

Tender Notice No. IBSD/1/ADMN/CB/2021

Institute of Bioresources and Sustainable Development (IBSD), Imphal, Manipur.
(Department of Biotechnology, Government of India)

**TENDER FOR MAINTENANCE OF GARDEN & HORTICULTURE WORKS
ON OUTSOURCE BASIS
AT IBSD, IMPHAL.**

Institute of Bioresources and Sustainable Development (IBSD)
Imphal - 795001, Manipur.

Website: <http://ibsd.gov.in>

Tender Notice No. IBSD/1/ADMN/CB/2021

**TENDER FOR MAINTENANCE OF GARDEN & HORTICULTURE WORKS/SERVICES in
IBSD, IMPHAL.**

A. Introduction

IBSD Imphal, an Autonomous Body Ministry of Science and Technology, Government of India invites sealed bid under two bid systems from eligible service provider for deploying man power for Gardening & Horticulture works with in three areas of institute in bid document.

B. Availability of Tender Document

Tender document can be downloaded from Institute website: <http://ibsd.gov.in>. Prospective service providers desirous of participating in the bid may view and download the tender document free of cost from the institute website. However, bidders have to submit with the technical bid the tender fee of Rs. 1,000/- (Rs. one thousand) only and Earnest Money Deposit (EMD) off Rs. 25,000/- (Rs. Twenty five thousand) only Demand Draft / Pay Order from nationalized banks drawn in favour of Director, IBSD, Imphal & payable at Imphal. Prospective bidders are advised to visit the IBSD specified area for 1st hand assessment of maintenance of garden & horticulture work on any day between 9.30 AM to 4.30 PM (Monday to Friday) by taking prior permission from the Director IBSD, Imphal. No tenderer will be allowed to withdraw after submission of tenders within the bid validity period otherwise EMD of such withdrawing tenderer will be forfeited. **Bidders have to submit sealed envelope of bid direct at dispatch section of IBSD (Reception), Imphal. Bids sent through courier & submitted after closing date of bid submission shall not be entertained.**

C. Important Dates

Date of publication & downloading of Bid documents	27/04/2021
Closing of Bid submission	13/05/2021
Opening of Technical Bid	17/05/2021

D. Eligibility criteria

1. The agency should be engaged in maintenance of garden & horticulture works in at least one Govt. /Semi Govt./PSUs/Hospitals.
2. The agency must have minimum experience of two years in providing outsource service for Gardening & Horticulture works in any Govt./Semi Govt./PSUs/Hospitals. Performance certificate from concerned offices should be submitted with technical bid. Necessary documents to this effect like work award, satisfactory work completion and performance certificate etc. from concern office must be submitted with the technical bid.
3. The agency shall deploy manpower having experience in Gardening & Horticulture works in Govt. /Semi Govt./PSUs/Hospitals/Banks.
4. A copy of last Income Tax/GST Return and Registration number allotted to agency by the EPFO/ESIC organization shall be submitted along with the bid document (technical). The bidder shall obtain a valid license from the competent Licensing Officer.
 1. Under the provision of contract labour act (Regulation and Abolition) act 1970 and contract labour (Regulation and Abolition) act 1971.
 2. The agency shall have valid licenses from Labour Dept. and Trade & Commercial Licenses for carrying out outsources activities from appropriate Govt. Bodies in terms of due compliance of following statutory Laws/Acts and Rules & Regulation there on.
 - a. The payment of wages Act, 1936
 - b. Payment of Bonus Act, 1965
 - c. The employees Provident Fund Act, 1952
 - d. The Contract Labour (Regulation) Act, 1970
 - e. The Employees State Insurance Act, 1948
 - f. The Minimum Wages Act, 1948
5. Agency should not be blacklisted by any organization anywhere in India.
6. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed

to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

7. All the Documents in proof of meeting eligibility criteria submitted with the tender are to be duly signed by the bidder.

E. Nature of work: Maintenance of Garden and Horticulture work in IBSD premises.

1. **'Garden'** means all the areas enclosed by four side fence. The compound of the hostel/guest house and all other surrounding areas also will come under the purview of IBSD garden.

