

Tender document for

**“MAINTENANCE AND DEVELOPMENT OF
HORTICULTURAL FEATURES”**

at

Central University of Haryana (CUH)
Mahendergarh (Haryana)
123031

**Central University of Haryana (CUH),
Mahendergarh (Haryana) 123031**

File No.

Dated: 20.07.2021

TENDER NOTICE

Registrar, CUH invites bids for “**MAINTENANCE AND DEVELOPMENT OF HORTICULTURAL FEATURES**” at CUH, Mahendergarh (Haryana) 123031 for a period of **one year and extendable by further two more years (One year at a time)** subject to satisfactory performance of the agency and its willingness to continue on existing terms and conditions, as per requirement.

1. Details of Tender Deposits :-

Earnest Money Deposit: **Rs. 2,00,000/- (Rupees two lakhs only)**

Cost of Tender document: **Rs. 1000+G.S.T@18% i.e. total of Rs. 1180/- (non-refundable) in the form of bank draft**

2. Tender Schedule:

| | |
|--|--|
| Last date & time for submission of bid | 10.08.22 at 3.00 PM |
| Date & time for opening of technical bid | at 3.00 PM |
| Address for Communication | Room No 123, Estate & General Section, CUH, Jant-Pali, Mahendergarh (Haryana) 123031 |

Bids are invited under two-bid system from registered/well established/reputed firms for providing the services for “**MAINTENANCE AND DEVELOPMENT OF HORTICULTURAL FEATURES**” at CUH, Jant-Pali, Mahendergarh (Haryana) 123031 for a period of one year and extendable, **(one year at a time)** with mutual consent on existing terms and conditions.

Tender form, terms & conditions and draft agreement can be downloaded free of cost from the website <http://cuh.ac.in/>

In case, a holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. The CUH reserves the right to accept or reject any or all the tenders without assigning any reason.

**Registrar
CUH**

Tender Notice

Central University of Haryana,
Jant-Pali, Mahendergarh (Haryana) 123031

Bids are invited under two-bid system from registered/well established/reputed firms for providing the services for “**MAINTENANCE AND DEVELOPMENT OF HORTICULTURAL FEATURES**” at CUH, Jant-Pali, Mahendergarh (Haryana) 123031 for a period of one year and extendable, (**one year at a time**) with mutual consent on existing terms and conditions. Technical and financial bids must be sealed in separate envelop and kept together in another envelop superscribed as “**Bid for MAINTENANCE AND DEVELOPMENT OF HORTICULTURAL FEATURES at CUH**” should reach in Room No 123, Estate &General Section, CUH, Jant-Pali, Mahendergarh (Haryana) 123031 on or before last date (10.08.22).

From:

Registrar

CUH, Jant-Pali, Mahendergarh (Haryana) 123031

To

Dear Sir(s),

Tenders are hereby invited by Registrar, CUH for “**MAINTENANCE AND DEVELOPMENT OF HORTICULTURAL FEATURES**” at CUH, Jant-Pali, Mahendergarh (Haryana) 123031 for a period of one year and extendable by further two years subject to satisfactory performance of the agency and its willingness to continue.

1. The terms and conditions of the contract are those contained in the General Conditions of contract applicable to the contracts placed by the CUH as detailed in the tender forms and its schedules. Please submit your rates in the tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An Earnest Money Deposit [EMD] of **Rs. 2,00,000/- (Rupees Two lakhs only)** must be deposited in the form of Demand Draft/Pay Order/FDR payable to Central University of Haryana, Mahendergarh along with tender document on or before the last date/time of submission. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by including the Demand Draft/Pay Order/FDR number and date, failing which the bids will not be accepted. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be rejected out-rightly. All the pages of the complete bid must be numbered continuously and indexed as specified.
3. The tenderer is being permitted to give tender in consideration of the **stipulations on his part** that after submitting his tenders, he will not **resile from his offer** or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of **EMD will be forfeited by the CUH**. An undertaking is also required to be submitted by the tendering firm.

4. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
5. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, an enquiry it appears that the persons so signing had no authority to do so, the CUH shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
6. **If tenderer does not accept the offer, after issue of letter of award by CUH within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.**
7. The rates quoted by each firm for this job/service contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenders will be opened by the authorised officer. Bidders/authorized representative have two options to participate in tendering process at the time of opening of bids. Bidders can come at the place of opening of bids.
8. **An amount equivalent to 5 % of the estimated value of contract (as per GFR)** is to be deposited by the selected agency/ successful bidder as Performance Security Deposit within 7 days after receiving a communication from the CUH. In the event of non-deposition of the same, the earnest money will be forfeited.
9. No interest on earnest money and security deposit shall be paid by the CUH to the tenderer.
10. The Contractor will be reimbursed for each month at the consolidated rates. The Service Provider shall abide by all the laws of land including labour laws (PF, Income Tax, GST or any other extra taxes levied by Govt.) Companies Act, welfare measure of its employees and all other obligation that is being instructed in such cases and are not essentially enumerated and defined herein, though any such bounded duty shall be the exclusive responsibility of the service provider and it shall not involve CUH in anyway whatsoever. Compliance of these provisions shall be ensured at the times of making monthly payments.
11. The Firm will not charge placement charges or any other account from the manpower deployed with the CUH. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at a later stage, reports are received that the Contractor/Contracting Firm has charged the manpower on any account.
12. In case of more than one successful lowest bidders (L-1), the work/ contract will be awarded to the firm on merit which will be based on credentials of the firm as given, to the satisfaction of Competent Authority
13. Only those bidders who submit all requisite documents as per this tender will be declared as qualified/eligible for opening/considering financial bids.
14. GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and CUH will not entertain any claim whatsoever in this respect. However, the income tax or any other tax which is as per the rules of the Govt. of India shall be deducted at source from monthly bills of the successful tenderer, as per rules/ instructions made applicable from time to time by government.
15. CUH reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the University, for any justifiable reasons and it is not mandatory to be communicated to the tenderer.
16. The decision of CUH shall be final for *any* aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to Vice-Chancellor whose decision will be final
17. Work order will be issued to firm by email or post. Formal letter of acceptance by the agency should reach CUH within 7 days of issuance of work order by email (registrar@cuh.ac.in) or by speed post failing which the work order will be cancelled.

18. The University does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view valid reasons.
19. Successful bidder/tenderer will have to enter into a detailed contract agreement with CUH on non-judicial stamp paper of Rs. 100/- (One hundred only) for work.
20. Successful bidder shall not sub-let the contract to any other contractor/sub-contractor.
21. **The following documents/vouchers are to be submitted with the Technical Bid**
 - a. Copy of Earnest Money Deposit (EMD).
 - b. Copy of Registration certificate of the firm under Company/Shops & Establishment Act/MSME of the respective state for this purpose.
 - c. Copy of **valid License** under the Contract Labour (Regulation and Abolition) Act, 1970 . If not available at the time of application, the agency should obtain the license within one month of award of contract.
 - d. Copies of EPF and ESI Registration Certificate(s) issued by the appropriate authority.
 - e. Copies of valid registration certificate issued by National and Small Industries Corporation (NSIC), if claiming exemption for EMD submission.
 - f. Copies of proofs of minimum last five year's **continuous experience** of the firm in the field of providing such services in Central & state Govt. establishments/ autonomous bodies/corporations / reputed private or public organizations with at least one experience of maintaining a campus of more than 100 acres, with details in enclosed tabular form in chronological order and Scanned copies of the satisfactory services where the tenderer is providing the services for each of the last three or more financial years. The firm provide information on previous experience in a table having Name of client, Contact details of client, period of contract, amount of contract.
 - g. Copies of proof of minimum **turnover of the firm duly, in the area of Horticultural & Landscaping activities, not less than Rs. 50 lakhs (Rupees Fifty lakhs Only)** per year during each of the last three financial years.
 - h. Copies of Income Tax (PAN), Service Tax /GST Registration Certificates, TIN number, with bank account details.
 - i. Copy of Audited Balance Sheet of the firm for last 3 (three) financial years by the Chartered Accountant.
 - j. The firm/agency must enclose a certificate indicating that there is no criminal legal suit pending or contemplated against it.
 - k. An Undertaking as per attached Format duly attested by Notary on a non-judicial stamp paper of value of **Rs. 100/- (Rupees One Hundred Only)** regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings and/or by Central Vigilance Commission during the last three years.
 - l. Only those firms will be considered for financial bid who will qualify in the technical bid.
 - m. The tenderer will submit an undertaking that it has the following gardening equipment in possession for smooth operation if contract is awarded (as part of the Technical bid): Tractor-2, Hydraulic trolley-2, Tractor operated chopper/bush cutter-01, Water tanker-2, Diesel/petrol operated lawn mover-4, Petrol bush cutter-08, Petrol hedge trimmer-3, Chain saw-2, Power spray machine-2, Rikshaw for disposal of waste-4, Hose pipe- 500 meter and other minor garden equipments.
22. The work may have to be attended at different intervals of times during the contract period as well as during day time which may varies from 8.00 am to 5.00 pm but not exceeding to the permissible hours for each man days.
23. Equipments, machinery or tools, manpower and accommodation for manpower etc., whatsoever, will not be provided by the University. Any maintenance or running cost for implements/tools will be provided by CUH.
24. The agency will be provided small office space for supervisor and temporary storage space for the tools etc on request.
25. Tenderer should be fully equipped with the latest implements/tools for doing the outsourced work which will be verified by the concerned officer of the University. The contractor is expected to maintain all the equipment's and tools indicated above in a proper working condition. Repairs if any have to be attended within 24 hours. Any loss accruing to the university on account of default on the part of the Contractor, suitable deductions commensurating with the non-compliance of such assigned work and loss thereby shall be deducted from monthly bill. The contractor may deploy a trained mechanic to attend such repairs at site to avoid delay.

