



NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA-769008 (ODISHA)

An Institute of National Importance under Ministry of HRD, GOI

**NOTICE INVITING TENDER**

**Tender Notification No: NITR/TS/Tender/14/L/09 Dt: 24.11.2014**  
The National Institute of Technology, Rourkela invites sealed bids from experienced Firms/Agencies/Contractors **for Maintenance of Lawns & Gardens, Campus Streets and Some Specified Green Areas of the Institute.**

Pre Bid Meeting: **10.12.2014 at 03.30 PM**

Last date of Submission of Bid: **16.12.2014 by 03.00 PM**

Opening date of Bid: **16.12.2014 at 03.30 PM**

**For Details:** [http://nitrl.ac.in/Jobs\\_Tenders/8Maintenance/Default.aspx](http://nitrl.ac.in/Jobs_Tenders/8Maintenance/Default.aspx)

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**REGISTRAR**



## **NATIONAL INSTITUTE OF TECHNOLOGY**

### **ROURKELA-769 008 (ODISHA)**

Tender Notice No. NITR/TS/Tender/14/L/09

Dated:24/11/2014

### **TENDER FOR MAINTENANCE OF LAWNS AND GARDENS, CAMPUS STREETS AND SOME SPECIFIED GREEN AREAS OF NIT, ROURKELA**

Sealed tenders are invited from experienced Firms/Agencies/Contractors for maintenance of lawns and gardens within academic campus & Campus Streets of NIT, Rourkela as per the following terms and conditions.

The total work is divided into four areas as per following details:

- (a) Area I : Academic area including New campus ( Biomedical, Lecture Hall and new Electrical Science Building), and all other areas that will come into operation within the compound during tenure of the contract.
- (b) Area II : Total sports & Hostel area ( East of academic area) excluding hostel compounds and north of the water channel.
- (c) Area III : Campus area East of central avenue (including Bachelor Flats, Health centre and pump house area, including Health Centre, Staff club and children's park.
- (d) Area IV: Campus area, west of central avenue (including Community centre front and back area),Technology club, Western Avenue and full northern avenue up to CVR Hall.

#### **A. DESCRIPTION OF WORK :**

##### **I. AREA – I (Work schedule as per Annexure – I)**

1. Watering of the existing gardens and plants throughout the year without disruption (this includes the engagement of adequate number of labourers per day for 365 days).
2. General sweeping of the entire academic area removal of plastic bags/papers/leaves etc. daily throughout the year and disposing them properly (adequate numbers of labourers must be engaged per day for 365 days ).
3. Maintenance of existing lawns & gardens and weeding & cutting of bushes as per **Schedule-A** has to be done by the firm/agency throughout the year by engaging adequate number of trained personnel or labourers.
4. Cleaning, weeding & cutting of bushes for the area of approximately 40000 m<sup>2</sup> in the complete academic area (the entire area bounded by the compound wall of academic campus/except the land south of new ME building). This includes engagement of adequate numbers of labours per day for 365 days. The overall quality of grass/plants/wild growth shall be as per existing state, but shall be in a planned manner.
5. Plantation of seasonal flowers, ornamental plants, cacti, Replacement of plants, replacement/development of hedges and grass in the lawns etc. (this includes engagement of qualified and experienced gardeners & supervisors and procurement of fresh replacement

materials). Cost of Plants, fertilizers, chemicals and labour charges etc. are to be borne by the Contractor

6. Regular trimming of grass manually or using Lawn Mowers, replacement/development of hedges and grass in the lawns etc by engaging adequate number of skilled personnel. Lawn mowers or other gadgets shall be purchased by the contractor and be maintained by his own cost. The firm/ Agency shall be the custodian of such equipments/ instruments/ machineries and shall deploy adequate numbers of trained personnel to operate these machineries.
7. Regular cleaning of all road sides, all open drains of the entire academic area daily.
8. Application of manure, soil, sand as required at least once in a year and application of fertilizers, fungicides and medicines from time to time as required.
9. Removal of plants growing on buildings (roofs and walls) must be done regularly without causing any harm or damage to the buildings or institute property.

## **II. AREA - II,III, & IV –(Work schedule as per Annexure-II)**

The following is the scope of the job:

1. Removal of Plastic / polythene bags / papers / leaves etc. daily from all the campus streets and main roads in hall areas. Trash to be removed from areas within visible distance from the roads. A list of roads is given in Area- II, III, IV.
2. Regular sweeping (as per need) of campus Main Gate area, Area in front of Jagda Gate, Academic Campus Front Gate, Mangala Gate, Guest Houses and sweeping all other roads as per need and direction of institute authorities, to give them a decent look at all times, depending on the area assigned.
3. Continuous leveling and de-stoning of land on both sides of roads to ensure that a lawn mower or other type of weed cutter can move without danger.
4. Continual monitoring and repairs of levels on both sides of the roads.
5. Continuous rough leveling and rough de-stoning of land away from road within plantation area so that a jungle bar type of weed cutter can be used.
6. Regular weeding of bushes grown beside all the campus streets including main roads in hall areas as per Annexure – II. Weeding means uprooting of larger weeds, i.e, those which (if left unattended) have a potential to grow into trees or heavy bushes, and cutting of the rest at a convenient height. For road sides, trimming height should be approximately 50 mm or less, something that is normally achieved with a lawn mower type cutter, while that in plantation areas should be around 100 mm that can be achieved with a jungle bar type of machine. Frequency of cutting should be such that the area gives a neat and tidy look throughout the year.
7. The frequency of cutting and weeding shall depend on the season; but at no point of time the area should give an impression of being unattended.

8. Watering of road side lawns in specific areas (in front of Campus Main Gate, Academic Campus Front Gate, Guest Houses), any road side plantation or other trees that needs water, particularly during the first 2 years of its life.
9. Protection of plants against possible fire by keeping combustible material quantity low (Dead and dry leaves must be swept early and disposed).
10. Proper disposal of plastics, paper, dry leaves etc. is to be done regularly.

**B. OPERATIVE TERMS AND CONDITIONS ( FOR AREA – I, II, III & IV)**

1. Adequate personnel as necessary for effective execution of the job must be deployed by the firm/agency for seven days a week throughout the year. The Agency/Firm will maintain the agreed deployment of well trained gardeners and labourers throughout the year.
2. Electric and Hand Lawn mowers are recommended for use and the Firm/ Agency/ Contractor shall supply and maintain them at his own cost.
3. Jungle bars and/or any other useful equipment may also be given by the institute as per availability, to be used for the purpose. The contractor shall bear the cost of consumables, petrol, repair and maintenance.
4. Electricity will be supplied free of cost by the institute for use of above equipments wherever possible. Typical distance of cord for lawn mowers shall be upto 150m.
5. Water required for the job will be provided by NIT, Rourkela at designated points. The contractor shall arrange pumping, supply and distribution etc. upto and within the required work-site.
6. The assets and articles provided by the Institute shall be property of the Institute and agency shall be merely the custodians of such assets and articles. On termination of contract, any such property shall be handed over to the Institute in good and intact condition.
7. The Agency shall assure that in the event of shortage of personnel on duty, the routine maintenance work shall be executed effectively by engaging substitute personnel or assigning overtime duties to other employees at his own cost and expenses.
8. The Agency shall ensure that all personnel are imparted proper training at regular intervals.
9. Names and other personal details of the employees engaged by the Agency under this contact has to be submitted and approved by the Institute.
10. The Agency shall designate their representative stationed at the Institute, who would act as a liaison officer between the agency and the Institute as and when required.
11. Deficiency in Service : The institute authorities shall inspect the facility from time to time to assess the performance of the Contractor. If any deficiency in service is observed, the inspecting personnel may asses the value of the deficiency and recommend appropriate financial adjustment in the monthly bill. Such adjustment will typically be twice the value of the deficiency to account for the administrative cost and hardship to the users. The cost of the deficiency shall include not only the saving to the contractor in materials, equipment usage and personnel, but

also the consequence of poor performance by contractor's personnel and of poor supervision. In case of dispute in assessment, the decision of Director, NIT Rourkela shall be final and binding.

**C. STATUTORY OBLIGATIONS:**

1. This is purely a service contract where the Firm/Agency/Contractor shall render quality services to the institute as per the prevailing terms and conditions of the contract. The agency/firm shall be directly responsible for payment of wages (including other benefits like E.P.F. & E.S.I.) to his manpower engaged under this contract at his own cost. When the contract terminates there shall be no physical or moral pressure on the institute, on grounds of "person displaced from job".
2. Month wise detailed statement of wages paid to the labourer including E.P.F/ E.S.I deduction of previous month should be enclosed along with the monthly bill in the name of Registrar, NIT, Rourkela by the Firm/Agency and submitted to PIC, Lawns & Gardens/designated Officer of the institute.
3. The Firm/Agency must have E.P.F registration No. and a valid labour license under section 7 of the contract Labour ( R & A ) Act,1970 and contract labour ( R & A Central Govt. Rules, 1971).
4. The Firm/Agency shall abide by all statutory and regulatory Acts of both Central Government and State Government.
5. The Firm/Agency shall comply the regulatory clauses of labour Act and shall not engage any minor under this contract.
6. All safety measures must be taken care, in order to avoid any accident, fire and other safety hazards. Any type of loss of assets due to any such incident is the sole responsibility of the Firm/Agency. The Institute shall in no way be liable for any such incident.
7. If there is any damage to the institute property or any other financial burden on the institute because of willful or negligent action by the Firm or its personnel, the institute shall be entitled to recover the same by means of compensation from the Firm/ Agency.
8. The Registrar or an Officer explicitly authorized by him will represent the Institute in all dealings with the Firm/ Agency.
9. The staff engaged by the Agency shall draw their remuneration from their Agency and will not claim any employment benefit from the Institute at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the Institute in the matter.
10. The initial cost of the contract price shall remain valid for one year. Any mid-year increase in expenditure because of enhancement of minimum wage of the central govt., cost of goods and services in the market or tax rates (except service tax) will be absorbed by the contractor without affecting the service provided.

**D. MODE OF SELECTION:**

1. A committee constituted by the Institute will examine all the proposals on the basis of
  - a. Credentials of the contractor and the key personnel.

- b. Past experience in similar business.
  - c. Methodology to be applied for maintenance works.
  - d. The quality of service
  - e. Service charges quoted
2. Bids for all the four areas shall be evaluated separately. If required the contract for Area –I, II,III & IV may be awarded separately to two or more bidders depending upon convenience of the institute.
  3. The contractors will be short-listed on the basis of sound knowledge and proven experience in the field related to maintenance of lawns and gardens. It is the responsibility of the bidder to convince the institute committee that the institute plants (which are live objects) are safe in their hands and will be properly looked after.
  4. The technical bid shall have 70% weightage out of 100 marks. The bidders securing 60% of the total marks assigned to technical bid (i.e. 42/70) shall be declared qualified in the technical evaluation. Marks assigned to bidders by the appropriate committee and approved by Director, NIT Rourkela shall not be questioned by any bidder.
  5. The bidders who qualify in the technical evaluation stage shall only be called for opening of financial bids. Institute shall open the financial bid on the same day or else intimate the bidders, the time/ venue for the financial bid opening in written communication/over telephone/e-mail communication.
  6. The Financial Bids of all qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.
  7. The financial bid shall have 30% weightage out of 100 marks. The lowest bidder shall get highest marks (30/30) and others getting proportionately.
  8. Selection will be made based on the highest score. [Technical evaluation (70) + Financial Bid score (30) ]
  9. The recommendation of the committee will be put up to Director NIT for his consideration. Decision of Director will be final and binding. It should be noted that selection will be based on combination of quality and cost, instead of cost alone.
  10. Photo copy of all relevant documents as mentioned in Annexure-I have to be submitted along with the proposal, failing which the same is liable to be rejected.

**E. COMMERCIAL TERMS AND CONDITIONS:**

1. The successful bidder/firms shall deposit the Bank Draft of an equal to one month's contract value from a nationalized bank in favour of Director, National Institute of Technology, Rourkela. The security deposit shall be released within one month after realization of the Institute dues, if

there would be any on termination of the contract. If the firm fails to operate as per agreed terms and conditions of the contract the security deposit shall be forfeited.

2. If the Firm/Agency/Contractors fails to initiate the job within specified time given by the institute, the EMD shall be forfeited and the next eligible firm/Agency shall be offered.
3. The agency shall submit a monthly claim (the mutually agreed rate as per the contract) to the Institute through the designated officer of the Institute, who shall endorse a certificate on the bill for the services rendered by it during that month. The payment of the certified monthly bill shall normally be made within fifteen days from the date of receipt of the bill.

**F. CONTRACT VALIDITY :**

**(A)**

1. The contract shall be initially for a period of one year from the date of award subject to continuous satisfactory performance. However, this will be reviewed at the end of each year based on the performance and if found satisfactory it will be renewed for two years more, on year to year basis at the sole discretion of the Director, NIT Rourkela..
2. This contract can be terminated under any one of the following circumstances.
  - (a) By giving one month's notice by the Institute, anytime without assigning a reason, if in the opinion of the authorities such termination is in the interest of the Institute. This termination will not be challenged by the Contractor.
  - (b) The firm/Contractor not performing his duties properly as per the agreed terms and conditions of the contract. The institute shall decide whether the performance of the contractor meets specification or is deficient and to what degree. In such a case the notice period shall be one week without any compensation.
  - (c) For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the Agency to any third party or subletting whole or part of the contract or the premises to any third party. The notice period shall be one week without any compensation.
  - (d) The firm/Contractor being declared as insolvent by the court of law. The notice period shall be one week without any compensation.
  - (e) For indulging in any grossly unsafe practice, stealing or wilfully damaging institute property or engaging in any illegal activity, the contract may be terminated on immediate notice. Decision of Director, NIT Rourkela in this matter shall be final and binding.

**(B)**

1. The Institute will pay at minimum rates of wages to the personnel employed. Other charges will be scaled up with the proportionate increase in minimum wages. No arrears to be paid in case of delayed implementation. At any point of time the allotted personnel (attendance monitoring will be done) must be present in the campus failing which penalty at the rate of 1.5 times of a day's wage of the no. of shortfall staff(s) will be deducted.
2. The Institute augurs for state-of-art technology. If necessary at any period of the contract

the Institute may introduce biometric attendance for the personnel.

All cleaning personnel are required to turn up on their duty in neat uniform and cleaning appliances/accessories, which are to be supplied by the Agency. Smoking, tobacco chewing & spitting, alcohol etc. are strictly prohibited inside the campus area. Any personnel found with this act or with improper/indecent behaviour may be dismissed from the job and Institute shall not be responsible for any situation arising out of that.

3. Manager/Staff Substitution: During an assignment, if substitution is necessary (for example because of ill health or because a staff member proves to be unsuitable, or the member is no longer working with the firm) the firm shall propose of other staff of at least the same level of qualifications for approval of the competent authority of the Institute.
4. All payments to staff to be engaged by the Firm under the contract are to be transacted through Bank only.
5. Names and other personal details of the personnel to be employed by the Firm / Agency under the contract have to be submitted and approved by the Institute.

During the notice period for termination of contract in any of the situations contemplated above, the contractor shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the Contractor to remove all the persons and / or resources deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to NIT, Rourkela.

**G. JURISDICTION AND RIGHT TO AMEND RULES:**

1. The institute reserves the right to amend rules whenever and wherever considered necessary and appropriate. The same shall be intimated to the contractor in due course.
2. The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, NIT, Rourkela is the sole arbitrator to decide the same and his decision is final and binding on both the parties as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Rourkela only.

**H. INSTRUCTIONS TO THE BIDDERS:**

1. This Invitation for Bids is open to the agencies having experience in garden maintenance works for a period of minimum two years of a significant value, executed with Central / State Govt. Departments / Autonomous Bodies /Institutes of Repute/Private organizations etc.
2. The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding document. Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.





## Annexure - I

**Area - I: Worksite:** Maintenance of lawns and gardens within academic campus area excluding BM and LH.

### Schedule - A

Group	Worksite	Weightage in%
Group-A	Main Building entrance (North side)	20%
	Mangala Gate side	
	Director's Bungalow	
	North of BB Auditorium	
	BB Auditorium (to its west) and south of SAC	
Group B	Canteen (East of Canteen)	15%
	Canteen South side (below staircase)	
	AN Khosla Centre (East)	
	P & A Deptt. (to its east & south)	
	Library Front (quadrangle)	
	West of Water Works-Chemical Engg.	
Group C	Mechanical Engg. (Front/North)	20%
	Mechanical P.G. Building Front (to its north)	
	East of Workshop building	
	SAC gate to Ceramic Engg.	
	Front of CS and EC Deptt.	
	Both sides of Road from SAC gate to Chemical Engg. Deptt	
Group D	Rose Garden (Near Telephone exchange)	15%
	Work shop front	
	Mining Engg.	
	Ceramic Engg	
	Sweeping and cleaning of all Roads, Road sides, all open Drains & removal of unwanted plants from buildings & Roofs	
	Small included passages not explicitly mentioned	
Group E	Area behind Chemical Building to LH (Including BM)	15%
Group F	New Electrical Science Building Area	15%
Group G	All forest areas, TIIR lawns	20%
<b>Total Area : Approx. 60,000 sq.m</b>		<b>100%</b>

Note: The entire academic area need to be covered , except any area under active construction work and area south of the road in front of LB and ME/ID New buildings.

## **Annexure - II**

**Area -II: Worksite:** Maintenance of streets of total sports and hostel area and east of academic area:

Group - A : PT Usha sports complex upto Hexagon Canteen.

Group - B : Dilip Tirkey stadium

Group - C : Tendulkar Sports Complex

Group - D : All roads :- Academic Avenue, Scholar Avenue, Sports Avenue, Technology Avenue, Gulmohar Street, Cricket Street, Approach to Dilip Tirkey Stadium.

Group – E : Technology Area, Industry Area, Academic Avenue, South & West of SSB Hall, Innovation Avenue and all areas north of water way.

Note : Group A - D Combined will cover the entire area East of the Academic Complex, excluding the hostel compounds, bounded by boundary walls on all sides and water way to the south.

Each group has a weightage of 20% of the gross contract value. Any deficiency in service shall entitle the institute to levy penalty proportionately which shall be recovered from the monthly claim.

All the roads to be cleaned frequently and both sides of the roads are required to be weeded and trimmed regularly. The area on both sides of roads to be maintained includes the area covering a distance up to 5m. on each side where there is no fence otherwise up to 10m on each side of the road.

**Area -III: Worksite:** Maintenance of campus street area for east of central avenue (including bachelor flats, health centre and pump house area etc) and the southern avenue, from central avenue on the west to academic avenue on the east.

Group – A : Street No -1,2,3 and Eastern avenue (full length) upto pump house.

Group – B : Full central avenue (both sides), Estate Office,Health Centre,Car parking Area I.

Group – C : Street No. 6 - 9 G & F qrs. Near pump house & water pump house.

Group –D : All streets surrounding D Flats, Bachelor Flats, E Flats, Compound of Staff Club and Faculty Club.

Group - E : Southern avenue upto Academic Avenue, Staff club & Children's Park.

Each group has a weightage of 20% of the gross contract value. Any deficiency in service shall entitle the institute to levy penalty proportionately which shall be recovered from the monthly claim.

All the roads of above area are to be cleaned frequently and both sides of the roads are required for weeding and trimming. The area on both sides of roads to be maintained includes the area covering a distance up to 5m. on each side where there is no fence otherwise up to 10m on each side of the road.

Area -IV: **Worksite:**

Maintenance of campus streets area for west of central avenue (excluding community centre front area), Western avenue and full Northern Avenue upto CVR hall.

Group – A : Northern Avenue.

Group – B : Western Avenue.

Group – C : Street No. 1 – 5

Group – D : Street No. 6 – 11, Car Parking Area II.

Group – E : Community Centre & Technology Club.

Each group has a weightage of 20% of the gross contract value. Any deficiency in service shall entitle the institute to levy penalty proportionately which shall be recovered from the monthly claim.

All the roads of above area are to be cleaned frequently and both sides of the roads are required to be weeded and trimmed. The area on both sides of roads to be maintained includes the area covering a distance up to 5m. on each side where there is no fence otherwise up to 10m on each side of the road.

**Annexure-III**

ON THE LETTERHEAD OF THE FIRM/AGENCY

**TENDER FOR MAINTENANCE OF LAWNS AND GARDENS, CAMPUS STREETS AND SOME SPECIFIED GREEN AREAS OF NIT, ROURKELA**

1. Name of the Firm/Agency : \_\_\_\_\_
2. Name of the Proprietor /Partner(s) : \_\_\_\_\_
3. Full Postal Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Other Business of the Firm : \_\_\_\_\_
5. Office/Residence Phone No./ Mobile No., If any: \_\_\_\_\_
6. Office Fax No. If any : \_\_\_\_\_
7. Name(s) of the Proprietor/  
Partners : \_\_\_\_\_
8. PAN No. (Mandatory) : \_\_\_\_\_
9. E.P.F & ESI Registration No. : \_\_\_\_\_
10. Service Tax Registration No. : \_\_\_\_\_
11. Labour License No. : \_\_\_\_\_
12. Volume of Business in the Financial : \_\_\_\_\_  
Year 2013-14.
13. Volume of Business in the Financial : \_\_\_\_\_  
Year 2012-13 AND 2013-14 with NIT, Rourkela, If any  
give details :
14. Past experience in similar business or credential : **Use separate sheet**  
(enclose relevant documents/ order copies of other organizations )
15. EMD Particulars: Bank Draft No. \_\_\_\_\_ Date \_\_\_\_\_ for Rs. \_\_\_\_\_
16. Number and qualification of personnel the firm proposes to use : \_\_\_\_\_  
(Attach separate sheet for qualification, experience and other details of personnel)
17. Machinery and methods used in executing the job : **Use separate sheet**

**Signature of the Proprietor/ Partner**

**N.B. (Please enclose the photo copy of following documents along with the form)**

1. Income Tax / Service Tax Clearance Certificate
2. Service Tax registration No. and PAN along with KYC docs .
3. E.P.F, ESI & Labour License.
4. Order copy of other organizations if any.

**Annexure - IV**

ON THE LETTERHEAD OF THE FIRM/AGENCY

**TENDER FOR MAINTENANCE OF LAWNS AND GARDENS, CAMPUS STREETS AND SOME SPECIFIED GREEN AREAS OF NIT, ROURKELA**

**PRICE BID**

1. Name of the firm with address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Price : (as mentioned in following table)

<b>Sl. No.</b>	<b>Description</b>	<b>Quoted Price per month (In Rupees)</b>
<b>I</b>	Maintenance of lawns and gardens- Area - I	Rs. _____ (In Words _____)
<b>II</b>	Maintenance of campus streets and some specified areas : Area - II	Rs. _____ (In Words _____)
<b>III</b>	Maintenance of campus streets and some specified areas : Area-III	Rs. _____ (In Words _____)
<b>IV</b>	Maintenance of campus streets and some specified areas : Area-IV	Rs. _____ (In Words _____)

Note :

- i) Monthly rate quoted by the bidder shall be inclusive of all types of taxes (Sales and/or service tax).
- ii) The quoted price in the price schedule shall be inclusive of all taxes/ duties, cess, or any other applicable taxes/levies as may be levied by the Govt. from time to time.
- iii) The prices shall be firm for a period of one year and no increase in the prices shall be entertained during the contract period.
- iv) The institute shall have the liberty to drop any of the work components mentioned above and the selection shall be done accordingly. The qualifying firm must agree to the decision of the institute failing which the EMD shall be forfeited.

Place:  
Date:

\_\_\_\_\_  
Signature of the bidder with seal