2. Maintenance

2.1 Regular Maintenance: The Maintenance work includes the entire lawn, plants/trees/shrubs/ground covering plants, on the fences etc. in and out of the institute and total open area with the IBSD compound wall. It includes maintenance of the existing as well as any other additions to the garden/lawn/plants etc. Apart from the above, the day to day maintenance work includes the following:

2.1.1 Lawn of the entire IBSD Campus including Hostel Courtyard/Guest House;

2.1.2 All trees, shrubs, hedges, plants etc of the entire IBSD campus;

2.1.3 Flower beds;

2.1.4 Keeping plants alive and healthy;

2.1.5 Watering Plants, shrubs, saplings, trees daily (except on rainy days) preferably in the morning & evening and not in the hot sun to avoid heavy transpiration;

2.1.6 Regular uprooting all kinds of weeds;

2.1.7 Removal of unwanted bushes from the campus;

2.1.8 Removing the dead leaves, cleaning the area including disposal of waste and dead leaves, twigs, garbage on day to day basis, making bunds to the plants wherever required, adding fertile soil and manure to the roots of the plants wherever necessary;

2.1.9 Keeping the lawn area, garden and the surroundings in a clean and neat condition;

2.1.10 Replacing all the dead, disease plants, vacant patches anywhere in the campus including the potted ones as when and where it occurs. Broken pots should be replaced with the new ones by the Contractor.

- 2.1.11 Maintaining all plants hedges decently. Pruning and mowing should be done by keeping the foliage aesthetically at a reasonable size without making them bald with a motive to keep a longer gap for the next job.
- 2.1.12 Overgrowing trees from the gardens spreading on to IBSD premises will have to be pruned periodically.
- 2.1.13 Names of the plants (Hindi, English & Botanical names) have to be written on pliable plastic plates & tagged to the respective plants or erected on small poles on the soil to identify the plants.
- 2.1.14 Any gap on fences, hedges or elsewhere will have to be filled up within a week.
- 2.1.15 Providing adequate no. of labours with 8 hours diligent work with one skilled horticulture nursery assistant with necessary experience and training.
- 2.1.16 The contractor shall take such steps that snakes/bandicoots etc. do not cause any menace in the garden, surroundings of IBSD premises.

2.2 Other (seasonal) Maintenance:

- 2.2.1 Pruning, cutting and dressing bushes and plants; pruning should be done at regular intervals, strictly ensuring no damage to the beauty & aesthetics of the hedges and plants on all sides.
- 2.2.2 Mow and prune the grass everywhere whenever required or at least once in a month by keeping it aesthetically decent.
- 2.2.3 Planting of seasonal flower plants like marigold, dahlia, zinnia, sevanti, etc. in each of the three seasons in a year at the places as may be decided by Institute Committee.
- 2.2.4 Planting additional trees every quarter as indented by Institute Committee.
- 2.2.5 Add pots with plants once in a year as indented by the Institute Committee.
- 2.2.6 Burn the waste, dried leaves, mowed grass etc., once in a week only in the presence and at the direction of an authorized official of IBSD, at the designated place without affecting the lives trees in any manner what so ever / without causing any damage / inconvenience to the Public in the surroundings.
- 2.2.7 Apply Insecticides / pesticides to control pests and cure the insect infections. Organic pesticides like neem oil can be sprayed periodically to prevent & cure contamination.

- 2.2.8 Provide suitable and seasoned bio-manure/gobar/compost/fertile red soil to the plants as and when necessary or at least twice a year. Vermi-culture may be done in the garden to make the soil more fertile.
- 2.2.9 Erosion of soil on any part of the garden due to rain or for whatsoever reason will have to be filled up with good soil and leveled.
- 2.2.10 The contractor shall thoroughly clean the dust and dirt, debris etc., and remove all the scaffoldings and other materials used for the works away from the site and keep the site free from all the above.
- 2.2.11 All garden tools will be bought and maintained by the contractor at his own cost without charging extra cost and the same will be paid separately on submission of bill/actual voucher.
- 2.2.12 For gardening works the agency will have to provide chemical, fertilizer, new plant, flower pots and misc. items required for garden maintenance work for which actual cost incurred will be paid after submission of original bill. No extra labour or service charge will be paid to the agency.

F. Workers related:

1. The workers should have experience of gardening / landscaping to perform their duties satisfactorily. They (i.e., gardeners/supervisors) should be skilled, trained, strong, healthy and medically fit, alert, polite, courteous and able to perform their duties diligently. The said workers should be properly dressed and disciplined. Any discourteous behavior on their part may lead to termination of the contract.
2. In the course of their activities, the gardeners, workers shall not spoil the landscape garden, plants, trees, shrubs, potted plants etc. in any manner whatsoever. They shall not disturb/cause inconvenience to the officials, participants, campus residents, any third party on their property in any case.

G. Bid & Bid Evaluation:

1. Prior to the detailed evaluation of Technical and Financial bids, IBSD, Imphal will determine the substantial responsiveness of each bid to the Bid document. Substantially responsive bid will be one which confirms to all the terms and conditions of bid document without material deviation. The determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

A bid determined as substantially non-responsive will be rejected and shall not conform to points by the bidder. However, IBSD may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder. The financial bids of those bidders whose technical bid has been satisfactorily evaluated and found substantially responsive, will be opened subsequently after due notice.

If there is discrepancy between the words and figures, the amount in words shall prevail. The decision of Director, IBSD shall be final in this regard and the bid will be rejected if the bidder does not agree to the decision in this regard.

The financial bid having Agency service charges of Rupee zero, nil, fraction of rupees or other abnormally low quotes will be construed as to kill the tender and such bid will be summarily rejected. The Contractor service charges are to be quoted in percent to monthly wages as well as in whole rupee. Any deviation from the same may lead to summarily rejection of the bid. In case of tie on the quoted rates of Service charge from more than one prospective bidder, tender will be finalized through draw of lot as per decision of Director. No representation against the decision shall be entertained. The decision of Director IBSD in this regard shall be final and binding.

2. Right to Accept or Reject any Bid: Following in this guiding decisions for the bidders.

i. Tender will be accepted and Contract will be finalized with only those who in the opinion of IBSD authority shall have capacity and resources to execute the Gardening & Horticulture contract with the institute within prescribed time schedule.

ii. IBSD reserves its right to accept or reject any bid without assigning any reason whatsoever. IBSD does not bind itself to accept the lowest tender and reserve the right (I) to reject any or all tenders (II) the right to accept any portion of the tender offered without assigning any reason and he can also reduce or extend the period of contract without assigning any reason.

iii. In case the lowest bidder (L-1) fails to execute the bid agreement within stipulated period, the institute shall be free to enter into contract agreement with another bidder to provide services at lowest bidder's rate (L-1).

H. Terms and Conditions of Outsourcing

1. The Tenders are to be submitted as per two bid system i.e., Technical Bid and Financial Bid. The Technical Bid should contain all the relevant papers in support of eligibility criteria, experience, Licenses, satisfactory performance certificate from previous employers, etc. Financial Bid should specify the rates in terms of wages/salary, charges for equipment and chemicals and services charges. Both the bids should be submitted in two separate sealed envelopes superscripted as "Technical Bid for Gardening works" should be put in a third sealed envelope and should be super scribed "Tender for Gardening Works at IBSD Campus area". Sealed tenders be addressed to the Director, IBSD, Takyelpat, Imphal-795001, Manipur. Bidders have to submit sealed envelope of bid direct at dispatch section of IBSD, Imphal. Bids sent through courier and bids submitted after closing date of bid submission shall not be entertained. The bid shall be valid for 120 days from the date of opening of bid.
2. Lumpsum quotation of amount in the bid shall not be accepted and such bid will be rejected. The agency shall quote separately the wages / salary + EPF + ESI contributions (Institutes' share) + Service charges (in percent) component. Wages/EPF/ESI contribution shall not be less than the statutory charges.
3. **The Institute reserves its right to fix a cap over bidder's service charges quotations: an upper ceiling of not more than 5 (five) percent of the wages / salary component only.**
4. **Rewards & Penalties:** The institute shall conduct surprise inspection fortnightly for gardening & horticulture works and shall reward to service provider an amount equal to 10 (ten) percent of the service charges admissible in the month of surprise check. At the same time, tardy maintenance will attract a penalty of 10 (ten) percent of the service charge payable to service provider. The agencies are therefore caution to maintain consistently a beautiful & attractive garden in residential premises / institute campus area.

In addition to imposition of surprise penalties on fortnightly inspection, there shall be general penalties, as stated below, for violation / dereliction / irregularities in duty as per terms and conditions of bid/agreement.

Penalty up to Rs. 1000/- will be imposed for the following lapses.

- (i) Unscrupulous cutting of trees/plants and allowing them die.
- (ii) Non-replacement of dead plants.
- (iii) Inadequate care of any plant leading to emaciation.

- (iv) Not following the instructions given by the Institute Committee.
 - (v) In case the services are not found satisfactory, the Institute Committee shall be at a liberty to withhold any payment that may be due to the contractor, till such time, such services are rendered to the satisfaction of the Institute Committee.
 - (vi) If the number of workers deployed are less than required, penalty @ Rs 500/- per worker.
 - (vii) If the garbage is not lifted as per defined mode and schedule, penalty @ Rs. 1000/- on each failure.
 - (viii) Misbehavior by Gardening staff to IBSD officials' penalty @ Rs. 5000/- per incident.
 - (ix) Penalty for recovery on account of poor service / liquidated damage due to theft, damage of material/surface.
 - (x) Levy an amount equal to 10 percent of the claim bill on account of short payment to deployed workers.
5. **The agency should note that such penalties due to surprise check or otherwise shall be deducted from service charge of the service provider so that, there should not be short payment possibility to deployed workers. As defective services are irreparable, such penalties will be non refundable nature.**
6. Bid document of such company/agency who has provided / is providing maintenance of garden & horticulture works to the institute for three years or more in a continuation will not be accepted in subsequent tender process.
7. There should be no case pending with the police against the bidder. The bidder shall submit affidavit that the agency is/has not been defaulters in outsourcings work from EPF/ESIC organizations and that agency is/has not been blacklisted by Central or Government or any PSU.
8. The Technical Bid should be accompanied by an **Earnest Money Deposit (EMD)** of Rs. 25,000/- only in the form of Demand Draft only from any schedule Bank drawn in favour of Director, IBSD payable at Imphal. No bank guarantee towards EMD will be acceptable. EMD of unsuccessful bidders will be returned without any interest on finalization of the tender and execution of agreement with successful bidder.
9. The Contractor, on the request of the Institute Committee, shall immediately dismiss from the work any of the Contractor's workers/gardeners or any person/s engaged by them to carry out the above jobs, who, in the opinion of the Institute Committee, may be

unsuitable or incompetent for the work entrusted. Further if any of the workers/gardeners commits any misconduct, such person/s shall not be employed again by the Contractor without the permission of the Institute Committee. Suitable replacement to be made immediately.

10. The Contractor shall not engage any person with a criminal record/conviction and shall bar any such person from participating directly or indirectly in rendering the services under this agreement.
11. The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the institute. The agency shall furnish bio data of available staff for housekeeping and sanitation works.
12. The checklist of technical information, format of experience and financial capacity of bidder along with declaration in the prescribed proforma (**Annexure-A, B, D**) should be submitted along with the Technical Bid **Annexure-B**.
13. **Performance Guarantee:** The successful Agency has to deposit 10 (ten) percent of the contract value as Performance Security Deposit in shape of Demand Draft/Bank Guarantee from any nationalized schedule Bank in favour of "Director, IBSD, Imphal." Security deposit shall remain valid for the period of 60 (sixty) days beyond the date of completion of all contractual and statutory obligations of the agency.
14. Period of the contract is for block of three years but will be renewed on the same terms and conditions after completion of 12 months of service. Renewal will be subject to satisfactory performance by deployed employees and on actual requirement of manpower at the end of 12 months. Any modification of the rates shall be subject to the variation of statutory levies & contribution and revision of daily wages prevailing at the time of extension. Excellent track for Service Certificate will be issued by IBSD Administration. The Institute however, reserves right to terminate/renew contract without assigning any reason thereof at any time after giving one months notice to the Service Provider.
15. Payment to the agency shall be in Bank account which should be opened for the purpose in State Bank of India, Imphal. Agency has to ensure transparency in monthly wages/salary payment to deployed employee through Bank account for each deployed staffs.

