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CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110092

F-250(A)/Maint/2015

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Subject:- Limited tender for Annual maintenance contract of Horticulture work at CBSE, H.Q building, Preet Vihar, Delhi-110092.

Sir,

The CBSE intend to invite limited Tender for Annual Maintenance Contract of Horticulture works at CBSE, H.Q building, Preet vihar, Delhi-110092. Through specialized & experienced agencies. Rates are to be quoted on the prescribed format annexed herewith. The agencies willing to submit tenders are advised to visit the site so that exact quantum of work assessed. The tender complete an all respect along with EMD of Rs. 20,000/- payable in favour of The Secretary, CBSE, Delhi must be submitted latest by 22/12/2015 up to 3:00 p.m. and dropped in the tender-box placed at Reception Counter, CBSE H.Q building, Delhi-110092.

Incomplete and conditional tenders shall be summarily rejected. The CBSE reserves the right to reject any or all the tenders without assigning any reason thereof.

Yours faithfully

Rahul Tyagi
Assistant Engineer (Civil)

CENTRAL BOARD OF SECONDARY EDUCATION
2,Community Centre, Preet Vihar, Delhi-110092

Limited TENDER FOR ANNUAL MAINTENANCE CONTRACT OF
GARDENS AND SUPPLY OF PLOTTED PLANTS ON RENTAL BASIS.

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TENDER ISSUED TO : _____

Sign. of the Bidder

Administrative Officer

**CENTRAL BOARD OF SECONDARY EDUCATION
2, Community Centre, Preet Vihar, Delhi-110092.**

Name of Work:- Limited tender for Annual maintenance contract of Horticulture work at CBSE, H.Q building, Preet Vihar, Delhi-110092.

TENDER SCHEDULE

IMPORTANT DATES AND INFORMATION

SNO	DETAILS OF SCHEDULE OF TENDER	DATE, TIME, AND INFORMATION
1	ISSUE OF TENDER DOCUMENT	From 01.12.2015 to 21.12.2015
2	ACCEPTENCE OF SEALED TENDERS	Up to 1500 hours on 22.12.2015
3	OPENING OF TENDERS	At 1530 hours on 22.12.2015
4	VALIDITY OF TENDER	60 days from the date of opening of tender
5	CONTRACT PERIOD	One year
6	EARNEST MONEY DEPOSIT	Rs.20,000.00 (Rupees Twenty Thousand only) Demand Draft to be drawn in favour of "Secretary CBSE" payable at Delhi.
7	SECURITY DEPOSIT	5% of the Tendered Amount (For 1 Year)

SECTION - I

GENERAL INSTRUCTIONS TO TENDERERS

GENERAL:

- 1 Sealed tenders are invited by the Central Board of Secondary Education Delhi on behalf of the Secretary, Central Board of Secondary Education Delhi from the eligible and reputed contractors for **Annual Maintenance Contract (AMC) of Gardens (including horticultural works)** and supply of plotted plants on rental basis.
- 2 The tender document can also be downloaded from Boards web site www.cbse.nic.in . The tenderers who download the tender document from website must enclose a Demand Draft for Rs.1000.00 drawn in favour of "Secretary CBSE" payable at Delhi towards the cost of the tender document. The tenders submitted without the Demand Draft for Rs. 1000.00 towards the cost of tender form shall be rejected.
- 3 Tenders, which must be placed in a sealed cover with the name of the Work / AMC written on the envelope, will be received at the Central Board of Secondary Education, Mumbai up to **1500 hours on 22 Dec 2015** and will be opened on the same day **at 1530 hours** .

SITE VISIT:

The tenderers are advised in their own interest to visit and examine the site of work before submission of tender. They may obtain all relevant information that may be necessary for preparation of the bid. They may assess the quantum of work, present condition of the gardens, total area of the gardens, etc. If any clarification is required, tenderers may contact the engineer incharge on all working days during office hours only.

TENDER DOCUMENT:

The tenderer must fill and submit the tender document without making any additions or alterations in the tender document. No page shall be removed from or added to the complete set of tender document issued or downloaded. Incomplete tenders and those submitted not as per the instructions are liable to be rejected.

