

INDIAN INSTITUTE OF FOREIGN TRADE

*TENDER DOCUMENT
FOR HORTICULTURE WORK
AT IIFT*

Last date and time for submission of tender document
26 March 2018 at 2:30 pm.

Cost of Tender Document Rs. 500/-



**INDIAN INSTITUTE OF FOREIGN TRADE
B-21, QUTAB INSTITUTIONAL AREA
NEW DELHI – 110 016**

ABOUT THE INSTITUTE

Indian Institute of Foreign Trade (IIFT) is a Deemed to be University under administrative & financial control of the Department of Commerce & Industry, Government of India. It is a premier research & training institution in the country. Apart from other courses, it offers two-year full time residential MBA (International Business) Programme for the benefit of fresh graduates seeking career in the field of international business and a three year part time MBA Programme for working executives for which classes are held on week-end days (Saturdays and Sundays).

IIFT also offers large number of short terms and long term professional courses for junior, middle and senior level executives as also mid career development courses for the benefit of executives from the corporate world and government officers holding senior positions. From time to time IIFT also organizes meetings and seminars with participation from the corporate world, senior government officers and delegates from foreign countries.

SCOPE OF WORK

Details of Work required to be undertaken under this contract at
India Institute of Foreign Trade, Qutab Institutional Area, New Delhi-110016

Note: Before quoting the rates, the Contractors should visit IIFT Campus to understand the scope of work.

1. HORTICULTURE WORK

- The purpose of horticulture work is that the whole office premises must look rich with lush green lawns and parks and beautiful flowers so as to provide an excellent ambience of work environment.
- At the same time, make the office premises environmental friendly and to make a good impression on the visitors and public who visit here for various purposes.
- The contractor has to undertake all such jobs/activities required to maintain the office premises in a presentable condition and in above mentioned spirit.
- While undertaking this work, the contractor will develop and maintain the parks and lawns in the open space at the backyard of office premises in consultation with the designated officer and then simultaneously he will maintain all the existing as well as the developed lawns/parks.
- He will also develop a nursery for seasonal and perennial type of flowers and plants.
- He will maintain flower pots in the room(s) of senior officers in consultation with designated officer and ensure that the flowers and plants in those pots do not die or suffer in any manner and that he will change them periodically for their good maintenance.

- He will also arrange to keep flower pots with seasonal/ perennial flowers on the desks of identified officers on all working days.
- He will also ensure that due to closure of office on weekend days, the plants and flowers in the pots kept in the officers' room do not suffer in any way.
- Geru Powder/ white lime as required shall be provided and used by the contractor within quoted rates.
- The contractor should submit monthly bills in triplicates with proof of contribution of EPF, ESI and service tax/other taxes as applicable for the previous month.

2. ROUTINE DUTIES ON DAILY BASIS

- (A) To maintain all the trees, plants, shrubs, hedges and lawn as are existing on the date of start of contract and any other lawn/park/plants developed thereafter.
- (B) To plant trees, shrubs etc by excavation/digging as and when required in the interest of the beautiful maintenance of the ambience/park/lawn of Institute.
- (C) To prepare and maintain flower beds, seasonal and perennial both.
- (D) To prepare and maintain flowers and plant posts with flowers and plants both indoor and outdoor at designated places to be decided in consultation with the designated officer,
- (E) Cutting of grass in lawns, pruning of plants at required intervals and removing the waste to the proper place.
- (F) Regular watering of grass, lawns, trees, plants shrubs etc. and hoeing and weeding in and around them.
- (G) Spraying of insecticide and fungicide application/spreading of chemical and manure as and when required/advised.
- (H) Any other job which is required to make the complex from Horticulture point of view beautiful with lush green environment.
- (I) The gardeners should demonstrate own initiative for horticulture up gradation at IIFT,. Seasonal plan(s) for the same should be prepared and submitted to the designated officer.

3. THE DETAILS OF HORTICUTRE WORK

1. The trees and shrubs and other flower beds in the lawns shall have to be maintained along with the lawns.
2. 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 and conditions, the matter to be referred to the Registrar, IIFT for the decision, which shall be final and binding.

3. The contractor must engage enough number of manpowers to maintain the garden features in good condition.
4. The contractor shall have to arrange all tools and plant and other stock items viz Bamboo, Sutti, Hessian clothes, Tokari, etc. required for the proper development and maintenance of garden features, Repair cost of tools and plant items shall be borne by the contractor and nothing shall be extra on this account.
5. Contractor shall have to arrange all material required for development and maintenance of the horticulture work.
6. It will be the responsibility of the agency to remove waste wood and fallen trees.

REQUIREMENT OF MANPOWER

- i. As per the present practice for carrying out these functions, **ONE Head Mali and FIVE malis are deployed at IIFT, New Delhi on all days.** It is expected that the agency may provided the same man-power.
- ii. It is expected that the Head Mali and malies (gardeners) are experienced and qualified to perform horticulture work. The head mali should preferably have to least a certificate in horticulture from a recognized institute.
- iii. Head Mali will be responsible for getting these works done. He will supervise the work and interact with the designated officer for mutual feedback. This will however, not diminish in any way, the contractor's responsibility under the contract to the Institute. **Non-performers gardeners would be removed and replaced by competent gardeners within two working days by the contractor.**
- iv. In the event of expected personnel being absent or on leave, the contractor. will ensure suitable alternate arrangement to make up for such absence.
- v. **Police verification the employers and workers will be done by contractor only and submitted to IIFT.**
- vi. **Inspection of the work: The work is subject to inspection at all times by the site office in charge. The contractor shall carry out all instructions given during inspection and shall ensure that the work is being carried out according to the terms, conditions, specifications of this tender. The contractor is advised to take the prior approval of all the materials used for this work.**
- vii. **Security: The contractor shall have total responsibility for all equipment and materials in his custody, stores issued, semi-assembled and/or erected by him at site. All materials of the contract shall enter or leave the site only with the written permission of IIFT.**

- Viii The tenderer/Contractor shall indemnify IIFT under Workmen's Compensation Act, Personal Injuries Act, Insurance Act etc. and or other Industrial Legislation in force from time to time. The contractor shall be responsible for any violation nom/compliance of the Labour services by virtue of being employed by the Contracting Agency against any temporary/permanent posts in IIFT.

- ix In the event of any accident occurring during the course of work, which may result in any mishap, injure to person(s), the responsibility of settlement of their claims, medical treatment etc will full rest with the contractor and expenditure incurred thereon will be borne entirely by the tender/contractor. IIFT shall be totally indemnified of any liability whatsoever.

TERMS & CONDITIONS

1. The prescribed filled-in Tender Document consisting of (i) Technical Bid; and (ii) Financial Bid respectively may be placed in two separate envelopes and sealed. Each envelop may be super scribed "Technical Bid" or "Financial Bid", as the case may be. Thereafter these two envelopes may be put together in another big size envelop, which may be sealed and super scribed "TENDER FOR HORTICULTURE WORK". All the above mentioned envelopes may be addressed to the Registrar, Indian Institute of Foreign Trade, B-21 Qutab Institutional Area, New Delhi – 110 016. On each of the aforesaid envelopes, the bidder may also give name & complete postal address of the firm. This big size envelop may be dropped in a box kept in Room No. 523 at the above mentioned address latest by **2.30 p.m. on 26 March 2018**. No Tender shall be accepted after prescribed due date and time. The Technical Bid shall be accompanied by a demand draft for Rs.20,000/- (Rupees twenty thousand only) drawn in favour of INDIAN INSTITUTE OF FOREIGN TRADE payable at NEW DELHI on account of Earnest Money Deposit. Technical Bids received without EMD or not fulfilling the prescribed conditions, will be summarily rejected and the decision of the Institute in this regard shall be final. Only those bidders, whose technical bids are complete in all respects, will be considered for evaluation. Financial Bids of only those bidders will be opened whose technical bids qualify as per evaluation criteria prescribed by the Institute.
2. Only formats as given in the Tender Document should be used. All sheets need to be submitted after affixing seal of the company and signature of the authorized signatory. Additional sheets, duly authenticated, may be attached to provide specifications or clarify specific issues. Alterations, if any, in the tender document should be attested properly by the bidder, failing which the tender will be rejected.
3. Any conditions/terms given in the bid by bidders on their own shall not be binding on the Institute. All the terms & conditions will be as given herein and no change in any term or condition by the bidders will be acceptable.
4. In case acknowledgement or receipt of tender is desired (applicable only to Tenders sent through post), it should be sent under Registered Post with an acknowledgement due card.
5. The Institute does not take any responsibility for the tender being wrongly opened before the due date, if those are not sent in the manner prescribed by the Institute or misplaced in transit or not received in the Institute by the stipulated date and time.
6. Tenders not strictly in accordance with the Terms and Conditions are given in the Tender Document are liable to be rejected.
7. Canvassing in any form will be viewed seriously and if any bidder is found to be resorting to such practices, the tender of such firm will be rejected and the decision of the Institute in this regard will be final.
8. Tender(s) shall be liable to be rejected if the requisite information sought in the Tender Document is not filled up properly and correctly in the manner specified above.

9. Photocopies of the Registration Number, Income Tax Permanent Account Number, RPFC Registration Number and ESI Registration Number certificates have to be submitted by the bidding firms along with the Qualifying/Technical Bid, subject to verification from the originals.

10. The Institute reserves the right to accept or reject any or all tenders received by it without assigning any reason what-so-ever. The Institute also does not bind itself to accept the lowest bid.

11. IIFT reserves the right to obtain feed back from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first hand information regarding the services provided by the Tenderer. Decision of IIFT with regard to award of the contract will depend upon the feed back received by it from the previous/and present clients and also from its team(s) deputed for the purpose. The decision of the Institute in this regard will be final and binding on all bidders.

12. Selected bidder would be required to enter into an agreement with the Institute. The Letter of Award of the Contract, Terms & Condition contained in this Tender Document and the indemnity bond shall collectively form part of the agreement.

13. The agency will provide uniforms and photo I-Cards to the personnel deployed at IIFT campus. It will be the responsibility of the agency to ensure that all its staff at the Institute's campus report for duty in proper uniform and also display their identity cards.

WAGES TO BE PAID TO STAFF BY THE AGENCY

14. The contracting agency will be required to make payment of wages to the staff provided by it at the Institute's campus as per Minimum Wages act of Delhi Government in force from time to time. As and when these wages are revised by the Government, the contracting agency shall accordingly make payment of wages to their workers as per revised rates and claim reimbursement from the Institute accordingly.

15. The contracting agency will ensure payment of wages to the staff deployed by it at the Institute's campus by seventh day of every month, irrespective of the fact whether the payment of its bill submitted to IIFT has been released by the Institute or not by that date. If seventh day of a particular month happens to be a holiday, the agency may be required to make payment of wages to its staff on a working day prior to the seventh day of such month.

16. The agency shall be responsible for conduct and behaviour of the staff deployed by it at the Institute's campus. Any loss or damage to the Institute's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. The value of the loss will be decided by the Institute based on accounting principles/market value. The decision of the Institute in this regard will be final and binding on the agency.

17. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the Contractor shall have to remove the concerned person and provide a substitute within 48 hours of intimation by IIFT. The decision of the Institute's designated officer in this regard shall be final and binding on the agency.

18. The workers employed by the Contracting agency shall be directly under the supervision, control and employment of the Contractor and they shall have no direct connection what-so-ever within Indian Institute of Foreign Trade (IIFT). IIFT shall have no obligation to control or supervise such workers or take any action against them, except as permissible under the law. Such workers shall also not have any claim against IIFT for employment or regularization of their services by virtue of being employed by the Contracting Agency against any temporary/permanent posts in IIFT.

PENALTY FOR POOR OR INSUFFICIENT SERVICES

19. The contracting agency would be expected to maintain high standards of services. Any serious lapse noticed by the said officers/committee members would attract minimum penalty of Rs.500/- in the first instance. On recurrence of such lapses, the Institute may impose a penalty, as may be decided by the competent authority/authorities or take appropriate necessary action against the contracting agency, including termination of the contract. Such decision(s) of the Institute shall be binding on the contracting agency.

20. The Agency shall in no case lease/transfer/sublet the Services at IIFT to any other agency without proper permission from the Institute in writing.

21. In the event of failure and/or neglecting to perform any duties assigned to the Agency to the entire satisfaction of the Institute, the Institute shall have the right to have such duties and obligations performed and discharged by such other party/parties as the Institute may deem fit, and shall be entitled to recover from the contractor all costs and expenses incurred towards getting such work done from other party/parties.

22. No other person except the Agency's staff shall be allowed to enter the premises and the agency will not entertain outsiders or extend any service to them within the Institute's premises. Outside visitor(s), guests or unnecessary telephones shall not be permitted.

23. The agency shall be directly responsible for any/all disputes arising between it (agency) and its employees and keep the Institute indemnified against all losses, damages and claims arising thereof.

24. EMD of all unsuccessful bidders will be returned after the award of work to successful bidder.

25. The agency shall have to submit Fixed Deposit Receipt for a sum of Rs.20,000/- (Rupees twenty thousand only) in favour of Indian Institute of Foreign Trade as interest free security deposit for ensuring good performance and for security purposes within one week on acceptance of the contract, which shall be released at the time of expiry/non-renewable/termination of the contract. The Institute shall have the right to deduct any amount due from the agency at the time of termination of the contract. The Institute shall also have the right to recover from time to time any cash penalties imposed on the Agency and not deposited by them for any reasons of any damage caused to the Institute. Only the balance amount, if any, after making all such deductions as stated above, shall be refunded to the agency.

PERIOD OF CONTRACT

26. The period of contract will commence with effect from 1st April, 2018 and shall remain valid for a period of one year (twelve months) i.e. 31st March, 2019.

27. One year contract period is subject to renewal by the Institute on satisfactory performance on mutually agreed terms and conditions for a further period of one year or till such time mutually agreed to.

TERMINATION OF THE CONTRACT

28. The Contract can be terminated by the Institute by giving one month notice.

29. If the successful contractor withdraws or the services provided by the successful contractor are not found satisfactory (say in three months or so) from the date of commencement of the contract, IIFT reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

TERMS OF PAYMENT

30. On monthly basis and submission of bill in this regard.

JURISDICTION

31. Any dispute arising out of this tender shall be under the jurisdiction of courts in Delhi only.

TECHNICAL BID **FOR HORTICULTURE WORK AT IIFT**

IMPORTANT:

- a. Please read the attached Terms & Conditions carefully before filling up the Documents.
- b. Technical Bid and Financial Bid should be placed in separate sealed envelopes.
- c. Demand Draft for Rs.20,000/- (Rupees twenty thousand only) towards EMD will be sent with Technical Bid only. In case of non payment of EMD the Bids will be out rightly rejected.
- d. The two envelops should be placed in one big sized envelop superscribing "BID FOR HORTICULTURE WORK AT IIFT.
- e. Bids not following the procedures laid down in b to d above and/or not following the prescribed conditions would be summarily rejected.

1. Due date & time for submission of the Document.	26 March 2018. At 2.30 p.m.
2. Details of assignment	As per Annexure – I
3. Earnest Money Deposit	Rs.20,000/- (Rupees Twenty thousand only vide FD _____ Dated_____ drawn in favour of "Indian Institute of Foreign Trade" payable at New Delhi.
<i>COMPANY PROFILE:</i> Please attach separate sheet to include the following information pertaining to security services only.	
4. Name of the Company	
(a) Has your firm changed its name any time? If so, when and the reason thereof ?	
(b) Head Office/Registered Office	
(c) Complete Postal Address of the Head Office:	
(d) Name & Designation oOf the Contract Person	
(e). Telephone No./Mobile No(s):	

(f) Fax No(s) & E-mail address	
5. Year of commencement of Business	
6. No. of qualified/trained persons in the particular field: (i) Head mali (ii) Malis	
9. Registration No.	
10. PAN	

11. ESI Registration No.

12. RPFC Registration No.

13. GST Registration No.

14. List of present (2008-2013) clients in Delhi (Please attach additional sheets, if necessary).

Attach performance certificate from atleast 2 firms / clients

Name of the Company/ Organization	Address	Phone No(s) and Fax No(s)	With effect from (date)	No. of Persons deployed	Performance Certificate from the employer

15. Net Turnover receipts for the previous three years (copies of the audited reports for the financial year 2015 - 16, 2016-17 and 2017-18 may be enclosed).

Turnover Receipts	2015 - 16 (Rs. in Lakhs)	2016 - 17 (Rs. in Lakhs)	2017-18 (Rs. in Lakhs)

The above information provided by me is true to the best of knowledge and belief as on date.

Signature of the authorized signatory
(Please affix company / firm's official stamp).

**INDIAN INSTITUTE OF FOREIGN TRADE
TENDER FOR HORTICULTURE WORK
AT IIFT CAMPUS, NEW DELHI**

FINANCIAL BID

1. I / We have visited the Institute and have understood the scope of work.
2. I have read the scope of work and terms and conditions.
3. I have signed on each page from page as a token of acceptance of scope of work and terms & conditions.
4. I have deposited a sum of Rs.20,000/- as EMD.

I have quote my rates for the work on monthly basis as under:-

Service Charges per month: with tax _____(in %age & in figures)

Any other Charges per month with tax: _____(in words)

In addition to above applicable Minimum Wages + applicable ESI, PF and Service Tax will be paid by the Institute.

Signature of the authorized signatory
(Please affix company/firm's official rubber stamp).