16. In case any information/document furnished by Service Provider found to be false at any stage, it would be deemed to be breach of terms of Bid contract Agreement and Service Provider will be liable for legal action besides termination of the Agreement.
17. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
18. Persons of service providers shall not claim any future employment/engagement/absorption in IBSD on the basis of rendered outsource services.
19. The number and arrangement of deployment of the manpower is without prejudice to the right of Administration of IBSD, Imphal to deploy the personnel in any other number or manner considered necessary in the interest of the IBSD, Imphal which agency has to make available as and when demanded.
20. The agency shall fulfill the resource requirements of trained manpower, cleaning materials, etc., as per scope of work.
21. Proper working mechanical equipments shall be provided by the contractor as per requirement.
22. Notwithstanding anything contained herein, the Institute reserves the right to terminate the services of contracting agency/outsource service providers at any time without giving any prior notice or assigning any reasons whatsoever.
23. The service provider shall not assign, transfer, pledge or sub-contract the operation of job-service without prior consent of the Institute.
24. The service providers shall ensure payment of deployed skilled/semi skilled/unskilled workers as per minimum wages notified by the Directorate of Labour Resource Department, Government of India or Manipur whichever is higher. Contract is liable to terminate in case of short-payment/non-payment on the contracted rate to deployed staff.
25. **Payment Mode:** Each month admissible wages will be preferred by agency in first week of following month. Goods and Service Tax (SGST), TDs etc. will be as per rules in force. All payment shall be made through PFMS mode in bank accounts. The bill of each month shall be presented in triplicate by the agency on or before 7th of every following month duly pre receipted to enable IBSD to arrange the payments.
26. Each monthly bill shall be supported by an attendance sheet (photo copy of attendance).

27. The manpower deployed to duty will have to follow the duty time of department concerned in operational area. They may also be posted to work in shift as per the institute's requirements. No extra payment will be made on this account.
28. Tender incomplete in any form will be rejected outright. Conditional Tenders like "subject to immediate acceptance or subject to prior confirmation" or such others will be rejected outright.
29. An agreement with the successful bidder will be executed; Non-execution of agreement by the bidder within stipulated 15 days will cause forfeiture of EMD and work shall be allotted to second bidder (L-2). Terms and conditions of the contract will remain part of the agreement.
30. **Tax & Duties:** The total of labour wages charges should be inclusive of all taxes except GST levied by Govt. shall be paid on actual by the institute subject to production of documentary evidence/challan of deposit in the bank/statement of GST accounts submitted to tax authority against the receipts of payment received from the institute by the successful tenderer.
31. The contractor shall have to insure necessary payment on account of EPF, ESIC and any other statutory liability as employer on behalf of persons deployed by him in this office.
32. **Age and Qualification:** The deployed staff should be in the age group of 22 years to 40 years as on February, 2021. All the personnel deployed by the contractor shall be medically fit and their antecedent verified prior to their deployment in the Institute.
33. The Agency shall not claim nor shall be entitled for perks and other facilities/allowances admissible to casual, ad-hoc, regular/confirm employees of this institute during the currency or after expiry of the contract.
34. If the successful tenderer fails, in course of agreement period to comply with the terms and condition of the agreement, the security may be forfeited in full or in partial as decided by the Director, IBSD.
35. **Agreement:** The contractor will have to enter into written agreement **with IBSD within 15 days** of intimation of acceptance of approved rates. It after the award of the contract the bidder does not sign the **Agreement within 15 days** or fail to furnish the performance **Bank Guarantee within 7 days** from the date of receipt of LOI/work order, IBSD reserves the right to cancel the contract and apply all remedies available under the terms and condition of this contract.

36. In case the agency fails to execute the job after signing the Agreement deed or leave the job before completion of the period of contract at their own accord, the Director, IBSD shall have the right to forfeit the security deposited by the agency.
37. The agency shall never deploy the child labour.
38. IBSD shall not accept any claim in the event of any deployed manpower sustaining any injury, damage or loss to either person or property either inside or outside IBSD premises. If any person engaged by the contractor is injured or rendered partially disabled/indisposed due to any reasons such as disease, accident, fire etc. during the working hour, it shall be the sole responsibility of the contractor to take care of them and to pay necessary compensation in respect of such personnel as relevant labour laws including all medical expenses, legal expenses etc. and IBSD does not hold any responsibility in this regard whatsoever.
39. **Stamp Duty:** Contract agreement with the IBSD shall be executed on a non judicial stamp paper of Rs. 100/- (Rupees one hundred) only. Expenditure to be incurred on execution of agreement shall be borne by the successful tenderer.
40. **Service charge / Administrative charge:** Firm must quote reasonable service / administrative charge to meet the requirement of contract obligations i.e., timely & regular payment of wages to the person employed on contract basis as well as other statutory obligations. Unreasonable quote of service charge / administrative charge which may not even fulfill all the obligations on the firm i.e., 2% TDS and other may be treated as unfair practice to grab the order. Such quotations may be rejected.
41. **Dispute:**
- a. If any dispute or difference arises between the parties relating or concerning or to interpretation of the contract or any alleged breach there of or any matter relating to the contract, the same shall be settled by the parties as far as possible by mutual discussion and consultation between themselves, whether the same has arisen during the subsistence of the contract or thereafter.
 - b. In the event of any dispute or differences arising in connection with this contract/tender, whether during the subsistence of the contract or there after not being settled in aforesaid manner, the matter shall be referred to the Director IBSD, Imphal or his nominee not below the rank of Deputy Director for arbitration whose decision shall be final and binding on both parties. Proceedings before the arbitrator

would be governed by the provision of the ARBITRATION AND CONCILIATION ACT, 1996.