MANNER OF SUBMISSION OF TENDER

- (1) The tender shall be submitted in a sealed envelope with the name of work super scribed over it. The name and address of the tenderer shall be written on the bottom left hand corner of the envelope. The tender shall be addressed to **“The Secretary, Central Board of Secondary Education, 2 Community Centre, Preet Vihar, Delhi-110092.**
- (2) The sealed envelope shall contain the following:
 - (a) Tenderers covering letter (as per the enclosed Performa)
 - (b) Deposit receipt for Earnest Money (EMD)
 - (c) A copy of PAN Number card
 - (d) Registration certificate in support of establishment of the firm
 - (e) Experience certificate with full cliental list
 - (f) EPF and ESIC Registration Certificate from the Concerned Authorities
 - (g) Labour license. If not available, the same shall be obtained within a month from the date of issue of work order
 - (h) Office organization of the Firm / Company giving information regarding office set up, Telephone , Fax, E-mail, etc.

SIGNING THE DOCUMENT

All pages of tender document including various annexure shall be signed and stamped at the lower right hand corner and wherever required by the tenderer.

EARNEST MONEY DEPOSIT (EMD)

- (1) The tenderer shall pay **Rs.20,000=00** (Rupees Twenty thousand only) towards Earnest Money Deposit (EMD) along with the tender in the form of Crossed Demand Draft payable to **“The Secretary, ” CBSE, Delhi.**
- (2) The Earnest money of the tenderer shall be forfeited to CBSE without prejudice to any other rights or remedies.
 - (a) If the tenderer withdraws his tender during the specified period of tender validity
 - (b) If, after acceptance of his tender, the tenderer fails to take up the job.
 - (c) If, the tenderer fails to sign the contract in accordance with the terms and conditions of the contract.
 - (d) If, after acceptance of his tender, the tenderer fails to furnish the balance of Security Deposit.
 - (e) If, after acceptance of his tender, the tenderer fails to commence the work within the stipulated time period
- (3) The tenders received without EMD in the prescribed form shall be rejected

PERIOD OF VALIDITY OF TENDER

The tender shall remain valid for **60 days** after the date of opening prescribed by CBSE.

PERIOD OF CONTRACT

The present contract is for a period of one year. However, the contract can be extended based on the performance of the contractor for a period of one more year.

CARE IN SUBMISSION OF TENDER

- (1) Before submitting his tender, the tenderer shall be deemed to have satisfied himself by actual inspection of the site and locality regarding the site conditions, working hours, available working area, working conditions of the Board, etc., that are likely to be encountered during the execution of works, and he shall be deemed to have taken all these factors into account while quoting the rates.
- (2) The tender document shall not contain any interlineations, erasures or overwriting except as necessary to correct the errors made by the tenderers in which case such correction shall be initialed by the tenderer along with his company's stamp.
- (3) The tender duly filled in all respects must be received by "The Secretary, CBSE, Delhi not later than stipulated time and date as mentioned in the tender schedule.
- (4) Tenderer should mention all details like (office address, telephone number, fax, etc.) on their letter head.
- (5) Any tender received later than the dead line prescribed for submission is liable to be rejected
- (6) The sealed envelopes shall be superscribed as "**Tender for Annual Maintenance Contract (AMC) of gardens and supply of plotted plants on rental basis.**"

OMMISSION AND DISCREPANCIES

Should a tenderer find discrepancies in, or omissions from the document or any of the tender documents or should be in doubt as to their meaning, he should at once notify the authority inviting the tender, who may send a written instruction to all the tenderers. It must be understood that every endeavor has been made to avoid any error which can materially effect the basis of the tender and the successful tenderer shall take upon himself and provide for the risk of any error which may subsequently be discovered and shall make no subsequent claim on that account.

OPENING OF THE TENDER

At the advertised time and date, the tenders received shall be opened in the presence of the intended tenderers in the Shiksha Kendra, H.Q building and where practicable the names of the tenderers and the rates quoted by them will be read out. If the advertised date is declared as holiday, the tenders will be opened on the next working day at the same time.

CANVASSING

Canvassing in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.

RIGHT OF CIFE TO DEAL WITH TENDERS

The right of acceptance of the tender will rest with the Chairman, CBSE, who does not bind himself to accept the lowest tender, and reserves the right to reject any or all tenders received without assigning any reasons whatsoever. Wherever, the tender in which any of the prescribed conditions is not fulfilled or incomplete in any respect is liable to be rejected without assigning the reasons. No correspondence shall be entertained in this regard

MISLEADING INFORMATION

If the tenderer / tenderers deliberately gives/give any wrong information or suppresses any material facts or makes/make false representations in this tender or creates/create circumstances for the acceptance of his/their tender, CBSE reserves the right to reject such tender at any stage or cancel the order even after acceptance of the tender at the risk and cost of the tenderer / tenderers.

AWARD OF WORK

CBSE will notify the successful tenderer in writing by a registered letter/Fax/E-mail to be confirmed that his tender has been accepted.

SIGNING OF CONTRACT

The successful tenderer has to sign an agreement on non-judicial stamp paper of value Rs.100/- within 7 days from the receipt of offer of contract. The successful tenderer has to arrange the stamp paper at his own cost

SECURITY DEPOSIT (SD)

The successful tenderer has to pay 5% of the tendered amount (equivalent Annual Value of the contract) as security deposit in the form of crossed Bank draft payable to **“The Secretary CBSE”** before commencing the work. Security deposit will remain with the institute as long as the contract is in force. The security deposit can also be made in the form of FDR or Bank Guarantee drawn in favour of **“The Secretary CBSE Delhi.”** The SD shall be submitted to the Office within seven days from the date of receipt of the letter of intent (LOI)

CERTIFICATES TO BE ENCLOSED

The contractor must enclose copies of the following certificates along with the tender document, failing which the tender shall be rejected:

- Company's Registration Certificate
- Service Tax Number
- PAN card number
- Income Tax clearance/Annual Return copy of the last Financial Year
- Experience certificate with full client list
- EPF and ESIC Registration Certificate from the Concerned Authorities
- Labor license. If Labor license not available, the same shall be obtained from Concerned Authorities within a month from the date of issue of work order

OTHER INFORMATION

1. Tenderers shall quote the rates as in the proper tender form. The quoted rates must be inclusive of Minimum Wages paid to workers, Contractor's profit, EPF, EISC, Bonus, Service Tax, etc., as applicable.
2. The contractors should write in figures as well as in words the rate and amount tendered by them.
3. When a contractor signs a tender in an Indian language, the tendered amount or the total amount tendered should also be written in the same language. In case of illiterate contractors, the rate and amount tendered should be attested by a witness.
4. Contract period of the above work shall be one year from the date of commencement of the contract. The contract may be terminated at any time if the work is found to be of sub-standard or unsatisfactory and the amount of security deposit will stand forfeited.
5. On acceptance of the tender, the contractor shall communicate the name(s) of his authorized representative(s), if any, who would be in touch with the Engineer In-charge of this Board for executing the day to day works.

All works pertaining to the maintenance of gardens and horticultural works shall be directly supervised by the contracting agency. The Malis should be available in the campus on all days of the month.

6. The contractor shall not be permitted to participate in the tender if his/her near relative is posted in any capacity at the CBSE, Delhi.
7. Employee of Central/State Govt. up to a period of two years after retirement cannot work as a contractor without prior permission of the Central/State Govt.

8. The Mali deputed for execution of works should be able to carry out above mentioned works and they should not be less than 18 years of age.
9. The contractor must pay the wages to his workers latest by the 3rd day of the following month. The contractor must abide by all laws, rules and regulations pertaining to engagement of labours. Payment to the workers must be made at par the minimum wages prescribed by the State Govt. / Ministry of labour, Govt. of India whichever is higher. The total amount of wages paid to the workers must include the minimum wages + EPF + ESIC + Other statutory benefits including bonus.
10. It will be obligatory on the part of the tenderers to tender and sign the tender documents for all the component parts and that after the work is awarded, he will have to enter into an agreement with the CBSE, Delhi.
11. The tenderers shall submit list of departments/ organizations where they are already engaged in such type of work.
12. Non-compliance with any of the conditions set forth here above is liable to result in the tender being rejected.
13. It is the responsibility of the contractor to maintain cleanliness and good hygienic conditions in the garden.
14. Any injury/accident/death to the worker during the contract period shall be the total responsibility of the contractor, and the compensation, etc. payable under the labour laws shall be paid by the contractor.
15. The Contract can be terminated by the Chairman, CBSE on account of unsatisfactory works by giving a month's notice. This will be binding on the contractor.

Payment to the workers must be made either by crossed Cheque or ECS in their bank account.

The Chairman, CBSE, Delhi reserves the right to accept or reject any or all Tenders without assigning any reason whatsoever. No correspondence shall be entertained in this regard.

Accepted by me

Name of Agency:-

Tel.No:-

SECTION - II

GENERAL CONDITIONS OF THE CONTRACT

CLAUSE 1 : EXECUTION OF CONTRACT DOCUMENT

- 1.1 The tenderer whose tender is accepted shall be required to appear in the CBSE, office in person to execute the contract documents within seven days from the date of receipt of work order.
- 1.2 The tenderer shall keep the offer open for a minimum period of **60 days** from the date of opening of tender or the period extended further by mutual consent from time to time.
- 1.3 The tenderer shall not take the advantage of any misinterpretation of the conditions due to typing or any other error/errors and if any doubt, shall bring such error/errors to the notice of the A.E(Civil) without delay.

CLAUSE 2 : TENDERED RATES

- 2.1 The tenderer shall quote the rates as complying with the instructions contained in the tender documents. The quoted rate must be inclusive of the followings:
 - Wages to be paid to the workers on minimum wages basis as notified by the Ministry of Labour & Social Justice, Government of India, from time to time
 - Contribution to EPF, ESIC and BONUS as per labour laws
 - Other statutory obligations as per prevailing labour laws
 - Contractor's profit. Nil or zero profit is not acceptable
 - Service tax to be paid to the Government
 - Any other facilities to be provided to the labourers as per the norms of Government.
 - Any other taxes which are mandatory and applicable from time to time.
- 2.2 The contractor must visit the site and study the working conditions, site conditions, and the quantum of work involved before quoting the rates. The validity of tender must be **60 days** from the date of opening of tender.
- 2.3 Contractor shall not be permitted to increase the quoted amount during the contract period for any reason whatsoever it may be. He shall be liable to pay the statutory benefits to the workers during the period the contract is in force.

CLAUSE 3: EARNEST MONEY DEPOSIT (EMD)

- 3.1 Earnest Money along with the tender document should be in the form of Crossed Demand Draft payable to **“The Secretary, CBSE, Delhi**. The tenderer who do not deposit the EMD in the prescribed form shall be rejected.
- 3.2 The tenderer who deposits EMD less than the prescribed amount shall be rejected.
- 3.3 The Earnest Money Deposit (EMD) of unsuccessful tenderers will be refunded on deciding about acceptance or other otherwise of the tender, or expiry of period of tender validity, whichever is earliest.
- 3.4 The Earnest money of the tenderer shall be forfeited to CBSE without prejudice to any other rights or remedies, under the following circumstances.
- (a) If a tenderer withdraws his tender during the tender validity period as specified in the tender document.
 - (b) If, after acceptance of his tender, the tenderer fails to take up the job.
 - (c) If, the successful tenderer fails to sign the contract in accordance with the terms and conditions of the contract.
 - (d) If, after acceptance of his tender, the successful tenderer fails to furnish the balance of Security deposit.
 - (e) If, after acceptance of his tender, the successful tenderer fails to commence the work within the specified time period

CLAUSE 4 : SECURITY DEPOSIT (SD)

- 4.1 The successful tenderer has to deposit an amount equivalent to 5% of the tendered value, in the form of crossed Demand Draft drawn in favour of **“The Secretary, CBSE, Delhi”**, towards security deposit within 7 days after receiving the work order.
- 4.2 Commencement of work shall be permitted only after the receipt of Security Deposit.
- 4.3 The Earnest Money of the successful tenderer shall be treated as part of Security Deposit.
- 4.4 If the successful tenderer fails to deposit the Security Deposit within the notified period, it will be presumed, that the contractor is not interested in the contract and the offer of contract shall be cancelled and the EMD of the contractor will be forfeited.
- 4.5 The Security Deposit will remain with the CBSE as long as the contract is in force.

CLAUSE 5 : LABOUR ACT

- 5.1 No contractor shall employ any person who is under the age of 18 year for specified works. The concerned In-charge is authorized to remove from work any such person who is below 18 years.
- 5.2 The contractor shall pay minimum wages as prescribed by the Ministry of Labour & Social Justice, Government of India from time to time to the workmen employed by him.

- 5.3** All facilities provided in the contract labour act should be provided (Contract Labour Regulation and Abolition Act, 1971) to the workmen. The contractor should issue identity card to all of his/her workmen.
- 5.4** The contractor shall pay fair and reasonable wages as per the minimum wages act (Govt. of India / Govt. of Maharashtra, whichever is higher) prevailing in the locality.
- 5.5** The contractor shall duly comply all provisions of Contract Labour (Regulation and Abolition) Act 1971 and Delhi State Contract Labour (Regulation and Abolition) rules 1971, as amended from time to time and all other relevant status and statutory provision concerning payment of wages particularly to the workmen employed on the site.
- 5.6** The contractor shall comply with all the labour regulations in respect of his/her workmen provided for AMC of gardens and horticultural works. The contractor shall indemnify CBSE of all the obligation arising out of the labour laws and regulation applicable.
- 5.7** There shall not be any Employer and employee relation between the workers and the CBSE.

CLAUSE 6 : SAFETY OF THE WORKERS

- 6.1** The contractor shall be responsible for and shall pay any compensation to his workmen under the Workmen's Compensation Act 1923 (VIII of 1923) (hereafter call the said act) for injuries caused to the workmen.
- 6.2** The contractor shall be responsible for and shall pay the expenses or providing any medical aid to any workman who may suffer bodily injury as a result of an accident.
- 6.3** The contractor shall provide all necessary personal safety equipment and first aid apparatus available for the use of workers employed on the site and shall maintain the same in condition suitable for immediate use at any time and shall comply with following regulations in connection therewith
- (a)** The workers shall be required to use the equipment so provided by the contractor and the contractor shall take adequate steps to ensure proper use of the equipment by those concerned.
 - (b)** When work is carried out in proximity to any place where there is risk or drawing all necessary equipment shall be provided and kept ready for use and all necessary steps shall be taken for prompt rescue of any person in danger
 - (c)** Adequate provisions shall be made for first aid treatment of all injuries likely to be sustained during the course of work

CLAUSE 7: MODE OF PAYMENT

- 7.1** The payment will be made every month after successful completion of the works. The concerned Engineer In-charge will certify the bill if the works are carried out satisfactorily. No advance shall be given.
- 7.2.1** All payments for the work will be made through Cheque. Or through ECS (RTGS).

CLAUSE 8: UNSATISFACTORY WORKS

Work must be done satisfactorily under the direct and personal supervision of the contracting agency. The contractor must appoint a qualified (specialized in garden / horticultural works) supervisor for supervision of works. The agency shall be solely responsible for execution of all works mentioned in the Part-III. The members of the committee and the concerned In charge of the garden / OIC (Works) will certify the works done. If the works are found to be unsatisfactory, then proportionate deduction will be made from the bill of contractor and this may even lead to termination of the contract. The decision of the competent authority in CBSE shall be final and binding on the contractor in such matters.

CLAUSE 9: INCOME TAX DEDUCTION

TDS (Tax Deducted at Source) will be as per prevailing rules and regulations of Income Tax Department.

CLAUSE 10: DAMAGES TO GOVT.PROPERTY

- 10.1** Compensation for all damages done intentionally or unintentionally by contractor's workmen whether in or beyond the limits of Govt. property including any damage caused by spreading of fire, shall be estimated by the Engineer In charge subject to the decision of the Chairman, CBSE, on appeal shall be final and the contractor shall bound to pay the amount of the assessed compensation on demand, failing which, the same will be recovered from the bill of the contractor.
- 10.2** The contractor shall be responsible for making good the damages done to the existing property or work during construction by his men

CLAUSE 11: SUPERVISION AND INSPECTION OF WORKS AND QUALITY CONTROL.

(a) SUPERVISION

The contractor shall either himself supervise the works or shall appoint a competent supervisor to act on his behalf. On weekly basis. The contractor shall be fully responsible for execution of works on day to day basis up to the satisfaction of competent authority in CBSE.

(b) INSPECTION

The Engineer In-charge shall inspect the works from time to time to assess whether the works are executed satisfactorily.

CLAUSE 12 : CLAIMS

No extra work shall be done without the written permission of the competent authority in CBSE. No claim of extra work shall be entertained.

CLAUSE 13 : OTHER CONDITIONS

- 13.1** The contractor shall not sublet or assign his contract to others
- 13.2** Except where otherwise specified in the contract the decision of the Chairman, CBSE shall be final and binding on all parties of the contract upon all questions relating to the meaning of the specifications, nature of works, etc, or as to any other question, claim, right, matter, or thing whatsoever, in any way arising out of, or relating to the contract, etc, or otherwise concerning the works, or the execution, or failure to execute the same, whether arising, during the progress of the work, or after the completion, or abandonment thereof
- 13.2.1** If the contractor stops the work in between on personal or financial grounds, etc, for more than seven days after the commencement of works, the competent authority of the Board shall issue a notice to the contractor to this effect, and the work order stand cancelled
- 13.2.2** The contractor should commence the works within seven days from the date of receipt of the notice, failing which the contract shall be terminated. The decision of the Chairman, CBSE, will be final in this regard without prejudice to any other rights or remedies whatsoever.

CLAUSE 14 : SPECIAL TERMS & CONDITIONS

- 14.1** All tools, tackles, and equipments including grass cutting machine, chemical sprayer, etc., shall be provided by this Board. Similarly, all essential materials like red earth, manure, fertilizer, chemicals, etc. shall be provided by the Board.
- 14.2** However, it is the responsibility of the contractor to provide essential items (like uniform, gumboots, raincoat, umbrella, etc.) to his / her employees
- 14.3** The work in garden should commence **at 0800 hours** sharply, and the work in garden should be continued up to **1600 hours** on all days of the month including Sundays and holidays.
- 14.4** Watering and irrigation works must be done on daily basis.
- 14.5** The contracting agency shall also be responsible for cleaning the gardens. This work includes cleaning the garden with brooms, dusting, and removal of weeds, grass, and unwanted plants/shrubs etc., that grow on the sides of the roads especially through pavers' blocks.
- 14.6** The payment to workmen and supervisors shall be made by the contractor on minimum wages basis with all other benefits as recommended by the Govt. of India from time to time. Payment towards EPF, ESIC, etc. should be made and record of all such payments shall be kept with the contractor and provided to Board.
- 14.7** Contractor will be fully responsible for all legal matters arising out of the contract. The contractor should not allow his workmen to join any labour Unions/Associations. If any the workman is found in such Unions, the contract will be terminated at once.

- 14.8** The contractor shall be fully responsible for discipline of his workers in maintaining the cordial atmosphere in the campus and also to maintain the dignity of the Board.
- 14.9** Contractor has to provide all medical facilities to their workmen.
- 14.10** The contractor has to maintain record of payment of wages and other relevant records as required under prevailing rules and regulations.
- 14.11** Bonus and other additional facilities to workmen is responsibility of the contractor. The Board shall not pay any thing extra over and above the quoted amount.
- 14.12** No accommodation shall be provided to workmen of the contracting agency for their stay on the campus.

Accepted by me

Signature:-

Name of Agency:-

Tel.No:-

SECTION - III

WORKS TO BE EXECUTED

Following works are included in the scope of Annual Maintenance Contract of gardens and Horticultural works at CBSE, H.Q building Preet Vihar, Delhi-110092.

1. Watering to all lawns and gardens, plastic flower pots, built-in-flower pots, live hedges, plants, trees, etc., in the specified area. The area of gardens are mentioned in the BOQ.
2. Cutting/trimming of grass at regular intervals of time to give uniform look in all lawns/ gardens.
3. Trimming and shaping of hedges and plants in approved pattern/ fashion/ design in all the gardens.
4. Providing fertilizers, red earth, and chemicals for grass, plants, trees, etc., as and when required. The fertilizers and chemicals shall be supplied by the Board.
5. Overall maintenance of all gardens in a very presentable condition in order to give a beautiful look to the campus.
6. All works pertaining horticulture like irrigating gardens; trimming and shaping of hedges, plants, trees, plants, etc.; maturing; and maintenance should be supervised by the contracting agency.
7. Preparation and maintenance of flower pots.
8. Weeding out wild plants, grass, shrubs, etc., from the gardens and flower pots.
9. Removing unwanted grass, plants, etc. from the sides of the roads adjoining the gardens.
10. Keeping the roads adjoining the gardens in a neat and cleaned condition.
11. Spraying chemicals to trees, plants, grass, etc. as and when required. The chemicals will be supplied by the Board.
12. Removing old plants from the flower pots and planting new ones.
13. Positioning (keeping) the flower plants at number of places in the Main Academic Building whenever there is a function/ programme in the office and removal of the same after the programme is over.
14. Plantation of new plants and trees in the gardens, flower pots, and by the sides of roads.

II FOR CUT-FLOERS:

1. The flowers/sticks (inflorescence) should be fresh and good quality.
2. The flowers/sticks shall be supplied well in time only on Mondays, Wednesday and Friday which are working days. The Board can add or reduce these days looking into its requirements, and the bidder shall have to meet the needful supplies on payment basis.
3. The likely number of cut-flower/sticks category/type-wise required on any day can be seen at **Enclosure B**. However this number can be changed by the Board at any time for any chosen days/period depending on its requirements.
4. All cut-flowers/sticks shall be suitably decorated and displayed in Board requirement and no additional charges shall be payable for the same.
5. The bid for supply of cut-flowers is to be submitted in the format placed at Enclosure – B.

III For Horticultural Maintenance:

1. Required number of skilled Mali (Gardeners) on regular basis shall be provided for maintenance and development of parks in the premises and will be supplemented as by Supervisor(s) whenever required.
 2. The Mali so provided should be able to do land-scaping, decoration and maintenance of lawns in CBSE, HQ building Preet Vihar premises, and also do specialized floral/plant decoration if asked for by the Board.
2. While submitted the bids following particulars/information may also be furnished.

Whether you are providing and maintaining plants in any other Govt. Department or PSU.

If so, name of such Departments/Organization. The exact location (address) and other details of such Nursery/Farm.

