

REGIONAL TRAINING CENTRE (EASTERN REGION)
MINISTRY OF DEFENCE
EM BLOCK, SECTOR –V, SALT LAKE, KOLKATA – 700091

TENDER NOTICE

Tenders are invited by the Controller of Defence Accounts, RTC (ER), MOD, Kolkata for **Arboriculture and Garden Maintenance**. The tenderer should be a reputed contractor/firm carrying out the above services and should possess Trade license for the relevant service being quoted.

The tenderer should have minimum 2 years experience in carrying out the services in any of the Central or State Government/Public Sector Enterprises/Autonomous Bodies/Reputed Private Organisations.

The tenderer should submit copies of documents in proof of the firm, EPF enlistment, Trade license, ESI Registration, Service Tax Regn and Experience Certificate from the existing organization. Tenderer should comply with the minimum wages act. Bids having less than the Govt. of WB prescribed rate will be rejected.

Quotation should be submitted in a sealed cover addressed to this office and marked as "Quotation for Arboriculture and Maintenance of Garden at RTC Complex, Salt Lake, Kolkata – 700091" along with Refundable ***Earnest money Deposit of Rs.31800/- (Rupees Thirty one thousand eight hundred only)*** in the form of Bankers Cheque/Demand Draft from any Nationalized Banks drawn in favour of "Principal Controller of Accounts (Fys), Kolkata – 700001"

The last date for receipt of tender with documents on 28/12/2015 (3.00 P.M.) & tender will be opened on 28/12/2015 at 3.30 P.M.

Tender which is not supported by earnest money is liable for outright rejection. Late tenders will not be accepted.

The details of tender and tender forms may be collected from the office of Regional Training Centre, EM Block, Sector – V, Kolkata – 700091.

Enquiry Officer - Shri M.N. Azeezur Rahaman, Accounts officer Ph No.033-23573584/85.

Scope of the work

INTRODUCTION:

Regional Training Centre (ER), Kolkata hereinafter referred as RTC imparts training to the officers and staff of Defence Accounts Department(DAD) posted throughout India and to the Armed Forces Officers and other Officers of Ministry of Defence.

I. Maintenance of Garden

- a) Maintenance of Garden including lawn in front of RTC Admin Building by hedges creepers, and flowerbeds.
- b) Maintenance of Garden including lawn surrounding the Transit Facility by hedges, shrubs and flowerbeds.
- c) Maintenance of garden including lawn between Type IV and Type V hedges, and flowerbeds.
- d) Maintenance of existing Lawns in the Type V quarters (E1 & E2)
- e) Maintenance of Garden including lawn and kitchen garden in and around Type-VI Quarters
- f) Hedge, trees and creepers in front and behind RTC Hostel and Admin Building.
- g) Maintenance of existing orchard behind Admin building.
- h) Hedge along pathway leading to Type VI quarter, and other pathways in RTC.
- i) Maintenance of 1000 no's of decorative green plant pots spread over RTC Complex

II. Cutting of Grass

In all gardens as mentioned above, park, vacant areas within "RTC Complex" and including outside boundary walls and footpaths close to boundary walls, alongside the road. Grass cutting work will be carried out on regular basis (at least thrice in a month) and/or as and when directed by this office.

III. Terms & Conditions

- a) The Contractor is required to supply plants and seasonal flowers as mentioned in Appendix 'A' in consultation with Director RTC, in the gardens referred to above.
- b) The Contractor shall ensure that lawns and hedges are always kept in manicured condition by carrying out regular cutting.
- c) Regular weeding shall be carried out covering the entire complex and Lawns should also be kept free of all kinds of weeds.
- d) The contractor shall prepare existing orchard behind the Admin Building by planting more number of mango trees, guavas and lemon trees etc. where space is available as per direction of Director (RTC).
- e) The Contractor shall supply and maintain sufficient number of healthy potted plants like: Areca Palms, Dracaena, Song of India, etc and seasonal potted plants like Marigold, Chrysanthemum, Aster etc. for decorating conference rooms, lectures halls, corridors, suites etc, without any extra charges. The potted plants should be changed at regular intervals to ensure that they are not spoilt due to lack of sunlight or otherwise.
- f) The Contractor shall provide all gardening tools & equipments & lawn mowers in good condition.
- g) The contractor must maintain border alongside the hedges.
- h) Six (06) nos Malis and One (01) fulltime supervisor are required to be employed for arboriculture and maintenance of above gardens.
- i) The Contractor shall ensure that not only persons of good character and conduct but also trained and knowledgeable Malis (gardeners) are employed. He should also ensure that

- proper verification of antecedents of the persons employed by him have been carried out before giving employment. The name of the Malis and supervisor may be intimated well in advance to the Director, RTC, Kolkata. The Contractor should also submit the police verification certificates as well a photograph of the persons employed in the RTC, Complex to the Director, RTC Kolkata. The contractor shall provide the self certified copies of the permanent addresses of all the employees deployed in RTC, Complex.
- j) The Contractor shall ensure employment of sufficient number of persons at all times in order to fulfill the contractual obligations and that at no time the number of persons employed should fall below 6 (six) nos. excluding the supervisor, who should be a qualified horticulturist and he will recommend best practices which should be provided in writing at the time of preference of bills. It is stated that no extra expenditure will be borne by RTC, Kolkata on this account.
- k) The Contractor shall ensure compliance of various relevant statutory laws like Minimum Wages Act, Industrial Dispute Act etc. The Malis and Supervisor so employed by the Contractor shall be paid minimum wages prescribed by law. Deviation from the laid down statutory provision for this service will lead to summery rejection of the bids. Further, the agency will provide proof of PF and ESI contribution for all his employees employed at the RTC, Complex to the Director, RTC Kolkata alongwith the bill for the following month.
- l) The Contractor shall carryout pruning of trees at appropriate times.
- m) The Contractor shall ensure that seasonal flowers are provided throughout the year in all the flowerbeds in consultation with the Director, RTC.
- n) The Contractor shall supply manure fertilizer and soil for flowerbeds and repotting of plants.
- o) Necessary insecticides shall be supplied and arrangement for spraying shall be the Contractor's responsibility.
- p) The following Penalties will be levied for non-performance/deficiency in performance of work
- | | |
|---|------------------------------|
| Non-cutting of grass at regular intervals | - Rs.1000/- on each occasion |
| Non-maintenance of gardens | - Rs1000/- on each occasion |
- q) In case of failure to execute the services as per laid down scope to the entire satisfaction of the Director, RTC, Kolkata and the Principal Controller of Accounts (Fys), Kolkata or his/her representative, this office reserves the right to terminate the services and get the services executed from elsewhere at the risk and cost of contractor till finalization of new contract.
- r) All Malis and Supervisor employed by the contractor for maintenance of garden at RTC Complex shall be treated as Contractor's employees for all purposes and the Director, RTC shall have no liability in any respect. All the Malis and the Supervisor will wear Proper Uniforms provided by the Contractor. And They are not eligible for any facilities/amenities, which are extended to the officers and staff of the Defence Accounts Department. The payment of wages and contribution of ESI, Service Tax whatsoever in these aspect is to be ensured by the contractor. The employees turnout should be satisfactory, daily inspection should be carried out by the contractor
- s) After cutting of grass or hedges the debris so accumulated should be removed or disposed off beyond this premises under contractors own arrangement so that the complex will remain neat and clean. In no case, accumulation of garbage will be allowed in this complex.
- t) Department will not be liable for any accident in r/o of the workmen deployed by you in the performance of the job.

IV Payment Terms

- a) Payment will be made to the contractor on monthly basis through SBI CMP subject to satisfactory job performance and a certificate to this effect will be issued by the Controller of Defence Accounts ,RTC Kolkata or his/her representative and as per attendance verified by this office.
- b) Documents in support of payment of minimum wages of appropriate category e.g. nominal roll, acquaintance roll PF & ESI payment receipts etc for previous month must be produced for the release of payment for the subsequent month. In case of increase in wages due to revision by State Govt, copies of Gazette Notification have to be enclosed.

V Termination Clause

The Director, RTC, Kolkata reserves the right to terminate the contract without assigning any reason thereof and get the services executed from elsewhere at the risk and cost of contractor till finalization of new contract.

The Contractor may also terminate contract by giving one-month prior notice to the Director, RTC, Kolkata

VI Validity of Contract

Validity of this contract for providing the services will be for 12 (twelve) months commencing. It can, however, be terminated at anytime within this period with one month's notice. No escalation or upward revision of rate except on account of revision of wages by the State Government published in Gazette Notification is permitted during the pendency of the contract period. The contract period may be extended for a further period or periods if mutually agreed upon on the same terms and conditions.

APPENDIX –A to ANNEXURE-A

LIST OF SEASONAL FLOWER PLANTS FOR WINTER, SUMMER & RAINY SEASON

DESCRIPTION OF ITEMS	
(A) Winter season flower plants. (at least 300 with one type not more than 50)	
i)	Dalia
ii)	Golcoin / Axin ganda/Marigod
iii)	Chandramallika
iv)	Snowball
v)	Aster
vi)	Anthurium
vii)	Calendula
viii)	Pitunia (multi colour double)
ix)	Janbo ganda/Poinsetta
x)	Holyhox
xi)	Salvia
xii)	Nastecium
xiii)	African giant ganda
xiv)	Chrysanthemum
xv)	Gerbera
xvi)	Celoria
xvii)	Lantana
xviii)	Potulaca
(B) Summer season flower plants.	
i)	Pitunia (single)
ii)	Gulmohar
iii)	Surajmukhi
iv)	Zinnia
v)	Cochia jhaw
vi)	Cosmos
vii)	Coryabsis
viii)	Balsam
(C) Rainy season flower plants.	
i)	Dopati (Various colour)
ii)	Nayantara (dwarf)
iii)	Tuberose

APPENDIX 'A' TO ANNEXURE-A

SCHEDULE OF RATES

Name of the work:- Gardening and Arboriculture Services at RTC Complex, Salt lake, Kolkata

Description	Category	No. of Head	Wages (as Minimum Wages Act)	EPF	ESI	Total	
Gardening & Arboriculture Services at RTC Complex, Salt Lake, Kolkata	1. Supervisor (Skilled)	1					
	2. Malis	6					
	Bonus						
	Profit						
	Materials (Earth, Fertilisers, etc.,)						
	Service Tax						
	Grand Total						