



DR. PANJABRAO DESHMUKH KRISHI VIDYAPEETH

✧ 2014-15 ✧

**TENDER FORM FOR
MAINTENANCE OF DIFFERENT GARDENS
ON CONTRACT BASIS**

COLLEGE OF AGRICULTURE, NAGPUR

**TENDER FORM FOR
MAINTENANCE OF DIFFERENT GARDENS ON CONTRACT BASIS
COLLEGE OF AGRICULTURE, NAGPUR**

To,
Associate Dean,
College of Agriculture,
Nagpur.

Dear Sir,

1. In response to the tender notice published in the daily newspaper _____ dated _____ th _____ I/We submit herewith the tender form for contract work in different gardens.
2. I/We have thoroughly examined and understood the General and specified terms and conditions of the tender form and I/We agree to abide by them in toto and in testimony I had signed the declaration and undertaking.
3. I/We agreed to contract work in different gardens and accordingly have quoted the rates on acre basis etc as given in Appendix-II.
4. I/We shall be bound by communication of acceptance of the offer, dispatched within prescribed time.
5. I/We accept that the right to accept or reject whole or part of the tender without assigning any reason is reserved with the Associate Dean, College of Agriculture, Nagpur. The decision of the Associate Dean, College of Agriculture, Nagpur will be final and shall be binding on me/us.
6. A Demand Draft (D.D.) of EMD for contract work at College of Agriculture, Nagpur bearing No. _____ & _____ dated the _____ 2014 in favour of the Associate Dean, College of Agriculture, Nagpur is enclosed herewith.
7. I/We agree to contract work in different gardens as per the specifications of the final orders for the period specified in special conditions of the concerned activity.
8. As per the terms and conditions, we are submitting our offer in two envelopes. The documents as per Appendix – I are enclosed in envelop no. 1. (Technical envelope) along with DD of EMD. The envelope no.-2, (Commercial envelope) contains rates quoted by me/us.
9. I/We also agree that the Associate Dean, College of Agriculture, Nagpur has full rights to open/consider the commercial envelope only, if the Associate Dean, College of Agriculture, Nagpur is satisfied with contents in Technical envelope. The decision of the Associate Dean regarding this will be final and binding on me/us.
10. I/We hereby declare that the entries made in this tender form and enclosed draft of agree on apex are binding for me/us. To facilitate checking and as a step for ensuing that all documents are enclosed. I have numbered all documents and

attested copies. As provided in this tender I have filled relevant entries in the checklist provided along-with this form & same is enclosed in Technical envelope.

- 11.** Committee will open both the envelopes simultaneously but if the documents and EMD are not as per the terms and conditions then offer will not be considered.

The following documents duly filled in and signed, are enclosed along-with the tender.

Enclosures : 1) Envelop No. 1 (Appendix-I Part- I,II, III, along with Checklist and declaration)

2) Envelop No. 2 (Appendix II) along with the DD of EMD of Rs. 10,000/-.

Place _____

Yours faithfully,

Date _____

Name and Signature of
the Tenderer/Contractor

Phone No. _____ Mob. _____

Paste recent
passport size
photograph
with signature

Appendix – I (Part-I)
(This should be enclosed in envelope No. 1)
CHECKLIST MUST BE FILLED BY THE TENDERER

The documents enclosed with tender form are as listed below. Any omission makes the tender liable for rejection. Before sealing the tender please check up each item and score at the appropriate place with YES or NO. You must also quote the relevant page number. You may attach other information also but state in the list after numbering the same pages.

Sr. No.	Details	Whether Attached	Page No.
1	D. D. of E. M.D.	Yes / No	
2	Experience of work	Yes / No	
3	Documents in support to reveal capacity to contract work in different gardens	Yes / No	
4	Identity Card and address proof	Yes / No	
5	Envelop 1 (Appendix – I, Part I, II, III and IV)	Yes/No	
6	Envelop 2 (Appendix-II for rate per Poly bags with specification)	Yes/No	
7	DD of tender form / Xerox copy of receipt of Tender form Rs. 1000/-	Yes/No	

The above details have been checked and found correct.

