



Telephone:+91-40-20203009	Date: 13.02.2024
Website : www.tifrh.res.in	Email: krishnaae@tifrh.res.in

NOTICE INVITING TENDER

(TWO PART TENDER) for the following Works:

Annual Maintenance Contract for Maintenance of Horticulture, Landscaping, Mowing of lawn/grass and related works at TIFR, Survey No. 36/P, Gopanapally (Village), Serilingampally (Mandal), RR Dist., Hyderabad-500046.	
Tender No.	TIFR/PD/CF23-199/231641
Type of Tender	Two Part Tender (Part-I: Technical Bid and Part- II: Price Bid)
Estimated Cost	Rs.18,42,432/-
Cost of EMD	Rs. 36,849/- Demand Draft to be drawn in favor of“TIFR Center for Interdisciplinary Sciences”, Payable at Hyderabad (To be enclosed with the Technical Bid Part – I).
Pre bidding meeting & Time	19.02.2024 at 11:00 Hrs.
Last Date for Submission of Tender	27.02.2024 by 13:00 Hrs.
Date of Opening Bids(Only Part-I: Technical Bid)	27.02.2024 at 15:00 Hrs.
Tender Fee	Rs.500/-(Demand Draft to be drawn in favor of“TIFR Centre for Interdisciplinary Sciences “Payable at Hyderabad (To be enclosed with the Technical Bid Part –I).

- In case the Part “I” and Part “II” bids are not sealed in separate envelopes the tender will be rejected.
 - The technical bid should not contain any indication of the price.
 - The Technical Bid received without payment of tender fees and EMD shall be summarily rejected.
- Contacts: Mr. Krishna. Tel: 040-20203009 / 3003 for any commercial and Mr.P Kasi Vishwanath Tel: 040-20203007 for technical clarifications. Terms clarifications mentioned in the tender.



TATA INSTITUTE OF FUNDAMENTAL RESEARCH
(Autonomous Institution of the Department of Atomic Energy, Government of India)
Survey No.36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy
District, Hyderabad-500046, Telangana

Sealed tenders are invited for AMC for the aforesaid works from contractors having similar work experience in reputed Research Institutions, Universities, Central Government/Public Sector Undertaking, Private Laboratories, Multinational Companies, etc. Interested contractors who are satisfying prequalification criteria stipulated by TIFR-Hyderabad shall only submit their bids. For further details and any clarification on the tender you may please contact Engineer (E), Survey No.36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad-500046.

Last date for submission of the tender is 27.02.2024 by 13:00 Hrs.

A handwritten signature in black ink, appearing to read 'Rajasekhar R.', with a checkmark at the end.

(Rajasekhar. R)
Head-Technical Services



TENDER DOCUMENT

Annual Maintenance Contract for Maintenance of Horticulture, Landscaping, Mowing of lawn/grass and related works at TIFR, Survey No. 36/P, Gopanapally (Village), Serilingampally (Mandal), RR Dist., Hyderabad-500046.

NAME OF THE TENDERER: -----

ADDRESS: -----

Last date of submission of the tender: On or before 27.02.2024 by 13:00 Hrs.



TECHNICAL BID

VOLUME-I

Annual Maintenance Contract for Maintenance of Horticulture, Landscaping, Mowing of lawn/grass and related works at TIFR, Survey No. 36/P, Gopanapally (Village), Serilingampally (Mandal), RR Dist., Hyderabad-500046.

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SECTION-I

NOTICE INVITING TENDER

Notice Inviting Tender

Applications are invited in the prescribed format for Annual Maintenance Contract for Maintenance of Horticulture, Landscaping, Mowing of lawn/grass and related works at TIFR, Survey No. 36/P, Gopanapally (Village), Serilingampally (Mandal), RR Dist., Hyderabad-500046.

The Contractors who are having their office at Hyderabad and registered/empaneled with Premier Research Institutes, Universities, IITs, Research Laboratories, Central/State Govt./ Govt. Undertakings Institutes, etc. having experience in executing similar nature of works may apply in the prescribed form as given. The Eligibility Criteria, Scope of Work, General Terms & Conditions and special conditions of contract are given in tender.

