

TENDER DOCUMENT

Common to All Tenders/ EOI

Tender Schedule

- | | |
|--|---|
| 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.

16. Selected agency should have adequate arrangements for providing unskilled manpower for miscellaneous works in the campus/inside the building, at one day's notice, chargeable at minimum wages of Govt. of Odisha.
17. All liabilities related to the manpower is sole responsibility of the service provider.
18. The firm shall at his own cost comply with the provision of labour laws, rules and orders and notification as of Central & State Govt. as applicable to this contract from time to time and will be liable for penal action in case of violation of these laws.
19. The activities of the firm will be reviewed by the Authorised Officer from time to time and as per his recommendation due action will be taken for cancellation or continuation of the contract.
20. Any dispute arising out of this contract shall be under Sambalpur jurisdiction only.

Sd/-

Registrar, G M University.

General Terms and Conditions

1. The firm should be registered under GST-ACT.
2. Attested copies of valid GST Certificate should be furnished along with the tender paper.
3. Rs. 2,000/- (Rupees Two thousand only) as EMD in shape of Bank Draft / Banker's Cheque favouring 'Comptroller of Finance, G M University' should be submitted along with the tender paper. The EMD deposited along with the tender documents will be refunded to the unsuccessful bidders soon after completion / finalization of the tender process.
4. The authorization letters, if any, are to be enclosed in the tender with due attestation.
5. The quoted rate shall be inclusive of all Taxes.
6. No conditional tender will be accepted by the authority from the bidders.
7. No advance payment will be made to the service provider after acceptance of tender or execution of order.
8. Delivery of the items should be made to the registrar of GMU, after getting proper requisition order within a day or two and minimum 1 day well in advance.
9. Selection of items will be followed after screening by the purchase committee of the GMU
10. Original documents are to be produced for verification by the members of the committee.
11. If any information/document furnished by the bidders with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof
12. It is the responsibility of the tenders for timely delivery of the articles to the GMU at their own cost.
13. The bidders should furnish in a sealed cover duly super scribed as "TENDER FOR GARDEN DEVELOPMENT AND MAINTENANCE".
14. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
15. The undersigned/committee reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The undersigned/committee is not bound to accept the lowest rates.
16. In case of any legal dispute, it will be adjudicated within the jurisdiction of Sambalpur court only.
17. All pages of the bid are to be signed & stamped by the bidder.
18. Selection of the items will be followed on finalization of samples whenever is necessary.
19. The duly filled in Tender's Profile as enclosed is to be submitted along with tender.
20. For any services / supply, the firm / organization should not have been blacklisted by any Government organization. If found later on, the action deemed fit, will be initiated against the firm as per the law.
21. The Registrar reserves the rights to terminate the contract at any time without notice if the supplier / firm fails to make the supply/provide service within the specified time or in accordance with the specifications & samples.