Place:

Date:

(Official Seal)

Signature of Tenderer

Appendix – I (Part –II)

“DECLARATION OF THE TENDERER”

- 1) That I / We _____ am / are the authorized nominee(s) of the firm _____ hereby submit tender to the University for the contract work in different gardens, Horticulture Section, College of Agriculture, Nagpur under Dr.P.D.K.V. Akola.
- 2) I am to state that the information provided in the tender form is true and correct
- 3) I / We may be punished as per law for any wrong information, misleading facts provided in the tender form besides rejection of my / our tender.
- 4) In case of any dispute, the Jurisdiction will be Nagpur only.
- 5) I / We have carefully read all the general and specific terms and conditions of the tender and I solemnly declare that the same are acceptable to me/us and binding on me/us.

Place:

Signature of Tenderer:

Date:

Name of Tenderer: _____

Capacity in which signed : _____

Full address of the Tenderer : _____

With seal & stamp :

(Attach Identity card Xerox) _____

Phone No. : _____

Mobile No. : _____

APPENDIX I (PART – III)

TERMS AND CONDITIONS FOR MAINTENANCE OF DIFFERENT GARDENS ON CONTRACT BASIS COLLEGE OF AGRICULTURE, NAGPUR.

A. GENERAL

1. Sealed Tenders are invited from different firms/agencies in bid system to contract work in different gardens. Tender form will be available on working day on payment of Rs. 1000/- in cash in the office of The Associate Dean, College of Agriculture, Nagpur.
2. The tender form will be accepted during working hours on any working day and latest **upto 1 p.m. on -----** at College of Agriculture, Nagpur and will be opened on the same day (if possible) at 3.00 p.m. in the o/o Associate Dean, College of Agriculture, Nagpur in presence of members of Tender Committee and intending bidders who desires to attend. Only bidder or his representative will be allowed to remain present on production of Identity Card.
3. Tenders received late will not be considered. In case tenders are sent by Registered post, it shall be the responsibility of intending Tenderer to ensure that they are received before closing hours.
4. **Tenderer (s) must sign with seal on each page failing which College/University may reject tender in toto.**
5. The rates submission on PTF (Plain Tender form) costing Rs. 1000/- is mandatory and PTF should be purchased in the name of such firm who is expected to use it. Otherwise his tender form will be rejected.
6. If any dispute arises in this regard, then Tenderer can submit his appeal before Grievance Committee. The decision of Associate Dean, College of Agriculture, Nagpur will be final and binding on Tenderers.
7. (a) The Tenderer should provide the following documents in Technical envelope with superscription “TENDER FOR **MAINTENANCE DIFFERENT GARDEN ON CONTRACT BASIS**”, D. D. of E. M. D. Rs. 10,000/- (Rs Ten thousand only) of Nationalised/Scheduled Bank payable at Nagpur.

The E.M.D. should be in the form of Demand Draft payable at Nagpur and should be drawn on any Nationalised/Scheduled Bank. It should be in favour of The Associate Dean, College of Agriculture, Nagpur. No interest shall be paid on EMD.
- 7(b) Tenderer shall have to produce the certificate of Experience of related work in reputed Institute should be attached with document of envelope No.1.
8. The Tenderer must submit Appendix II in commercial envelope with superscription of the material. **Envelop 1 and 2 should be enclosed in third Envelope with the same superscription.**
9. A Tenderer will not be permitted to withdraw or modify or amend the contents of the tender once submitted.

- 10. In case of poor response from the tenderers, the decision of The Associate Dean, College of Agriculture, Nagpur will be final.**
- 11. The tender form without E.M.D. will not be considered at all.**
12. The EMD amount of the bidder will be retained till the finalization of activity.
13. The Tenderer will be informed about the acceptance, if his/her tender is approved by the competent authority.
14. The firm who make any undue effort to bring the pressure from outside or from any University authority will be liable for outright rejection. AND WILL BE BLACKLISTED FOR EVER.
- 15. The Associate Dean, College of Agriculture, Nagpur reserves the right to accept or reject any or all the offers without assigning any reason.**
16. The terms of contract work in different gardens within one month from the date of issue of the work order.

1.Nature of work at Maharaj bag garden

1. Cleaning of complete garden area (5.00 ha) and maintain in presentable form.
2. Cleaning of garden road including zoo area.
3. Removal of weeds and keep the garden weed free for ever.
4. Preparation of flowering bed along with the all the road/path side in the garden and regular earthing up of flower bed, shrubbery.
5. Application of FYM, fertilizers, spraying of pesticide and chemical in garden as and when required.
6. Spreading of silt and sand on lawn as per directives of garden In-charge.
7. Planting of seasonal flower crops along with the road side and specified area.
8. Irrigation to the complete garden.
9. Regular trimming of hedges, edges and shrubs and maintain in presentable condition.
10. Loosening of soil and sand in play field area.
11. Moving of lawn and collection of cutted grasses and remove it and maintain lawn in presentable condition.

Signature of Tenderer

2.Nature of work at Telankhedi garden

1. Cleaning of complete garden area (3.50 ha) and maintain in presentable form.
2. Cleaning of garden road.
3. Removal of weeds and keep the garden weed free for ever.
4. Preparation of flowering bed along with the all the road/path side in the garden and regular earthing up of flower bed, shrubbery.
5. Application of FYM, fertilizers, spraying of pesticide and chemical in garden as and when required.
6. Spreading of silt and sand on lawn as per directives of garden In-charge.
7. Planting of seasonal flower crops along with the road side and specified area.
8. Irrigation to the complete garden.
9. Regular trimming of hedges, edges and shrubs and maintain in presentable condition.
10. Loosening of soil and sand in play field area.
11. Moving of lawn, collection of cutted grasses and removes it and maintain lawn in presentable conditions.

3.Nature of work at Satpuda botanic garden

1. Cleaning of complete garden area (10.00 ha) and maintain in presentable form.
2. Cleaning of garden road.
3. Removal of weeds and keep the garden weed free for ever.
4. Preparation of flowering bed along with the all the road/path side in the garden and regular earthing up of flower bed, shrubbery.
5. Application of FYM, fertilizers, spraying of pesticide and chemical in garden as and when required.
6. Spreading of silt and sand on lawn as per directives of garden In-charge.
7. Planting of seasonal flower crops along with the road side and specified area.
8. Irrigation to the complete garden.
9. Regular trimming of hedges, edges and shrubs and maintain in presentable condition.
10. Loosening of soil and sand in play field area.
11. Moving of lawn, collection of cutted grasses and removes it and maintain lawn in presentable conditions.

Signature of Tenderer

4. The Nature of work and its frequency are as faollow

Sr. No.	Nature of work	Frequency of work
1	Cleaning of complete garden area and maintain in presentable form.	Daily
2	Cleaning of garden road.	Daily
3	Removal of weeds and keep the garden weed free for ever.	Once in a fortnight
4	Preparation of flowering bed along with the all the road/path side in the garden and regular earthing up of flower bed, shrubbery.	Once in a fortnight
5	Application of FYM, fertilizers, spraying of pesticide and chemical in garden as and when required.	As and when required
6	Spreading of silt and sand on lawn as per directives of garden In-charge.	Twice in a year
7	Planting of seasonal flower crops along with the road side and specified area.	Once in a season
8	Irrigation to the complete garden.	Kharif- As and when required Winter-Twice in a week Summer -Daily
9	Regular trimming of hedges, edges and shrubs and maintain in presentable condition.	Once in a month
10	Loosening of soil and sand in play field area.	Once in a week
11	Moving of lawn and collection of cutted grasses and remove it and maintain lawn in presentable condition.	Once in a month

Terms and Conditions for maintenance of gardens

1. The Contractor shall have to make his own arrangement of all tools and equipments required for the work at his own cost.
2. The Contractor shall have to engage sufficient labourers at the site. If it is found that the maintenance of the garden is not satisfactory because of Contractor's failure to employ adequate manpower, the Contractor shall be penalized and the recovery shall be made from the due payments as may be deemed fit.
3. The contractor should supervise daily work and get it done in presence of him.
4. The College shall make available adequate electric and water supply for the garden.
5. All the staff required for the maintenance of the garden shall be employed by the contractor and no employee of the College shall engaged in the side work.
6. The Contractor shall be responsible for the operation of different motor pumps for watering the garden. He shall also be responsible to operate the fountains only at prescribed time. The Contractor shall have to engage such operator at his own cost.
7. The Contractor shall be responsible change the water in fountain tanks once in a week.
8. In case if the plants wilt or die, the contractor shall have to replace the dead plants at his own cost.
9. Lawn mowing should be done regularly.
10. Lawn mowing should be lush green and should be free from weeds.
11. The Contractor shall have to spreads tank silt evenly on the lawn, twice in a year.
12. The Contactor shall have to apply manure to rosary, flower beds, lawns and plants as and when required.
13. Hedges, shrubs, rosary and other plants should be pruned regularly and should be maintained in proper shape.
14. The Contractor shall not be entitled to make use of the garden for any type of function.
15. The behavior of the contractor's staff with the visitors should be lenient in case of the complaint received from the visitors regarding the rude behavior of the Contractor's staff, the action shall be taken against the Contractor as may be deemed fit.
16. The Contractor shall have to hand over the fountains, sprinklers, motor pumps, etc in working conditions to the College after lapse of the maintenance period.
17. The Contractor shall plant the seedlings of seasonal flowers before commencement of each season.

18. The lawn and roads of the garden should always be neat and clean for the same the Contractor shall have to sweep the garden frequently from 8.00 to 5.00 p.m.
19. The waste material like polythene bags, waste food material, garbage on the lawn should be lifted immediately and the same be dumped at appropriate place suggested by the Garden In Charge.
20. Except the Contractor staff engaged for garden maintenance no person of Contractor shall enter in the garden during closing hours.
21. The trimming of hedges, shrubbery and for topiary, the Contractor shall have to employ sufficient skilled manpower.
22. Order issued by the College from time to time regarding the quality and progress of the work shall be binding on Contractor.
23. It is necessary for the Contractor to plant the seedlings of seasonal flowers, i.e. rainy, winter and summer, thrice in a year before commencement of the season as per suggested by the Garden In Charge.
24. Cleaning and washing of all urinary and toilets of garden , twice a day. (i.e in morning and evening hours).
25. If the Contractor fails to maintain the garden properly, the College shall deduct/ recover/penalize the contractor as below.
 - I. During monthly inspection if it is observed that the maintenance of the lawn is not proper the deduction shall be done from monthly Running Bill @ Rs. 25 per Sqm.
 - II. If the hedges are not pruned properly and weeds are found in the hedges, the deduction shall be made from Monthly Running Bill @ Rs. 20/- per Sqm.
 - III. If the flower beds of annual are not maintained properly, the deduction shall be made from Monthly Running Bill @ Rs. 25/- per Sq.m.
 - IV. If the maintenance of shrubbery is not found satisfactory the recovery shall be made from Monthly Running Bill @ Rs. 35/- per Sqm.
 - V. If the maintenance of rockery/landscape is not proper the recovery from Monthly Running Bill shall be made @ Rs. 75/- per Sqm.
 - VI. It is found that the Contractor has not planted the plant in place of dead plant and failed to plant the saplings of ornamental plants suggested by the Garden In-Charge or his authorized subordinate, the deduction shall be made @ Rs. 20/- per plant.
26. In case of any dispute arises in respect of terms and conditions of the work it shall be referred to the Associate Dean, College of Agriculture, Nagpur and his decision shall be final and binding upon the Contractor.
27. Hedges, edges, rosary and other plants of Garden and in front of College premises should be pruned and topiary regularly and should maintain in in proper shape.
28. Regular earthing up of the quarries of flowering beds, seasonal beds and shrubberies of Garden at least fortnight interval.

29. Prepare basins to shrubs like Vidya. Madanmasta, Junifer, Hibiscus and other plants and maintain it properly for irrigation purpose.
30. Collect dry leaves of palms and other dry branches of trees regularly as a daily practice.
31. In children corner, loosen the fine sand around the playfield equipment at fifteen days of interval and spread it properly.
32. Oiling and greasing to playfield equipments should be done at a month of interval.
33. Cleaning of all the shrubberies regularly at fifteen days of interval.
34. Maintain all the landscapes of Garden and in front of College building by removing weeds, mowing grass etc.
35. Lawn mowing should be done regularly in Garden and in front of College building LAWNS.
36. After Lawn mowing , collect the mowed grass immediately and clean the grasses around the dust bins, electric poles and besides the staining.
37. Prepare pits, beds or ridges and furrows for plantation of new seedlings or saplings.
38. All the roads of Garden should be free from weed or grasses.
39. All the nursery beds, seasonal beds, rosary and other beds should be weed free and weeding operation done regularly.
40. Irrigate all lawns of Garden and in front of College building regularly.
41. Irrigate all nursery beds, seasonal beds, rosary and other beds regularly and as and when the plants require.
42. Cut or uproot all the unwanted plants or weeds regularly.
43. After irrigation, collect all the garden pipes and place it in appropriate place.
44. All the taps and valves of Garden must be in working condition.
- 45.** In rainy season all the roads of Garden, should be free from saturated water.
46. Plantation of new seedlings/saplings at said distance.

Signature of Tenderer

(This should be enclosed in envelope No. 2)

Appendix –II

**TENDER FOR
MAINTENANCE OF MAHARAJ BAG ON CONTRACT BASIS
COLLEGE OF AGRICULTURE, NAGPUR.**

A. TENDER COST

Sr. No.	Nature of work	Frequency of work	Rate for monthly maintenance
A.	Maintenance of Maharaj bag -area (4.50ha)		
1	Cleaning of complete garden area and maintain in presentable form.	Daily	
2	Cleaning of garden road.	Daily	
3	Removal of weeds and keep the garden weed free for ever.	Once in a fortnight	
4	Preparation of flowering bed along with the all the road/path side in the garden and regular earthing up of flower bed, shrubbery.	Once in a fortnight	
5	Application of FYM, fertilizers, spraying of pesticide and chemical in garden as and when required.	As and when required	
6	Spreading of silt and sand on lawn as per directives of garden In-charge.	Twice in a year	
7	Planting of seasonal flower crops along with the road side and specified area.	Once in a season	
8	Irrigation to the complete garden.	Kharif- As and when required Winter- Twice in a week Summer - Daily	
9	Regular trimming of hedges, edges and shrubs and maintain in presentable condition.	Once in a month	
10	Loosening of soil and sand in play field area.	Once in a week	
11	Moving of lawn and collection of cutted grasses and remove it and maintain lawn in presentable condition.	Once in a month	

PLACE :

DATE :

**Signature of Tenderer
Name & Full Address**

(This should be enclosed in envelope No. 2)

Appendix –II

**TENDER FOR
MAINTENANCE OF TELANKHEDI GARDEN ON CONTRACT BASIS
COLLEGE OF AGRICULTURE, NAGPUR.**

A. TENDER COST

Sr. No.	Nature of work	Frequency of work	Rate for monthly maintenance
B.	Maintenance of TELANKHEDI GARDEN -area (3.00ha)		
1	Cleaning of complete garden area and maintain in presentable form.	Daily	
2	Cleaning of garden road.	Daily	
3	Removal of weeds and keep the garden weed free for ever.	Once in a fortnight	
4	Preparation of flowering bed along with the all the road/path side in the garden and regular earthing up of flower bed, shrubbery.	Once in a fortnight	
5	Application of FYM, fertilizers, spraying of pesticide and chemical in garden as and when required.	As and when required	
6	Spreading of silt and sand on lawn as per directives of garden In-charge.	Twice in a year	
7	Planting of seasonal flower crops along with the road side and specified area.	Once in a season	
8	Irrigation to the complete garden.	Kharif- As and when required Winter- Twice in a week Summer - Daily	
9	Regular trimming of hedges, edges and shrubs and maintain in presentable condition.	Once in a month	
10	Loosening of soil and sand in play field area.	Once in a week	
11	Moving of lawn and collection of cutted grasses and remove it and maintain lawn in presentable condition.	Once in a month	

PLACE :

DATE :

**Signature of Tenderer
Name & Full Address**

(This should be enclosed in envelope No. 2)

Appendix –II

**TENDER FOR
MAINTENANCE OF SATPUDA BOTANIC GARDEN ON CONTRACT BASIS
COLLEGE OF AGRICULTURE, NAGPUR.**

A. TENDER COST

Sr. No.	Nature of work	Frequency of work	Rate for monthly maintenance
C.	Maintenance of Satpuda Botanic garden -area (10.00ha)		
1	Cleaning of complete garden area and maintain in presentable form.	Daily	
2	Cleaning of garden road.	Daily	
3	Removal of weeds and keep the garden weed free for ever.	Once in a fortnight	
4	Preparation of flowering bed along with the all the road/path side in the garden and regular earthing up of flower bed, shrubbery.	Once in a fortnight	
5	Application of FYM, fertilizers, spraying of pesticide and chemical in garden as and when required.	As and when required	
6	Spreading of silt and sand on lawn as per directives of garden In-charge.	Twice in a year	
7	Planting of seasonal flower crops along with the road side and specified area.	Once in a season	
8	Irrigation to the complete garden.	Kharif- As and when required Winter- Twice in a week Summer - Daily	
9	Regular trimming of hedges, edges and shrubs and maintain in presentable condition.	Once in a month	
10	Loosening of soil and sand in play field area.	Once in a week	
11	Moving of lawn and collection of cutted grasses and remove it and maintain lawn in presentable condition.	Once in a month	

PLACE :

DATE :

**Signature of Tenderer
Name & Full Address**

(Stamp of Rs. 100/-or of appropriate value)

Affidavit/Indemnity Bond

My tender for contract work in different gardens at Horticulture Section has been accepted by the Associate Dean, College of Agriculture, Nagpur

I, Mr. Aged,
S/O R/o(Address)

the supplier, agree to abide by and fulfill all terms and conditions included from page No. **1 to 13** of the tender or in default to forfeit the EMD to the Associate Dean, College of Agriculture, Nagpur subsequent upon failure in supply of material due to default.

I am fully aware that in case of any dispute, the decision of the Associate Dean, College of Agriculture, Nagpur shall be final and binding on me.

Signature

Date _____

Full Name _____

Address _____

Ph. _____

Verification

Verified & signed at Nagpur on this (the day) (month), 2012

DEPONENT

I know the deponent

Advocate

In presence of

1. Witness; Signature _____

Name _____

Address _____

2. Witness: Signature _____

Name _____

Address _____

Place : Nagpur

Date :

Associate Dean
College of Agriculture, Nagpur

**COLLEGE OF AGRICULTURE, NAGPUR
DR. P.D.K.V. AKOLA
TENDER NOTICE**

No.HS/ACN/Tender/CW/ 903 /2014

Dated: 28/10/2014

**Sealed tenders are invited for
MAINTENANCE OF DIFFERENT GARDENS ON CONTRACT BASIS
COLLEGE OF AGRICULTURE, NAGPUR.**

Tender Form for Maintenance of different gardens on contract basis at College of Agriculture, Nagpur will be available on payment of Rs. 1000/- in cash between 3 to 5 p.m. on working days from the office of the Associate Dean, College of Agriculture, Nagpur from **29/10/2014 to 20/11/2014** or Tender document can download from website (www.pdkv.ac.in). In case of tender documents is downloaded from website in PDF format, the cost of the tender form Rs. 1000/- will be accepted by DD and shall be attached with the offered document, failing which the tender will be summarily rejected. The same tender will be received by **1.00 P.M. till 21/11/2014** and shall be opened at 3.00 P.M. on the same day, if possible.

Fax : 0712-2554820

Ph : 0712-2530685

**Associate Dean,
College of Agriculture,
Nagpur**