Bidders may download the document from TIFR-Hyderabad website (www.tifrh.res.in). Completed applications duly filled and **Earnest Money Deposit (EMD) of Rs.36,849/- and receipt of tender cost of Rs. 500/-** shall be enclosed in a Sealed cover- 1 and the same shall contain the following document duly signed by tenderer:

- i) Forwarding letter on letterhead of the firm/contractor.
- ii) Application Form.
- iii) Copy of eligibility criteria.
- iv) Copy of scope of work.
- v) Copy of general terms and conditions.
- vi) Copy of special conditions of contract
- vii) Copies of certificates from clients regarding satisfactory performance and duration of services rendered. Original certificates are required to be produced for verification as and when needed.
- viii) Copies of Balance Sheet and Profit & Loss Account statement for last 3 years ending March 31, 2023.
- ix) Copy of registration certificate(s).
 - i. Registrar of firms
 - ii. Central/State Labour license
 - iii. EPF
 - iv. ESI
 - v. GST
 - vi. PAN

The total amount as per the format given duly signed shall be enclosed in a sealed envelope marked as cover -2 (Price Bid).

Both the covers 1 & 2 should be enclosed in cover – 3 superscribing “Annual Maintenance Contract for Maintenance of Horticulture, Landscaping, Mowing of lawn/grass and related works at



TIFR” Survey No. 36/P, Gopanpally (Village), Serilingampally (Mandal), RR Dist., Hyderabad-500046 **on or before 13.00 Hrs. on 27.02.2024.**

Bidders shall note that Cover-1 containing Technical Bid Volume-I (ie Pre-qualification Bid)] shall be opened at 15.00 Hrs on the same day. The date and time of opening the Cover-2 [Price Bid-Volume II] of the pre-qualified vendors would be intimated separately. The price bids (Cover-2) of the prequalified vendors will only be considered for the opening and further processing.

Tender not accompanied by EMD and Tender Fee Receipt shall be summarily rejected. EMD shall not bear any interest and this amount shall be forfeited in the event of refusal or delay on the part of the tenderer to sign and execute the contract, in case his tender is accepted. The EMD of unsuccessful bidders shall be returned after finalization of tender. The cost of tender is non-refundable. The EMD of the successful bidder shall be adjusted in security deposit.

The rates quoted shall be valid for 75 days from the date of Technical Bid opening. The rate for providing the maintenance services shall be quoted as per the enclosed format given in price bid & shall be inclusive of all taxes, duties, works contract tax etc. However, GST will be payable extra.

If any information furnished by the applicant is found to be incorrect at a later date, the bidder shall be liable to be debarred from tendering / taking up the work in TIFR- Hyderabad. The TIFR-Hyderabad reserves the right to verify the particulars furnished by the applicant independently.

The TIFR-Hyderabad reserves the right to reject any application without assigning any reason and to restrict the list to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria.

Sd/-
Head-Technical Services



SECTION-II

FORWARDING LETTER

(To be submitted on firm/contractor's letterhead)

No.....

Date:

To
HEAD-TECHNICAL SERVICES,
TIFR-Hyderabad,
Survey No. Survey No. 36/P, Gopanpally Village,
Serilingampally Mandal,
Ranga Reddy District, Hyderabad 500046.

Dear Sir,

Annual Maintenance Contract for Maintenance of Horticulture, Landscaping, Mowing of lawn/grass and related works at TIFR, Survey No. 36/P, Gopanpally (Village), Serilingampally (Mandal), RR Dist., Hyderabad-500046.

With reference to your Notice for Annual Maintenance Contract for Maintenance of Horticulture, Landscaping, Mowing of lawn/grass and related works at TIFR, I am / we are pleased to offer myself / ourselves for undertaking above work in your esteemed organization. In submission of this offer, we confirm that

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has never been banned by the Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.

Yours faithfully,

(Signature of the authorized person of the firm/contractor with office seal)



SECTION-III

APPLICATION FORM

PART-1 (BASIC INFORMATION)

Annual Maintenance Contract for Maintenance of Horticulture, Landscaping, Mowing of lawn/grass and related works at TIFR, Survey No. 36/P, Gopanpally (Village), Serilingampally (Mandal), RR Dist., Hyderabad-500046.

1	Name of the Contractor / Firm / Organization / Company.	
2	Official Address for Correspondence with Telephone & Mobile Nos.	
3	Correspondence address at Hyderabad with contact person's name, telephone number, mobile number etc. (The company should have office and service facilities at Hyderabad)	
4	Type of Firm / Organization, whether proprietorship, partnership or private limited company etc.	
5	Year of establishment	
6	Name of the Proprietor / Partners / Directors in Organization	a) b) c) d)
7	A) Details of Registration (Firm, Company etc)	To be filled by the vendors
	a) Registering Authority	
	b) Date	
	c) Number	
	B) Details of Labour license	

	ii. Reg No.	
	iii.Date of issue	
	iv.Date of expiry.	
	C) Details of Contractor's/Works license	
	i.Registering Authority	
	ii.Registration No.	
	iii.Date of issue.	
	iv.Date of expiry.	
	(Copies to be enclosed).	
8	Details of Income Tax Permanent	To be filled by the vendors
	a) Account Number (PAN No.)	
	b) Details of TIN No.	
	c) Details of EPF No.	
	d) Details of ESI No.	
	e) Details of GST No.	
	(enclose a copy of the certificate competent Authority)	
9	Annual turnover of the firm for the last three years ending March 31, 2023 should be at least 9.21 lakhs. The annual turnover format is given below and should be signed and stamped by CA on the letterhead. (Furnish copies of Balance Sheet and Profit & Loss Account)	a)For F.Y. 2022-23: b)For F.Y. 2021-22: c)For F.Y. 2020-21:



10	Whether registered / empaneled with any of the Govt., Semi Govt., MES, IIT, NIT, IISc, Govt. Undertaking, Public Sectors etc. as approved Contractors and if so, furnish details.	
11	Whether any technical personnel are employed with the Firm / Organization and if so, give details of their experience, qualification	
12	If involved in any litigation earlier with any organization. If so, please submit the details.	
13	Any civil suits pending in any of the works executed. If so, furnish details.	
	person on behalf of the firm/organization	

Signature of the Contractor / Authorized person
On behalf of the firm/organization



PART-II

EXPERIENCE

Annual Maintenance Contract for Maintenance of Horticulture, Landscaping, Mowing of lawn/grass and related works at TIFR, on all days at TIFR, Survey No. 36/P, Gopanpally (Village), Serilingampally (Mandal), RR Dist., Hyderabad-500046.

A) List of similar works / contracts executed by the contractor / Firm / Organization During the last 7 years prior to last month ending to the date of application issued.

Sr.No.	Name of the work	Name & Address of the Company for whom the work was executed	Nature / Type of the work	Name, Address & mobile/phone No. of Officer / Person under whom the work was carried out	Value of the work executed (Rs)	Duration of the Contract with commencement and completion date
1						
2						
3						
4						
5						

Note: Copies of the work orders and performance certificate should be enclosed



B) List of similar works / contracts being executed presently by the contractor / Firm / Organization

Sr.No.	Name of the work	Name & Address of the Company for whom the work was executed	Nature / Type of the work	Name, Address & mobile/phone No. of Officer / Person under whom the work was carried out	Estimated value of the work (Rs)	Duration of the Contract with commencement and expected date of completion
1						
2						
3						
4						
5						

Note: Copies of the work orders should be enclosed

Signature of the contractor / Authorized person on behalf of the Firm / Organization



C) Audited Annual Turnover for the last 3 years:

Sr. No.	Financial / accounting Year	Profit (Rs.)	Loss (Rs.)	Annual Turnover (in INR)
1.	2020-2021			
2.	2021-2022			
3.	2022-2023			

Note: The Audited Annual Turnover (Latest 3 Years) should be certified by Chartered Accountant (CA) as per the format given above duly signed and stamped by the CA on their letterhead.



SECTION-IV

ELIGIBILITY CRITERIA FOR TENDER QUALIFICATION

I. Eligibility criteria:

- 1 The contractor should have at least three years of experience in providing maintenance of respective areas as mentioned in 'Scope of Work'.
- 2 The contractor should have carried out qualifying works stipulated in large premises of Research Institutions, Laboratories, Universities, IIT/IISc, Govt. Organizations, Institutions, multinational companies etc.
3. Annual average turnover of the contractor during the last 3 years ending March 31, 2023 should be at least Rs.9.21 Lakhs.
4. IT Returns for the last three consecutive financial years ended on March 31, 2023.
5. The tenderer should have satisfactorily carried out Annual Maintenance Contract for Maintenance of Horticulture, Landscaping, Mowing of lawn/grass and related works for Premier Research Institutes, Universities, Public Sector Undertakings (PSUs) institutes, Multinational Companies (MNCs) etc. for following contract value/s during last 7 (Seven) years as on previous month ending to the date of issue of application
 - i. One (1) similar work of AMC contract with minimum value of around Rs.14.74 lakhs per annum
Or
 - ii. Two (2) similar works each of AMC contract with minimum value of around Rs. 11.06 lakhs per annum
Or
 - iii. Three (3) similar works each of AMC contract with minimum value of around Rs. 7.37 lakhs per annum.
6. The contractor should have an office in Hyderabad.
7. The contractor should have valid registration with all Statutory Authorities such as Registrar of firms, Central/State Labor Department (with valid license), ESI, PF, GST, PAN etc.
8. The contractor should submit a solvency certificate for not less than Rs.7.37 lakhs issued by any nationalized banks on or after 01.04.2023.

The contractor should submit documentary evidence in support of fulfilling eligibility criteria mentioned above.

Note:

- The details furnished shall be for the maintenance jobs & not for the installation works. The contractor must have experience in Maintenance of Horticulture, Landscaping, Mowing of lawn/grass and related works. The track record of the contractor should be clean and he should not have any involvement in any illegal activities or frauds.

II. Credentials:

- The tenderer should also furnish the following information in Cover-1 (Prequalification Bid): Information desired regarding eligibility criteria as per given format in above
- Company profile & Bank's NEFT details of the company/contractor/firm etc.
- Name & address of the clients for whom the jobs were executed as per given format given in (Part-2).
- Copies of the Certificates from the clients for satisfactory performance

Desirous tenderers may either download the applications from our website

(<https://www.tifrh.res.in/tender/> & **Tender reference no TIFR/PD/CF23-199/231641** or collect the tender document from TIFR-Hyderabad, HEAD- Technical Services at Survey No. 36/P, Gopanpally(Village), Serilingampally (Mandal), RR Dist, Hyderabad-500046 and submit completed applications along with the required documents.

III. Earnest Money Deposit:

Earnest Money Deposit (EMD) of Rs.36,849/- (Rupees Thirty six Thousand and Eight hundred Forty Nine only) shall be submitted in form of Demand Draft from Scheduled Bank drawn in favor of "TIFR Centre for Interdisciplinary Sciences", Hyderabad. The EMD so obtained shall be submitted in Cover-1 of the tender.

III. Instruction for Filling & Submission of Tender:

The tender amount is to be inserted in words as well as in figure in the space provided, in case of any discrepancies in the prices written in words and figures, the prices written in the words shall be considered to be correct.

The quoted rates should be with consideration of latest Minimum Wages payable as per Central Labour Wages Acts, 1948.

The tender shall be submitted in two cover systems. Cover-1 shall contain the letter inviting tender, instructions for tendering, tender conditions, the scope of work, EMD of Rs.36,849/- Cover-2 shall contain only the Bill of Quantities (Price Bid) i.e. the rate quoted for the contract. Each page of tender shall be signed by an authorized person of the firm and duly stamped. Both the covers shall be super scribed with the name of work.

Cover-1 & Cover-2 shall be put in a third sealed cover super scribing with "Annual Maintenance Contract for Maintenance of Horticulture, Landscaping, Mowing of lawn/grass and related works at TIFR", Survey No. 36/P, Gopanpally (Village), Serilingampally (Mandal), RR Dist., Hyderabad-500046. on or before **13:00 Hrs on 27.02.2024**.

"Price BID": Signed copy of the Price Bid quoting amount in the stipulated format.

Tender fee or Earnest Money Deposit (EMD): EMD shall be submitted in the form of Demand Draft to be drawn in favor of "TIFR Centre for Interdisciplinary Sciences", Payable at Hyderabad (To be enclosed with the Technical Bid Part-I))

SECTION-V

SCOPE OF WORK

Annual Maintenance Contract for maintenance of Horticulture & Landscaping work (watering to plants, garden, trimming of trees, removing of weeds) on all days during the entire contract period at TIFR-Hyderabad.

1. The Contractor shall perform the following activities

- a. Daily watering
- b. Weed removing
- c. Trimming & pruning
- d. Soil mulching
- e. Lawn mowing
- f. Hedges cutting etc.
- g. Shrubs cutting
- h. Cleaning garden areas

Applying fertilizer or compost manure / vermiculture manure alternate month or as and when required. Applying pesticides like insecticide and fungicide alternate months or as and when required. Schedule of work will be intimate later.

2. Disposal of dry / fallen leaves etc.

3. SHRUBS, TREES, GROUND. COVERS, SHADE LOVING FOLIAGE AND CREEPERS
Hoeing the ground, removing and disposal of weeds/wild growth from the surroundings watering, cutting, pruning, removing old leaves and unwanted growth measuring, applying anti-termite chemicals and insecticides, fumigating as and when required, replacing worn out creeper supports, renovating barren strips of hedges, shrubbery etc. all complete.

4. GENERAL MAINTENANCE

Pruning:- Clipping and trimming of hedges and edges, trimming of shrub plants, trees creepers, bougainvillea's, etc. at regular intervals, stacking & disposing off/ remove the trimmed branches and other related waste of the plants immediately anywhere in the campus, as directed by making own arrangements at the cost of the contractor.

5. Any areas, if added at a later stage in future in any specified items of schedule of items & rate would be minted under the maintenance on the quoted rates.

6. MATERIAL AT SITE

The contractor must ensure that all garden machinery, tools, hosepipe, sprinklers, etc. are removed from the site & kept in hidden places to avoid public view when not in use.



7. Removing fallen leaves, twigs and other miscellaneous refuse from the road and other paved / unpaved lawns & disposing off the same on daily basis as directed by officer in-charge. All cost pertaining to this will be borne by the contractor.
8. Fine dressing of the ground including providing additional soil at contractor's cost.
9. Spreading of sludge, dump manure and good earth in required thickness and as directed by officer in charge.
10. Mixing earth and sludge or manure in proportions specified etc or as directed by officer in charge.
11. Grassing with selection of grass including watering and maintenance of the lawn for 30 days or more till the grass forms a thick lawn free from weeds and fit for moving including supplying good earth if needed and as directed by officer in charge.
12. Complete maintenance of the lawns including weeding, hoeing, watering, maintenance of trees and shrubs on lawn, regular mowing of lawn, removal of garden rubbish and deep rooting rank vegetation, applying insecticides & pesticides (whenever required), making, sowing, and maintenance of seasonal flower beds etc and other garden related works as directed by officer in charge. Lawn area includes flower beds, as well.
13. **PLANT PROTECTION**
Periodic checks to be carried out for pests and diseases. In the event of infestation prompt spraying of appropriate pesticides, insecticides and fungicides will be required for eradication of the same. The contractor will supply pesticides, insecticides and fungicides and as directed by officer In-charge.
14. **LAWN MOWING**
Lawn / Grass mowing quarterly at an approximate area of 3800 Sqm and four times in a year with power lawn mower and operators as per direction of Officer In-charge. Payment shall be made on basis of actual area of work done/ measurement,
15. **FERTILIZER**
Manure and fertilizers specified shall be applied by the Contractor as required and under the direction of the officer In-charge. Manure & fertilizer shall be provided by the contractor at this own cost.
16. **POTTED PLANTS**
The existing potted plants beds to be maintained with minor alteration (if required) by planting summer & winter seasonal plants. Seed/seedlings should be provided by the contractors.

NOTE: All the above mentioned scope of works is indicative and not exhaustive. TIFR-Hyderabad reserves the right to add/delete any work under the scope of work. However, the Contractor has to properly maintain the Gardens, lawns, trees, etc. inside the campus.

- i. Contractor shall deploy four unskilled gardeners daily from 9:00am to 5:30pm on a weekly six days basis during the entire contract period for maintenance of the above said works.
- ii. The necessary vouchers /invoices are required to be submitted for items payable by TIFR-Hyderabad for settlement of their bills along with the DC duly and work completion certificate duly certified by the TIFR Officials/Engineer.. In such case, TIFR-Hyderabad shall pay cost of materials on actual plus 15% towards overhead and profit and no extra payment towards labour will be made.
- iii. Gardeners should have proper uniforms with continuous displays of Identity Card, Safety shoes, etc.

The following Gardener tools (2 Sets) and machinery shall be provided by the contractor at site:

1. Heavy Duty Hoe
 2. Garden Secateurs
 3. Sickle
 4. Fork Hoe
 5. Garden Trowel
 6. Digging Spade
 7. Dibber
 8. Hosepipe (30m*2no.)
 9. Axe
 10. Garden Scissor
- iv. Arrange visits of Horticulture engineer once in a quarter for inspection and submit a report to TIFR-Hyderabad's Engineer about his observations. Details regarding gardener i.e. Name, Qualification, Experience shall be given at the time of submission of tender.
 - v. Contractor shall follow the prescribed formats/procedures for receiving complaints, receiving the work slips duly sanctioned and preparation of bills etc. as stipulated by TIFR- Hyderabad from time to time.
 - vi. Contractor shall maintain a proper record/register indicating reasons for not attending to any particular complaint within time schedule, failing which penalty shall be levied.
 - vii. Fertilizers and Pesticides to be provided at contractor cost at regular intervals as per site condition.
-



* * * * *

General

The contractor shall attend to all the works as per scope of the work mentioned by posting required staff.

The contractor shall provide minimum one-day duty off once in a week for the employees. However, in case of exigencies, the contractor shall provide services beyond the above mentioned hours. The TIFR- Hyderabad shall not permit double shift for any staff employed by the contractor.

Contractor should provide uniforms, shoes, safety & protection gear, identity Cards, working tools etc. to the staff deployed, at no extra cost.

Log book and complaint books, all stationery like registers, sheets, markers, pens and pencils etc. will be supplied by the contractor and no extra payment for these shall be made. Log book format must be approved by TIFR Engineer- in- charge.

No work shall be partially or fully stopped for want of personnel or tools or instruments. If such an event occurs, the fine will be levied.

Contractor will ensure consistency of work and work force, correct troubleshooting, good workmanship, follow all safety procedures and will make all necessary efforts to maintain a healthy environment and reliable services.

If any of the staff members appointed by Contractor is found to be 'not competent', he has to be replaced by a right person within a stipulated time as given by Engineer In charge, TIFR-Hyderabad.

All the relevant documents pertaining to staff deployed, like copies of job appointment order with the contractor, address proof, photocopy of ID card etc. and any other details as sought shall be provided to TIFR-Hyderabad, by the contractor under his responsibility for the correctness

Wages of the staff deployed should not be less than as that mentioned in Minimum Wage Act applicable to the respective category/experience, as on date. The ESI, PF, gratuity, bonus etc., labor law, and other rules & norms requirements as found required for contracts of this nature should be met. The same details shall be submitted along with a tender bid.

In no case, the contractor or his/her employees shall claim job / employment with TIFR-Hyderabad. No transport facility shall be provided for the contractors employees by TIFR-Hyderabad.



In case of delay, repetition of work, noncompliance, and inadequate staff etc. fine will be imposed as per the fine clause mentioned.

Safety aspects in work places have to be followed as per relevant standards & codes. Any accident or damage to death will be treated as negligence & it is purely the responsibility of the contractor. TIFR- Hyderabad is not responsible for any accidents or damages to death. Safety of all the staff under this contract is the sole responsibility of the contractor.

Contractor is responsible for the behavior & conduct of his workmen and hence they should be properly educated and controlled.

All the removed materials for routine maintenance works should be brought to the office for accountability and a separate register needs to be maintained showing all received/used plumbing, carpentry and other material supplied by the TIFR- Hyderabad. No materials should be left anywhere on the campus.

All tools and machinery required for routine works, preventive maintenance etc., shall be provided by the contractor.

All breakdown calls/complaints received during normal working hours should be attended to as early as possible. No complaints should be left unattended and not be postponed to the next day.

Any damage caused to any equipment or items available at the office premises due to negligence of the contractor's work force shall be entirely on the contractor, the amount so involved on this account shall be deducted from the payment due to the contractor.

FINE CLAUSE:

Operation & maintenance of plumbing, carpentry and STP operation on a 24x7 basis is very essential and critical. Non-availability may result in many tangible & intangible losses in research work, equipment, animals, tissues etc.

Hence all the work routine, servicing, breakdown maintenance has to be carried out in accordance with all standards and statutory norms with minimum time and maximum accuracy to ensure maximum availability. Failure in meeting the above requirements will attract the 'fine' clause as below.

Contractor should depute experienced personnel to carry out maintenance work both low & high side in such a way that the repetition of the problem should be avoided.

If the contractor fails to comply with the tender conditions, penalty would be levied on the following basis:

S.No.	Works Not Performed	Penalty
1	Not providing adequate staff as per tender.	Salary for the worker for the day of absence will be deducted from the bill. plus Rs.500/- per day for not providing the labor.
2	Non- payment of minimum wages & any other statutory wages to the workers as per the Central minimum wages act, PF, Insurance act, bonus act etc.	The bill amount will not be paid to the Contractor however the wages will be paid to the workers directly as per their attendance for the month. If not rectified, the contract will be terminated with prior notice.
3	Not performing any activity under “Day to day maintenance”	Rs.5000/- per month for three consecutive times and after that, the contract will be terminated.
	Penalty will be imposed as per TIFR’s discretion, in the case of claiming exorbitant amount for the materials/any other works by the contractor, failing/non-operation of pumps by the plumbers and any other discrepancies found in the contract services other than the above.	

TIFR-Hyderabad / concerned engineers will be authorized to deduct the amount from the contractor bill or security deposit or initiate any other action as found suitable.

Contractor must visit the site, understand the site condition, type of work involved, quantum of work etc., for carrying out works, before quoting.

INSTRUCTIONS FOR TENDERERS

1. Before filling up the tender, the tenderers are requested to visit the site and also carefully examine the tender documents, conditions of contract, specifications, scope of work etc. The tenderer shall ascertain the location, size and condition of the areas available for his use as working areas and all other information affecting his tender.
2. The tender form and the documents attached to it shall not be detached one from the other and no alteration of mutilation (other than filling in all blank spaces) shall be made in any of the documents attached hereto.
 - i) The tenderer shall completely fill the required Annexure and Price Bid. The tender shall be signed by person or persons so authorized by the tenderer with signature duly witnessed. The tenderer shall sign each of the document pages and duly stamped.
 - ii) The tender shall contain postal address, e-mail ID, Tel. no. and Fax. No. for correspondence/servicing instructions, required to be served to the tenderer in connection with tender/contract.



4. The tender shall accompany the following information & schedules:
 - i) Details of past/present experiences in performing works/contracts of similar nature and magnitude.
 - ii) True copy of PAN, GST registration.
5. TIFR-Hyderabad will not be responsible and will not pay any expenses which may have been incurred, or losses to person or property suffered by the tenderer in connection with visits and examination of the site and in the preparation of the tender for submission.
6. The vendor (whether or not he submits the tender) shall treat the details of the document as secret and confidential.
7. TIFR-Hyderabad reserves the right to adjust arithmetical or other errors in any tender in the way, which he considers suitable. Any adjustments so made by TIFR-Hyderabad shall be stated to the tenderer if TIFR-Hyderabad makes an offer to accept his tender.
8. The service charges would be payable on the completion of one month service and on submission of the bills. In case of unsatisfactory performance, TIFR-Hyderabad may terminate the contract by giving 1 (One) month notice. However, the contractor shall give 3 (three) months' notice to TIFR-Hyderabad in case he decides to terminate the contract.
9. TIFR-Hyderabad is not bound to accept the lowest or any tender and has the right to refuse any tender without assigning any reason. TIFR-Hyderabad also has right to re-issue the tender without tenderers having the right to object to such re-issue



SECTION-VI

GENERAL TERMS & CONDITIONS

1. The AMC shall be initially for a period of one year and shall be extendable up to two more years on observation of satisfactory performance on mutually agreeable financial terms.
2. The contractor shall provide the maintenance services as given in 'Scope of Work' to the satisfaction of the TIFR-Hyderabad. The performance of the contractor shall be reviewed on a monthly basis and in case the services are not found to be satisfactory, the contract shall be terminated even before the expiry of contract period by giving one month's notice. However, the contract is liable for immediate termination on violation of any provisions by the contractor. The TIFR- Hyderabad may also terminate the contract in the instance of insolvency or bankruptcy of the contractor or change of ownership of the business of the contractor. The TIFR- Hyderabad shall not pay any compensation for early termination. The security deposit/Performance bank guarantee submitted under the contract shall be liable to be forfeited and shall be absolutely at the disposal of TIFR, Hyderabad.
3. If the contractor fails to execute the maintenance works as detailed in 'Scope of Work' within stipulated time, the TIFR- Hyderabad will be at liberty to execute the works through an alternate source and the charges incurred shall be recovered from the contractor.
4. The contractor shall permit the TIFR- Hyderabad to hold or deduct the amount from the bill for non-performance or part performance or failure to discharge obligations under this contract.
5. The contractor, whose tender is accepted, shall deposit an amount equal to **5 % of the contract value towards Security Deposit** for the due performance of the contract, which shall be refundable after expiry/termination of the contract. The deposit shall not bear any interest.
6. The contractor shall obtain at his own cost, any license or permission of any sort whatsoever (viz., labor license from Assistant Labor Commissioner (Central), Hyderabad and register with Employees' State Insurance Corporation and Office of the Regional Provident Fund Commissioner, Hyderabad, GST, Income Tax etc.) that may be required under various Acts from the Central/State Government Authorities for carrying out the said activity in the premises of the TIFR-Hyderabad and such Registrations and License for engagement of contract workers for such purpose within one month from the date of issue of work order.
7. The contractor shall comply with the provisions of all Labor Laws, which are applicable to 'the Contractor' or his employees and shall be solely responsible for liabilities arising out of such compliance, non-compliance or implementation or non-implementation. The contractor will furnish proof of compliance of all Labor Laws requirements including obtaining licenses, filing of monthly/quarterly/annual returns and any other statutory requirement and furnish calculations and proof of payments made to all Government/Statutory Authorities under EPF, ESIC, Labor Welfare Fund Act, Payment of



