



**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, DELHI**

An Autonomous Organisation under the Union Ministry of Human Resource Development (Govt. of India)
PS, 1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110092

File No. : CBSE/ROD/Maint/2013/

Dated: 20/11/13

Sub: - Annual Maintenance contract of Horticulture works at CBSE Regional Office, Delhi.

Sir,

The CBSE intends to invite tender for Annual Maintenance contract of Horticulture works at CBSE Regional Office, Patparganj, I.P Extn. Delhi estimated cost per year Rs. 589640/- (Five Lakh Eighty Nine Thousand Six Hundred Forty Only) 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 is assessed. The tender complete in all respect along with an EMD of Rs. 12000/- payable in favour of The Secretary, CBSE, Delhi must be submitted latest by 05.12.2013 up to 2:00 p.m. and dropped in the tender-box placed at Ground Floor near Reception Counter, CBSE Regional office building, Delhi-92.

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

**(R. K. Raj)
Assistant Engineer (ESTATE)**

**CENTRAL BOARD OF SECONDARY EDUCATION,
I.P. Extn. Patparganj, Delhi – 110092
TECHNICAL PARAMETER**

**Last Date for submission: 05.12.2013
Up to 2.00. P.M.**

**Name of work: Annual Maintenance contract of Horticulture works at CBSE
Regional Office, Delhi.**

1. Credentials of tenderer

1.1 Name of the Agency: _____

1.2 Office Address and Tel. Nos. _____

1.3 Licence No. & Registration details
(With documentary evidence) _____

1.4 P.F. A/c No.
(With documentary evidence) _____

1.5 PAN No.
(With documentary evidence) _____

1.6 Service Tax Regd. Certificate:
(Supported 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:

- a) Two Similar completed works costing not less than the amount equal to 50% of the estimated cost.
- b) 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

3.5 Earnest Money Deposit (EMD)

- i) The Govt. Departments, Public Sector Units, Small Scale Industrial (SSI) Units (only permanently registered) & agencies registered with NSIC etc., are exempted from submitting EMD.
- ii) SSI Units and agencies requesting for exemption from submission of EMD shall submit a copy of their Registration Certificate.
- iii) Only such SSI Units and agencies registered for the same trade/Item for which the tender is relevant shall be exempted from submission of EMD.
- iv) EMDs of unsuccessful tenders shall be refunded after reasonable time without interest.
- v) The tenders without EMD or partial EMD shall be summarily rejected.
- vi) Earnest money to successful tenderers shall be returned after submitting the Initial Security Deposit (ISD) @ 10% of contract value in form as prescribed under General Financial Rules, 2005. No interest will accrue on such deposit.

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

Amount Rs. : **12,000/-**

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 : _____

Terms & Conditions

1. The work shall be executed as per the approved specifications and CPWD norms.
2. The work is time bound; hence time is the essence of the contract.
3. All the materials shall be got approved from the Engineer In-charge before consuming at site.
4. No T & P shall be provided by the Board.
5. The work shall be executed under the strict supervision of the Engineer In-charge.
6. In case of delay, a penalty @ 1% per week shall be levied subject to a max of 5% of contract amount.
7. In case of poor workmanship, the Board shall have the right to rescind the contract and get the work executed through any other agency at the risk & cost of the defaulting contractor.
8. In case the work is kept suspended without any valid reason, the Board shall be free to get the remaining work executed through any other agency.
9. The contractor shall be required to provide adequate safety for its workers and the Board shall not be accountable to any kind of injury/ accident at site.
10. 10% amount shall be retained as security as defect liability. In case no defect is observed the same shall be released.
11. The contractor shall take all safety precautions for his workers and shall be sole responsible for any mishap.

GENERAL

1. Mowing/Rubbish Removal (external fence to road)

The areas between the fences are required to maintain a neat and tidy appearance. At this time any rubbish in this area shall be removed.

2. Rubbish Removals

All rubbish and litter as it accumulates within the landscape boundary shall be cleared and removed daily. The area shall be kept in a clean and tidy condition with all drive ways, paths, edges, kerb gutters and gullies swept and kept clear of debris at all times. All rubbish and debris shall be removed from site. As required to maintain a neat and tidy at all times.

3. Maintain Maintenance Area.

Maintain the area in a clean and tidy manner. Ensure the occupational health and safety guidelines are adhered to and that the landscaping is maintained in good conditions.

4. Maintain Pathways

Ensure that pathways are edged when need and that litter is removed

5. Management Meetings

The Engineer in charge shall conduct regular, weekly meetings to deal with matters concerning the contractor or his representative shall attend these weekly meetings and present a written report dealing with matter raised.

6. Operations of Maintenance

Apart from the aforesaid items, the contractor shall carry out the following operations as part of the maintenance.

- a) Mowing
- b) Fertilizers
- c) Fungicide Application
- d) Insecticide Application
- e) Weed Control
- f) Topdressing
- g) Irrigation/Watering
- h) Hand Watering
- i) Regular Lawn Pruning
- j) Spreading condensing
- k) Repairing of Existing tools of plants
- l) Procurement of stock material
- m) Provision of diesel, Mobil oil, grease engine oil etc. for lawn movers.

7. Maintenance of the planted area.

Immediately after all areas have been planted, the contractor shall water the planted areas sufficiently to seal the soil around the sprig. This initial watering is of excrement importance. The contractor shall not allow the sprigs to go without water for more than one hour after planting.

8. Trim Sprinkler Heads

The contractor is responsible for ensuring that sprinkler heads are regularly trimmed so that turf grass does not interrupt the correct operation of the sprinkler and appear neat and tidy at all times. The contractor is responsible for ensuring that sprinkler heads are set level with the surrounding turf grass surface.

Unless otherwise mentioned in this tender document all the works shall be carried out as per C.P.W.D. specifications with up-to date collection slip for all Landscape works etc.

Should there be any difference between the details mentioned in the specifications and the detail given in the schedule of quantities of the tender, the latter shall prevail in respect of the details but the basic content and intent of the specifications as above shall apply. In case, none of above stipulations apply the decision of CBSE through Engineer-In-Charge shall be final.

The contractor takes all necessary precautions to prevent any damage to existing trees, foliage, plant materials etc.

The scope of this section includes preparation of areas to be planted and the supply, planting protection and maintenance.

- 1) Smoking is prohibited within the Maintenance Facility.
- 2) The contractor is to make himself fully familiar with the whole of the site. The contractor will be fully responsible for any misunderstanding or omission from his contact arising out of failure to fully check all aspects of the site.

The contractor is to employ all staff for the maintenance work.

2.0) GENERAL SITE WORK

Contractor shall strive to promote a natural environment and wherever possible will endeavour to carry out a natural approach to maintenance.

Accepted by me

Signature

Prop. /Manager

Seal of the agency

Tel. No.

Mob. No.

SCHEDULE OF WORK

**Name of work: Annual Maintenance contract of Horticulture works at CBSE
Regional Office, Delhi.**

Sr. No.	Items of work	Qty.	Unit	Rate	Amount
1.	Maintenance of Horticulture Works such as Landscape, Lawns, Potted Plants, Hedges, Trees, Garden Shrubs, Creepers, Nursery Beds by weeding, Hoeing removal of Grass, pruning of Trees as per rules, Hedges & plants, washing of Plants, supplying and spraying of available Good Earth, Sand, Manure Sludge, Fertilizers, Watering, Shifting of potted plants in different floors etc. complete as directed at site by engaging 02 Malis and 01 helper in CBSE regional office, Delhi including Pots, Sand, Manure, Sludge, Fertilizer, Plants, Seeds, Good Earth, Rubber Pipe, Manual Grass Cutter are to be provided.	12 months	Each month		
	Total				

Total Amount is Rs. _____

Rates in figure: _____

In words: _____

Accepted by me

Signature

Prop/Manager

Seal of the agency

Tel. No.:

Mob No.: