

TENDER DOCUMENT

Common to All Tenders/ EOI

Tender Schedule

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| a) Last Date and Time for the submission Tender Document : | 28.07.2018 up to 3.00 PM
by Speed Post/ Registered
Post/Courier |
| b) Date and time for opening of the Technical Bids: | 28.07.2018 at 4.00 PM in
the office of the Registrar,
G. M. university |
| c) Cost of Tender Paper: | Rs.500/- (Rupees Five
hundred only) in shape of
Bank Draft in favour of
Comptroller of Finance,
G.M.University, Sambalpur |
| d) Bid Security (EMD): | Rs.5000/- (Rupees Five
thousand only) in shape of
Bank Draft in favour of
Comptroller of Finance,
G.M.University, Sambalpur |

Note: Late bid shall be out rightly rejected.

Sd/-
REGISTRAR



**GANGADHAR MEHER UNIVERSITY
SAMBALPUR, ODISHA.**

NOTICE INVITING EOI

Gangadhar Meher University (GMU), invites sealed EOI for providing service towards **maintenance of lawn, garden** in various places of the University campus. Details of the terms and conditions of tender are available on GMU's website www.gmuniversity.ac.in.

(The bidders are required to submit a Bank Draft of Rs.500/- (Rupees Five hundred only) with their EOI. The EMD of Rs.5000/- (Rupees five thousand only) will be submitted later on during the process of tender).

BIDDER'S PROFILE

(To be filled in & returned with the documents)

1. Full Name of the Firm
(In Capital letters)

2. Firm Address

3. Telephone No

Office:-

Residence:-

Mobile :-

Fax No :-

4. Name / Names of Proprietors ,
Partners / Directors.

5. Registration certificate under GST Act must be furnished

6. Income Tax account number / PAN Number
(Last Income Tax Clearance certificate to be attached)

7. Details of similar past work and . experience of similar nature. (Certificate from the past employer should be enclosed)

I do hereby certify that the above mentioned particulars are true and correct.

Signature of the Bidder

Development & Maintenance of Lawn & Garden

Terms & Conditions

1. Interested Agencies / Bidders willing to participate in the development & maintenance & development of lawn, gardens in the campus of GM University, are requested to visit the site & make them acquainted before quoting the rate. If necessary they may discuss with the concerned officer assigned by the university before submission of application.
2. The undersigned has right to accept / reject the offer without assigning any reasons.
3. The successful bidder after selection shall be called as Service Provider and will be issued work order for development and Maintenance of new and existing lawn & garden, which has to start within 7 days of issue of work order.
4. Development of garden means removal of waste material if any from the site, shifting and disposal of waste material and scraps from the site to a place either demarcated by the university or any other place as specified by the municipality, land filling, leveling and putting plants where and when needed.
5. The period of maintenance of existing lawn & garden in GMU campus at Sambalpur for a period of one year, renewable further for further period on satisfactory performance.
6. The Service Provider should work as per the direction of the Registrar throughout the period of Development & Maintenance.
7. The Service Provider will replace with new plants/ grass patches in case of casualties at his own cost & risk.
8. Maintenance of lawn includes irrigation, weeding, mowing, top dressing twice a year i.e. 1ST week of October & April with a mixture of soil, compost & sand at equal proportion. Fertilizer & pesticides should be applied whenever necessary & advised. Cleaning & Weeding of all types of Plants & Bushes in the premises will have to be done on regular basis.
9. Maintenance of Plants, Seasonal & Perennial flower beds including irrigation, weeding, staking, pruning, trimming & manuring etc.
10. The Service Provider will provide required manpower at least for 26 days in a month & sufficient quantities of logistics like hose pipe, lawn mower, staking materials, Secateurs, Knife, Hedge sear, bamboo baskets etc. for satisfactory & timely execution of the work.
11. Water & Electric points shall be provided by GMU at convenient places can be used for watering & lawn mowing purposes.
12. There should be planting of seasonal flowers thrice in a year i.e. during winter, summer & rainy season as per directions of the garden expert of the university.
13. The Service Provider is requested to quote the unit rates in figures & words, of all the items in the original tender documents with seal & signature on each paper. No overwriting will be accepted.
14. The items of work which has not been covered in the tender document can be supplied by the Service Provider on negotiation of rates.
15. Supply / lifting of any type of materials related to the development & maintenance of garden will have to be signed by the security & garden in charge.