26. The contractor should agree to carry out development work including lawns, hedges, topiary etc (the new area to be developed as per instruction by the authorized representative of University) or supply of annuals, tree plants, shrubs as per prevailing HSR/DSR rate or less.
27. All charges including GST, sales tax, excise duty, other any kind of duties for materials obtained for work etc. or any statutory tax will be paid by the contractor.
28. The contractor will have to submit work completion report for its monthly work by 7th of each succeeding month along with his monthly bill. The progress report should be supported by the '**work satisfactory report**' to be collected by the contractors from university representative or committee in token of having work done as per satisfaction of users.
29. **MODE OF PAYMENT:** Though efforts shall be made by CUH authorities to pay the monthly bills of the contractor depending on the quantity of work executed within a reasonable time of 30 days. However, contractor will not be entitled for payment of any extra amount on account of delay, due to any reason whatsoever. The contractor is solely responsible to pay the payments for the labour engaged by him well in time. The contractor is solely responsible to fulfill all the administrative formalities for clearing of his bills in a timely manner. In the event of any unrest in the campus due to delayed payments from the contractor if any occurs, the university will be at liberty to assess and recover the loss accrued to the university on account of default on the part of the Contractor. Such deduction shall be commensurating with the loss accrued to the university due to default of the contractor on this account which will be assessed by the university. The contractor will have to submit the monthly ESI and EPF statement along with bill for payment.
30. **PRICES AND RATES:** No extra charges shall be payable on account of inflation, royalties, local and other taxes to the contractor, for extra tools over the quoted tools and equipment including their operation and maintenance.
31. **VISIT TO SITE:** The contractors are advised to visit the working site before or after purchase of tender form to see for himself/herself the site conditions regarding the present status of the horticultural features besides water supply and the actual area etc.
32. **DEDUCTIONS ON ACCOUNT OF NON-SATISFACTORY WORK:**
An amount of Rs. 5000/- will be levied as liquidated damages per day, whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by University representative and if no action is taken within stipulated time liquidated damages clauses will be invoked. Further, if specified quality work is not maintained, or on account of non-satisfactory work performance, a **proportionate deduction** for that non-satisfactory work will be made from the bill of the contractor by the competent authority of CUH. No correspondence shall be entertained from the contractor if proportionate deductions are made due to non-satisfactory work. The CUH shall have the full power to either withdraw the works wholly or in part thereof out of the hands of the contractor, for any negligence of the contractor.
33. **TERMINATION OF CONTRACT:** The contract period will be for a period of one year from the date of award of contract. The contract can be terminated by giving one month notice from either side during the contract period in view of non-satisfactory work/ maintenance. CUH can terminate the contract at any point of time, in case the tenderer commits breach of any of the terms and conditions. *However, if the contractor decides to leave in between the contract period he is liable to pay the contract amount for the remaining period of the contract to the university as a penalty or the security deposit amount deposited by the contractor whichever is higher.*
34. **PAYMENT OF WAGES AND LABOUR LAWS:** The contract will be awarded absolutely on the basis of job assigned and payment will be made to the contractor on satisfactory work completion report to be obtained from end user. Agency should pay all statutory dues to its workers strictly on time in terms of various acts and labour laws including minimum wages amended from time to time, ESI, EPF, etc. The contractor shall also ensure compliance of all laws applicable and / or to be made applicable and the CUH shall not be liable for the same and the Contractor indemnifies CUH in all respects thereof.
35. **DAMAGES OR LOSSES:** The contractor shall be responsible for any type of losses and damage in the University/ Campus during the contract period on account any action or inaction of the contractor itself and/or

any of its workers. The contractor shall be liable to pay the losses and damages as decided by the CUH. The amount of losses/damages will be recovered from either bills or security deposit of the contractor.

36. **IDENTIFICATION OF THE STAFF OF CONTRACTOR:** For Security reasons, the contractor shall be under obligation to provide identity card carrying his signature with the serial number of cards" duly countersigned by Security Officer. The contractor shall provide a list of his staff to Security Officer for that purpose. The Contractor shall be under obligation to inform the Security Officer, any change in his staff. The contractor's staff shall be allowed to work inside the CUH Campus during the working hours only, However, if need be, contractor may obtain the written permission of Security Supervisor for detaining his staff after office hours as a special case.

The agency will arrange the police verification of all engaged manpower within one month of award of work. The safety and security of the staff will be the responsibility of the contractor. Any accident/death of the worker of the firm will be the sole responsibility of the contractor.

37. **CO-ORDINATION IN WORK:** The contractor shall work co-operatively and amicably with In-charge, residents, students, employees and other contractors working in the Campus. If any of the engaged manpower found involved in any dispute in campus, the agency will provide replacement of such employee

38. **VARIATION IN WORK or QUANTITIES OF WORK:** The CUH reserve the right to increase or decrease the work or quantities of work to be executed or delete any item of work or supplies as a whole or part thereof.

39. The tenderers should indicate only the rates proposed on the basis of work contract under the contract. No request for alteration in the rates once quoted will be permitted during the contract period.

40. The agency shall employ good and reliable persons with robust health and clean record. In case any of the personnel so provided is not found suitable, the University shall have the right to ask for their replacement without giving any reasons therefore and the agency shall on receipt of a written communication, will have to replace such persons immediately.

41. Agency should make payment to the workers employed through cheque/electronic mode only.

42. CUH has the right to accept or reject any or all the tender condition without assigning any reason thereof.

Yours faithfully,

Place: CUH, Mahendergarh
Date:

Registrar, CUH

Covering Letter

TENDER FOR THE CONTRACT FOR “MAINTENANCE AND DEVELOPMENT OF HORTICULTURAL FEATURES” at Central University of Haryana, Mahendergarh (Haryana)

Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office Telephone No. Telegraphic Address/FAX/Cellular No.: E-Mail address _____

From _____

To
The Registrar,
CENTRAL UNIVERSITY OF HARYANA
JANT-PALI, MAHENDERGARH-123029, HARYANA

We have read all the particulars regarding the General information and other terms and conditions of the contract for **“MAINTENANCE AND DEVELOPMENT OF HORTICULTURAL FEATURES” at Central University of Haryana, Mahendergarh (Haryana)** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till **180 days**. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this Tender_____. The Schedules-I & II to accompany this Tender are at pages

4. Every page so attached with this Tender bears page number, my signature and the office seal.

5. Pay order / DD No._____ dt _____ of Rs._____drawn in favour of CUH and payable at Mahendergarh is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the Tenderer Telephone
No. office----- Residence -----
Mobile No. ----- Address –

Witness _____
Phone Residence Address _____ Mobile
No. Occupation _____

Signature of witness to contractor's
Signature Address
Name& Signature of Witness: Address

[TECHNICAL BID]

SCHEDULE-I

FOLLOWING DOCUMENTS ARE TO BE ATTACHED FOR CONSIDERATION OF THE TENDER/BID

| Sr. No. | Particulars | Page No |
|----------------|---|----------------|
| 1 | Proof of Tender Cost amounting to Rs. 1180/- | |
| 2 | Proof of EMD amounting to Rs. 2,00,000/- or its exemption document | |
| 3 | Copy of valid License under the Contract Labour (Regulation and Abolition) Act, 1970 . If not available at the time of application, the agency should obtain the license within one month of award of contract. | |
| 4 | Attested copy of PAN No./ TIN No./Service Tax No. | |
| 5 | Copy of GST Registration No. (attach attested copy) | |
| 6 | Attested copy of Registration Certificate of the firm under Company/ Shops & Establishment Act/MSME of respective state for this purpose | |
| 7 | Employee EPF registration certificate issued by local govt. etc. (attach attested copy) | |
| 8 | Employee ESI registration certificate issued by local govt. etc. (attach attested copy) | |
| 9 | Documentary proof of latest ECR to be submitted | |
| 10 | Attested copy of turnover of the firm in the area of Horticultural & Landscaping activities during each of the last three financial years duly certified by CA (Balance sheet and Profit & loss Account). | |
| 11 | Attested copies of proofs of minimum last five year's i.e. experience of the firm in the field of providing such services in Central & state Govt. Establishments/ autonomous bodies /corporations/ reputed public or private organizations with at least one experience of maintaining a campus of more than 100 acres, with details in enclosed tabular form in chronological order and Attested copies of the satisfactory services where the tenderer is providing the services for each of the last three financial years. The firm provide information on previous experience in a table having Name of client, Contact details of client, period of contract, amount of contract | |
| 12 | Scanned copy of Audited Balance Sheet of the firm for last 3 (three) financial by the Chartered Accountant. | |
| 13 | The tenderer will submit an undertaking that it has the following gardening equipment in possession for smooth operation if contract is awarded (as part of the Technical bid): Tractor-2, Hydraulic trolley-2, Tractor operated chopper/bush cutter-01, Water tanker-2, Diesel/petrol operated lawn mover-4, Petrol bush cutter-08, Petrol hedge trimmer-3, Chain saw-2, Power spray machine-2, Rikshaw for disposal of waste-4, Hose pipe- 500 meter and other minor garden equipments. | |
| 14 | An Undertaking as per attached Format duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings and/or Vigilance Commission during the last three years. | |
| 15 | Whether the firm has any legal suit/criminal case pending against violation of EPF/ESI, minimum wages act or other laws (give details). The firm/agency must enclose certificate (in technical bid) indicating that there is no criminal/legal suit pending or contemplated against them. | |

Note:-

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period contract.
- c) The Earnest Money of Rs. _____ to be deposited by me has been enclosed herewith vide Demand Draft/FDR/Bank Guarantee No. _____ dated _____ drawn on bank _____ Branch.
- d) I/We give the right to the Competent Authority of **CUH** to forfeit the earnest Money/Security money deposited by me / us if any delay occur on my part or failed to render service within the stipulated period.
- e) I hereby had undertaken to render the service as per direction given in the tender document.
- f) I shall be vacating any space that may be provided to me by the Competent Authority to carry out the job or otherwise, before I put up the last bill of the contract period for payment.

Date: -

Signature of the Bidder: -

Place: -

Full Name: -

Designation: -

(Office seal of the Bidder)

[FINANCIAL BID]

SCHEDULE-II

A. Maintenance of Horticulture amenities

| S. N. | Sub-Heads and Item of work | Unit | Rate (Rs) | Quantity* | Cost |
|-------|--|---------|-----------|-----------|------|
| 1 | Maintenance of tree including fertilization, application of insecticide, watering, weeding, training, pruning | | | | |
| 1.1 | Maintenance of tree for one year for the 1st three years of age including weeding, hoeing, plant protection, watering from Deptt. source, application of 10 ml chlorpyrifos four times, 0.0289 cum FYM each, 50 gm urea and 50 g DAP twice, replacement of casualty, disposal of debris and other activities etc. | each | | 3000 | |
| 1.2 | Maintenance of tree for one year for the age of tree of 4th, 5th and next years including weeding, hoeing, plant protection, the watering from Deptt. source, application of 10 ml chlorpyrifos four times, 0.0289 cum FYM each, 50 gm urea and 50 g DAP twice, replacement of casualty etc. | each | | 4200 | |
| 2 | Pruning, trimming, shaping of trees /shrubs (ht 15 feet and above) i/c removal of cut materials upto 50mt. Lead, as per direction of officer in charge. T&P shall be arranged by the contractor. | each | | 450 | |
| 3 | Maintenance of shrub for one year including weeding, hoeing, plant protection, watering from Deptt. source, application of 10 ml chlorpyrifos four times in a year, 0.0289 cum FYM each, 20 gm urea and 20 gm DAP twice, replacement of casualty etc. with same species and same age of plant | | | | |
| 3.1 | Individual shrubs | each | | 500 | |
| 3.2 | Shrubs planted in groups making continuous block. | sqm | | 2000 | |
| 4 | Maintenance of rose beds for one year including application of FYM 0.0289 cum, DAP 100gm, insecticide chlorpyrifos 20% EC 10 ml, Fungicide Blitox/bavistin 20gm per sqm replacement of dead plants with same specie/quality of plant. | sqm | | 40 | |
| 5 | Maintaining the hedges for one year including watering, hoeing sqm weeding trimming and shaping, replacement of casualty as and when noticed, application of Farm yard manure @ 0.0127 m layer over surface, application of insecticide chlorpyrifos @ 2ml per sqm twice, urea @40gm and DAP @10 gm per sqm once in a year. and fungicides etc | sqm | | 8000 | |
| 6 | Maintenance of indoor potted plants for one year including watering, application of fertilizer NPK 20:20:20 @20 gm, and vermi compost 50 gm, manure, snowcem/ apex every month, replacement of pot plate, broken pot, dead plant with same specie of plant etc. | Per pot | | 200 | |

| | | | | | |
|-----|---|----------|--|--------|--|
| 7 | Maintenance of outdoor potted plants in 30 cm earthen / cement pot for one year including watering, application of fertilizer NPK 20:20:20 @20 gm ,and vermi compost 50 gm , manure, snowcem/ apex every month, replacement of pot plate, broken pot, dead plant with same specie of plant etc. | Per pot | | 200 | |
| 8 | Clearing herbaceous wild growth | | | | |
| 8.1 | Clearing by manual labour, collection and disposal of undesirable material including digging roots with Kassi and khurpa | sqm | | 20000 | |
| 8.2 | From central verge, narrow road berm or uneven area with bush cutter, collection and disposal of undesirable material. | sqm | | 20000 | |
| 8.3 | From open areas with shrub master and brush cutter, collection and disposal of undesirable material. | ha | | 20 | |
| 9 | Maintenance of fine grass lawn for one year including fertilizer application, DAP @ 20gm/sqm, urea 40gm/sqm, watering, weeding, top dressing with good earth and manure mixture 2:1 @ 0.01cum per sqm, maintaining fine level, regular mowing and removal of rubbish with all lifts and leads. Anti termite treatment of lawns, -Treatment of lawn area through Imidacloprid 30.5% SC including cost of insecticide, water and spraying machine | Sqm/year | | 100000 | |
| | Total | | | | |

B. Development of Lawn etc

| S.N. | Items | Unit | Quantity* | Rate | Cost |
|------|--|------|-----------|------|------|
| 1 | Planting flower beds including digging 30 cm deep bed and refilling of beds with excavated soil and FYM 0.0508 cum per sqm , Fertilizer DAP 50 gms and insecticides chlorpyriphos 10ml per sqm , planting of F1 hybrid well bloomed flower saplings to be supplied in polybags at 25cm distance from plant to plant and row to row | sqm | 200 | | |
| 2 | Maintenance of bulbous flower beds for one year including, application twice of FYM 0.050 cum, insecticide 10ml, fertilizer 20 gm per sqm , planting bulbous flower bulbs of football lily, amaryllis lily , Lilium, gladiolus, Cladium of hybrid colour vise to be supplied in Plastic tray pots/thumb pots in winter, summer season@ 30cm apart row to row and plant to plant, 18 no plants per sqm each time each season stacking with Kaanas and including all horticultural practices | sqm | 50 | | |

| | | | | | |
|----|---|------|-------|--|--|
| 3 | Planting permanent hedges including digging of trenches, 60 cm wide and 45 cm deep, refilling the excavated earth, mixed with farmyard manure, supplied at the rate of 1.62 cum per 18 sqm, DAP 0.6kg, Chlorpyrifos 20%EC@ 0.20 litre per 18 sqm and supplying and planting hedge at 30 cm apart in two rows @ 202 no. well trimmed bushy ,multi-branched ,30 cm to 45 cm in height plants to be supplied in 15 cm x 15 cm poly bags per 18 sqm . | sqm | 1360 | | |
| 4 | Digging holes in all kinds of soil, and refilling the same, with the excavated earth, mixed with well decayed farmyard manure (cost of well decayed farm yard manure to be paid separately)- Hole 0.90 metre dia and 0.90 metre deep | each | 1000 | | |
| 5 | Digging holes in all kinds of soil, and refilling the same, with the excavated earth, mixed with well decayed farmyard manure (cost of well decayed farm yard manure to be paid separately)- Hole 0.45 metre dia and 0.45 metre deep | each | 500 | | |
| 10 | Uprooting rank vegetation and weeds by digging the area to a depth of 60 cm removing all weeds and other growth with roots by forking repeatedly, breaking clods, rough dressing, flooding with water, uprooting fresh growths after 10 to 15 days and then fine dressing for planting new grass, including disposal of all rubbish with all leads and lifts. | sqm | 20000 | | |
| 11 | Turfing lawns with fine grassing (selection no.1/ Bermuda and Mexican/Neelgiri grass) including ploughing, dressing including breaking of clods, removal of rubbish, dressing and supplying of selection no. 1 / Bermuda doob grass and Mexican/Neelgiri grass roots, including supplying and spreading of farmyard manure at the rate of 0.60 cum per 100 sqm, maintenance till weed free turf is formed -Providing and fixing Selection no. 1 grass turf with earth 50mm to 60mm thickness and ramming with required wooden tools, rolling with light roller to make the surface | sqm | 22000 | | |
| 12 | Renovating lawns including, weeding, cheeling the grass, forking the ground, top dressing with mixture of good earth and manure 2:1, mixing the same with forked soil, watering and maintaining the lawns, for 30 days or more, till the grass forms a thick lawn, free from weeds, and fit for mowing and disposal of rubbish as directed, including supplying good earth, if needed, including the cost of well decayed farm-yard manure 1.25 cum, Yamuna sand 1.25 cum per 100 sqm | sqm | 18594 | | |
| | Total | | | | |

C. Supply of Trees and Annuals

| S.N. | Tree/item | Quantity* | Rate/item | Cost |
|------|---|-----------|-----------|------|
| 1 | Supplying and stacking at site of work well-decayed farm-yard manure from any available source, approved by the officer-in-charge including screening through sieve of IS designation 16 mm with 5 km lead. (cum) | 100 | | |
| 2 | Supplying and stacking of good quality top layer garden earth free from debris and weeds, at site including royalty and carriage/lead 5 km (good earth measured in stacks will be reduced by 20 % for payment) only for filling of pots and flower beds (Cum). | 100 | | |
| | Supplying and display Dahlia/Chrysanthemum plants in earthen pots | | | |
| 3 | Korean/ Spray type chrysanthemum cuttings in 25 cm size of pots, 3 cuttings in per pot (each) | 100 | | |
| 4 | Ball type Dahlia/Chrysanthemum cuttings in 25 cm size of pots 3 cutting per pot (each) | 100 | | |
| 5 | Planting and supplying exhibition quality Dahlia/Chrysanthemum plants well bloomed flowering stage in 30 cm size of pots (each) | 100 | | |
| 6 | Supplying and display seasonal flowers of F1 hybrid quality in earthen pots at site of work, as specified by officer-in-charge-Seasonal well bloomed flower seedlings in 25 cm size of pot | 500 | | |
| 7 | Supplying and display indoor decorative plants with fresh foliage,60cm-75 cm in height' 3-4 stems per pot, full of leaves, suitable for earthen pots / plastic pots size 30cm dia and 30cm deep (average size),and displaying indoor including the cost of material (garden soil, coco peat, FYM in2:1 :1 proportion),with ,PVC plate. complete in all respects inn earthen pot . | 500 | | |
| 8 | Providing and displaying of Areca Palm plant, having ht. 1.50 m to 1.95 m with 8 to 10 suckers, well developed, fresh and healthy with lush green foliage in 30 cm size of Earthen pot/Plastic pot & as per direction of the officer-in-charge. | 200 | | |
| 9 | Providing and displaying of Croton Petra plant, having ht. 30 cm & above with 2 to 3 branches, well developed, fresh and healthy leaves in 25 cm size of Earthen pot/Plastic pot. & as per direction of the officer-in-charge. | 200 | | |
| 10 | Providing and displaying of Money Plant Broad Leaves mounted on moss stick 90 cm ht., 3 to 4 plants in each pot, well developed with full of fresh & healthy leaves in size of 25 cm Top dia x 18 cm Bottom dia x 25 cm Perpendicular height Earthen pot/Plastic pot . & as per direction of the officer-in-charge. | 200 | | |

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|----|---|------|--|--|
| 11 | Providing and displaying of Money Plant Golden leaves mounted on moss stick 90cm ht., having 3 plants at equal distance, well developed with full of fresh, shining and healthy leaves from bottom to top in 25 cm size of Earthen pot/Plastic pot & as per direction of the officer-in-charge. | 200 | | |
| 12 | Providing and stacking Mogra of height 25 to 30 cm., 2 to 3 branch in earthen pots of size 20 cm Earthen Pot/Plastic Pot and as per direction of the officer-in-charge. | 50 | | |
| 13 | Providing and Displaying Creeper Rose variety 3 to 4 healthy branch 60 cm and above ht. well developed with one and above flowers in 20 cm Earthen Pot, as per direction of the officer-in-charge. | 50 | | |
| 14 | Providing and Displaying Bismarckia Palm 115 to 180 cm ht., well developed 12 and above good color fresh and healthy leaves in 40 cm Cement Pot as per direction of the officer-incharge. | 50 | | |
| 15 | Providing and stacking of Ficus panda of height 30-45 cm. with 3-4 branches and healthy foliage in p.bag of size 20 cm as per direction of the officer-in-charge | 50 | | |
| 16 | Providing and Displaying Topiary planted Casuarina plant fresh & healthy having 5 to 6 specific shape and size ball well developed 195 to 210 cm ht. in 40 cm Cement Pot as per direction of the officer-in-charge | 50 | | |
| 17 | Providing and stacking of Clerodendrum inerme of ht. 20 cm to 30 cm multi branched in 15 cm size of Earthen Pot / Plastic Pot & as per direction of the officer-in-charge | 2000 | | |
| 18 | Providing and stacking of Duranta Golden, having ht.15 to 20 cm bushy shape with fresh and healthy leaves in 15 cm size of Earthen Pot/Plastic Pot & as per direction of the officer-in-charge.. | 500 | | |
| 19 | Providing and stacking of Azadirachta indica (Neem) of height 120-130cm in big polybag of size 25 cm as per direction of the officer-in-charge. | 100 | | |
| 20 | Providing and stacking of Bottle palm of ht. 270-300 cm bottom girth 30-40 cm well developed in big HDPE bags as per direction of the officer-in-charge. | 100 | | |
| 21 | Providing and stacking of Cassia fistula (Amaltash) of height 120-135 cm. in big poly bags of size 25 cm as per direction of the officer-in-charge. | 100 | | |
| 22 | Providing and stacking of Chorisia speciosa of height 150-165 cm. in big poly bags of size 25 cm as per direction of the officer-in-charge. | 100 | | |

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| 23 | Providing and stacking of <i>Chukrassia tabularis</i> of height 150-165 cm. in big poly bags of size 25 cm as per direction of the officer-in-charge. | 100 | | |
| 24 | Providing and stacking of <i>Ficus bengalensis</i> krishna of height 75-90 cm., multibranched in earthen pots of size 30 cm as per direction of the officer-in-charge. | 50 | | |
| 25 | Providing and stacking of <i>Ficus infectoria</i> (Pilkhan) of height 150-165 cm. in big polybag of size 25 cm as per direction of the officer-in-charge. | 100 | | |
| 26 | Providing and stacking of <i>Ficus religiosa</i> (Peepal) of height 150-165 cm. in big poly bags of size 30 cm as per direction of the officer-in-charge. | 50 | | |
| 27 | Providing and stacking of <i>Jacaranda mimosifolia</i> of height 150-165 cm. in big poly bags of size 25 cm as per direction of the officer-in-charge | 100 | | |
| 28 | Providing and stacking of <i>Lagerstroemia flosreginae</i> of height 150-165 cm.in big poly bag of size 25 cm as per direction of the officer-in-charge. | 200 | | |
| 29 | Providing and stacking of <i>Plumeria alba</i> of height 120-135 cm. with 2-3 branches in bags of size 30 cm as per direction of the officer-in-charge. | 100 | | |
| 30 | Providing and stacking of <i>Plumeria rubra</i> of height 120-150 cm. with 3-4 branches and thick stem in big size HDPE bags as per direction of the officer-in-charge. | 50 | | |
| 31 | Providing and stacking of <i>Polyalthia longifolia</i> (Ashok) of height 150-165 cm. in earthen pots of size 25 cm as per direction of the officer-in-charge. | 200 | | |
| 32 | Providing and stacking of <i>Eugenia jambolana</i> (Jamun) of height 150-165 cm. in big poly bags of size 25 cm as per direction of the officer-in-charge | 100 | | |
| 33 | Providing and stacking of <i>Bougainvillea</i> (Variety Butiana, Lady Mary Baring, Mahara,Mohan,Scarlet Queen, Variegated, Glabra Formosa, Peruviana Odissi, Paratha, Subhra,Thimma, Spectabilis L.N Birla, Refulgens) of height 30 cm. to 45 cm. with 2-3 branches in 20 cm size of Earthen pots / Plastic pots & as per direction of the officer-in-charge. | 200 | | |
| 34 | Providing and stacking of <i>Bougainvillea</i> (Variety Butiana, Lady Mary Baring, Mahara,Mohan,Scarlet Queen, Variegated, Glabra Formosa, Peruviana Odissi, Paratha, Subhra,Thimma, Spectabilis L.N Birla, Refulgens) of height 30 cm. to 45 cm. with 2-3 branches in 20 cm size of Earthen pots / Plastic pots & as per direction of the officer-in-charge. | 100 | | |

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|----|---|-----|--|--|
| 35 | Providing and stacking of <i>Passiflora caerulea</i> (Rakhi bel) of height 30 cm to 45 cm. in 20 cm size of Earthen pots / Plastic pots & as per direction of the officer-in-charge. | 50 | | |
| 36 | Providing and stacking of <i>Petra volubilis</i> of height 30 cm to 45 cm. in 20 cm size of Earthen pots / Plastic pots & as per direction of the officer-in-charge. | 50 | | |
| 37 | Providing and stacking of <i>Quisqualis indica</i> (madhu malti) of height 30 cm to 45 cm. in 20 cm size of Earthen pots / Plastic pots & as per direction of the officer-in-charge. | 50 | | |
| 38 | Providing and stacking of <i>Lagerstroemia indica</i> of height 90-105 cm. multibranched in poly bags of size 25 cm as per direction of the officer-in-charge. | 200 | | |
| 39 | Providing and stacking of <i>Bignonia venusta</i> (Golden shower) of height 30 cm to 45 cm. in 20 cm size of Earthen pots / Plastic pots & as per direction of the officer-in-charge. | 50 | | |
| 40 | Bush Rose in different colour 2 to 3 healthy branch 30 cm and above ht. well developed with 8 or more flowers I flower buds in 20 cm Earthen pot I Plastic pot as per direction of the officer-in-charge. | 50 | | |
| 41 | <i>Sansevieria</i> dwarf plant of height 10-20 cm in poly bag of size 5-10 cm | 500 | | |
| 42 | Supply of ceramic pots of 4-5 inch square from top (taper) with university logo | 500 | | |
| 43 | <i>Antirrhinum</i> dwarf (tray of 100 plants) | 5 | | |
| 44 | Balsam (tray of 100 plants) | 5 | | |
| 45 | <i>Calendula</i> double (tray of 100 plants) | 5 | | |
| 46 | Carnation (double) Dutch (tray of 100 plants) | 5 | | |
| 47 | <i>Chrysanthemum</i> double (tray of 100 plants) | 10 | | |
| 48 | <i>Cineraria</i> dwarf hybrid (tray of 100 plants) | 5 | | |
| 49 | <i>Cosmos</i> hybrid (tray of 100 plants) | 5 | | |
| 50 | <i>Dahlia</i> Double (tray of 100 plants) | 5 | | |
| 51 | <i>Dianthus</i> hybrid (tray of 100 plants) | 5 | | |
| 52 | <i>Gazania</i> hybrid (tray of 100 plants) | 5 | | |
| 53 | <i>Kochia</i> (tray of 100 plants) | 20 | | |
| 54 | <i>Nemesia</i> hybrid (tray of 100 plants) | 5 | | |
| 55 | Pansy Hybrid (tray of 100 plants) | 5 | | |
| 56 | <i>Petunia</i> hybrid (tray of 100 plants) | 20 | | |
| 57 | Poppy double (tray of 100 plants) | 5 | | |
| 58 | <i>Portulaca</i> hybrid (tray of 100 plants) | 5 | | |
| 59 | Stock double (tray of 100 plants) | 5 | | |
| 60 | <i>Zinnia</i> hybrid (tray of 100 plants) | 5 | | |
| 61 | Sunflower Dwarf (tray of 100 plants) | 5 | | |
| 62 | <i>Verbena</i> hybrid (tray of 100 plants) | 5 | | |

| | | | | |
|----|------------------------------------|----|--|--|
| 63 | Vinca Hybrid (tray of 100 plants) | 5 | | |
| 64 | Marigold (tray of 100 plants) | 20 | | |
| 65 | Salvia hybrid (tray of 100 plants) | 5 | | |
| | Total | | | |

* Quantity is tentative and may increase or decrease as per requirement

Grand Total (A+B+C) in Rs.:

Grand Total (in Words)

Taxes as applicable extra

Schedule -III

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE “OUTSOURCING SERVICES OF MAINTENANCE AND DEVELOPMENT OF HORTICULTURAL FEATURES” at Central University of Haryana, Mahendergarh (Haryana)

SCOPE OF WORK

Location: Central University of Haryana is located on NH 148 B at Jant-Pali Villages, 8 Km from Mahendergarh city. The university has a sprawling campus of 480 Acres with 80% green area. The University campus comprises an already developed landscape area both on its residential and other buildings. There are lawns and landscape of around 80,000 sqm, Hedges of around 8500 sq meter (approx.), 10000 trees, topiary and 10000 shrub plants. The lawns, landscapes, roadsides, passageways have well developed seasonal/ornamental beds of different colors, variety and hues round the year. It is suggested that agency should visit the campus to ascertain the entire area of the campus before bidding. University will not pay any visiting charge.

1. The contractor will also maintain the lawns, hedges, trees, shrubs in such a way that it remain lush green and look beautiful which should be to the satisfaction of the University

LAWNS

- a. Lawn will be mowed with mower regularly to maintain the grass at 30-40 mm height and gap filling in lawn must be done as per the requirement.
- b. The lawn will be suitably irrigated with water at as and when required.
- c. The grass shall be kept free from unwanted weeds preferably by manual weeding or through use of chemicals etc.
- d. Insecticides, pesticides, fungicides and weedicides of reputed brands have to be applied by the contractor as and when required as directed by the In-charge or his representative.

HEDGES/EDGES/FICUS/TOPIARY

- a. All hedges/ficus/topiary, mat forming herbaceous plants and groundcover plants shall be clipped with shears/hedge cutters as often as necessary (at least monthly) to maintain a tidy appearance. Tall hedges are to be cut in a proper height and shape.
- b. The hedge shall be free from dodder, cuscuta and unwanted plants.
- c. Cleaning of the area around hedge plants shall be done regularly as required and as directed by the Incharge
- d. The hedge plants shall be regularly manured with well decomposed cow dung/ or any other chemical fertilizer as required and as directed by Incharge.
- e. After clipping or pruning of hedge, the pruned material shall be collected by the contractor's men and disposed of at specified location (preferably dumped in the pits for decomposition)
- f. It will be the responsibility of contractor to ensure proper maintenance and keep roads and adjoining areas clean of grass and other waste materials as per the direction of Incharge or his representative.

Maintenance of Beds of shrubs/roses

- a. The contractor will maintain beds of plants, etc. including applying chemical fertilizers, manures, cow dung, watering, inter culture, weeding, thinning, spraying of insecticide etc. as per direction of the Incharge or his representative.
- b. Maintenance work includes timely pruning, weeding and cutting of ground cover plants, hedges, edges, plants planted in the areas mentioned above
- c. Chandni/Hibiscus/Kalendra and other perennial plant casualty due to negligence or poor maintenance by the contractor will be replaced by the contractor with healthy and acceptable plants, free of any charges.

c. Application of fertilizers, manure, etc to the lawn, plant and spraying pesticide etc. as and when required.

Maintenance of Trees

- a) The trees should be regularly hoed to keep them weed free. Basin should be made regularly to conserve water.
- b) Trees should have proper staking so as the tree should stand erect till the tree settles with no possibility of bending due to wind or rain
- c) The trees should be trimmed or pruned as per the direction of incharge
- d) Any tree casualty due to negligence or poor maintenance by the contractor will be replaced by the contractor with healthy and acceptable plants, free of any charges.

2. The other development work and supply of trees/annuals/material is to be executed as per HSR specifications to the satisfaction of university representative. Wherever, HSR specifications are not available DSR specifications will be followed.
3. The contractor will develop a small plant care unit/nursery in space provided for care of foliage and annual plants.
4. The contractor shall be responsible to take all required steps whether it is deploying trained manpower, experts, and required materials of all types, equipments to fully ensure that the entire lawns and hedges are maintained in the highest standards of beauty, aesthetics during the contract period.
5. Any tree/shrub/hedge/rose/potted plant casualty due to negligence or poor maintenance by the contractor will be replaced by the contractor with healthy and acceptable plants, free of any charges.
6. Handing Over of Lawns/trees/hedges/shrubs-The Lawns/trees/hedges/shrubs should be fit for handing over as per the HSR specifications over once the maintenance period is over.
7. The authority of CUH will supply unfiltered water/ tube well water on working site free of cost. The contractor has to acquaint himself with the site condition for opening and fitting of hydrant along with R.H. pipe etc. It will be the responsibility of the contractor to carry the water to places of use through hose pipe/tanker etc.
8. Collection, handling, segregation, transportation and disposal of all waste shall be strictly managed by the Service Provider in consultation with horticulture incharge/authority of the university and all related costs shall be borne by him. The contractor shall make his own transportation arrangement for materials to site of work.
9. Deployment of Manpower- The firm should deploy sufficient manpower for efficient development and maintenance of horticulture and landscape features. The firm will pay wages to the deployed manpower as decided by the Government from time to time and comply all statutory provisions viz., ESIC/EPF/Labour laws etc.
10. Supply of consumable, Machinery and its maintenance- Firm shall arrange itself all the maintenance work, machinery, all consumables, manure, soil, etc. on its own cost.
11. The contractor should agree to carry out development work including lawns, hedges, topiary etc (the new area to be developed as per instruction by the authorized representative of University) or supply of annuals, tree plants, shrubs as per current DSR rate or less.
12. Changing of Staff/Supervisor should be intimated to the Incharge/ designated officer of horticulture, CUH- Mahendergarh.
13. The staff provided should also maintain secrecy and discipline in the premises of University. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard.
14. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of CUH for the purpose. All complaints should be immediately attended to by the Agency.
15. The selected agency shall provide the necessary personnel's at CUH as per labour acts prevalent in NCT of Delhi and respective state Governments covered in this tender. The agency shall employ good and reliable persons. In case any of the personnel so provided is not found suitable by the university authority, the

university shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.

16. The persons so provided by the agency under this contract will not be the employee of the CUH and there will be no employer-employee relationship between the CUH and the person so engaged by the contractor in the aforesaid services.
17. The Contractor must employ adult and medically fit labour only. Employment of child labour will lead to the termination of the Contract
18. All the personnel deployed will perform their duty in proper uniform& shoes. The agency shall, at its own cost, provide suitable uniforms (both summer and winter) to the personnel with identity cards.

Registrar, CUH