

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL
INTERNATIONAL CENTRE FOR ENVIRONMENT AUDIT AND SUSTAINABLE
DEVELOPMENT (iCED),**

**Plot No.SP-6&7, RIICO Industrial Area, Kant Kalwar, Near Achrol
NH-11(C), Delhi Road, Jaipur.**

Phone: 0141-2772000, Fax: 041-2772011, Email: iced@cag.gov.in

TENDER (BID) DOCUMENT FOR MAINTENANCE OF GARDEN AREA

BRIEF INFORMATION ON BID DOCUMENT

Duration of Contract	24 Months from the date of agreement, which is extendable subject to satisfactory services likely to commence from 1st April, 2018
Last Date and time of submission	Up to 15:00 hours of 08.03.2018
Date of opening of Technical Bid	At 15:30 hours of 08.03.2018
Date of opening of financial bids for technically qualified bidder	To be notified later
EMD	Rs. 36,000/- (Rupees Thirty Six Thousand only) in the form of crossed Demand Draft/Bank Guarantee in favour of PAO, IA&AD, Jaipur payable at Jaipur
Cost of Tender Document	Rs. 1000/- (Rupees one thousand only)
Validity of Bid	90 days
Total Number of pages of Bid (Tender) Document	1 to 23 pages
Address and Venue of submission of bids	Director (Administration) International Centre for Environment Audit and Sustainable Development (iCED) Plot No.6&7, RIICO Industrial Area Kant Kalwar, near Achrol Jaipur-Delhi highway Distt: Jaipur (Rajasthan)

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL
INTERNATIONAL CENTRE FOR ENVIRONMENT AUDIT AND SUSTAINABLE
DEVELOPMENT (iCED),
Plot No.SP-6&7, RIICO Industrial Area, Kant Kalwar, Near Achrol
NH-11(C), Delhi Road, Jaipur.
Phone: 0141-2772000, Fax: 041-2772011, Email: iced@cag.gov.in**

TENDER (BID) DOCUMENT FOR MAINTENANCE OF GARDEN AREA

1. Nomenclature of the work to be done:

Maintenance of Garden Area, operation & maintenance of drip irrigation system installed & maintenance of Green walls at the new campus of International Centre for Environment Audit and Sustainable Development (an International centre of C&AG of India- a Central Government organisation) located about 45 km from main Jaipur city at Plot No. SP-6 & 7, RIICO Industrial Area, Kant Kalwar, near Achrol, NH-11(C), Delhi Road, Jaipur (iCED) for a period of 24 (twenty four) months.

2. Scope of work:

2.1 Scope of the work related to Maintenance of Garden Area at iCED, Kant Kalwar, near Achrol, Jaipur is briefed as under:

Scope of work	Estimated cost	Last date and time of submission of tender	Time and date of opening of Technical Bids
Day-to-day operation & maintenance work of drip irrigation system and complete maintenance work of the Garden Area & Green walls attached to iCED at Kant Kalwar i.e. lawn, trees, shrubs, hedge, cement potted plants, earthen potted plants, flower beds, creepers, garden features, etc., weeding, hoeing, pruning, replacement of plants, gap filling, watering, mowing of lawn, hedge-clipping, application of manure/fertilisers, insecticides/pesticides (whenever required) and maintenance of other garden related works complete in all respect including Tools & Plants, organic composting of fallen leaves, labour & material components, replacement of damaged/dead trees, shrubs etc. (only electricity and water will be provided free of cost by iCED through own tube		08-03-2018 3:00 PM	08-03-2018 3.30 PM

<p>well/ RIICO tube well/STP) as directed by officer-In-charge of iCED for a period of 24 (twenty four) months. The contractor will be required to deploy one experienced Supervisor (Horticulture) and required number of Gardeners (Malis) for daily maintenance of garden area.</p> <p><u>The contractor will be required to indicate minimum number of Gardeners to be deployed for effective maintenance of garden area.</u></p> <p>PRESENT DETAILS OF THE GARDEN AREA:</p> <p>LAWN AREA: 1.06 Acres TREES: 1010 Nos SHRUBS (approx.): 20,000 Nos. POTTED PLANTS: 700 Nos. Green Walls 03 Nos.</p> <p>The actual number of trees, plants & shrubs and measurement of lawn area and drip irrigation system will again be ascertained jointly by iCED's authorised official and the contractor at the time of handing/ and taking over the maintenance work.</p>			
---	--	--	--

2.2 The scope of work also covers all landscaping maintenance works in respect of existing garden features, which includes lawn, beds, topiary, perennial beds, rockeries, erecters and climbers, shrubs, trees and self-grown trees in the specified area and complete removal and disposal of weeds, rank vegetation and bushes etc.

2.3 The maintenance work of garden area *inter alia* includes: watering, fertilizing the plants, protection from pests and diseases, sweeping, weeding, mowing and disposal of garden refuse, cultivation and cutting of hedges etc. and stacking, preparation and planting of seasonal flowers, colouring of pots of plants, minor repair works and all other landscape operations necessary for the proper growth of garden features and proper standard of maintenance of garden area.

3. Instructions to the bidders:

3.1 Bidders are advised/expected to visit the site of garden area of iCED at Kant Kalwar before submitting their bids and quoting the rate so as to acquaint themselves with the local conditions, scope of work and to assess the number of personnel, kind & quantity of manure,

fertilisers, tools and plants, pipes & other components, materials, pesticides etc. actually required for maintenance of drip irrigation system and for proper upkeep and maintenance of the entire garden area throughout the contract period of 24 months. They may also seek any clarification from iCED office during working hours.

3.2 The interested, eligible and reputed tenderers (bidders) may submit their bids in two separate sealed envelopes: the first super-scribing "Technical Bid for Maintenance of Garden Area at iCED" (Containing the Tender/Bid Document including Annexure-I & supporting documents/lists enclosed therewith) and the second envelope super-scribing "Financial Bid for Maintenance of Garden Area at iCED" containing Annexure -II (Financial Bid) only. Both these sealed envelopes may be put in a bigger envelope duly sealed and super-scribing with "Bids for Maintenance of Garden Area at iCED". The tender (bid) document, its Annexures and enclosures would be duly stamped and signed by the bidder on all the pages, in token of having accepted all the terms and conditions of the tender and authenticity of the documents.

3.3 The envelope containing both the bids and bid documents completed in all respect must reach to Sr. Administrative Officer (Administration) or be dropped into the Tender Box of iCED at Plot No. SP 6 & 7, RIICO Industrial Area, Kant Kalwar, near Achrol, NH 11C, Jaipur latest by **8th March 2018** (03:00 PM). Delayed and incomplete/Telegraphic/E-mail tenders will not be considered. The Technical Bids will be opened on the same day i.e. **8th March 2018** at 03.30 PM in the iCED office at Plot No. SP 6 & 7, RIICO Industrial Area, Kant Kalwar, near Achrol, NH 11C, Jaipur in the presence of bidders who may wish to be present, either in person or through their authorized representatives.

3.4 The Technical Bids will be verified and evaluated by the committee of iCED mainly with reference to the minimum technical requirements mentioned in the tender (bid) document. Thereafter, the date and time for opening of the Financial Bids will be intimated only to those bidders who are found technically qualified by the committee for providing required maintenance services to iCED. After evaluation, the work shall be awarded normally to the bidder fulfilling all the conditions and who has quoted the lowest rate. In case two or more bidders are found to have quoted the same rate, the Director General of iCED shall decide about the bidder to whom the offer shall be granted based on the recommendations of the committee of iCED with reference to the past performance of the bidder, length of

experience etc. The decision of the Director General of iCED, in this regard, shall be final and binding.

3.5 To assist in the analysis, evaluation and computation of the bids, the committee of iCED may ask bidders individually for clarification of their bids. The request for clarification and the response may be in writing but no change in the rate quoted or substance of the bid offered shall be permitted.

3.6 Quotation given by the bidder in the Financial Bid will be inclusive of all taxes, cess, duties (including GST) charges, labour and material costs etc.

3.7 iCED reserves the right to accept the tender/ bids either in part or full or to reject any tender either in part or full without assigning any reasons thereto. iCED is also not bound to accept any specific tender or the lowest quoted rate.

4. General terms and conditions:

4.1 Minimum technical requirements (eligibility criteria) & documents to be submitted with the Technical Bid are as follows:

- Tender (Bid) Document and Annexure-I duly signed and stamped with official seal on each page by the bidding firm /company (bidder)
- Full postal address with telephone number, mobile number, e-mail address and Fax number of the bidder.
- Legal status of the bidder (Proprietary /partnership firm, Ltd company, etc.), Name, Address and Telephone numbers of the Directors/proprietor and Chief Executive of the bidding firm/company.
- Proof of Registration with the Govt. Authority/Local Body/Public Sector Undertaking particularly for Horticulture work.
- The bidder must have experience of a minimum of last 03 consecutive years in the field of operation of drip irrigation system and/maintenance of garden area (horticulture) preferably through drip irrigation system with Government, local body, public sector undertaking and /or corporate sector.
- Proof of Registration with PF & ESI Authorities, Labour Commissioner
- Copy of PAN (Income tax)
- GST Registration
- List of clients during last 03 years (2015-16 to 2017-18) with amount of each work of Horticulture

- The bidder must not have been blacklisted previously by any of the Government department/undertaking/local body.
- The bidder must disclose whether any proceedings are pending before any forum/tribunal/ courts/ commission. If so, nature, period and other details of such dispute may be stated specifically.
- The bidder is required to provide undertaking to iCED that the facts and figures provided in the tender are true and correct. At any stage, even during the operation of contract, if it is found that false information is provided in the tender document, the agreement will stand terminated and security /EMD will be forfeited.
- Account payee Demand Draft of **Rs.1,000/- (Rupees one thousand only)** in favour of “PAO, IA&AD, Jaipur” towards the cost of tender form (if not already paid in cash to iCED office)
- Account payee Demand Draft of **Rs 36,000/- (Rupees thirty six thousand only)** in favour of “PAO, IA&AD, Jaipur” towards Bid Security (Earnest Money) payable at par at Jaipur. If there is any exemption for the bidder to furnish full/part of Earnest Money, a copy of the relevant notification/order/circular may be attached.

4.2 The bids submitted by the bidders will remain valid for a minimum period of 90 days from the date of opening of the financial bids. Any amendment/alteration, withdrawal of tender/bids by the bidder within the validity period of the tender or non-execution of contract agreement by the successful bidder (contractor) within given time shall be liable for forfeiture of the Earnest Money of the bidder to iCED/Government.

4.3 The Earnest Money of the unsuccessful bidder will be returned without interest after finalization of the tender and that of successful bidder will be returned without interest after furnishing the Performance Security to iCED.

4.4 The successful bidder (Contractor), whose bid is accepted, has to execute a contract agreement on the non-judicial stamp paper of Rs 1,000/- with the iCED within 05 working days of iCED informing the contractor, the date of commencement of contract but his/her liability under the contract shall commence from the date of the written order of the iCED.

4.5 For the due performance of the contract, the contractor shall be required to furnish the Performance Security for an amount equal to **one month's payment** in the form of Account payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee issued by any nationalized/scheduled commercial bank in prescribed format in favour of “PAO, IA&AD,

Jaipur” within 05 days of execution of the agreement. The performance security will remain valid for a period of 120 days beyond the date of completion of all contractual obligations.

4.6 Failure of the contractor to comply with the requirements of any clause of the bid document/contract agreement shall constitute sufficient grounds for the annulment of the award of contract and forfeiture of Performance Security. The iCED shall have the right to encash the Performance Security to recover/adjust any dues or amount so become recoverable by iCED from the contractor.

4.7 The contract for the maintenance work of garden area & Green walls will be for a period of 24 months, but the contract can be renewed for a period of another one year (12 months) on mutual consensus subject to satisfactory performance/work done by the contractor.

4.8 The contractor shall in no case sublease/sublet/transfer the maintenance work of garden area at iCED to any other agency/contractor.

4.9 The contractor shall provide the PF number and ESI number of each worker deployed at garden area of iCED and will pay the prescribed minimum wages to all the personnel as per extant Act/rules. The contractor shall also have insurance cover of his personnel.

4.10 The contractor shall be responsible for compliance of all the statutory requirements and fulfilment of all the legal obligations in respect of the persons employed for the purpose of executing the contract under the various statutes such as payment of Minimum Wages Act, Employees Provident Fund and Miscellaneous Act, Payment of Bonus Act, Payment of Gratuity Act, Workmen's Compensation Act, ESI Act etc. as may be applicable from time to time and the contractor shall give an undertaking in this regard with every bill. In case of any violation / dispute, iCED will not be a party.

4.11 In case, any loss or damage is caused to iCED or its visitors or staff etc. due to negligence of the contractor or any of his personnel, the contractor shall indemnify iCED to the extent of such loss or damages. The Contractor shall also indemnify iCED against all claims, dues, payments, fines, penalties, compensation, liabilities and other losses which may incur on account of non-compliance or violation of any statutory provision by the contractor or otherwise in respect of the personnel employed by him for the purpose of executing the maintenance work of garden area.

4.12 (i) **The contractor shall disburse salary to its deployed staff latest by 5th of every month through non-cash mode i.e. online transfer (NEFT/RTGS etc.) without waiting**

for release of payment from iCED and submit invoice along with proof of payment including payment of PF, ESI, etc.

Calculation of wages will be as follows:-

Days worked multiplied by Monthly rate divided by Number of working days.

(ii) The Contractor will submit bill of maintenance work of garden area to the iCED office monthly;

(iii) Other necessary deductions/ TDS as applicable, shall be deducted from the bills of the contractor as per existing rules. The amount of compensation imposed or excess claim/payment, if any or other amount becoming recoverable from the contractor will also be recovered by iCED from the contractor's bill.

4.13 While submitting the Bill, the contractor will submit a certificate to the effect that all salaries/wages for the month have been disbursed in full to his personnel before the 05th day of every month and copies of challans of deposit/remittance of PF, ESIC, GST, cess/surcharge, etc. to the concerned Government departments/agencies/accounts for the previous month will also be submitted with the monthly bill. The staff should be provided with salary slip every month.

4.14 The contractor shall bear all taxes, cess, rates, charges, levies or claims whatsoever as may be imposed by the Central/State Government or any local body or authority from time to time and shall comply with all the requirements of the relevant Acts/rules including timely payment of taxes, rates, cess, etc. to the Government/local body concerned.

4.15 The contractor shall provide ESI card to all deployed staff. Phocopies of ESI cards duly acknowledged by concerned employee will be submitted by the contractor within one month of issue of work order.

4.16 The contractor shall provide list of clients including IA&AD offices in Rajasthan, if any, where services have been provided in past three years or are being provided presently. The contractor shall also provide details of all deployed staff in IA&AD offices in Rajasthan during past three years and in at least three other establishments (if no staff is deployed in IA&AD offices) including their names, contact numbers, PF account numbers, copies of ESI cards, etc.

iCED may at its discretion interact with the contractor's staff and verify that payment to existing staff is being made by the contractor following the extant rules and regulations including payment of PF, ESI, etc. If any defaults come to notice of iCED, the contractor may be technically disqualified.

The contractor shall also disclose the instances of penalty imposed by any of the IA&AD office or other establishments, which may be verified at iCED's discretion.

5. Special terms and conditions for operation and maintenance of Drip Irrigation System:

5.1 Run the system daily. Never try to clean the blocked dripper by forced hammering or by using sharp objects like nail, pin etc. Always keep the garden clean. Some insects staying in the field garbage can make the holes in the tubing or even in drippers. Correctly place the drip pipe lines so that not a single drop is wasted.

5.2 Daily maintenance:

- 5.2.1 After starting the pump let the pressure be stabilized in the system. Check for leaks & correct the pressure at sub-main. It should be as per the design. If pressure is less adjust it by throttle/ by-pass valve.
- 5.2.2 Inspect the dripping and ensure that water is reaching all the corners of the garden area if at some portion water is not dripping correctly find the cause & correct.
- 5.2.3 If a twist, fold, cut, puncher etc. is found causing discharge variation, correct it immediately.
- 5.2.4 At the end of shift inspect uniform wetting pattern. If dry patches are found increase duration of operation.
- 5.2.5 Inspect throughout the garden to detect precipitation, scaling, if clogging is taking place, the end drippers are the first affected. Take corrective actions if scales/precipitates are found.
- 5.2.6 Monitor the mechanical damages by rodents, garden operations by labour, animal or machinery, causing leakage; correct it immediately by using proper joiners.
- 5.2.7 Flush all the laterals by opening end plug; then close them allowing flushing for 3 minutes until clean water starts flowing.
- 5.2.8 Flush each sub-main at the end of every section (shift) till dirt free clear water starts flowing.

5.2.9 Check inlet & outlet filter pressures. Remove slurry from hydrocyclone, back flush sand filter at every 5 hours; flush screen/disc filter at the end of day's operation.

5.3 Acid Treatment: Precautions –The commercial Grade of Acid recommended for Acid Treatment are:

Hydrochloric Acid	HCl - 35%
Nitric Acid	HNO ₃ - 33%
Sulfuric Acid	H ₂ SO ₄ - 65 %
Ortho Phosphoric Acid	H ₃ PO ₄ - 85%

Select the most suitable acid and proceed as under:

- i. Flush & clean filters, Flush main, Submain & lateral ends.
- ii. Calculate quantity of Acid required for the valve as per standards. If injection rate is say 1.5 ltr/min add 7.5 ltr of water in Acid to ensure 0.6% rate of injection.
- iii. After the injection of Acid, allow acidified water to react with precipitated salts for about minimum 4 - 6 hours (It is desirable to prolong the period for 24 hours). Then open the ends of laterals and submain flush valve. Start on the pump and allow all the water to flow out. Measure the discharges of marked drippers. Flush Main, sub-main & laterals. If there is no significant improvement repeat the treatment, repeat the treatment as above for all the sections.
- iv. At the end of acid treatment wash the equipment & vessels with clean water, whip & dry removing residue of Acid. If clogging is observed due to algae or other causes; carry out chlorination treatment.
- v. Run the system for half an hour more than normal irrigation schedule so that extra quantity of acid will be taken out of root zone.

5.4 The contractor shall use BIS/ISI marked drip irrigation system components/materials and pipes of a reputed manufacturer.

5.5 The contractor should have enough experience in design, supply and installation, testing, commissioning and operation cum maintenance of drip irrigation systems.

5.6 If iCED suffers any loss due to damage caused to any property of iCED while operation and maintenance of the drip irrigation system, the contractor shall make good the entire loss suffered by the iCED and the same will be acceptable to the contractor.

5.7 Warranty:

(i) The contractor has to declare Warranty Schedules of items along with names and addresses of manufacturers, authorised dealers and distributors. Items replaced by the contractor shall carry maximum warranty as per warranty schedules declared by the contractor/suppliers/manufactures against any manufacturing defect from the date of installation. In case of any complaint/defect, the contractor shall have to arrange repair/replacement within 03 days from the date of receipt of intimation. iCED shall have right to recover the cost of loss whatsoever, on this or any account from the bills of the contractor or from the performance security or from any other amount due to the contractor or out of the security or any deposit made by the contractor in other Government Organizations.

(ii) It shall be the responsibility of the contractor to ensure that necessary spares parts are available during warranty period and afterwards also. For this purpose, the contractor shall keep necessary stock of such parts.

(iii) The contractor shall also make arrangements for repair and after sale service required on continuous basis after expiry of the warranty period and shall ensure that the repairs/maintenance cost incurred by iCED are minimum.

5.8 iCED reserves the right to refuse to accept any item to be installed, if found:

(i) Inferior in quality & /or not conforming to the specifications mentioned in Annexure II.

(ii) Other than specified by iCED.

(iii) In case any item is rejected/the item not accepted, it shall be lifted by the contractor at his own cost within the period granted by the Director/ Deputy Director (Admn), iCED, Jaipur and in no case iCED shall be liable for the item/material, if the item/material fails in the testing.

5.9 Director/Deputy Director (Admn), iCED, Jaipur or his authorized representative shall be free to conduct inspection of items to be replaced at any stage.

5.10 If it is proved that contractor/supplier has intentionally supplied materials/components of improper quality or not ready to replace or had not replaced defective material during the specified period or in a genuine time period as required minimum, iCED shall be free to black list the contractor and he shall be bound to refund the amount received in lieu of such defective installation/items/materials.

5.11 The contractor should not change the design of drip irrigation system installed at iCED. The system has the components according to the design capacity adequate to satisfy the peak water requirement of the trees, shrubs, plants, etc. to be irrigated within the design area. Appropriate changes if required in design shall be intimated to Director/Deputy Director (Administration) prior to any change or will be penalised accordingly.

5.12 It will be the responsibility of the contractor replace all the drip irrigation components of approved brands/make to the field site, viz., safety and control valves, pipes and its fittings, drippers and laterals or emitting pipe, pump / filtration system etc and all other machines/accessories which are required to be replaced for smooth running of drip irrigation systems at iCED.

5.13 The contractor shall take into account the optimum quantity of watering required by different varieties of plants, shrubs, trees, etc. through drip irrigation system.

5.14 It is the responsibility of contractor to provide person expert in operation and maintenance of drip irrigation system.

5.15 The contractor shall be responsible for proper operation, repairs/maintenance, replacement, upkeep of the entire drip irrigation system during the contract period and ensure availability of spare parts of all the system. The contractor shall also carry out periodical cleaning of pipes/system with acid/chlorine.

5.16 In the event of failure of contractor to complete within the time schedules for implementation, rectification or repairs and in case of poor/unacceptable performance, in general, of the contractor, iCED shall cancel the order already placed and shall order some other contractor /supplier, to perform the obligations of defaulting contractor. The damages, risk & cost amount shall be deducted from the bill of defaulting contractor or any amount payable to him including the performance security amount.”

5.17 After completion of the contract period, the entire system shall be handed over to iCED by the contractor in good and running condition.

6. Special terms and conditions for operation and maintenance of Garden Area:

6.1 Apart from the Registered Office, the contractor will be required to have a local office at Jaipur/Achrol also (if not already established) for closely operating/monitoring & coordinating the maintenance work at iCED and to give its complete address with its proof to iCED before start of the work.

6.2 The contractor will deploy such number of personnel (*Malis*, supervisors etc.) as are essentially required from time to time for the proper operation/upkeep and maintenance of the garden area of iCED and drip irrigation system installed there.

6.3 Attendance of the contractor's personnel deployed for maintenance of garden area shall be checked by the authorised official of iCED at any time (routine and surprise checking) during duty hours.

6.4 Assistant Administrative Officer (Estate) or any higher officer or authorised official of iCED can also check the attendance/presence of contractor's personnel at any time physically or through CCTV cameras and the personnel not found working on the place of his/her/their duty can be marked as absent from duty for that day. The contractor and his staff/personnel will also be subject to security checks provided at iCED campus.

6.5 The Supervisor deployed by contractor for maintenance work at iCED must be having required qualification and past experience of maintaining garden area (horticulture) including landscaping and drip irrigation operations. **Supervisor's work at other locations may be seen by iCED officers to judge his suitability for the garden maintenance work at iCED campus during the process of technical qualification.**

6.6 The Supervisor should always be available at the site of work to take instructions from officers of iCED and to ensure proper execution of work. No work should be done in the absence of such supervisor. The contractor shall also visit the site from time to time to supervise the work done by his personnel and to give suitable guidance to them.

6.7 The contractor shall issue identity cards, badges of names, uniform to his personnel and maintain the records of names of all personnel engaged at the site along with their home addresses and will also supply their list to the Officer-in-Charge of iCED i.e. Director /Dy Director (Administration).

6.8 All the personnel of contractor shall wear uniform and name badges during the working hours, which shall be supplied by the contractor at his own cost.

6.9 No other person except the contractor's staff/personnel shall be allowed to enter the iCED premises and the contractor will not entertain outsiders or extend any service to them within the premises.

6.10 The contractor shall not employ men and women below the age of 18 years on the work.

6.11 The contractor shall deploy only those personnel, who bear a good moral character, behaviour and health. Smoking, consumption of liquor or any other intoxicating drinks and/or drugs and creating any nuisance/offence by the contractor's staff/personnel in iCED campus are strictly prohibited.

6.12 The contractor shall be responsible for getting the character/antecedents of his personnel verified by the Police authorities.

6.13 If it is found that the conduct or behaviour of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the concerned person and provide a substitute within 48 hours of intimation given by iCED. The decision of authorised officer of iCED in this regard shall be final and binding on the contractor.

6.14 All the personnel deployed by the contractor for the purpose of executing the contract work, shall at all times and for all purpose be the employees of the contractor who shall alone be liable and responsible for payment of all kinds of wages, salaries, remuneration and other benefits etc. to them without any claim or reimbursement from the iCED.

6.15 The personnel employed by the contractor shall be directly under the supervision control and employment of the contractor and they shall have no direct connection whatsoever with iCED. The iCED shall have no obligation to control or supervise such personnel or take any action against them, except as permissible under the law. Such personnel shall also not have any claim against iCED for employment or regularization of their services by virtue of being employed by the contractor.

6.16 Any loss or damage of the iCED's movable and immovable property due to the conduct of the contractor's personnel shall be made good by the contractor. The value of the loss will be decided by the iCED based on the accounting principle / market value. The decision of the iCED in this regard will be final and binding on the contractor.

6.17 All necessary and adequate personal safety equipment should be kept and made available by the contractor for the use of his personnel employed on the site and be maintained in a condition suitable for immediate use. All safety provisions should be brought to the notice of personnel by the contractor/ supervisor at work spot. The contractor shall be responsible for any negligence on this account.

6.18 The contractor shall have to arrange and maintain all the required tools and plants (including power lawn mower, hose pipes, etc.) and other stock items e.g. bamboo, *sutli*, hessian cloth, *tokri*, soil and loading rickshaws etc. in adequate quantity required for proper upkeep and maintenance of the garden area/features and nothing extra shall be paid on this account. The contractor must ensure safety of all the goods, tools & plants, etc. at the site.

6.19 The work shall be carried out by contractor in accordance with the scope of work and as per directions of the Officer-in-charge of iCED or his authorized representatives. The materials used and operations carried out by the contractor for maintenance work at iCED should be of standard quality and eco-friendly.

6.20 The instructions given by the iCED authorities shall be carried out promptly by the contractor failing which appropriate action can be taken by iCED apart from imposition of compensation as may be decided by the competent authority of iCED.

6.21 The contracted rate will remain unchanged throughout the contract period. However, during the currency of contract, iCED can slightly increase the existing quantity (area/number) of maintenance work by making more plantation or can decrease it slightly due to non-requirement of its maintenance.

6.22 The lawns, shrubs, trees, potted plants, drip irrigation system, etc. shall have to be maintained in the satisfactory condition by the contractor. The decision regarding quality of maintenance given by the iCED shall be final and binding on the contractor.

6.23 Regular weeding, cutting grass of lawns and flower beds, ground covers, making basins of tree pits and hoeing will have to be done periodically by the contractor.

6.24 The existing flower beds are to be maintained by the contractor at his cost with alteration (if required) by planting summer and winter seasonal flowers.

6.25 The contractor shall carry out all minor repairs to the garden features damaged due to digging in the area or any other reason except natural calamity.

6.26 Adequate watering of all garden features, trees, shrubs and potted plants with hose pipes in different area should be done regularly. The contractor should ensure that unnecessary wastage of electricity and water does not occur at any time and must protect the irrigation fittings/hydrant etc. Any loss to them due to negligence of his personnel will have to be made good by the contractor at his cost. **Efficiency in water consumption may be measured by installing water flow meters at contractor's cost.**

6.27 Appropriate manure, fertilizers and other materials (preferably eco-friendly) whenever required, shall be procured and applied by the contractor at his cost. The quantity of manure, fertilizers and other materials whenever brought to the site by the contractor for application in the garden area will be entered in a Stock Register maintained by him at site and the same will have to be got verified by the authorised officer of iCED before being applied in the garden area.

6.28 Periodic checks for pests and diseases will have to be carried out by the contractor. In the event of infestation, prompt spraying of appropriate pesticides/ fungicides (preferably eco- friendly/bio pesticides) will be required to be done by the contractor for eradication of the same and nothing extra shall be paid by iCED on this account.

6.29 Lawn mowing will be done by the contractor at regular intervals of 10-15 days in a month or as per direction of the Officer-in-charge of iCED.

6.30 Trimming of shrubs, plants, trees etc. at regular intervals and stacking of plants, wherever required, shall be done by the contractor.

6.31 Sweeping, removal and disposal of garden refuse and cut grass to approved dumping ground are also required to be done daily. No grass/refuse is to be left overnight in the garden area. If the cut grass, leaves etc. are left for more than 24 hours, the same shall be removed by iCED at the cost of the contractor without further notice.

6.32 The contractor must take all necessary precautions for carrying out the required maintenance work/ operation work through his personnel. In the case of any injury/accident to any person, the responsibility and liability will be entirely on the contractor.

6.33 In case any casualty of trees/plants/shrubs etc. occurs at garden, the same shall be made good by replacing with equal standard of plants/trees/shrubs etc. by the contractor at his cost and nothing extra shall be paid on this account by iCED. Recovery shall be made, if casualty

is not replaced within seven days of its occurrence at double the market price of plants/trees/shrubs, which shall be binding on the contractor.

6.34 The contractor would be expected to maintain high standards of operation and maintenance service. Officer-in charge of iCED or his authorised representatives would also conduct daily or periodic checks/inspection of the maintenance work being done by the contractor. Any serious lapse noticed during such checks/inspection would attract a minimum compensation of Rs 500/- (Rupees five hundred) per case in the first instance. On recurrence of such lapse, the Competent Authority of iCED may take appropriate necessary action against the contractor, including termination of the contract. Such decision of the iCED shall be binding on the contractor.

6.35 iCED shall be at liberty to employ deficit labour, if any, at the risk and cost of the contractor without any notice.

6.36 In the event of failure and/ or negligence to perform any duty assigned to the contractor to the entire satisfaction of iCED, the iCED shall have the right to have such duties and obligations performed and discharged by such other agency/agencies, as iCED may deem fit, and shall be entitled to recover from the contractor all costs and expenses incurred towards getting such work done from other agency/agencies. Continue default will result in termination of agreement and forfeiture of the performance security.

6.37 Survey of the condition of lawn area and recounting of surviving trees, plants, shrubs etc. will also be done jointly or severally by iCED on the expiry of the contract. Compensation for any shortfall/damaged/dead plants, shrubs etc., which could not be made good/replaced by the contractor in time, will be recovered by iCED from the contractor's bill/ performance security/other claims at double the market price thereof which would be ascertained by the iCED.

6.38 Neither the contractor nor iCED shall be liable for any delay, default or failure under the agreement, if such delay, defaults or failure arise as direct consequences of *force majeure* including natural disaster, strikes, lock out, war and civil unrest. Such event is required to be brought to the notice of other party by the affected party within 48 hours of its occurrence.

6.39 The Director General, iCED shall be deciding authority with regard to the intention /interpretation of any provision/clause of the contract or the tender (bid) documents & its

Annexures and decision of the Director General, iCED shall be final and binding on the contractor.

6.40 Notwithstanding anything mentioned in the standard conditions of contract or elsewhere, the Director General, iCED reserves the right to terminate the contract at any time during the period of contract without assigning any reason whatsoever and the contractor shall not be entitled to any compensation/damages whatsoever on this account.

6.41 In case of any dispute, Director General, iCED may appoint an Arbitrator under the extant laws. The decision of such Arbitrator would be final and binding on both the parties.

6.42 The work contract shall be subject to the exclusive jurisdiction of the courts at Jaipur (Rajasthan, India) only.

7. Special terms and conditions for maintenance of Green Walls:

7.1 Application of compost/soil, liquid nutrients (e.g. Amrit Jal, vermin wash, etc.) and bio-pesticides at regular intervals shall be done by contractor.

7.2 Replacement of dried/damaged plants and any component of drip irrigation system shall be done by contractor.

7.3 Six maintenance visits per month by trained & experienced personnel shall be ensured by the contractor.

7.4 Replacement of dead plants according to planned schedule (100% in a year) shall be done by the contractor.

7.5 Flushing of drip lines and getting wall climbing equipment shall be ensured by the contractor.

7.6 Any other requirement for proper maintenance and keeping the green walls in good conditions shall be fulfilled by the contractor.

7.7 Maintenance of motors installed for pumping water shall be done by contractor at his own cost.

ANNEXURE-1

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL
INTERNATIONAL CENTRE FOR ENVIRONMENT AUDIT AND SUSTAINABLE
DEVELOPMENT (iCED),
Plot No.SP-6&7, RIICO Industrial Area, Kant Kalwar, Near Achrol
NH-11(C), Delhi Road, Jaipur.
Phone: 0141-2772000, Fax: 041-2772011, Email: iced@cag.gov.in**

**TECHNICAL BID FOR O&M OF DRIP IRRIGATION SYSTEM, MAINTENANCE
OF GARDEN AREA & GREEN WALLS**

**(AT NEW CAMPUS OF iCED AT PLOT NO. 6&7, RIICO INDUSTRIAL AREA, KANT KALWAR,
NEAR ACHROL, JAIPUR)**

S No.	Descriptions	Information to be filled by the bidder (if required, separate sheets may be enclosed)
1.	(i) Name and address of firm / company/agency (bidder) with complete phone details (ii) Address & contact details of local office at Jaipur/Achrol (Copy of address proof may be attached) (iii) Name & mobile No. of contact person (iv) FAX No. (v) E-mail ID (vi) Full name and mobile No. of authorised signatory	(Copies of letter head & address proof enclosed: Y/N) (Copies of letter head & address proof enclosed: Y/N) (Copy of ID proof enclosed: Y/N)
2.	Legal status/Type of organization (Whether proprietorship , partnership firm, registered society, private company, limited company)	
3.	Name, Address and contact details of the directors/ proprietors / partners	

4.	Date of registration of Agency/formation of the company and experience as a contractor for maintenance of garden area/horticulture (Copy of registration/deed/memorandum/articles of association to be attached)	R. No..... Date of registration: Date of latest renewal (if any): Copy enclosed: Y / N	
5.	Income tax return for the last three financial years (Copies to be attached), unless exempted	Copy enclosed : Y / N (If exempted by Government from Income Tax, pl quote relevant Notification/order and enclose its copy)	
6.	Total turnover of the agency during last three years (Copies of audited Balance Sheets to be attached)	Copy enclosed : Y / N	
7.	Details of registration/licence with statutory authorities like Labour Department, EPF and ESIC, etc (Copies to be attached)	Labour Deptt No....	Copy enclosed :Y/N
		EPF Registration No....	Copy enclosed :Y/N
		ESI Registration No.....	Copy enclosed :Y/N
8.	GST registration, if applicable (copy to be attached)	GST No.	Copy enclosed :Y/N (If exempted by Government, please quote relevant notification/order and enclose its copy)
9.	PAN No. (copy to be attached)	No.....	Copy enclosed :Y/N
10.	Details of ISO/other certification, if any	No.....	Copy enclosed :Y/N
11.	Details of proceedings including conviction/police case against bidder pending before any forum/tribunal/ court/ commission. If so, nature, period and other details of such dispute may be stated specifically.		
12.	Details of blacklisting of bidder previously by any Govt deptt/undertaking/body		
13.	Any other information (with copies of relevant documents to be attached)		Copy enclosed :Y/N

Notes: Y= Yes; N= No

14. List of Major Clients, including Govt. Departments/Organizations/undertakings for the maintenance work of garden area/horticulture work during last 03 years from 2015-16 to 2017-18:

S. No.	Name of Client with contact details	Nature of the client's indicating the category of client @	Category of personnel/personnel deployed	Number of persons deployed	Period for which maintenance services provided	Whether drip irrigation system was also installed/operated? (Yes/No)
(i)						
(ii)						
(iii)						
(iv)						
(v)						

Notes:

@ categories being office, garden/park, institute, hospital, hotel, etc

- Copies of relevant documents (contract agreements, work orders, performance certificates, etc.) may also be attached.

- In case less space is available for any information, separate sheets containing the detailed information may be attached.

15. Turnover of bidder/agency during the last three years:

Year	Turnover in Rupees (in words and figures)	Copy Enclosed / Not Enclosed
2014-15		
2015-16		
2016-17		

Please enclose documentary evidence for above facts duly certified.

Notes:

- Copies of relevant documents are to be enclosed in support of information furnished above.
- Any corrections/alterations made in the entries are to be duly attested by the bidder/authorised signatory.

16. Any other relevant information (with copy of relevant documents):

Enclosures with tender: (i) Lists, additional information/sheets & copies of all documents as required/stated above and tender document.

(ii) Demand Draft (DD) of Rs.1,000/- towards cost of tender (if not already paid in cash): DD No. dated.....(drawn on bank

(iii) DD of Rs towards Earnest Money: DD No. dated.....(drawn on bank

UNDERTAKING

I/we hereby solemnly undertake & certify that:

(a) I/we have not have been blacklisted previously by any of the Government department/undertaking/body.

(b) All the information's furnished by me/us in the tender document/technical bid above are true to my/our knowledge. I/we have no objection to iCED to verifying any or all the information furnished in this document with the concerned authorities, if necessary. If at any stage, even during the operation, it is found that false information is provided in the tender document, the agreement executed by me/us will stand terminated and my/our performance security /EMD will be forfeited by iCED.

(c) I/we have understood all the scope of work, terms and conditions indicated in the tender document and hereby accept all the same completely.

Dated:

**Signature of the authorized signatory of the bidder
With official seal/ stamp**

FINANCIAL BID

Description	No. of persons	Rate per day	Monthly Rate per person	EPF at present rate	ESI at present rate	Total per Person	Monthly payment for all persons
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Skilled							
Semi-skilled							
Unskilled							
Total							
Material cost per month	Implements/machines/fuel/pumps/pipes/fountains/manure/pesticide/seeds/saplings etc.						
Drip Irrigation maintenance charges per month							
Administrative Charges per month							
Total before tax							
GST Rate							
Tax Amount							
Grand Total							

Note:-

- (1) Rate in column (3) above should be the minimum wages prescribed by the Government for relevant category.
- (2) Other payments will include payment for EPF and ESI at applicable rates from time to time.
- (3) Revised minimum wages to be declared in future will automatically be applicable. VDA to be declared in future will also be paid extra
- (3) Annual Bonus as per applicable rates will also be paid.
- (4) Any change in GST rates will be applicable automatically.

(Signature of the bidder)

Name and Address (with seal)