

**THE STATE TRADING CORPORATION OF INDIA LIMITED
JAWAHAR VYAPAR BHAWAN, TOLSTOY MARG, NEW DELHI 110001
(Telephone Nos. 23313177/23462206/23462375)**

STC/GAD/Horticulture/2015

Dated: 07.01.2015

STC invites sealed tenders from reputed Nurseries for providing Horticulture work at STC's Office in Delhi. The tender document can be obtained on any working day during office hours by making payment of Rs.500/- in the form of Demand Draft/Banker Cheque or may be downloaded with full details from STC's website <http://www.stc.gov.in> & Govt. website www.tenders.gov.in. The last date for receipt of tenders is **30.01.2014** upto 3.00.PM.

The State Trading Corporation of India Ltd.: New Delhi General Administration Division

Terms & Conditions of Tender for general maintenance of Lawns at New Delhi-110001

Sealed tenders are invited from Nurseries of repute on annual basis for the Horticulture work as per following requirements:

1. General maintenance/landscaping of six lawns by laying grass carpet and providing 150 new plants at Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi every month/ subject to their condition.
2. Maintaining and Providing 100 (name of plants like money plants, areca palm, Christmas Trees, Sypris etc.) plants in the offices of Sr. Executives at JVB every month/ subject to their condition.
3. Maintenance/landscaping of front lawns by laying Grass carpet and Providing 100 plants at five residential flats at Asian Games Village Complex, Ganpat Andalkar Block, New Delhi every month/ subject to their condition.

The tender's application should be in sealed covers super-scribing "Tenders for Horticulture works" addressed to Shri N.K. Juneja, Jt. General Manger, STC of India Ltd., Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi should be dropped in the Tender Box kept at the Reception of STC (Ground Floor) upto 3.00 PM on **30/01/2015**. No other form of delivery is acceptable and tenders not dropped in the tender box shall be summarily rejected. The tenders will be opened at 3.30.PM on the same date in the presence of self or authorized representatives of such tenderers who wish to be present.

1. JOB DESCRIPTION

A. Lawns

- The Lawns should be properly maintained on evenly leveled ground with correctly plated/ cut grass.
- The grass should be trimmed, fertilized, watering regularly by modern grass cutting machines (lawn mowers)
- The grass lawns so developed should be regularly and properly watered and maintained and also laying the grass on the all lawns as and when required.
- Fresh soil is to be provided at least once in a year so that the level of the lawn is maintained evenly.
- The soil, sand, grass, fertilizers, lawn manure, grass cutting machines, tools implements etc. will have to be arranged by the successful tenderer at his cost inclusive of carriage charges.

B. Hedges, Bushes & Ground covers.

- The hedges and bushes are to be planted at correct places, wherever required, and arranged with reference to their varying colours and heights.
- In the event of any damage to the hedges and bushes, the same shall be replaced by the successful tenderer.

2. OUTDOOR PLANTS

- The successful tenderer will first prepare beds and/or make modifications in the existing beds in the lawns in an artistic manner for the plantation of decorative seasonable flower plants.
- The successful tenderer will have to arrange and sow seasonal seeds at proper plantation times, arrange compost manure, and take care of their proper growth in order that these bloom at their right time.
- At least 225 earthen pots of 10" to 12" height along with seasonal flower plants various high varieties like chrysanthemum, dahlia, cinaneria, carnation, brachicoma pholox, petunia, aster, calendula, sweet Allyson, daisy pansy, etc. would have to be arranged by the successful tenderer at his cost.
- These decorative plants pots should be provided with the requisite bamboo sticks support to be further tied with thread.

- To perform other manual dusting to clear and maintain landscaped environment.

3. QUALIFICATIONS

- The tenderers should have nursery in Delhi/NCR having Registration at Delhi/NCR for the Provident Fund, ESI, PAN No. and should enclose photocopies of all registration certificate along with tender documents.
 - The tenderers should have minimum experience of providing services to large organization in Delhi/NCR including PSUs for the last two years i.e. 2012-13 and 2013 – 14 in the Horticulture work. Copies of certificates indicating satisfactory performance in the last two years i.e. 2012-13 and 2013 – 14 to be enclosed along with tender documents.
 - They should have also completed at least a single contract of Rs. 2.5 Lakh in Horticulture work during the last two years i.e. 2012-13 and 2013 – 14
 - All tender documents must be signed by the tenderer and will be the part of agreement.
4. The tenderers should quote their charges on per month lump-sum basis which should be inclusive for the all works, jobs, and services and will also cover the expenditure to be incurred by the agency.
 5. The service Tax, if applicable, shall be reimbursed based on the documentary evidence deposit showing of service tax concerned authority.
 6. The success-full tenderer should be liable to comply with all statutory obligations related to the contract.

7. EARNEST MONEY DEPOSIT

- Every Tenderer has to submit an EMD amount of Rs. 10,000/- (Rupees ten thousand only) in the form of Demand Draft/Banker's Cheques in favour of "The STC of India Ltd." Payable at New Delhi. No interest will be paid at the time of refund of EMD to the party.

8. SECURITY DEPOSIT

The successful tenderer will be required to make interest free security deposit equivalent to 10% of annual contract value in the form of Bank Draft/Banker's Cheque drawn in favour of "The State Trading Corporation of India Ltd." Payable at New Delhi with the Corporation. After receiving the security deposit, the EMD will be refunded. The security deposit will be refunded within six months from the date of expiry of the contract satisfactorily after adjusting dues, if any.

The lawns and other areas proposed for landscaping may be inspected on any working day between 10.00 AM to 5.00 PM by the tenderer.

All tenderers must clearly state in their offer as under:

- i) That they have inspected the lawns and other areas prior to submitting their offer.
- ii) That they have read the job description and agree to perform the job as stated therein.
- iii) That they have requisite number of workmen, entire sources, materials such as lawn mowers, (grass cutting machines,) tools and implements, pots seeds, plants, soil, sand grass, various kinds of fertilizer, insecticides, etc.
- iv) That they have adequate workmen to handle the above jobs.

The offers without these details and without the confirmation as stated above will be summarily rejected.

9. INDEMNITY CLAUSE:

The STC without any protest demur will always be kept indemnified and harmless from all the liabilities/losses/damages/cost/penalties etc. arising out of this contract. The STC will not be liable for any claim negligence, default,

mistake, fraud and dishonesty of the employees/representative deputed for performing the contract.

The Tenderer shall keep STC indemnified at all times against any claim /liabilities /proceedings etc. from any third party or otherwise arising out / or in connection with this Tender and following contract thereof.

10. PENALTY CLAUSE:

In case of leaving the contract in between or not performing/fulfilling of obligation etc. the security deposited/EMD will be forfeited.

11. Settlement of disputes:

If any dispute/difference of any nature whatsoever or regarding any right, liability, act, omission on account of any party hereto arising under or in connection with this contract or the execution thereof, shall be referred to sole arbitration of CGM (ADMN.) of STC. The decision/award of Chief General Manager (Administration) of STC shall be final binding & conclusive between the parties. The jurisdiction will be New Delhi.

12. Disclaimer

STC reserves the right to accept, modify, amend or reject any or all tenders without assigning any reason thereof and STC's decision in this regard shall be final and binding on the tenderer.

13. Termination clause:

The Horticulture contract shall also stand terminated:

- a) **with immediate effect in case of any negligence or violation of the tender terms on the part of the successful tenderer; or**
- b) **on expiry of one month's notice period for reasons other than (a) above may be given.**

14. Format for Quotations

The tenderer shall submit their quotations in the following format:

The State Trading Corporation of India Limited: New Delhi

S. No.	Location	Period	Rate (Rs.) per month lump sum basis	Annual Amt. (Rs.)
1.	General maintenance of six lawns by laying carpet grass and providing 150 plants at JVB New Delhi	12 Months	Rs.	
2.				
3.	Maintenance of front lawns by laying carpet Grass and Providing 100 Nos. plants at five residential flats at Asian Games Village Complex, Ganpat Andalkar Block, New Delhi.	12 Months	Rs.	
		12 Months	Rs.	
Total =				

The following documents in support of our tender attached:

- 1) Copy of Provident Fund Registration;
- 2) Copy of ESI Registration
- 3) Copy of PAN Number
- 4) Copies of experience in the field of Horticulture work during the last two years i.e. 2012-13 and 2013 – 14.
- 5) Copies of satisfactory performance certificates in the last two years i.e. 2012-13 and 2013 – 14
- 6) Copies of single competed contract of Rs.2.5 lakhs during the last two years i.e. 2012-13 and 2013 – 14
- 7) Documents indicating location of Nursery in Delhi/NCR.

Tenderers Signature)
(Seal)/Stamp

Tel.No. Off _____

Tel No.Resi. _____

Mobile No. _____

Fax No. _____

General Administration

Dated:

NOTICE INVITING TENDER

Tender No. STC/GAD/HORTICULTURE/2015 dated 07/01/2015

STC invites sealed tenders for each venue separately for the Horticulture works on annual basis for the following:

1. General maintenance and providing plants at six lawns at Jawahar Vyapar Bhawan, Janpath Road, New Delhi
2. Maintain and Providing 100 plants in the offices of Sr. Executives at JVB.
3. Maintenance and Providing 100 plants at five residential flats at Asian Games Village Complex, Andalkar Block, New Delhi.

Locations	EMD	Eligibility criteria
As above mentioned	10,000/- by DD/Bankers' cheque in favour "The STC of India Ltd." Payable at New Delhi	The tenderer should submit the copies of following documents: <ol style="list-style-type: none">1) Provident Fund Registration;2) ESI Registration;3) PAN Number;4) Copies of experience certificate of the last two years i.e. 2012-13 and 2013 – 145) Copies of satisfactory performance certificates in the last two years i.e. 2012-13 and 2013 – 146) Copies of single competed contract of Rs.2.5 lakhs during the last two years i.e. 2012-13 and 2013 – 147) Documents indicating location of Nursery in Delhi/NCR.

Tenderer documents will be available at STC website "<http://www.stc.gov.in>" The documents downloaded from the website should be accompanied with the payment for the tender documents, i.e. Rs.500/-by way of Demand Draft/ Bankers cheque in favour of ' The STC of India Limited' along with completed tender form.

The last date for receipt of tender is **30/01/2015** upto 3.00 PM. The tender documents complete in all respect in closed cover should be dropped in the Tender Box by 3.00 PM kept at STC's Reception on Ground Floor. No other form of delivery of tenders is acceptable and tenders not dropped in box shall be summarily rejected.

The tender received in the tender box will be opened on the same date i.e. **30/01/2015** at 3.30 PM in the 4th Floor of JVB in the presence of the tenderers or their authorized representatives who wish to be present.

Tender received without EMD will be rejected out rightly. No interest on EMD will be payable by STC.

STC reserves the right to accept or reject any tender without assigning any reason thereof. STC further reserve the right to award work to one or more than one contractor.

(N.K. JUNEJA)
Jt. General Manager

To
M/s. _____

Cost of Tender documents is Rs.500/- only

The Jt. General Manager,
General Admn. Division,
STC of India Ltd.,
Jawahar Vyapar Bhawan,
1, Tolstoy Marg,
New Delhi-110001.

Tender No. STC/GAD/HORTICULTURE/2015 dated 07/01/2015

- Sub:
1. General maintenance and providing plants at six lawns at Jawahar Vyapar Bhawan, Janpath Road, New Delhi
 2. Maintain and Providing 100 Nos. plants in the offices of Sr. Executives at JVB.
 3. Maintenance of lawns and Providing 100 Nos. plants at five residential flats at Asian Games Village Complex, Andalkar Block, New Delhi.

Dear Sir,

I/We hereby tender for the execution of the captioned work on the rates specified by us on the basis (lump sum) in accordance with the terms & conditions.

I/We hereby distinctly and expressly declare and acknowledge that before the submission of my/our tender, I/We have carefully studied and understood the general instructions and detailed terms & conditions of the tender.

I/We have seen the locations where the said work is to be done and made such investigation as regard to the operation of the above mentioned work.

If, I/We fail to commence the work by the specified date as per letter of award, I/We agree that my/our EMD shall stand forfeited. Further, I/We state that:

- i) I/We have inspected the venues and other areas prior to submitting my/our offer.

ii) I/We have read the job description and agree to perform the job as stated therein.

iii) I/We have requisite number of workmen; entire sources materials such as lawn mowers (grass various kinds of fertilizers, insecticides, etc.

iv) I/We have adequate workmen to handle the above jobs.

I/We have to keep the offer open for 90 days (3 months) from the date of the closing of tender. Should this tender be accepted, I/We agree to abide by and fulfill at the terms and conditions set forth in this tender document(s).

Thanking you,

Yours faithfully,

(Tender) (Seal)

Tel. No.Off._____

Tel.No. Resi._____

M.No._____

Fax No._____

Add._____