- c. The courts of Imphal shall have exclusive jurisdiction in all matters arising out of Tender.

Sd/-

Senior Administrative Officer-i/c

IBSD, Imphal.

(To be submitted with Technical Bid)

Bidder Declaration

From

M/s
.....
.....

To

The Director
IBSD, Takyelpat
Imphal.

1. I,, Son/Daughter/Wife of Shri....., Proprietor/Director authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/we further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or its proprietor or Partner or Director of any Agency with whom the Govt. have banned/suspended business dealings. I/we further undertake to report to the Purchase-in-charge, IBSD, Imphal immediately after we are informed but in any case not later 15 days, if any Agency in which is banned/suspended in future during the currency of the Contract with you.

(Signature of the Bidder)

Date:

Name:

Place:

Designation:

Seal of the Agency

Address:

TECHNICAL BID

(To be submitted in envelope-I)

(Bidders are to fill-up the technical parameters below and adduced the evidence/supporting papers with the bid document)

SI No	Details	
1	Name of the participating agency/firm	
2	Full address of Registered office of agency	
3	Name of Proprietor/Director with full address	
4	Contact person(s) name with mobile/phone numbers	
5	PAN/GIR/TAN No. (attach the photo copy)	
6	GST Registration details (attach the photo copy)	
7	EPF Registration details (attach the photo copy)	
8	ESIC Registration details (attach the photo copy)	
9	Account Number (attach the photo copy)	
10	License details from Labour Resource Department / from Commercial Department	
11	Proof of copy of income tax return file with acknowledgements for last two/three years	
12	Work Experience: Experience of execution of similar nature of work as annexure D	
13	Certificate of satisfactory completion of service for last 2/3 employers where contract period is over / from two present employers	
14	EMD details	
15	Bid fee details	
16	Affidavit over no case/enquiry/investigation pending in police / govt. organization/courts etc.	

Details of staff proposed to be deployed

SI No	Name of proposed Employee & Post	Employee Code	Qualification	EPF No.	ESIC No	Experience in Gardening & Horticulture

(Signature of the Bidder)

Date:

Name:

Place:

Designation:

Seal of the Agency

Address:

FINANCIAL BID (ENVELOPE-II)

To

The Director
IBSD, Takyelpat, Imphal.

1. I/we thoroughly examine and understood instructions to tenders, scope or work, terms and conditions of contract given in the tender document and those contained appendix of Terms and Conditions of contract and agree to abide by them.
2. I/we hereby offer to provide job outsourcing services at the following present IBSD rates. I/we undertake that I/we are not entitled to claim any enhancement of rates on any account during the tenure of contract regarding of revision of IBSD minimum wages prevailing as on 1st March, 2021.

	Unskilled/Labour	Semi-Skilled/Garden Mali	Skilled Supervisor
Consolidated pay/day			
EPF			
ESI....			
Service Commision / Other if any (in %)			
Total			
GST			
Grand Total			

1. Safety googles, gum boots, hand gloves, mask wherever applicable or required shall be provided on approval of the competent authority.
2. Only payment by Cheque/PFMS/transfer to deployed staffs account will be accepted.
3. The agency has to provide necessary mechanical equipment, fertilizer etc. required in course of maintenance of garden. Its charges/cost shall be paid separately on submission of bill/actual voucher.

(Signature of the Bidder)

Date:

Name:

Place:

Designation:

Seal of the Agency

Address:

FORMAT OF EXPERIENCE CERTIFICATE

(To be submitted in envelope-I with Technical Bid)

Detail of work of gardening & Horticulture works performed by the agency.

Project Name	Name of the employer	Description of work	Date of issue of work order	Stipulated Period of completion	Actual date of completion

(Signature of the Bidder)

Date:

Name:

Place:

Designation:

Seal of the Agency

Address: