

**UDHAV DAS MEHTA (BHAI JI) CENTRAL REGIONAL CENTRE**

Gram Gora, Bishenkheri,  
 Suraj Nagar, Bhopal (MP) - 462044  
 Email- [rdsaibho-mp@gov.in](mailto:rdsaibho-mp@gov.in)  
 Website: [www.saicrc.in](http://www.saicrc.in)  
 Tel: 0755-2696930, 2696811(fax)

Bid Reference No: SAI/CRC/Horticulture/2016-17

Date: 28.07.2016

**NOTICE INVITING TENDER FOR MAINTENANCE & DEVELOPMENT OF HORTICULTURE  
 COMPREHENSIVE WORKS AT SAI UDHAV DAS MEHTA, CENTRAL REGIONAL CENTRE  
 GRAM GORA BHOPAL FOR THE YEAR 2016-17**

1. Sports Authority of India, for and on behalf of Regional Director, Sports Authority of India, invites sealed Bids for following work:

S. N.	Work Name (Comprehensive)	Area for maintenance & development	Amount of Bid Security in Rs. (EMD)	Bidding Document Cost. (Rs.)
1.	Maintenance & Development of Horticulture Works at SAI CRC Bhopal	200000 Sqr. Meter approximately (Diagram Attached)	Rs.1,25,000/-	Rs.1,000/-

**2. Bidding Schedule:**

- (i) Date & Time for sale of Bidding Document : From 28/07/2016 to 23/08/2016  
(10:00 hrs. to 16:00)
- (ii) Place of sale of Bidding Document : Account Section, Sports Authority of India, Central Regional Centre,  
Gram Gora Bishenkheri,  
Suraj Nagar, Bhopal-462044
- (iii) Place of receipt of Bid : Sports Authority of India, Central  
Regional Centre, Gram Gora  
Bishenkheri, Suraj Nagar-Bhopal
- (iv) Closing date and time for receipt of Bid : 24/08/2016 at 13:00 hrs
- (v) Date & Time of Opening of Technical Bid : 24/08/2016 at 15:30 hrs
3. Bidding Document may be purchased on payment of non-refundable cost as tabulated above in the form of account payee Demand Draft drawn in favour of "Regional Director, SAI Bhopal payable at " SAI CRC Bhopal ".
4. Bidder may also download the Bidding Document from the SAI website [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in) & SAI Bhopal website [www.saicrc.in](http://www.saicrc.in) In case of downloading from website the bidder will have to submit **tender cost i.e. Rs.1,000/- along with EMD Rs.1,25,000/- (Rupees one lac twenty five thousand only) for each of the tender document.**
5. Bidders shall ensure that their Bids complete in all respect, are dropped in the Tender Box placed in the office of Regional Director, SAI CRC Bhopal on or before the closing date and time as indicated in the Para-2 above, failing which the Bids will be treated as late and rejected.
6. In the event of any of the above mentioned dates being declared as a holiday / closed day for the Purchaser, the Bids will be received/opened on the next working day at the appointed time.
7. The Bidding Document is not transferable.

**(MEENA BORA)**  
**REGIONAL DIRECTOR (CC)**

Cost of Tender Form Rs. 1,000/-

# **TENDER DOCUMENT**

**FOR**

**AWARD OF ANNUAL JOB CONTRACT**

**FOR**

**MAINTENANCE OF HORTICULTURE  
SERVICES FOR THE YEAR 2016-17**

**AT**

**SPORTS AUTHORITY OF INDIA**  
**UDHAV DAS MEHTA (BHAIJI) CENTRAL REGIONAL CENTRE, BHOPAL**  
**(M.P) Phone no. 0755-2696930-24, Fax: 0755-2696811**

## APPLICATION LETTER (Specimen)

To,  
The Regional Director  
Sports Authority of India,  
Central Regional Centre  
Gram Gora, Bishenkheri  
Bhopal- 462044

**Subject: Tender for Maintenance & Development of Horticulture Comprehensive Works at SAI CRC Bhopal for the year 2016-17.**

Dear Sir,

In response to your tender inviting notice for the above mentioned contract, I/We, a Company/Partnership/Sole Proprietor submit the tender with following particulars:

S. N.	Description	Particulars
1.	Constitution & Nature of Firm (State whether sole proprietor/partnership firm/limited company)	
2.	Year of Establishment	
3.	Registered Postal Address	
4.	Telephone No. Fax No. Mobile No.	
5.	Email Id	
6.	Name and address of Directors, in case of Company Name and address of Sole proprietor Name and address of partners; in case of partnership firm	
7.	(a) Name of Bankers & Branch with full address (b) Style of Account & Number (c) Name(s) of person(s) operating the account (enclose banker's certificate)	
8.	PF Code allotted by PF Commissioner Madhya Pradesh with photo copy of certificate	
9.	Registration under contract labour (Regulation/ Abolition Act 1970)	
10.	Registration of the Company/Firm (Copy attached)	
11.	Service tax exemption certificate if any	
12.	Registration with Employee State Insurance Corporation (ESIC)	

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as effecting the tender invited by on behalf of the Sports Authority of India, I/We, the undersigned hereby offer for providing qualified workers as indicated in the Tender Document to HORTICULTURE WORK strictly in accordance with the terms and conditions as indicated by you in the said documents.

We also agree to submit the bill on monthly basis and accept the payment to the workers as per the Minimum wages as per Government of Madhya Pradesh Rule declared by the government from time to time. I/We also agree for the compliance of applicable Labour and other Laws in force and other Govt. orders. All workers engaged by me/us would be suitably compensated by me/us complying with Minimum Wages Act. All other payment like payments under Workmen Compensation Act etc. shall be borne and payable by me/us.

The SAI reserves the right to reject any or all the TENDERS or accept them in part or to reject the lowest quotations without assigning any reasons. The SAI further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

I/We further pay and have enclosed Earnest Money amounting to Rs.1,25,000/- (Rupees one lac twenty five thousand only) and tender fee Rs.1,000/- (Rupees one thousand only) in the form of Demand Draft drawn in favour of Regional Director SAI Bhopal payable at SAI CRC Bhopal along with the Technical Bid which will remain with SAI upto final award of contract. However, no interest shall be payable on Earnest money. Earnest money of successful bidder shall be refunded only against the submission of Security Deposit .

Thanking you,

Yours faithfully,

(Name) Signature Signed as proprietor/partner/Director who holds power of Attorney on behalf of firm

Name of Firm

Address

**Copy of the Power of Attorney to be submitted which will be compared with the original in case the tender is awarded)**

## TENDER DOCUMENT

**Sub: TENDERS FOR MAINTENANCE & DEVELOPMENT OF COMPREHENSIVE HORTICULTURE WORK AT SAI UDM CRC BHOPAL FOR THE YEAR 2016-17**

**ENVELOPE-1: TECHNICAL BID (In separate sealed Cover-I super scribed as Technical Bid)**

Name of the work : Contract for Maintenance & Development of Comprehensive Horticulture Work at SAI UDM CRC Bhopal for the year 2016-17

### CONTENTS AND ELIGIBILITY CRITERIA

#### Technical Bid of Tender Document:

1. The Tenderer/Bidder shall have at least 03 years experience in these fields and shall submit the self-attested copies of the following documents along with the tender documents:
  - a) PF Registration with PF code number
  - b) ESI Registration
  - c) Valid License issued in respect of by Madhya Pradesh Labour Commissioner
  - d) Details of at least two works of not less than Rs 50 lac each of similar nature carried out in Central/State Govt. bodies/Department/PSUs/Autonomus bodies/ or other similar organization in the last 3 years ending on 31 March 2016.
  - e) Copies of balance sheet and Profit & Loss A/c of previous three financial years ending 31 March, 2016 duly certified by CA.
  - f) List of Arbitration cases (if any )
  - g) Copies of certificates/allotment letter of Service Tax and PAN Number.
  - h) Details of managerial, supervisory and other staff
  - i) Undertaking of the agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment at SAI CRC Bhopal
  - j) Copy of Income Tax Return for the last three years.
2. Certificates provided for the works detailed in Annex-II) above shall clearly indicate the scope and nature of work undertaken and the value of various components of work as executed, in order to confirm conformity to the defined similar works.
3. The scope of work under this contract is given in **Annexure-I & Appendix 'A' & B'**.
4. Tenderer/bidder shall submit details of organizations, where they have undertaken such similar services as per **Annexure-II**.
5. Tenderer/bidder shall submit details as per **Annexure-III [Checklist]** along with Technical Bid.

6. General Terms and Conditions of the Contract to be fulfilled by the Tenderer/Bidder are given in **Annexure-IV** and the bidder shall submit it with technical Bid duly signed on each page in lieu of agreeing to them .
7. List of Horticulture Equipments available with the firm (documentary proof for ownership) as per **Annexure-V**.
8. The bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, as per law with valid registration on the last date of submission of the bid.
9. The bidder should have an office in the Regional Director, CRC Bhopal.
10. There should be no case pending with the police against the proprietor/firm/partner or the company (Agency). The firm should give such an undertaking with their bid.
11. The bidder shall pay Bid Security (EMD) of Rs.1,25,000/- (Rupees one lac twenty five thousand only) along with the technical bid in the form of pay order/banker's cheque in favour of Regional Director, SAI CRC Bhopal drawn on any commercial bank and payable at SAI CRC Bhopal Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation at any stage. The bid security without interest shall be returned to the unsuccessful bidders within a period of one month after finalization of contract.
12. The EMD deposited by successful agency will be refunded only after submission of Security deposit. If he wants to get adjusted the amount of EMD towards the Security Deposit, then he has to deposit the difference amount. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 15 (fifteen) days after the issue of letter of award of work, his bid security shall be forfeited unless time extension has been granted by Authority.
13. The bid shall be valid and open for acceptance of the Competent Authority for a period of 45 days from the date of opening of the tenders and no request for any variation in quoted rates and withdrawal of tender on any ground by successful bidder shall be entertained.
14. Counter Terms & conditions will not be accepted as also any additions/deletions or change in our format will not be allowed.
15. All entries in the Tenders must be written in ink or typewritten. Over-writing should be avoided. Corrections, if any, should be attested with signature by the bidder.
16. The sealed tender should be dropped in the Tender Box kept in the office of Regional Director, Sports Authority of India, Central Regional Centre, Gram Gora Bishenkheri, Suraj Nagar, Bhopal-462044.
17. Tenders received late/in open condition/without EMD/not Meeting the tender condition/incomplete in any respect are liable to be rejected.
18. Bidders are advised to study carefully the tender documents and the conditions before quoting their bid. All the pages of the tender form should be signed by the bidder as a token of acceptance.

19. The rates should be indicated both in words and figures. In case of discrepancy between the figure(number) and words, the rates given in the words only will be taken as authenticate and no further clarification will be sought from the bidder.
20. No party shall be permitted to tender for work in the Authority, SAI in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the SAI. Any violation of this condition which comes to the Notice of the SAI after the contract is awarded will entitle the SAI to treat the contractor as having committed a breach of contract and to exercise all the rights and remedies available to the SAI on account thereof.
21. The Earnest Money is liable for forfeiture in the event of: (a) withdrawal of offer during the validity period of the offer, (b) Non-acceptance of orders when placed, or (c) Non- confirmation of acceptance of orders within the stipulated time after placement of offer, (d) Any unilateral revision made by the bidder during the validity period of the offer.
22. The Service Tax, if any, paid by the contractor for this contract will be reimbursed upon production of proof of payment along with monthly bills.

**Declaration by the Tenderer:**

This is to certify that I/We before signing this tender have read and fully understood all the Terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls: 1. DD/Pay Order No.....

**Envelope 2 - Terms & conditions (each page must be signed and stamped with the seal)**

**Envelope 3 -Financial Bid.**

(Signature of Tenderer with seal) Name: Seal: Address: Date: Phone No ( O):

**NOTE: Submission of all the documents mentioned above along with declaration, is Mandatory. Non submission of any of the documents above will render the bid to be rejected.**

## SCOPE OF WORK

Details of Work required to be undertaken under this contract at Sports Authority of India, Central Regional Centre, Bhopal

**Note: Before quoting the rates, the Contractors should inspect the office premise of SAI UDM CRC Bhopal for estimation.**

### HORTICULTURE WORK:

#### HORTICULTURE AREA AND WORK SCHEDULE IN CENTRAL CENTRE, BHOPAL

The concerned area of maintenance and development under horticulture work in the centre inclusive of playgrounds, Lawns and Open area etc.

<b>Area for maintenance &amp; development</b>
<b>200000 Sqr. Meter</b> Approximately (Diagram Attach)

#### WORK SCHEDULE FOR HORTICULTURE WORK

1. The maintenance of grass is a continuous process. The cutting of grass is required to be mowed up to soil level (1" growth ) from soil level.
2. The contractor will mow the grass after 15 days ( twice in a month) or as decided by the Incharge)
3. The contractor will trim/cut out the Hedges every month. In the rainy season, the contractor will trim the Hedges after 15 days. More trimming is required in the month of July, August and September.
4. The contractor will weed out the vegetative growth.
5. The contractor will grow seasonal flowers etc. in the nursery for decoration purpose as per requirement.
6. The contractor will plants summer season flowers in the month of March, April.
  - i) Kochia
  - ii) Balsum
  - iii) Zinnia Rose
  - iv) All kinds Roses etc.
7. The contractor will grow all varieties of winter season flower in the month of October, November, as list enclosed in **Appendix 'A'**.
8. The contractor will put manure (optimum) in the month of October, November or as per need as advised by SAI.
9. The fertilizers of good quality will be sprinkled minimum in the month of November or as decided by SAI to keep the lawns lush green.
10. The watering to the grass to be done daily during month of April, May, June in order to make the grass green. In other months watering is to be given as per requirement.
11. The contractor will plant evergreen plants on the periphery of SAI Central Regional Centre and ornamental plants in the open space not used for play field in the rainy season ( as per list enclosed

12. The contractor will plant good quality of grass in the brown area, wherever there is no grass.
13. The removing of wild growth of weeds is the responsibility of the contractor and these should not be any growth of the wild bushes in the SAI Central Regional Centre.
14. Whatever any damage is done to grass during cultural event / sports events. The contractor will replace / restore the damage at its own cost.
15. The maintenance and development of all play fields, grounds and other open area work of plantation and other horticulture work including cleaning, cutting the wild grass is the duty of the contractor.
16. 2000 Numbers of various types of ornamental and shady trees, the successful tenderer will plant in SAI Central Regional Centre at Gram Gora, Bhopal as indicated in **Appendix 'B'**. The successful tenderer will plant and maintain (Watering and manuring) the newly plants. The verification of a work will be done by the official as deputed by the Incharge. The successful contractor will have to submit the same along with the bill.
17. This successful tenderer will have to use his own required equipments as lawn movers, pipes, sprinklers etc. and material like manure, fertilizers and insecticides, seeds, plants etc. will be provided by successful tenderer at his own cost and SAI will not provide any of these items.
18. The reclamation and development of land will be the sole responsibility of the successful tenderer in the schedule of time as decided by Incharge. SAI will not pay any extra charges for the same.
19. In order to develop the centre in a planned way, it is desirable that the agency has experience land scapping consultants.

**AUTHORISED SIGNATORY  
(NAME IN BLOCK LETTERS)  
SEAL OF THE TENDERER**

**LIST OF EVERGREEN PLANT TO BE PROVIDED BY THE CONTRACTOR**

**Ornamental Plants**

1. Araucaria
2. Juniperus
3. Bauhinia( Kachnar )
4. Spathodea campanulata
5. Saraca Indica
6. Lagerstromia Flocsragni
7. Bottle Palm
8. Casia Nodosa
9. Casis fistula ( Amaltas )

**Shrubs**

1. Scented Shrubs
2. Furcaria
3. Chandni
4. Hibiscus
5. Bougainvilla
6. Exora
7. L. rosea
8. C. biflora
9. Thuja etc.

**Indoor Plants  
Cover**

1. Aeglonema
2. Chlorophytum
3. Croton
4. Colcus
5. Dieffentacia
6. Dracena
7. Aralia
8. Song of India
9. Ficus sp.
10. Maranta.
11. Peperomia.
12. Pothas( money plants )
13. Arica Palm

**Creepars**

1. Begnonia Veuesta
2. Clerodeudran
3. Malti
4. Bougainvillia
5. B. Elegance

**Hedges/Edges/Ground**

1. Clerodendran
2. Mano Kamini
3. Golden Duranta
4. Red Iresive
5. Alternanthesa
6. Ipomea
7. Buddelia

**Winter Seasonal Flowers**

- |                     |                   |                      |
|---------------------|-------------------|----------------------|
| 1. Allysum          | 11. Dahlia Double | 21. Baboona          |
| 2. Candituft        | 12. Dahlia Single | 22. Ageratum         |
| 3. Seet Willium     | 13. Philox        | 23. Petunia          |
| 4. Dainthus         | 14. Corn flower   | 24. (Zafri) Menigold |
| 5. Poppy (Single)   | 15. Carnation     | 25. Chrysanthemum    |
| 6. Calfornia poppy  | 16. Lupinus       | 26. Sineraria        |
| 7. Aster            | 17. Pansy         | 27. Ice Plant        |
| 8. Calendula Double | 18. Anstirihinum  |                      |
| 9. Calendula Single | 19. Nusturtium    |                      |
| 10. Marigold        | 20. Hollyhock     |                      |

**List of 2000 ornamental & Shady Trees which will be planted in the SAI UDM CRC Bhopal.**

<b>S. No.</b>	<b>Name of the Area</b>	<b>No. of Plants</b>	<b>Places to be planted</b>
1.	SAI Central Centre Sports Complex in Gram Gora Bhopal.	2000	Along periphery, road sides & other open areas.

**Details of type of trees to be planted in the periphery of SAI Central Centre Sports Complex in Gram Gora, Bhopal.**

<u>S.No.</u>	<u>Name of Trees</u>
1.	Neem Trees.
2.	Ashoka Trees
3.	Kachnar Trees
4.	Silver Oak
5.	Kadamba
6.	Any other trees as specified by the Incharge.

Details of other organizations where such contracts undertaken during last three years **(enclose supporting documents)**.

Proforma containing details of other organization where such or similar contracts were undertaken.

S.N.	Name & Address of the organization, Contact No.	No. of Personnel supplied	Period of contract	Whether Govt/ Semi Government/Autonomus Bodies/ PSUs/Industries etc. (Pl specify)	Amount of Contract	Reason for termination (if currently not valid)
1.						
2.						
3.						

This information to be given in "Envelope 'B' Technical Bid for Annual Contract for Maintenance & Development of Horticulture Comprehensive Work at SAI CRC Bhopal.

**CHECK-LIST (TECHNICAL BID) SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

S.N.	Description of Requirement	Yes/No.	Page No.
1.	Registration of the Company/Firm (Copy attached)		
2.	The firm is registered with the labour Commissioner of Madhya Pradesh under provisions of contract labour Act and its validity date		
3.	Copies of balance sheet and Profit & Loss A/c of previous three financial years ending 31 March 2016 duly certified by CA (i.e. 2013-14, 2014-15 & 2015-16). If the balance sheet and profit & loss a/c for the year 2015-16 is not finalized, than balance sheet and profit & loss a/c for the year 2012-13 should be submitted		
4.	Registration certificate of provident fund commissioner enclosed PF registration code allotted by the Regional Provident Fund Commissioner, Madhya Pradesh		
5.	Copy of Registration certificate/allotment letter of Service tax number		
6.	Copy of PAN Number of Firm/Proprietor		
7.	Registration certificate of ESI enclosed		
8.	Experience Certificate for working in project for more than 100 acres for at least three years of not less than Rs 50 lac each of similar nature carried out in Central/State Govt. bodies/Department/PSUs/Autonomous bodies / or other similar organization in the last 3 years ending on 31 March 2016		
9.	List of Arbitration cases (if applicable) Do not leave it blank. If there are no such cases, write "Not Applicable".		
10.	Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for deployment at Authority		
11.	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.		
12.	Copy of Income Tax Return for the last three years (i.e. 2013-14, 2014-15 & 2015-16). (In case of 2015-16 not finalized, then 2012-13 should be submitted)		
13.	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contracts.		
14.	List of Horticulture Equipment with proof of ownership attached with <b>Annexure-V</b> .		

**Declaration by the Tenderer:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**Terms & conditions (each page must be signed and sealed)**

**NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected**

(Signature of Tenderer with seal)

Name: Seal:

Office Address: Date: Phone No (O):

**TERMS & CONDITIONS**

1. The bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, as per law with valid registration on the last date of submission of the bid.
2. There should be no case pending with the police against the proprietor/firm/partner or the company (Agency). The firm should give such an undertaking with their bid.
3. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation at any stage. The bid security without interest shall be returned to the unsuccessful bidders within a period of one month after finalization of contract.
4. Price bid Offers with charges as zero value will be treated as unresponsive.
5. In case of same rates, the firms whose rates are same shall be invited to furnish revised offer and Lowest one will be decided accordingly. The firms whose services have not been found satisfactory in the past or who have been black listed from this office will not be considered even at the first stage (i.e. their technical bid will not be opened).
6. Selection of the bidder would be made after taking all the relevant factors like past performance, credentials, responsible business practices, competency to execute such contracts, credentials of fulfillment of provisions of labour laws with past contracts and above conditions into account together as given in the tender document.
7. Offers sent by telex/fax/e-mail will not be accepted.
8. TDS etc. will be applicable as per rules.
9. The successful bidder will take out all the waste and dirt out of the Campus daily at his own cost.
10. The Earnest Money (Bid Security) of the successful bidders will be liable to be forfeited, if he does not fulfill any of the following conditions of the contract.
  - i. Furnishing a **security deposit amounting to Rs.2,50,000/- (Rupees Two lac fifty thousand only)** within seven days of the receipt the award of contract. It is clarified that the security deposited with SAI shall not carry any interest.
  - ii. **Execution of the agreement on Rs.1,000/- (Rupees one thousand only) Stamp Paper within 7 days of the receipt of award letter.**
  - iii. To undertake the work from the specified date mentioned in the award letter.
  - iv. The earnest money of the successful bidders will be refunded after completion of the above-mentioned three conditions.
11. The successful bidder shall be responsible for maintenance of Playing fields & other open areas and also ensure removing, uprooting the wild shrubs in the above said areas.
12. SAI reserve the right to forfeit whole or parts of the security money towards any damage/lose caused due to the negligence on the part of the bidder. Bidder may be asked to replace any items within 3 days, which is not repairable at no cost to SAI.

13. The bidder may like to familiarize / apprise it the exact areas to be maintained in the Complex by physically visiting the Central Centre. The Sports Authority of India is at liberty to include, exclude, modify the areas or any part of areas as per its requirements and add any further areas which it may acquire for the purpose of its objectives to any of the Central Centre lawns, playing fields, parking area, pavements, open green area is covered within the scope of this contract.
14. That in case of any event held at Central Centre, the successful bidder will prepare and tend to the grounds for use for the event in accordance with the requirements of the SAI and restore the same to its original use, required by the SAI. No extra charges would be payable for performing the said job.
15. In order to keep the playing fields, lawns and other green areas in proper shape and in order to beautify the various areas in Complex, the successful bidder **shall be responsible for cutting, mowing and planting the grass of the best quality wherever necessary, pruning shrubs, hedges, trees planting and tending to flowers, plants and develop lay out and maintain the entire horticulture area including landscaping keeping** in view the use of the various Central Centre for the relevant sporting events in consultation with and in accordance with the requirement of the SAI.
16. The successful bidder **shall ensure proper watering, spraying of pesticides and micro nutrients, application of manures, fertilizer etc.** as may be necessary for the maintenance and upkeep of the area entrusted to them at their own cost.
17. Sports Authority of India will provide water for the maintenance work from its existing resources and the bidder must familiarize himself with supply system and its limitation before submitting the tender.
18. The successful bidder shall be responsible for maintenance, repair and upkeep of water supply system made available to them for watering the ground, fields, lawns, plants, trees etc at his own cost.
19. The electricity required for pumping water for maintenance of the horticulture work will be provided by the SAI and no charges will be taken from the successful bidder.
20. The successful bidder shall place potted plants in the rooms, as decided by Incharge. The potted plants shall also be provided in other places where the competent authority i.e. the Regional Director, SAI Central Regional Centre requires. The successful bidder shall also place potted plants at various places within the buildings and structures of the SAI Central Regional Centre Complex as may be necessary for beautification of the Complex including ornamental plants in lobbies, corridors, office rooms, reception rooms, waiting halls and other covered areas of the buildings of the SAI Central Regional Centre for which successful bidder would be entrusted with maintenance of horticulture work.
21. The successful bidder will be responsible for providing fresh flowers, where necessary, to the office rooms, lobbies, corridors, reception halls etc. as well as for the various events and functions organized directly by the SAI Central Regional Centre.

22. The successful bidder shall procure additional equipments including hose pipe if required for the discharge of its duties and responsibilities assigned to them under the contract and they shall be responsible for maintenance, repairs and upkeep of all such equipments, including the equipments loaned to him by the SAI, if any, at their own cost. However, the successful bidder will be at liberty to retrieve, after the expiry of termination of the contract, such equipments as may have been procured by them from their resources at their own cost.
23. **The trees, plants and seasonal flowers, seedlings, seeds will be arranged by the contractor at his own expenses as per Annexure-VII & Appendix A & B.**
24. The contractor will arrange the shade providing ornamental plants for plantation purpose in the SAI Central Regional Centre open space after consultation with SAI authorities.
25. The contractor will not remove any trees, even if dry or dead from the SAI Central Regional Centre Complex. No wood is to be taken out without written permission from Regional Director, SAI Central Regional Centre.
26. These are only proposed draft terms and conditions and can be modified, changed or added to at the time of finalizing, concluding and signing the agreement.
27. The contract will be initially for a period of one year commencing from the date of signing the contract, extendable for another year subject to satisfactory job execution. However, in normal circumstances the Agreement is terminable by giving 15 days notice in writing by either party to the agreement.
28. The successful bidder shall not be entitled to claim any additional amount for any reason whatsoever during the currency of contract period.
29. No nursery area or plant trees, flowers etc. will be used for any commercial purpose. No removal or sale of trees, plants flowers etc. shall be allowed.
30. The purpose of horticulture work is that the campus premise must look rich with lush green lawns and parks and beautiful flowers so as to provide an excellent ambience of work-environment and at the same time makes the premises environmental friendly and to make a good impression on the visitors and public who visit here for various purposes.
31. The contractor will develop the parks and lawns at the open space at the backyard of office premises in consultation with the designated officer and then simultaneously maintain all the existing as well as the developed lawns/parks.
32. 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
33. Inspections will be done by the designated official nominated for the purpose by Incharge and grading of 'good' or above will have to be achieved.
34. The contractor will mow the grass and trim out hedges after every 10 days. A ratio to be worked for the equipment such a grass cutting machine required per acres per green area etc.
35. The bidder will whitewash/Terracotta's of all the trees up to the height of 4 feet and 2 feet respectively once in a month.

36. The machine and equipments will be use for horticulture work should be Petroleum fuel oriented, as far as possible electrical appliances and equipment should be avoided , in case of electrical equipments are to use prior permissions with full justifications may be taken from competent authority.
37. It will be the responsibility of the contractor to maintain the inventory of all trees with numbers and in case any tree falls or dies up, he will inform the competent authority and obtain written approval from the duly constituted committee for removal of the same at his own expenses.
38. **The agency shall be solely responsible for compliance to provisions of various labour. Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc relating to contract personnel deployed in SAI CRC Bhopal. The Authority shall have no liability in this regard.**
39. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by the contractor. The SAI CRC Bhopal shall have no liability in this regard.
40. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
41. The contract can be terminated by giving 15 days notice on either side.
42. In case of non-compliance with the contract, the Authority reserves its right to: a) Cancel/revoke the contract, and /or b) Impose penalty upto 10% of the total annual value of contract.
43. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in SAI CRC Bhopal.
44. The contractor will deploy personnel in the respective fields of work to be performed under the contract from 09:30 AM to 05:00 PM from Monday to Saturday.
45. The Contractor will provide the required services six days a week throughout the year. Holiday, if any, will be observed with prior approval of the office under emergent circumstances. The services will be provided on Sunday also without extra charges if so required by SAI.
46. The personnel deployed shall be healthy, active and not more than 45 years of age. Nobody shall have any communicable diseases.
47. The contractor shall bear all expenses regarding uniforms, preparation of their Identity card, compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations including weekly off and working hours.
48. The Contractor shall pay the wages to the deploy personnel on or before the 7th of every succeeding month, irrespective of delay in payment of Bill by the SAI for whatever reason. Wages payable shall not be less than the Minimum wages as per Central Government Rule payment as declared by the Government from time to time
49. The personnel provided by the contractor will not claim to become the regular employees of SAI CRC Bhopal and there will be no Employee and Employer relationship between the personnel engaged by the contractor for deployment in SAI CRC Bhopal.

50. Contractor shall submit workers EPF number and proof of submission of EPF, ESI etc as applicable every month for the previous month along with the monthly bill in respect of all employees deployed by him at SAI. The contractor shall specifically ensure compliance of various Labour Laws/Acts.
51. The contractor shall arrange to maintain the daily shift-wise attendance record of the contract personnel deployed by him showing their arrival and departure time. This attendance record to be submitted every month to SAI CRC Bhopal along with the monthly bill. The attendance record shall be produced for verification on demand by the SAI CRC Bhopal at any other point of time.
52. The contractor shall be solely liable for all payment/dues of the workers employed and deployed by him with reliable evidence provided to the SAI. In the event, SAI makes any payment or incurs any liability; the contractor shall indemnify the SAI completely.
53. Income Tax TDS as per rules shall be deducted from the bills of the contractor as per applicable laws.
54. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
55. The contractor will be held wholly responsible for any action taken by statutory bodies for violation/non-compilation of any such provision/rule.
56. The contractor should maintain all the records and documents under various labour laws applicable to contract labours/personnel and also Shops & Establishment Act/Rules applicable to his/her establishment and make them available at the SAI at all times. Indicative list of such records is given for example: (a) Register for Employee, (b) Register for wages, (c) wage slip, (d) OT registers etc.
57. The contractor should ensure payment of wages to his workmen on or before 7th of every succeeding month.
58. The wages shall be paid to employee without any deduction except those under the payment of Wages Act and Minimum wages as per Central Government Rule Act.
59. The agency also agrees to comply with annexed terms & conditions and amendments thereto from time to time.
60. The Contractor should ensure that his workmen are granted Holidays/Leave with wages as per applicable Act/Rules.
61. The SAI reserves its rights to withhold bills, if the contractor fails to produce proof for having remitted the ESI/PF dues.
62. If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel who indulges in such type of activities, should not be further employed in this office by the contractor in any case.
63. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, the contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India.

In the case of any dispute or difference arising between the contractor/SAI relating to any matter arising out of or connected with the Contract, such dispute or difference shall be referred to the sole arbitration, appointed to be the arbitrator by the Director General (Sports Authority of India). The award of the arbitrator will be final and binding on the parties to the Contract.

64. Venue of Arbitration: The venue of arbitration shall be the place from where the Contract has been issued.
65. The Court of Bhopal will have the exclusive jurisdiction to trail the disputes.
66. The Contract shall be governed by and interpreted in accordance with the laws of Government of India for the time being in force.

### **Declaration by the Tenderer:**

This is to certify that I/We before signing this tender have read carefully and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Name) Signature Signed as proprietor/partner/Director who holds power of Attorney on behalf of firm

Name of Firm

Address

### **NOTE:**

- 1) Terms & conditions (each page must be signed and stamped with the seal).**
- 2) Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the documents above will render the bid to be rejected.**

**List of Horticulture Equipments available with the firm (documentary proof for ownership) along with:-**

- 1) Nos. of Tractor with trolley : .....
- 2) Nos. of Tractor with water tanker and sprinkler facilities : .....
- 3) No of grass cutter : .....
- 4) No of Brush cutter : .....
- 5) No of Roller (10 ton, 5 ton & 1 ton) : .....
- 6) Sprinkler System with extension attachment at least 400 mtr. : .....
- 7) Ploughing machine : .....
- (a) cultivator : .....
- (b) Soil extector : .....
- (c) Soil laveller : .....
- 8) No. of weed cutter : .....
- 9) No. of insecticide spraying machine : .....
- 10) No. of Manual cutter, spread and other related manual horticulture Maintenance accessories. : .....

**AUTHORISED SIGNATORY  
(NAME IN BLOCK LETTERS)  
SEAL OF THE TENDERER**

**Financial Bid/Price Bid**

**FINANCIAL BIDS DOCUMENTS FOR PROVIDING MAINTENANCE AND DEVELOPMENT OF COMPREHENSIVE HORTICULTURE WORK AT SAI UDM CRC BHOPAL FOR THE YEAR 2016-17.**

1. Name of the Bidder : .....
2. Address of the Bidder : .....  
.....
3. Tender No. ....

**MONTHLY RATES QUOTED PER SQUARE METER (INCLUSIVE OF ALL CHARGES, TAXES, MATERIAL AND EQUIPMENT ETC.)**

In Figure : Rs. ....

In Words : Rupees.....

This is certify that I/we have studied site, read and understood all clauses of the tender in case of award of contract I/we undertake to abide by all terms and conditions mentioned in the same.

Dated .....

(Signature of the Bidder)

Address :.....

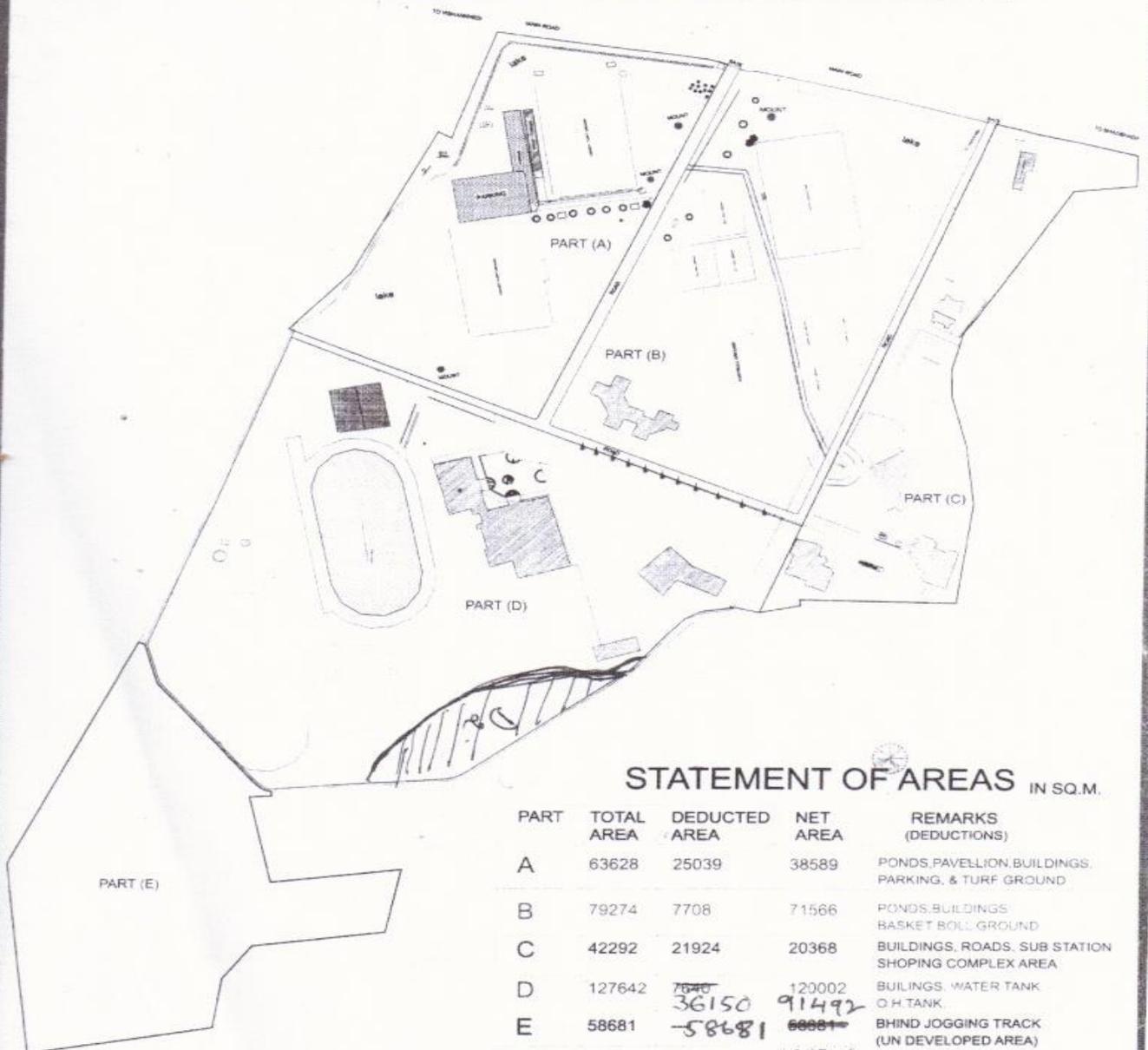
.....

Tel. No. ....

Fax No. ....

**(Seal of the Bidder)**

# CENTRAL CENTRE S.A.I. BHOPAL.



## STATEMENT OF AREAS IN SQ.M.

PART	TOTAL AREA	DEDUCTED AREA	NET AREA	REMARKS (DEDUCTIONS)
A	63628	25039	38589	PONDS, PAVILLION, BUILDINGS, PARKING, & TURF GROUND
B	79274	7708	71566	PONDS, BUILDINGS, BASKET BALL GROUND
C	42292	21924	20368	BUILDINGS, ROADS, SUB STATION, SHOPPING COMPLEX AREA
D	127642	<del>7040</del> 36150	120002 91492	BUILDINGS, WATER TANK, O.H. TANK.
E	58681	<del>60001</del> -58681	<del>60001</del> 0	BHIND JOGGING TRACK (UN DEVELOPED AREA)

TOTAL AREA = 96.23 ACRES  
ENGINEERING SURVEY PLAN