



Indian Institute of Information Technology, Sri City, Chittoor

NOTICE INVITING TENDER

NIT NO: IIITS/NIT/LANDSCAPE/2023/014, dt 02/08/2023

E-Tenders are invited through CPP portal – Government e-Procurement Portal from eligibility bidders under two bid system (Technical bid and Financial bid) for the work of Providing **Complete Landscape Annual Maintenance Works and Watering the Trees at IIIT Sri city campus** as per the standard Specification addressed to the Registrar, IIIT Sri City, Chittoor and submit all specified documents:

Name of the work	Providing Complete Landscape Annual Maintenance Works and Watering the Trees at IIIT Sri city campus
Bid Issue Date	2nd August , 2023
Last Date of Bid Submission	9th August 2023 up to 16:00 Hrs
Date Of Bid Opening	10th August , 2023 up to 16:00 Hrs
Mode of Submission	E-Tender in Two bid System through CPP Portal ENVELOPE 1: Technical Bid ENVELOPE 2: Financial Bid
Address for submission	E - Tender through CPPP only https://etenders.gov.in/e procure/app
Earnest Money Deposit (EMD)	The Earnest Money Deposit amounting to Rs.15,000/- (Rupees Fifteen Thousand only) must deposit through RTGS/NEFT to IIIT Sri City Chittoor Opex Account (Bank details are in Page 2)

NIT DETAILS

1. **Tender Documents:** The interested parties may collect the tender documents download from web-site of IIIT Sri City –<https://www.iiits.ac.in/tenders/> and in <https://etenders.gov.in/eprocure/app>
2. Bidders are advised to visit the website frequently to find any addendum/ Corrigendum issued or extension of due date for submission, etc. No separate intimation will be issued /advertised in this regard.
3. Bidders are requested to go through the terms and conditions carefully and also visit / inspect the site without fail to familiarize and submit your tender as per procedure explained in the tender document.
4. The tenderer(s) if required, may submit queries, if any, through E-mail to pmc.2021@iiits.in or may contact Mobile No. 9154857419 to seek clarifications within 17:00 Hrs on 12.07.2023. IIIT Sri City will reply only those queries which are essentially required for submission of bids. IIIT Sri City will not reply the queries which are not considered fit like replies of which can be implied /found in the NIT/ Tender Documents or which are not relevant or in contravention to NIT/Tender Documents or queries received after stipulated, extension of time for opening of technical bids, etc.
5. Technical Bids will be open on the scheduled dates. Requests for extension of opening of Technical Bids will not be entertained.
6. **Earnest Money Deposit:**

The Earnest Money Deposit amounting to **Rs.15, 000/- (Rupees Fifteen Thousand only)** must be credited in the form of NEFT/RTGS to “IIIT Sri City Chittoor Opex Account” (A/c. No. 38329375681, IFSC Code. SBIN0016527, (16527) - Sri City (Mallavaripalem),115, Peepul Boulevard Sri City, Chittoor District, AP - 517 646.

The Companies which are registered under **MSME** are exempted from paying EMD amount as per Government order.

(Bidder may give an undertaking as Bid securing declaration accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract., or to submit a performance security before the deadline defied in the request for bids document, they will be liable to suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invites the bids (as the preform available in this tender).
7. **Performance Bank Guarantee:**

The successful tenderer, on whom order will be placed, has to submit a performance security of **5% (Five Percent)** of the order value, (rounded-up to nearest Rs.10/-) in the prescribed form within 7 days of receipt of Work Order/ LOI. Performance security shall be submitted in the form of Demand Draft or in the form of Bank guarantee from any Nationalized/Scheduled Bank in favor of the IIIT Sri City Chittoor.

Performance security should remain valid for a period of three months beyond the date of completion of all contractual obligations of the successful tenderer. No interest will be payable on the Performance Security deposited. In case the contractor fails to provide satisfactory service, the Performance Security submitted by the tenderer is liable to be forfeited.

8. **Eligibility:** The bidders should have relevant experience in garden maintenance activities during last Three (03) years and should submit necessary documents.
9. All the landscape maintenance works shall be initially for a period of **ONE (01)** year from the date of award of work and shall be renewed/extended as per the Institute's requirements.
10. **Site Visit:** Every Tenderer/Bidder is expected to inspect the site/locations between Monday to Saturday from 10:00 Hrs to 16:00 Hrs except Sunday and Govt. holidays, to ascertain the exact requirement of the NIQ, at his own cost before quoting the rates.
11. **IIIT Sri City reserves the right:**
 - a. To accept or reject any or all quotations either in whole or in part or to invite revised price bids or to annul the bidding process
 - b. To postpone and/or extend the date of receipt/opening of quotation or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder.
 - c. To omit/delete any item(s) of work from the schedule at the time of allotment or before the commencement of work without assigning any reason whatsoever.
12. If the date of opening of the quotation is declared as holiday, it will be opened on the next working day at the same time.
13. **Financial Evaluation:** The Financial Bid (Tender) should be submitted strictly in the prescribed CPP Portal format and should remain valid for a minimum of THREE (3) months.
 - a. Financial bids, which are incomplete and are not submitted in the prescribed format, will be summarily rejected.
 - b. The Financial bid should be clearly in the CPP Portal format.
14. The successful bidder needs to arrange for the required materials, gardening equipment and manpower at his own cost as per the scope of the work.
15. The successful bidder has to ensure the safety of the manpower/vehicles deployed in the premises. IIIT Sri City will not be responsible for any incident arising during execution of the work.
16. **PAYMENT TERMS:**
 - a. No advance payment will be made.
 - b. Any payment will be released only after satisfactory completion of the work and after submission the certified bill (s) / invoice(s) as per the schedule for.
 - c. Payment will be initiated only after receipt of certificate from the official concerned from IIIT Sri City Chittoor.
 - d. Payment will be made through on-line upon submission of bills. TDS will be deducted as per rules.

e. No escalation of prices for services will be entertained later in any case.

17. **TAXES AND DUTIES:** Bidders are advised to fill all columns in the CPP Portal BOQ format only without fail. Bidders financial bid without total amount with Tax and total amount without tax as stipulated in the BOQ format will not be considered and they will be summarily disqualified.
18. Bidders are advised not to submit any hard copies of bids either through post or in person to the Tender Inviting authority. Only online submission through portal is accepted.
19. **JURISDICTION:** All the disputes arising out of this order shall have exclusive jurisdiction of Tirupathi, Andhra Pradesh only.

The Director, IIIT Sri City reserves the right to accept or reject any or all the Tenders without assigning any reason.

Instructions for submission of online Bid:

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal URL:<https://etenders.gov.in/eprocure/app> by clicking on "Online Bidder Enrollment". Enrolment on the CPP Portal is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.)
- v. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tender" folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- vi. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
- vii. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option.
- viii. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
- ix. The tenders will be received online through portal <https://etenders.gov.in/eprocure/app>. All the technical/Eligibility related documents should be uploaded in Technical bids in PDF format for evaluation. The tender document (NIT) should be signed and sealed in all pages and uploaded. The bids without signed and sealed Tender Documents (NIT) will not be admitted for technical Evaluation.
- x. Bidder should log into the site well in advance for bid submission so that he/she upload the Bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. . The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- xi. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should submit their financial bids in the format provided and that no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as the bidder's name). If the BOQ file is found to be modified by the bidder, the Bid will be rejected.
- xii. The server time (displayed on the

bidders' dashboard) will be considered the standard time for referencing the deadlines for submitting bids by the bidders, opening of bids, etc. The bidders should follow this time during bid submission.

xiii. The Tender Inviting Authority will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.

xiv. The uploaded tender documents become readable only to public view after the tender opening by the authorized bid openers.

xv. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the Bid no. and the Date & time of submission of the Bid with all other relevant details.

xvi. Kindly add a scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

Xvii Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. xviii. Any queries relating to online bid submission or CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120- 4200462, 0120-4001002, 0120- 4001005].

SCOPE OF WORKS

1. The bidder shall be responsible for the maintenance of the landscaping services which shall include, but not limited to the replacement of the dead or dying plants, trimming and pruning of plants, implementing and growth of the plants at its own cost, maintenance of turf area including irrigation, weeding, mowing, cleaning, manure/fertilizer application, plant protection, replacement of dead or dying grass/turf area & pesticide/fungicide during the maintenance period including deployment of machinery, tools and tackles & manpower to attend and maintain services including up keep of irrigation system.
2. The bidder shall take over all the planter and plants in the service area as per direction of IIIT Sri City representative.
3. The work of gardening services shall be required on all days in a month irrespective of holidays and the manpower deployed for this work should be prepared to work in shifts as may be required.
4. Monthly Maintenance Schedule shall be prepared forecasting maintenance operations for the coming month. This shall be submitted for approval to IIIT Sri City, Chittoor before 25th of the preceding month.
5. Bidder shall do mortality replacement immediately by procuring plant of the same specifications with the consent of IIIT Sri City representative.
6. All spraying of pesticides and fertilizer applications will be performed at optimum temperatures and wind drift negligible. No pesticide/ fertilizer/manure will be applied to landscape areas without the express approval of IIIT Sri City, Chittoor.
7. Watering the whole area of lawns/garden, turfs, flower beds under the contract daily at the rate of 7 to 8 liters per sqm area, uniformly, using all tools and tackles like rubber hose, sprinkler. Water will be made available at watering points.
8. Applying manure (Supply of manure measured separately) by properly diluting and making into thin solution all as per direction of IIIT Sri City, once in a month or as directed by IIIT Sri City.
9. Jungle clearance activity: Clearing jungle, including uprooting of rank vegetation, grass, brush wood, removal of parthenium weeds and other unwanted plants/tall weeds, at ground level, clearing trees/saplings of girth up to 30 cms measured at a height of 1m above ground level, removal of vegetation in rain water drains of roads, dressing the berm of road side etc. including disposal of rubbish at a distance of 50M, all as per detailed specification and as per instructions of the IIIT Sri City, Chittoor.
10. Basin preparation, weeding, soils loosening, branches pruning, fertigation & other horticulture practices suggested by IIIT Sri City, Chittoor.
11. Removal of dry refuse and wet refuse obtained on cutting of lawn, trimming of plants, trees and from other horticultural services should dispose-off far away from campus within 2 to 3 days. Before the refuse is taken out for disposal, the IIIT Sri City representative would need to check it physically in order to ensure that the material being disposed does not contain any useful items.

12. The Bidder has to ensure proper attendance and weekly off of the manpower deployed. The Bidder shall be fully responsible for prevalent labour contract laws for the manpower deployed and ensure that this does not become an excuse in effective daily routine service.
13. It will be the responsibility of the Bidder to arrange a suitable substitute of manpower in time. The Bidder shall provide replacement of personnel, in case of absenteeism, casual/sick leave, etc., so as to ensure full staff at all time. In case of absence/leave by any particular person, the Bidder shall make alternate arrangement immediately, failing which a penalty, which may extend up to wages at double the rates may be deducted per day per person of absence.
14. The Bidder will be required to depute one of its representatives as may be needed to supervise and guide the workers for proper execution of the work as per directions/instructions laid out by the IIIT Sri City Institute.
15. **Verification of character and antecedents:** The persons deployed for work should not be involved in any police case. Police verification (Antecedent) certificate for the persons deployed should be produced.
16. The bidder shall take note of the availability of the Irrigation System in landscape areas.
17. The condition of operation and maintenance of Quick Coupling valves, hose pipe connector and hose pipe are to reviewed by the bidder.
18. The repair of damages occurring (if any) to Irrigation system during horticultural operation is responsibility of bidder.
19. The bidder shall manage the use of irrigation water in an optimum manner to ensure the healthy growth and maintenance level of the plants, providing a high level of appearance.
20. The bidder shall be responsible for protection of sprinklers, placement of drip lines in their original position after each horticulture operation.
21. In case of, any failure of irrigation systems or low level of water supply or in case irrigation water is for any other reason unavailable, the bidder shall immediately make arrangements for manual watering by water tanker, or by other approved arrangement. All plants shall be maintained in a well-watered and healthy state at all times.
22. The water tankers to be used shall be in good condition and fixed with necessary safety features such as safety blinking lights. Water from water tanker shall be dispensed to the landscapes using an appropriate pump fitted properly with hose and sprinkler shower head approved by IIIT Sri City. The movement of water tankers on road shall not obstruct the passenger movement.

LIST OF DOCUMENTS TO BE ATTACHED ALONG WITH BID

Self-attested copies of the following certificates are to be attached:

- a. EMD Declaration (Annexure - 1)
- b. Bidder Information (Annexure - 2)
- c. Details of Existing Contracts (Annexure - 3)
- d. Declaration regarding Blacklisting (Annexure - 4)
- e. Firm Registration Certificate
- f. Certificate of Registration for GST
- g. Permanent Account Number (PAN)
- h. Certificate of experience for the value mentioned.
- i. Any other documents that bidder feels necessary in support of his candidature.

Annexure -1

EMD DECLARATION FORM

Proforma for Earnest Money Deposit (Bid Security) Declaration

Whereas, I/We (name of Agency) have submitted bids for the work of

I/ We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

1. If after the opening of tender, I/We withdraw or modify my/our bid during the period fo validity of tender (including extended validity of tender) specified in the tender documents,
Or
2. If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/We shall be suspended for Three year and shall not be eligible to bid for tenders in the Indian Institute of Information Technology Sri City, Chittoor from date of issue of suspension order.

(Signature of the Bidder, with Official Seal)

Annexure – 2

DETAILS TO BE FURNISHED BY THE BIDDERS

1. Name of the Firm / Company :
2. Address for Communication :
3. Telephone/ Mobile No. :
4. E-mail :
5. Details of Proprietor / Director :
6. GST Registration No. :
(Attach copy of the GST Registration Certificate)
7. PAN Number :
(Attach copy of the PAN Card)
8. Previous experience certificate :
(Attach copy of the experience certificate)

This is to certify that the above facts are true complete and correct to the best of my knowledge and belief. Further, it is certified that I/We have read and understood the terms and conditions of the Tender Notice.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the Tender and agree to abide by these terms and conditions.

Name and Signature of the Firm/Company

Seal of the Firm/Company

Signature of the tenderer with seal

Annexure – 3

Details of the existing Contracts

Sl. No.	Name and Address of the Organization	Value of Contract (Rs.)	Duration of the Contract	
			From	To
1				
2				
3				
4				
5				

Date the day of 2023

Signature of Bidder

Name & Address of Bidder

.....

.....

Signature of the tenderer with seal

Annexure – 4

Declaration regarding black-listing and/ or litigations

I/we hereby declare that our firm/agency is not black-listed by any Ministry or Department of Central Government/State Government or PSU or other bodies under the Central Government/State Government. I/we further declare that no criminal case is registered or pending against the firm/company or its owner/partners/directors anywhere in India.

Date the day of 2023

Signature of Bidder

Name & Address of Bidder

.....
.....

Annexure – 5

FORM OF BANK GUARANTEE BOND

1. In consideration of Indian Institute of Information Technology Sri City, Chittoor (hereinafter called “The IIIT Sri City, Chittoor”) having agreed to exempt (hereinafter called “the said Contractor(s)”) from the demand under the terms and conditions of an Agreement dated _____ made between _____ and _____ for _____ (hereinafter called “the said Agreement of security deposit for the due fulfillment by the said Contractor (s) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs. _____ (Rupees _____ only).
We, _____ (hereinafter referred to as “the bank” (indicate the name of the bank) at the request of _____ [Contractor(s) do hereby undertake to pay the IIIT Sri City Chittoor an amount not exceeding Rs. _____ against any loss or demand caused to or suffered or would be caused to or suffered by the IIIT Sri City Chittoor by reason of any breach by the said Contractor (s) of any of the terms or conditions contained in the said Agreement.
2. We _____ do hereby undertake to
(Indicate the name of the bank)
pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Indian Institute of Information Technology Sri City, Chittoor stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the IIIT Sri City, Chittoor by reason of breach by the said Contractor (s) of any of the terms or conditions contained in the said Agreement or by reasons of the Contractor (s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.
3. We, undertake to pay to the IIIT Sri City, Chittoor any money so demanded notwithstanding any dispute or disputes raised by the Contractor (s) / Supplier (s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor (s) / Supplier (s) shall have no claim against us for making such payment.
4. We, _____ further agree that the Guarantee herein contained (indicate the name of Bank) shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the IIIT Sri City, Chittoor under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the authorized officer of the IIIT Sri City, Chittoor certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor (s) and accordingly of the said Agreement have been fully and properly carried out by the said Contractor (s) and accordingly discharges this

guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of 6 months of completion of contract we shall be discharged from all liability under this guarantee thereafter.

- 5. We further agree with the IIIT Sri City, Chittoor, that the IIIT Sri City, Chittoor Shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time to performance by the said Contractor (s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IIIT Sri City, Chittoor against the said Contractor (s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor (s) or for any forbearance, act or commission on the part of the IIIT Sri City, Chittoor or any indulgence by the IIIT Sri City, Chittoor to the said Contractor (s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.
- 6. We further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement under or virtue of the said agreement have been fully paid and its claims satisfied or discharged or till the Director, IIIT Sri city, Tirupati diatrick, certified that the terms and condition of the said agreement have been fully and properly carried out by the said contractors and accordingly discharges this guarantee.
- 7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor (s).
- 8. We lastly undertake not to revoke this guarantee during (indicate the name of bank) its currency except with the prior consent of the IIIT Sri City, Chittoor in writing.

Dated the Day of23

For
(indicate the name of bank)

PRICE BID: ANNEXURE 'A'

Name of Work: Providing Complete Landscape Annual Maintenance Works and Watering the Trees at IIIT Sri city campus.

NIT NO: IIITS/NIT/LAND SCAPE/2023/014, dt. 02/08/2023

Name of the Bidder:

Sl. No.	Item Description	Quantity	Unit	Rate (in Rs.)	Amount (in Rs.)
01	Complete maintenance of lawn, shrubs, trees, jobs like making of basin at regular intervals and application of fertilizer etc., (excluding cost of fertilizer, which shall be paid separately) as per the directions of Officer In-Charge. Manpower required: Semi-skilled labour 5 nos.	12	Monthly		
02	Fertilizer for all trees at regular intervals(If Required Only)	Rate Only	Kg		
03	Supply of Water tanker 5KL Capacity and watering the plants along the median from IIIT Sri City to Gnan marg circle. Note: Application of water on alternate days and/or 15 no's water tankers per month. Amount to be paid will be regulated based on the actual number of tankers supplied in a month.	12	Monthly		
Grand Total Amount					