4. All bids must be accompanied with an Earnest Money Deposit of Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of Bank Draft/Banker's cheque from a Nationalized or State Bank drawn in favour of Secretary, CBSE, payable at Delhi EMD of unsuccessful bidders shall be returned after opening & finalization of the tenders.

5. The successful bidder shall furnish Bank Guarantee worth Rs. 30,000/- (Rupees Thirty Thousand only) the bank guarantee must be in the form of Bank Draft/Bankers cheques drawn in favour of Secretary, CBSE Delhi. The Bank Guarantee shall remain with Election Commission of India for 12 months and shall be liable to be forfeited on default on part of the contractor/vendor.

6. The bidder must sign on all pages of the tender document and enclose the same along with such of the duly filled in bid-formats (Enclosures A,B,C) as he wants to submit enclosing the same in

the bigger common envelope mentioned in Para 2 above in acceptance of the terms and conditions of the tender.

7. CBSE has the right to make such deductions or to impose such penalty as it considered suitable, if the bidder fails to comply with the above mentioned terms & conditions and cancel the contract without prior notice, if so needed.

Terms and conditions

I for potted plants:

1. The potted plants of different varieties will be supplied at the location/site.
2. The bidder should have a well equipped nursery for this purpose and the address and other details of the same must be provided with the bid.
3. The bidder will supply plants of good quality and good condition in freshly painted pots; the supplied potted plants must be new; fresh and healthy and of such size and growth as required by the CBSE and suitable as per market standards.
4. The transportation charges for bringing the plants from Nursery to CBSE building HQ Preet Vihar will be borne by the bidder;
5. Watering manures in the plants will be done by the bidder;
6. For the purpose of watering and cleaning of plants, regular labour knowing gardening will be deployed by the bidder and expenditure on this will be borne by him;
7. Demand and defective plants will have to be removed and fresh ones supplied immediately, failing which the cost of the damaged/defective plants will be not paid;
8. The bidder will carry out the plants protection job, viz., routine spraying of pesticides/weedicides as required to potted plants;/permanent nature plant etc.
9. The payment will be made only in respect of those plants that are found satisfactory;
10. The potted plants will be replaced periodically by new ones.
11. Each potted plants shall be necessarily replaced within a maximum period of 3 months from the date of its supply of CBSE building HQ Preet Vihar with a new fresh and healthy potted plant of such size and growth as required by the CBSE and suitable as per market standards. Proper quality of the supplied potted plants shall be ensured throughout.
12. The expected number of potted to be supplied to and kept in CBSE building HQ Preet Vihar premises at any time is 500 Nos. However, this number can vary by +-25% or by any measure by the CBSE looking into its requirements.
13. The likely number of potted plants required in CBSE building HQ Preet Vihar premises category/type-wise can be seen annexure - II.
14. Payment will be made on monthly rental basis for each type of potted plant on the basis of the number of each type of potted plants placed in CSBE building HQ Preet Vihar during each month which are found to be acceptable to the Board according to the above mentioned conditions.
15. Interested bidder may submit rates as per plant basis for the different type of potted plants in the format placed at **Enclosure - A**.

**CENTRAL BOARD OF SECONDARY EDUCATION,
2 Community Centre, Preet Vihar Delhi – 110092
TECHNICAL PARAMETER**

**Last Date for submission: 22.12.2015
Up to 3.00. P.M.**

**Name of work: Annual Maintenance contract of Horticulture works and
Supply of plotted plants at CBSE, H.Q building, Preet Vihar, Delhi-110092.**

1. Credentials of tenderer

1.1 Name of the Agency: _____

1.2 Office Address and Tel. Nos. _____

1.3 PAN No.

(With documentary evidence) _____

2. Annual turnover for last three years

(Supported with documentary evidence) _____

3. Experience (last three years) _____

3.1 Proof of having successfully completed similar works during last 3 years ending last days of the month previous to the one in which tenders are invited as per the following:

(3) Two Similar completed works costing not less than the amount equal to 50% of the estimated cost.

(4) One Similar completed work costing not less than amount equal to 80% of the estimated cost. Similar work means "Horticultural Works/Manpower supply."

3.2 Contract details fulfilling eligibility criteria

S.No.	Year	Name of the Organization	Cost of the work (Executed)	Officer Concd. in the Organization with T.No.	Period From To

3.3. Present assignment in hand complying tender parameters: particularly in multi-storied bldgs. (Supported with documentary evidence)

(i)

(ii)

(iii)

3.4 Manpower details in terms of supervisors, & staff

4. Particulars of D.D. as earnest money: Amount

Rs. : **20,000/-**

D.D/B.D Nos. : _____

Issuing Bank with Date of Issue : _____

5. Copy of the documents at Serial Nos.1.3 to 3.5 be attached.

Declaration: All terms and conditions as mentioned in the tender are acceptable to me/us.

**(Signature of the Tenderer) With
complete address and seal**

Tel. No.: _____

Mobile No.: _____

Place: _____

Date : _____

Name of Work: HORTICULTURE WORK IN CBSE PREET VIHAR BUILDING AND SHIKSHA SADAN
Annexure-II

(Requirement of potted plants in CBSE)

S.No	Name of the Plant Indoor/Outdoor	QTY.	Unit	Rate	Amount
1	Aurocaria	30	Each		
2	Aricapalm	30	Each		
3	Raplish palm	30	Each		
4	Agloneema	30	Each		
5	Diefunbachia	30	Each		
6	Money Plant	30	Each		
7	Oxy-Cardium	30	Each		
8	Go china	30	Each		
9	Rabish Palm	30	Each		
10	China palm	30	Each		
11	Sun of india (Green vericeffed)	25	Each		
12	Supplera	25	Each		
13	Guldaweah	20	Each		
14	Dahelia	20	Each		
15	Marigold	20	Each		
16	Barbina	20	Each		
17	Diaeuhhuy	20	Each		
	total	450			

Enclosure A (Format/Part-I)

BID FOR SUPPLY OF CUT-FLOWERS/STICKS IN CBSE .

S.No	Name and details/type of cut flower/stick	Rate for supply of each cut-flower/stick once (Rs.)
1	Gladiolus Stick	
2	Rajni gandha sticks	
3	Rose flower	
4	Carnation flower	
5	Gerbeena flower	
6	Any other (The bidder may mention names of any other plants he may like to supply)	

Signature , name and details of the Bidder.

Date:

Place:

Enclosure B (Format/Part-II)

BID FOR SUPPLY OF HORTICULTURE SERVICES IN CBSE .

S.No	Type of service Personal	Qty	Rate	Amount
1	Mali (Gardener)	2 No's		

Note:- 1. The agencies can quote for one or more categories.

2. The rates should be inclusive of all taxes, and mandatory provisions like P.F., E.S.I., EDLI, Bonus etc. The agency must specifically mention its service charges.

3. Rates payable shall change after enhancement of Minimum Wages by Govt. of NCT Delhi & made effective as per govt. notification.

4. Analysis of rates must be attached.

5. Any other clause the agency intends to submit.

6. Above quantity is tentative & likely to increase.

7. The manpower shall be interviewed to assess the competency of respective trade & knowledge about procedures/rules as the case may be.

Accepted by me

Sign. of Prop./Manager Seal of firm

Add. _____

Tel./Mob.No. _____

AN UNDERTAKING TO BE SIGNED BY THE CONTRACTORS

TO

**THE Secretary
Central Board of Secondary Education
2, Community Centre,
Preet Vihar, Delhi-110092**

Sir,

1. Having examined the tender document thoroughly including instructions to Tenderers, conditions of Contract, mode of Payment, Schedule of Contract, Quantities, and Annexure, etc,(every thing mentioned in the tender document), for execution of above mentioned jobs, We the undersigned offer to execute and complete the works, if we are awarded the job.
2. We undertake, if our Tender is accepted, to commence the works within seven days of issue of acceptance letter to commence works comprised in the contract .
3. If our tender is accepted, we will furnish the Security Deposit as per the terms and conditions mentioned in the Tender Document.
4. Unless and until an agreement is prepared and executed, the tender together with your written acceptance thereof, shall constitute a binding Contract between us, but without prejudice to your right to withdraw such acceptance.
5. We understand that you are not bound to accept the lowest or any tender you may receive.
6. We hereby agree and accept all the terms and conditions mentioned in the tender document. We also agree to abide by and fulfill all the terms and provisions of the conditions of the contract.

DETAILS OF EARNEST MONEY DEPOSIT (EMD)

**JOB : ANNUAL MAINTENANCE CONTRACT OF HORTICULTURAL WORKS SUPPLY
OF PLOTTED PLANTS ON RENTAL BASIS.**

AMOUNT : Rs. 20,000.00 (RUPEES TWENTY THOUSAND ONLY)

DEMAND DRAFT NO :

DATE OF DRAWN:

NAME OF THE BANK :

ANY OTHER DETAILS:

(SIGNATURE OF THE TENDERER)

DATE:

SEAL: