, who would be in touch with the garden-in-charge of this institute for executing the day-to-day works.
- 2.19. The right of acceptance of the tender will rest with the Director, NIT Goa, who does not bind himself to accept the lowest tender, and reserves to himself the authority to reject any or all tenders received without assigning any reasons whatsoever. Wherever the tender in which any of the prescribed conditions is not fulfilled or incomplete in any respect is liable to be rejected without assigning the reasons. No correspondence shall be entertained in this regard.
- 2.20. It is the responsibility of the contractor to maintain cleanliness and good hygienic conditions in the campus.
- 2.21. The Contractor shall obtain a specified additional license (if any) from the Labour Commissioner, Govt. of Goa, within a reasonable time period after the issue of the letter of acceptance of BID for employment of labour in the NIT GOA. Confirmation to this effect should be given on the letterhead of the contractor. In case the contractor has such a valid license then the same should be enclosed with the bid document.

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3. PAYMENT TERMS:-

- 3.1. No advance payment will be made for any work at any stage of the contract period.
- 3.2. Payment due to the contractor shall be claimed by the contractor from the NIT GOA by the 10th day of every month. Payment will be made on the basis of the actual attendance of the labourers. However, the final payment shall be made to the contractor within 30 days of the submission of the bill after completion of all the obligations under the contract.
- 3.3. For the payment of the bill, bills in duplicate for the maintenance of the garden/lawns/shrubs/hedges for the already developed area as detailed at the price bid and for the scope of work after satisfactory completion of the entire work.
- 3.4. Payments of bills shall be released only if it is accompanied by proof of the following:
 - 3.4.1 Certified Attendance Sheet;
 - 3.4.2 Receipted payment of wage sheet of engaged labour for the preceding month with document (copy of bank passbook of engaged labour) having monthly wage amount credited to individual engaged labourers' bank accounts;
 - 3.4.3 Entry challan of gardening materials used and the bill thereof should be produced to the institute. Any shortfall in the supply of the mentioned quantity in the tender, the amount thereof will be deducted from the respective monthly bill after ascertaining the market rate. Further, the deficit items should be made available on or before the submission of the next bill. Otherwise, the deduction for the same will be made again repeatedly on those items until the items are made available.
 - 3.4.4 The contractor shall provide verifiable proof that EPF and ESI have been deposited in respect of particular workers, working under the Contractor who are working in NIT GOA along with the EPF and ESI number issued by concerned authorities.
 - 3.4.5 The statutory deductions like TDS, GST, etc., recovery of balance security deposit and penalty as per penalty clause, if any, will be made from the payment of bills as applicable.
 - 3.4.6 If the maintenance is not carried out satisfactorily for the gardens/lawn or if the labourers are not following the instructions of NIT GOA officials, then the proportionate deduction in the rate will be effected in the bill for non- maintenance of the garden/lawn, further remedial action including reduction of payment on pro-rata basis shall be taken from contractor's running account bills. If the same is continued, the contract shall be liable for termination.
 - 3.4.7 In case, the contractor fails to fulfil the obligations fully/partially on time, NIT GOA shall have the absolute right to take up the work at the contractor's risk and recover any such expenses from the amount due to the contractor including security deposits.

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4. PENALTY CLAUSE:

4.1. FOR MAINTENANCE OF GARDEN/LAWN, HEDGES PLOTTED PLANT, ETC.:

A 10 % of the monthly maintenance contract amount will be deducted as a penalty for any of the following defaults during the execution of the contract:-

- 4.1.1 Fails to provide two numbers of working electrical lawn mowers with a high capacity collection bag for more than 7 days in a calendar month.
- 4.1.2 Fails to provide One Wood saw Chain Cutting Machine for more than 7 days in a calendar month.
- 4.1.3 Fails to provide a working bush cutter for more than 7 days in a calendar month.
- 4.1.4 Fails to provide a sufficient number of tools for garden maintenance.
- 4.1.5 Fails to deposit the PF and ESI and payment of minimum wages as per the Labour Act for all the deployed maintenance personnel at NIT GOA for any calendar month within the first 15 days of the following month.
- 4.1.6 Fails to execute any work detailed in the scope of work.
- 4.1.7 Fail to supply garden material as per schedule like cow dung, urea, suphala/any other mixed fertilizer, manure etc.
- 4.1.8 Failure to supply sufficient manpower as per the terms and conditions of this contract

4.2. FOR MAINTENANCE OF OPEN AREA WITHIN THE NIT GOA CAMPUS

A 10% of the total billed amount will be deducted as a penalty for any of the following defaults:

- 4.2.1 Fails to execute the awarded work as detailed in the scope of work within 25 days in entirety.
- 4.2.2 Fails to deploy a minimum number of working bush cutters on every day for eight hours until completion of the awarded work.
- 4.2.3 The Service provider shall be responsible for compliance with all statutory provisions relating to Minimum Wages, Employees' Provident Fund, Employees' State Insurance, governing the matter/issues etc. if at any point in time, it is noticed that the contractor is not meeting the requirements/violating any procedures/taxes/Acts/Rules then 20% penalty will be imposed on the monthly bill.
- 4.2.4 Fails to credit the monthly wage on or before 7th of every month, the Employees Provident Fund remittance on or before the 15th of every month and the Employees State Insurance remittance on or before 15th of every month,

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- 4.3 During the contract period, the default of any above point more than three times will be treated as non-satisfactory performance by the contractor. As a Penalty, the maintenance contract will be terminated by giving ONE month notice and forfeiting 100% of the security deposit (SD)/performance security fee/performance guarantee fee available with NIT Goa for the entire contract.

5. WORK PERSONNEL

- 5.1. The Muster roll for the labourers attending for work shall be maintained at the site indicating the name of workers. The contractor shall direct all his labourers either to sign or put a thumb impression. Daily submission of attendance record/muster Roll of staff on garden maintenance work duly counter-signed by the Administrative Officer or any other Official as may be designated is a must for this contract and failure to do so will be treated as labour not engaged/absent on work.
- 5.2. The contractor should deploy the minimum number of persons per day as specified and in case of the absence of any staff, he should ensure that the requisite number of staff is always on duty. Similarly, the contractor will have to make proper arrangements in case of their weekly off. No extra payment will be made on this account. However, mere deployment of the specified labour shall not relieve the contractor of his contractual obligations.
- 5.3. The instruction given by the officer in charge shall have to be carried out promptly. In case of any difference of opinion or interpretation on the specification/terms and conditions of the tender, the matter is to be referred to the Administrative Officer, for the decision, which shall be final and binding.
- 5.4. The Contractor's Mali-cum-Supervisor shall be fully experienced in the type of work to be carried out under their supervision. He should be available at the site daily from 08.00 hrs to 12.00 hrs and from 14.00 hrs to 18.00 hrs/ as per the time schedule given by the officials of NIT GOA/all the working times of NIT GOA.
- 5.5. The contractor must pay the wages to his workers latest by the 7th day of the following month. The contractor must abide by all laws, rules and regulations pertaining to the engagement of labourers. Payment to the workers must be made as per the minimum wages prescribed by the Labour Department of the State Government/ Ministry of labour, Government of India whichever is higher. The total amount of wages paid to the workers must include the minimum wages+EPF+ESIC+Other statutory benefits.
- 5.6. All works pertaining to the maintenance of gardens and horticultural work shall be directly supervised by the contracting agency under the supervision of an experienced Mali-cum-Supervisor. The Mali-cum-Supervisor should be available on the campus for 26 days of the month.
- 5.7. It is the responsibility of the contractor to fulfil all the Govt. of Goa regulations/requirements for their employees employed at the institute for the annual maintenance contract. NIT Goa has no role to play in this matter.
- 5.8. No accommodation shall be provided to workmen of the contracting agency for their stay on the campus.

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6. SAFETY OF THE WORKERS

- 6.1. The contractor shall be responsible for the safety of the works and shall pay any compensation to his workmen under the Workmen's Compensation Act 1923 for injuries caused to the workmen.
- 6.2. The contractor shall be responsible and shall pay the expenses or provide any medical aid to any workman who may suffer bodily injury as a result of any accident.
- 6.3. The contractor shall provide all necessary personal safety equipment and first aid apparatus available for the use of workers employed on the site and shall maintain the same in a condition suitable for immediate use at any time and shall comply with regulations in connection therewith.
- 6.4. The workers shall be required to use the equipment so provided by the contractor and the contractor shall take adequate steps to ensure proper use of the equipment by those concerned when work is carried out in proximity to any place where there is a risk of drawing all necessary equipment.
- 6.5. Any injury/accident/death to the worker during the contract period shall be the responsibility of the contractor, and the compensation, etc. payable under the labour laws shall be paid by the contractor only. NIT Goa does not own any responsibility for it.

7. LABOUR ACT

- 7.1. No contractor shall employ any person who is under the age of 18 years for specified works. The concerned in charge is authorized to remove from work any such person who is below 18 years old.
- 7.2. The contractor shall pay minimum wages as prescribed by the Ministry of Labour, Government of India/State Government from time to time to the workmen employed by him.
- 7.3. All facilities provided in the Contract Labour Act should be provided (Contract Labour Regulation and Abolition Act, 1971) to the workmen. The contractor should issue identity cards to all his workmen.
- 7.4. The contractor shall duly comply with all provisions of the Contract Labour (Regulation and Abolition) Act 1971 as amended from time to time and all other relevant status and statutory provisions concerning payment of wages particularly to the workmen employed on the site.
- 7.5. The contractor shall be solely responsible for fulfilling all the obligations arising out of the labour laws and regulations applicable. There shall not be any Employer-employee relation between the workers and the Institution (NIT GOA).

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8. BID SECURITY/PERFORMANCE SECURITY DEPOSIT

8.1. BIDSECURITY/EMD

8.1.1 An amount of Rs. 4,01,605/- shall be deposited as Bid Security /EMD along with the tender document in the form of a Demand Draft from any nationalized bank in favour of **Director NIT Goa Fees Account** payable at **Goa**.

8.1.2 Micro and Small Enterprises (MSEs) are ONLY exempted from submission of Bid security or EMD. There are NO exceptions on any other terms and conditions. Further, proof of MSE registration must be submitted along with the Declaration as per the format given in Annexure V in place of Bid Security.

8.1.3 EMD/Bid security will be refunded to the bidders in the following circumstances on submitting a request letter

8.1.3.1 Unsuccessful bidder after completion of the tender process.

8.1.3.2 Successful bidder after the deposition of performance security fee

8.1.4 A 100% of the EMD/Bid Security Deposit of the tenderer shall be forfeited under the following circumstances:

8.1.4.1 Withdraw/amend/ impair/ derogate, in any respect, from the bid, within the bid validity period.

8.1.4.2 Refused or failed to produce the original documents for scrutiny (if any)

8.1.4.3 Refuse to accept the service order.

8.1.4.4 Fails to deposit the required Performance Security fee within the stipulated time under the conditions of the Tender Document.

8.1.4.5 After acceptance of service order, fails to commence the work at the site within 30 days from the date of issuance of work order.

8.1.4.6 Fail or refuse to sign the contract.

8.2. PERFORMANCE SECURITY FEE

8.2.1 The successful bidder shall deposit an amount equal to 5% of the total contract value (Total maintenance Cost for all three years, ie. Great Grand Total) as a performance Security deposit within 21 days from the award of the contract. The performance Security deposit shall be in the form of a DD/bank guarantee through any nationalized bank in favour of the **Director NIT Goa Fees Account** payable at **Goa** and shall be valid till Two months after the completion of the contract duration.

8.2.2 The performance security fee will be forfeited in the following cases:

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- 8.2.2.1 If, after acceptance of the tender, the tenderer fails to take up the job.
- 8.2.2.2 If, the successful tenderer fails to sign the contract in accordance with the terms and conditions of the contract.
- 8.2.2.3 If, after acceptance of this tender, the successful tenderer fails to commence the work within the specified period (30 days from the date of issuance of the work order).
- 8.2.2.4 If, after the commencement of the work the quality of the work output is not of the desired standards (quality shall be assessed by the designated officer(s) of NIT GOA and their report shall be binding).
- 8.2.3 No interest shall be payable by NIT GOA on the Security Deposit.
- 8.2.4 Security Deposit shall be returned to the contractor after the physical completion of the work on certification by the Competent Authority.
- 8.2.4.1 The certificate will/should mention that the work has been completed in all respects and that all the contractual obligations have been fulfilled by the contractor.
- 8.2.4.2 There is no due from the contractor to NIT GOA against the contract concerned. Subject to the contractor furnishing proof confirming payment of all wages, provident fund and ESI (where applicable) dues, or furnishing other proof of relative payments up to the date of termination of the contract concerning all his employees deployed to render the services.
- 8.2.4.3 Handing over all the equipment/tools given by NIT Goa to the contractor (if any)
- 8.2.4.4 Handing over of site as per the inventory list signed during the taking over of the site on the commencement of work.

9. UNSATISFACTORY WORK:

- 9.1 Work must be done satisfactorily under the direct and personal supervision of the contracting agency. The contractor must appoint a qualified Mali-cum-Supervisor (specialised in garden/ horticultural works) to supervise works. The agency shall be solely responsible for the execution of all works mentioned in the scope of work. The Administrative Officer will certify the work done. If the works are found to be unsatisfactory, then a proportionate deduction will be made from the bill of the contractor and this may even lead to termination of the contract. The decision of the competent authority of NIT GOA shall be final and binding on the contractor in such a case. The contract may be terminated by the Authority of NIT GOA at any time if the work is found to be substandard or unsatisfactory or if there is any violation of the tender terms and conditions. In this case, a 100% security deposit will stand forfeited.
- 9.2 In case, the contractor fails to fulfil any or part of any work/fulfil any or part of the

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responsibility, NIT Goa will get the same done on its own/through another agency at the cost of the contractor. If the contractor fails to bear the cost, the same shall be deducted from the monthly bill with or without his consent. Further, It will be recorded as unsatisfactory performance.

10. DAMAGES TO INSTITUTE PROPERTY

10.1. Compensation for all damages done intentionally or unintentionally by contractor/contractor's workmen whether in or beyond the limits of Institute property including any damage caused by the spreading of fire, shall be estimated by the designated officer(s) of the Institute shall be final and the contractor shall be bound to pay the amount of the assessed compensation of demand, failing which, the same will be recovered from the bill of the contractor.

10.2. The contractor shall be responsible for making good the damages done to the institute property at its own cost within the timeline specified in writing by the institute. For any delay in making good the damage, the institute reserves the right to fix the damage by itself or through another agency and the cost will be directly deducted from the monthly bill.

11. CLAIMS

No claim of extra work shall be entertained and no extra work shall be done without the written permission of the competent authority of the institute.

12. RECORD TO BE MAINTAINED BY CONTRACTOR

12.1. The Contractor should maintain and update all records of labour employed for this work and produce the same to the Administration officer regularly and any other Competent Authority as and when required. The following minimum records shall be maintained and kept in the custody of the Administration before the commencement of the work.

12.1.1 Register of Wages

12.1.2 Register of Workman Employed by the Contractor

12.1.3 Any other records to be maintained under various acts as applicable

12.1.4 Material Register.

12.1.5 Any other record as applicable under various labour act(s)

12.1.6 Muster roll for the labourers attending for work shall be maintained at the site indicating the name of workers. The contractor shall direct all his labour either to sign or put a thumb impression every day. Daily submission of attendance record/ muster roll of staff on garden maintenance work duly counter-signed by Administrative In-charge / Authorized officer is a must for this contract and failure to do so will be treated as labour not engaged/absent on work.

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13. OTHER CONDITIONS

- 13.1. The contractor shall not sublet or assign his contract to others.
- 13.2. Except where otherwise specified in the contract, the decision of the institute shall be final and binding on all parties of the contract upon all questions relating to the meaning of the specifications, nature of works, etc, or as to any other question, claim, right, matter, or thing whatsoever, in any way arising out of, or relating to the contract, etc, or otherwise concerning the works, or the execution, or failure to execute the same, whether arising, during the progress of the work, or after the completion, or abandonment thereof.
- 13.3. If the contractor stops the work in between on personal or financial grounds, etc. for more than seven days, the competent authority of NIT Goa shall issue a notice to the contractor to this effect, and the work order would be treated as cancelled unless otherwise decided in writing.
- 13.4. **The contractor should commence the works within 15 days from the date of receipt of the notice**, failing which the contract shall be terminated. The decision of the NIT Goa will be final in this regard without prejudice to any other rights or remedies whatsoever.
- 13.5. It is the responsibility of the contractor to provide essential items like gumboots, Hand gloves, safety face masks, raincoats, umbrellas etc, to his/ her employees.
- 13.6. The contractor will be fully responsible for all legal matters arising out of the contract. The contractor should not allow his workmen to join any labour Union/Association. If any of the workmen, if found in such Unions, the contract will be terminated at once.
- 13.7. The contractor shall be fully responsible for the discipline of his workers in maintaining the cordial atmosphere on the campus and also to maintain the dignity of the institute.
- 13.8. Any facilities for workers are the responsibility of the contractor. The Institute shall not pay anything extra over and above the quoted amount.
- 13.9. The contractor should comply with all regulations of Provident Fund, ESI, labour etc. The proof of payment of minimum wages etc to the worker shall be submitted along with bill periodically as per latest Govt, Guidelines.
- 13.10. In case of any dispute on any matter, the same will be referred to the Director, NIT GOA and his decision will be final and binding on all the parties.

14. CONTRACT TERMINATION:

The contract can be terminated on serving notice by either party. The notice period is as follows:

- 14.1. The contractor may terminate his contract with NIT Goa for any reason by issuing a notice. The notice period for termination of the contract shall be FOUR months.
- 14.2. National Institute of Technology Goa reserves the right to terminate the contract at any point of time during the tenure of the contract, if the services are not found satisfactory or

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for other reasons. The notice period for termination of the contract shall be ONE month.

15. AMENDMENT OF TENDER DOCUMENT

15.1. At any time prior to the last date of receipt of bids, the Tender Committee reserves the right to update, amend, modify, or supplement the Tender document for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder. All such amendments or modifications shall be notified which shall be binding on all the bidders. Bidders are requested to frequently visit the website for updates. Further, the Institute may at its own discretion extend the last date for the receipt of bids.

16. ARBITRATION/ MEDIATION

16.1. Mediation Act 2023:

16.1.1. Normally, it is expected that no dispute will arise in the assignment. If any dispute arises, the same shall be settled amicably.

16.1.2. In the event of any dispute, difference or controversy arising between the parties in the performance, interpretation, implementation or application of this agreement, the parties will first attempt to resolve their differences mutually but failing mutual settlement dispute, difference or controversy arising, either Party may request that such disputes be settled as per Mediation Act 2023 and the rules made there under, as amended from time to time.

16.1.3. The Seat of Mediation will be in the National Institute of Technology Goa and all Mediation proceedings will be conducted in the National Institute of Technology Goa. The expenses towards the mediator will be borne by both parties equally.

16.2. Arbitration

16.2.1. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, NIT Goa or any other officer nominated by the Director, NIT Goa for arbitration in concurrence with the service provider, whose decision of the arbitrator shall be final and binding on the parties. The Contractor agrees that the arbitrator could be an employee of the Institute and shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act, 1996.

16.2.2. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matter the decision of which is specially provided under this agreement) the same shall be referred to the sole Arbitrator by the Director NIT Goa or his nominee.

16.2.3. The award of the Arbitrator shall be final and binding on the parties. In the event that such Arbitrator to whom the matter is originally referred is being transferred

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or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director NIT Goa shall appoint another person to act as Arbitrator in place of the out-going Arbitrator in accordance with the terms of this agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his Predecessor.

16.2.4. The Arbitrator may give interim award(s) and/or directions, as may be required. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made thereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

16.2.5. Any arbitration will be under the jurisdiction of Goa State authorities only.

14/6/20

SCOPE OF WORK

17. MAINTENANCE OF GARDEN/LAWNS/HEDGES/TREES/ETC BY DEPLOYMENT OF MINIMUM DAILY MAN POWER INCLUDING WEEDING, GAP FILLING, GRASS CUTTING WITH KHURPI/SICKLE, MOVING WITH THE HELP OF MOVER, ROLLING, CUTTING/TRIMMING, IRRIGATION, FERTILIZER, MANURE AND PESTICIDE APPLICATION, INTERCULTURE, SOIL/MANURE FILLING, ETC.

- 17.1. The service provider is required to maintain the garden which has already been developed at the institute. The details for plants/hedges/lawn/tree saplings/shrubs are as below:

Sl. No	Item type	Count (Nos)	Area/sqm
1	Debling Grass Garden		12,000
2	Turf Grass Garden (Mexican/Korean)		4,000
3	Hedge Plants		1,930
4	Shrubs		1,670
5	Trees Saplings	1,450	
6	Ground cover plants		750
7	Potted Plants	1,200	
8	Maintenance of open areas (wild grass/weed/plant cutting/removing)		6,000

- 17.2. Daily watering of the lawns/garden/hedges/shrubs/others as per the schedule through sprinklers installed/adjustable sprinklers/by flexible hose pipe covering small as well as larger areas of the garden as required.
- 17.3. Cleaning and maintenance of the existing sprinkler system for regular use. The replacement part of the existing sprinkles will be provided by NIT Goa.
- 17.4. Everyday watering of pathway hedges, hedges of the garden and existing plants around the garden/lawn.
- 17.5. Water required for carrying out the work will be supplied by NIT GOA through the existing water supply network. Required pipes and other required items are to be provided by the contractor/service provider.
- 17.6. Daily weeding, cleaning and removing dry leaves from the garden/lawns.
- 17.7. Protection against and control of insects, pests and diseases by spraying insecticides, fungicides etc. every month or as per the requirement. NOTE: ANY PLANTS/HEDGES/TREE SAPLINGS/others DIES DUE TO IMPROPER MAINTAINANCE, THE SAME SHALL BE REPLACED AT THE COST OF THE CONTRACTOR ONLY.
- 17.8. Weeding and Mowing of lawns by using a Mechanical Lawn Mower regularly (not exceeding 15 days) and as per the instructions of the designated officers of NIT GOA to maintain the grass height not exceeding two inches from the ground, so as not to allow

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grass to grow wild.

- 17.9. Trimming and replacing spoiled patches of lawns with fresh grass of the same nature.
- 17.10. Trimming of tree branches within the campus of NIT GOA at least twice a year or as per instructions of designated Officer(s) of NIT Goa.
- 17.11. Plucking of coconuts & other fruits and handover to Administrative Division, NIT GOA.
- 17.12. Digging and Planting of hedges/shrubs from the already developed hedges/shrubs stalk in the rainy season.
- 17.13. Cleaning and cutting of hedges and shrubs regularly (not exceeding 15 days) or as per the instructions of the designated officer(s) of NIT Goa to maintain their required height from the ground, so as not to allow hedges/shrubs to grow wild.
- 17.14. Hoeing operation of shrubs and hedge plants once a month to loosen the soil.
- 17.15. Top dressing of Garden/lawns with fertilizer and manure mix shall be done at least four times a year for maintenance of grass in green condition.
- 17.16. The trimmed hedges and shrubs from the garden/Lawn area as well as pathways should be removed by brooming and disposed of at the place identified by NIT Goa within the campus immediately on the same day.
- 17.17. The surrounding five-meter area of the NIT Goa buildings and quarters and all the pathways should be cleaned by removing wild growth and grass by using the bush cutter to the ground level every 10 days and/or as per the instructions of the designated officer(s) of NIT Goa.
- 17.18. The wild shrubs/bushes should be uprooted once a month to keep the campus neat.
- 17.19. Within TWO months of the award of the contract, the fertilizer mix (as per the tender condition) shall be applied to lawns/hedges/shrubs/tree samplings/etc. Procurement of required cow dung, manure and fertilizer is the responsibility of the contractor.
- 17.20. The successful bidder should provide the minimum maintenance equipment as listed in ANNEXURE-II of the tender to execute the maintenance work effectively within 15 days of the award order. The list is the minimum requirement for the maintenance, if any items are not listed in the annexure or more quantity of the items listed in the annexure are required, it has to be provided by the contractor. So it is the responsibility of the bidder to take a proper survey before quoting the price for the tender.
- 17.21. It is the responsibility of the contractor to apply fertilizer and manure mix for lawns/gardens/hedges/Shrubs/tree saplings and other plants at least FOUR times a year (June, September, December, and March). At each time, the minimum quantity of mix shall be as below or other combination and quantity as approved by the competent authority of the institute.

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- Manure, a minimum quantity of 150 Kg
- Fertilizers/Urea, a minimum quantity of 60 Kg
- Suphala or an equivalent, a minimum quantity of 60 Kg
- Cow dung (Dry), a minimum quantity of 200 kg


- 17.22. All the fertilizers, manure, and cow dung (dry) shall be brought to the campus and the mix shall be made ready in the campus itself for use. The supply report of the said items has to be provided to Administrative Officer, after getting the security checks.
- 17.23. The NIT Goa may develop an additional area of lawn/hedge/shrubs/others to beautify the campus at its own cost during the contract period. If the quantity of items increases for maintenance, for the increased quantity (if any), a pro-rata rate will be applied.
- 17.24. The service provider should assess and deploy the required manpower to satisfactorily complete the scope of daily maintenance work. The below indicated minimum manpower for daily maintenance work should be deployed every day from 9.00 hrs to 13.00 hrs and 14.00 hrs to 18.00 hrs except on Sundays.

Sl. No.	Name of the Post	Type of post and number	Total Nos
1	Mali Cum Supervisor	Highly Skilled (1)	1
2	Garden Worker	Skilled (Male) (3)	18
3	Garden Worker	Unskilled (Female) (15)	
Total			19

- 17.25. All the above workforce should physically work for all the maintenance work including lawn mowers, bush cutters etc. The operation work should be carried out among the deployed personnel as per the scope of work. Skilled Deployed personnel should have experience in the operation of Lawn mowers, bush cutters and other equipment.
- 17.26. In case, the contractor deploys less manpower than the above minimum workforce on any day, recovery shall be made @ 1.5 times the prescribed minimum wages for such workers in force at the time of award of work from the monthly bill.
- 17.27. The contractor within 10 days from the award of the contract should notify to Administrative Officer with the list of the labourers to be deployed for work at NIT Goa with the relevant details. The contractor should also inform in writing about the change in the employment of any of his staff members, at least 3 days in advance before the date of deployment on the campus.
- 17.28. The Contractor shall maintain the Minimum Wage Rules set by the Ministry of Labour, Government of India / Government of Goa. The Contractor will make payment to his staff engaged in NIT Goa as per the minimum wage rates for these categories, as specified from time to time by the Labour commissioner (Centre/State) and follow the Contract Labour Act, 1970 and Rules 1971 in this respect.

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- 17.29. The Contractor shall be responsible for fulfilling the requirements of all the statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Gratuity Act, Contract Labour Act and all other labour and industrial enactments at his own risk and cost in respect of all staff employed by him and keep the NIT Goa indemnified of any action brought against it for any violation/noncompliance of any of the provisions of any of the acts etc.
- 17.30. The Contractor will abide by all the rules and regulations of labour laws and rules framed there under and maintain all the Registers required under the above-mentioned rules and regulations and the NIT Goa and its authorized representative shall be entitled to inspect all such records at any time. Copies of all the relevant payments made to fulfil all the statutory requirements should be provided to NIT Goa on a monthly basis.
- 17.31. The Contractor shall at his own expense, take workmen Compensation Insurance (if applicable). The Contractor shall further at his own expense, register claims and pursue realization of all insurance claims. He shall produce proof of such insurance within a reasonable time from the date of issue of the letter of acceptance of tender.

Name of the Post	Name of Employees	Age	Address	Type of Post	EPF and ESI No
Mali Cum Supervisor				Highly skilled	
Garden Worker				Skilled	
Garden Worker				Unskilled	

18. MAINTENANCE OF POTTED PLANTS:

- 18.1. The work includes weeding, gap filling, grass cutting with khuripi/sickle, moving with the help of movers, irrigation, fertilizer, manure, pesticide application, inter-culture, soil/manure filling, etc.
- 18.2. Further, the service provider is required to do the following:
- 18.2.1. Alternate day watering of plants inside and outside the buildings.
- 18.2.2. Monthly application of manures and fertilizers, spraying of insecticides and pesticides, weeding, and cleaning of dry leaves, pruning and light digging of soil.
- 18.2.3. Weekly rotation of plants inside and outside the buildings and positioning the rest of the potted plants in the plant yard.
- 18.2.4. If the institute needs additional plants, the pots, soil and plants will be supplied by NIT GOA. The planting would be the responsibility of the service provider.
- 18.2.5. Payment for maintenance will be made only after completion of monthly maintenance of work as per above scope of work and just deployment of minimum labour does not construe for the liability of release of payment.

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19. MAINTENANCE OF THE OPEN AREA WITHIN THE INSTITUTE CAMPUS:

19.1. The total area is approximately 6,000 SQMT

19.2. The service provider is required to do the following work a minimum of four times a year:

19.2.1. Cutting/clearing (ground level)/uprooting of wild growth, shrubs bushes, and wild vegetation ideally FOUR TIMES IN A YEAR and/or as per the instructions of the designated officer(s) of NIT Goa and dispose at the place identified by NIT Goa within the campus in a proper manner.

19.2.2. The service provider should engage a minimum of 02 working bush cutters every day for 8 hours to complete the above work and required labour to dispose of the grass. The entire work should be completed within 6 days.

19.2.3. **The already engaged labour for routine maintenance work at NIT Goa should not be used for the above work.**

19.2.4. NIT Goa may decide any further requirement of cutting during the contract period. However, for the increased quantity, if any, a pro-rata rate will be applied.

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ANNEXURE-I

BIDDERS PAST EXPERIENCE TO BE PROVIDED IN THE PROFORMA GIVEN BELOW BY THE BIDDER

The bidder should have executed the minimum work order/contract as per eligibility criteria of the terms and conditions of the tender document relating to lawn development or maintenance of garden/lawn services during the last 5 (Five) years ending 31st March 2025 in Govt./ PSU/ Govt. Autonomous Bodies /Reputed Organizations.

Document Proof (to be attached) i.e. copy of the work order and completion certificate to be attached along with the bid for experience claimed.

Sl No	Scope of work	Organization	Period		Value Rs.	Work Order and work completion certificate copy attached with indicating page No. in the bid	Whether Work Performed is for Govt. Dept./Reputed Private Firm/Autonomous bodies
			From	To			
1							
2							
3							
4							

1. The bidder should indicate his valid allotted EPF No.....

2. The bidder should indicate his valid allotted ESI No.....

3. The Contractor shall obtain a specified license from the Labour Commissioner, Govt. of Goa, within a reasonable time period after the issue of the letter of acceptance of BID for employment of labour in the NIT Goa. Confirmation to this effect should be given in the bidder's letterhead if the bidder doesn't have such a license. If the bidder has such a valid license then should enclose a copy of the same along with the bid.

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ANNEXURE-II

Particulars of equipment (but not limited to the below-mentioned equipment) to be provided along with the required amount of fuel by the contractor/service provider to effectively execute the awarded maintenance work

Sr. No.	Particulars	Qty
1	Lawn mowers (Fuel-powered, self-propelled, minimum 5HP/more, four-stroke engine) with high-capacity collection bags having excellent working conditions.	02 Nos
2	Hedge Cutter (fuel-powered)	02 Nos
3	Long Hose Pipe for watering (30-meter length)	15 Nos
4	Bush Cutter (Fuel powered) has excellent working conditions.	03 Nos
5	Wood Saw Chain cutting machine (Fuel-powered) has excellent working conditions	01 No
6	Wood Chipper cum garden shredder (electric/fuel powered) has excellent working conditions	01 No
7	Wheel Barrow	06 Nos
8	Axe	As per Requirement
9	Weeder Fork	
10	Twist Fork	
11	Pruning Shear	
12	Hedge Shear	
13	Grass Shear	
14	Pruning Saw with and without pole	
15	Hoe	
16	Garden Tool Kit including rakes	
17	Digging Fork, Spade and shovel	
18	Insecticide Sprayer (minimum 10Ltr capacity)	
19	Multifunctional flat shovel	
20	Other items as required for maintenance	
21	Gumboots, Hand gloves, safety face masks, raincoats and other safety materials.	

I hereby agree to supply the items as per the list above. Further, I understand that the items mentioned are mere minimum items/quantities, but I agree to provide the items not listed above as the requirement arises. Further, I agree to provide a more quantity of items than mentioned above as the requirement arises. Furthermore, I agree to supply a sufficient amount of fuel to complete all day-to-day work.

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ANNEXURE-III

"UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT"

To,

The Director
National Institute of Technology Goa
Cuncolim, South Goa
Goa- 403 703

I/We hereby confirm and declare that the undersigned/wc, M/s _____, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which I/we have Executed/ Undertaken the works/ Services during the last 5 years.

Authorised Signatory

With Name, Address with the rubber stamp

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Annexure-IVPRICE BID FORM

The Charges for Providing Gardening services are to be quoted in the below table. The rate quoted by the bidder shall be deemed to be all-inclusive for the execution of work. For all bids in which any of the prescribed conditions are not fulfilled or any condition including that of the conditional rebate is put forth, then the bid shall be summarily rejected.

Maintenance Cost for Year-I								
PART A	Sl No	Description (Scope as per "Scope of Work" of the tender)	Unit	Quantity	Amount in Rs.			
					Unit rate Per Month	Rate Per Month (D) x (E)	Total amount for 12 Months (F) X 12	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	
PART A	1	Dibbling Grass Garden	Sqm	12,000				
	2	Turf Grass Garden (Mexican/Korean)	Sqm	4,000				
	3	Hedge Plants	Sqm	1,930				
	4	Shrubs	Sqm	1,670				
	5	Ground cover plants	Sqm	750				
	6	Trees Saplings (less than 3 years old)	Number	1,450				
	7	Maintenance of Potted Ornamental Plants as per Scope of Work	Number	1,200				
Total rate in figure:								
Tax amount if any (% of taxes applied to be indicated)							%	
Amount of tax, if any (in figures)								
Total (PART A)								
PART B	Sl No	Description (Scope as per "Scope of Work" of the tender)	Unit	Quantity	Per Sqm rate for one time maintenance	Total cost for one time maintenance (D)x(E)	Total charges for three times maintenance in a year 3 x (F)	
								(A)
	PART B	1	Maintenance of open area (Wild Grass/plant Cutting or removing)	Sqm	6,000			
		Total rate in figure:						
		Tax amount if any (% of taxes applied to be indicated)						%
		Amount of tax, if any (in figures)						
		Total (PART B)						
GRAND TOTAL (X) = PART A + PART B								

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Maintenance Cost for Year-II								
PART A	Sl No	Description (Scope as per "Scope of Work" of the tender)	Unit	Quantity	Amount in Rs.			
					Unit rate Per Month	Rate Per Month (D) x (E)	Total amount for 12 Months (F) X 12	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	
PART A	1	Dibling Grass Garden	Sqm	12,000				
	2	Turf Grass Garden (Mexican/Korean)	Sqm	4,000				
	3	Hedge Plants	Sqm	1,930				
	4	Shrubs	Sqm	1,670				
	5	Ground cover plants	Sqm	750				
	6	Trees Saplings (less than 3 years old)	Number	1,450				
	7	Maintenance of Potted Ornamental Plants as per Scope of Work	Number	1,200				
Total rate in figure:								
Tax amount if any (% of taxes applied to be indicated)						%		
Amount of tax, if any (in figures)								
Total (PART A)								
PART B	Sl No	Description (Scope as per "Scope of Work" of the tender)	Unit	Quantity	Per Sqm rate for one time maintenance	Total cost for one time maintenance (D)x(E)	Total charges for three times maintenance in a year 3 x (F)	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	
	1	Maintenance of open area (Wild Grass/plant Cutting or removing)	Sqm	6,000				
	Total rate in figure:							
	Tax amount if any (% of taxes applied to be indicated)						%	
	Amount of tax, if any (in figures)							
	Total (PART B)							
GRAND TOTAL (Y) = PART A + PART B								

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Maintenance Cost for Year-III							
PART A	Sl No	Description (Scope as per "Scope of Work" of the tender)	Unit	Quantity	Amount in Rs		
					Unit rate Per Month	Rate Per Month (D) x (E)	Total amount for 12 Months (F) X 12
	(A)	(B)	(C)	(D)	(E)	(F)	(G)
	1	Dibbling Grass Garden	Sqm	12,000			
	2	Turf Grass Garden (Mexican/Korean)	Sqm	4,000			
	3	Hedge Plants	Sqm	1,930			
	4	Shrubs	Sqm	1,670			
	5	Ground cover plants	Sqm	750			
	6	Trees Saplings (less than 3 years old)	Number	1,450			
	7	Maintenance of Potted Ornamental Plants as per Scope of Work	Number	1,200			
Total rate in figure:							
Tax amount if any (% of taxes applied to be indicated)							%
Amount of tax, if any (in figures)							
Total (PART A)							
PART B	Sl No	Description (Scope as per "Scope of Work" of the tender)	Unit	Quantity	Per Sqm rate for one time maintenance	Total cost for one time maintenance (D)x(E)	Total charges for three times maintenance in a year 3 x (F)
	(A)	(B)	(C)	(D)	(E)	(F)	(G)
	1	Maintenance of open area (Wild Grass/plant Cutting or removing)	Sqm	6,000			
	Total rate in figure:						
	Tax amount if any (% of taxes applied to be indicated)						
	Amount of tax, if any (in figures)						
	Total (PART B)						
	GRAND TOTAL (Z) = PART A + PART B						

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Company Seal
Date:

(Signature of the bidder)
Name and Designation

Total maintenance cost for all three Years			
Sl No	Items	Description	Total Cost (in Rs)
1	Maintenance Cost for Year-I	GRAND TOTAL (X)	
2	Maintenance Cost for Year-II	GRAND TOTAL (Y)	
3	Maintenance Cost for Year-III	GRAND TOTAL (Z)	
4	Total maintenance Cost for all three Years	Great Grand Total (X+Y+Z)	

NOTE:

1. Selection of L1 will be based on the Total maintenance Cost for all three years (ie. Great Grand Total)
2. There will not be any increase in the maintenance cost during the contract period under any circumstances
3. The cost must include the supply of manpower, equipment, maintenance of lawn/garden/hedges/shrubs/tree saplings/etc as per the terms and conditions, including service charge.

Signature of Bidder
With Name, Address with the rubber stamp



Company Seal
Date:

(Signature of the bidder)
Name and Designation

FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY

(To be submitted on the Bidder's Letter Head)

I/We(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for the Tender of.....(Insert Title of the Tender) (Tender No.....) as I/We am/are registered as MSE, thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by NIT GOA, for a period of Two years from the date of such Suspension Orders, under the following circumstances:-

- a) If my/our claim of MSE is identified as wrong.
- b) If after the opening of the Tender, I/We withdraw or modify my/our Tender during the period of validity specified in the Bid Documents (including extended validity, if any) or do not accept the correction of the Tender Price pursuant to any arithmetical errors.
- c) If after the award of work, I/We fail to furnish the required Performance Security or sign the Contract, within the time limits specified in the Tender Document/officer in charge.

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APPLICATION FORM
(On Company's Letterhead)

Date:

TO
The National Institute of Technology Goa
Kotamoll Plateau, Cuncolim,
South Goa, Goa 403 703

Sir,

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant") and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby applies to be pre-qualified by yourselves as a tenderer for the award of work(s) for "Annual Maintenance Contract for Landscape and Horticulture Works at NIT Goa" as per specification in the tender.

2. Attached to this letter are copies or original documents as mentioned in the tender document.

3. Your department and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your department and its authorized representatives may contact the following persons for further information on general, personnel, technical and financial enquiries.

Details	Contact 1	Contact 2
Name		
Designation		
Contact No.		
E-mail		

5. This application is made with the full understanding that:

- (a) Bids submitted by applicants will be subject to verification of all information submitted at the time of bidding.
- (b) I have checked all Terms & Conditions and all the clauses included in this contract document, and I agree to abide by and follow to conditions. I also understand that failing to satisfy the above contract may lead to the cancellation of this contract and forfeiture of the Performance Guarantee with EMD.
- (c) Your department reserves the right to:
 - i. Amend the scope and value of the contract/bid under this project; in such event, bids

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Company Seal
Date:



(Signature of the bidder)
Name and Designation

will only be called from pre-qualified bidders who meet the revised requirements; and

ii. Reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof; and

(d) Your department shall not be liable for any such actions and shall be under no obligation to inform the applicant.

6. The undersigned declares that the statements made and the information provided in the duly completed application are true and correct in every detail.

7. Attached is the company profile for your inspection.

Signed and sealed,

Name
For and on behalf of

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COMPANY PROFILE
(To be filled in by the Bidder)

Sl. No.	Question	Response
1.	Company Name	
2.	Type of firm Proprietary / Partnership / Pvt. Ltd. / Ltd./ Single Person Company / LLP	
3.	Date of Incorporation / Establishment	
4.	Company Head Office address	
	a) Contact person(s) Name	
	b) Phone Number	
	c) E-mail Address	
5.	Address of Goa Office	
	a) Contact person(s) Name	
	b) Phone Number	
	c) E-mail Address	
6.	Number of Employees (Organization structure)	
7.	GST Registration and Date	
8.	Permanent Account No. (PAN)	
9.	Provident Fund Account No.	
10.	ESI Code Number	
11.	License number under Contract Labour (R&A) Act1970, of the employer for whom the Contractor is currently undertaking the work.	
12.	Name of Designation of the Officer of the Contractor/ Bidder to whom all the reference shall be made for expeditious technical coordination	
13.	Whether the Contractor is familiar with and has experience in the type of work specified	
14.	Indicate the number of similar jobs in hand, giving a brief description of the scope of work and personnel employed.	
15.	Details of Earnest Money Deposit:	
	a) Amount	
	b) Demand Draft no.	
	c) Date of issue	
	d) Name of issuing Bank	

Company Seal
Date:



(Signature of the bidder)
Name and Designation

16.	Details of bank solvency certificates issued by bidder's bankers:	
	a) Name of Bank	
	b) Branch	
	c) Amount of Solvency	
	d) Date of Issue	
17.	Any other information	

14 June

SOLVENCY CERTIFICATE

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s _____ having a marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs _____ (Rupees _____)

(Signature) For the Bank with seal

Name and Designation:.....

NOTE:

1. The banker certificate should be on the letterhead of the Bank, addressed to the tendering authority.
2. In the case of a partnership firm, the certificate should include the names of all partners as recorded with the Bank.
3. The latest Solvency Certificate for a minimum amount of 20% of the estimated cost of the tender from their bank.
4. **The Solvency Certificate for the financial year 2023-2024 should be issued on or after 01.04.2025 from their bank.**

14/04/24

Company Seal
Date:

(Signature of the bidder)
Name and Designation

CHECK LIST

Sl No	Name of the document	Status of Submission (Yes/NO)	Page No.
1	Complete tender documents with the signature of an authorized person of the firm with the firm seal on all the pages.		
2	Work experience as per Annexure-I, filled with required data and proof to support the work experience claimed (Work order and completion certificate).		
3	Annexure-II, agreement to supply sufficient equipment		
4	Self-certified copies of Bank Account, PAN No. and GST registration No. (if not registered self-declaration with reasons acceptable as per govt. norms for not registering with GST)		
5	Declaration on Company Letterhead stating that the agency is/has not been blacklisted by Central Government/State Government/any PSU in the last three years (Format as per Annexure III)		
6	Bid security/EMD/ a valid MSE registration certificate and Declaration as per Annexure-V		
7	Self Certified copy of registration with Employees Provident Fund Organization (EPFO)		
8	Self Certified copy of registration with Employees State Insurance Corporation (ESIC)		
9	License number under Contract Labour (R&A) Act1970, of the employer for whom the Contractor is currently undertaking the work.		
10	Application Form (Annexure-VI)		
11	Company Profile (Annexure-VII)		
12	Solvency Certificate (Annexure-VIII)		
13	PRICE/FINANCIAL BID (Annexure-IV) in a separate sealed envelope		NA

Company Seal
Date:



(Signature of the bidder)
Name and Designation