- Bonus Act, etc. within time limit allowed under the respective Acts and all other statutory rules as amended from time to time.
8. The contractor shall indemnify the TIFR- Hyderabad from all liabilities arising out of any payment/ in respect of any claims made by the contractor's employees against the TIFR-Hyderabad under any statute/notification of the Government (Central/State) or Statutory authority in respect of his employees.
 9. The contractor shall be responsible for maintenance of proper records as required under the provisions of various Labor Laws / Statutory Acts applicable to the contractor and contract employees such as attendance register, overtime register, advance register, register of deductions for damage & loss, register of fines, accident register etc. and produce them for inspection as and when demanded by TIFR- Hyderabad or any appropriate Labor authorities. The contractor shall also issue Form-XIV (employment card) to their personnel.
 10. The contractor shall make the payment to personnel engaged by him as per minimum wages notified by the Office of the Regional Labour Commissioner (Central), Hyderabad from time to time. The contractor shall satisfy the TIFR- Hyderabad showing adequate recorded proof that the minimum wages, ESI, contribution to provident fund as applicable are being paid to his personnel as required under various Statutory Acts notified by the Government from time to time. The contractor shall disburse wages payable to his personnel only in the presence of an authorized officer of the TIFR-Hyderabad.
 11. The contractor shall provide weekly off / holidays to his personnel as per applicable laws/ labor laws but it will be his responsibility to ensure uninterrupted services on all days.
 12. The contractor shall ensure that the character and antecedents of the personnel engaged by him are duly verified before such engagement.
 13. The contractor shall submit the list of his personnel to be deployed at the TIFR-Hyderabad along with their personal details like name, age, date of birth, permanent address etc. for approval. The TIFR- Hyderabad has the right to advise the contractor to replace any of the personnel engaged by him who are found unsuitable; the contractor shall immediately replace such personnel. The contractor shall provide identity cards to his personnel.
 14. The contractor shall not employ any person who is prohibited by law from being employed. The personnel deployed by the contractor should not suffer from any infectious disease and should be able-bodied persons.
 15. The contractor shall ensure that none of his personnel report for duty in a drunken state or consume drugs, prohibited substances, smoke, etc., while on duty.
 16. The contractor shall take necessary safety measures and he/she is solely responsible for the safety of personnel engaged by him. **The contractor shall provide appropriate uniform, shoes, gloves, accessories & tools that would ensure safety against**

insects & snakes, dogs and electrocution to all personnel and ensure their cleanliness and upkeep.

17. The TIFR- Hyderabad shall not be responsible for any accident/injury or loss of life of any of the persons engaged by the contractor that may take place while executing the contract. Any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the contractor. At his cost, the contractor shall obtain appropriate/adequate insurance policy to his personnel towards meeting the liability of compensation arising out of death, injury, disablement, etc. at work.
18. The contractor shall abide by all the rules and regulations laid down by the TIFR-Hyderabad authorities from time to time.
19. The contractor or his personnel shall not any time do, cause or permit any nuisance at the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants/visitors at site or near the site of work.
20. The contractor shall be responsible for all acts done by the personnel engaged by him and for maintenance of proper discipline by his personnel at the premises of the TIFR-Hyderabad. Any act of indiscipline/misconduct/theft/pilferage on the part of any personnel engaged by the contractor resulting any loss to the TIFR- Hyderabad in kind or cash will be viewed seriously and the TIFR- Hyderabad shall have the right to levy damages or fine from the contractor and even terminate the contract forthwith.
21. Care must be taken to ensure while carrying out the work so that no laboratory equipment, fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor, failing which the TIFR- Hyderabad will get them repaired/replaced at risk and cost of the contractor.
22. In the event, any damage is caused to the movable or immovable property of the TIFR-Hyderabad or to the property of employees of the TIFR- Hyderabad, the TIFR-Hyderabad reserves the right to compute the damage in terms of money and to deduct the money from the bill of the contractor or from the amount payable to the contractor by the TIFR- Hyderabad and the remaining amount, if any, by the way of civil damages.
23. The contract is for providing maintenance services and the workers employed by the contractor for providing the services shall be of his/their employees and not of the TIFR-Hyderabad.
24. The personnel engaged by the contractor shall not have any employee-employer or master-servant relationship with the TIFR- Hyderabad and they shall not have any claim whatsoever for employment in the TIFR- Hyderabad now or at a future date.
25. The contractor shall remove his personnel peacefully on expiry of contract or on termination of the contract.



26. The contractor shall not subcontract the works unless permitted specifically by the TIFR- Hyderabad in writing.
 27. The contractor shall submit the bills in the first week of every month along with a monthly report for the works carried out in the previous month. The TIFR- Hyderabad shall pay AMC charges on monthly basis upon submission of bills by the contractor and certified by the concerned employee/official to the effect that the maintenance works have been carried out as per the contract. Applicable TDS will be deducted while making the payment. The GST, if any, shall be reimbursed by the TIFR- Hyderabad on submission of proof of payment along with the monthly bill.
 28. The contractor should provide mobile telephone on site for communicating duty personnel.
 29. The contractor shall execute the agreement related to this contract on stamp paper as per proforma prescribed by the TIFR- Hyderabad.
 30. The contractor shall pay the minimum monthly wages (Central) fixed by the Chief Labour Commissioner (Central), Delhi, Govt. of India, Ministry of Labour & Employment under The Minimum Wages Act as applicable in Hyderabad.
 31. Enhancement in Administrative/Service charges, on any ground will not be entertained during the tenure of the contract for this intended period.
 32. The contract can be terminated on any of the following contingencies:
 - On expiry of the contract period.
 - By giving one month advance notice by TIFR on account of:
Un Satisfactory performance of the contract (as per tender terms and conditions).
 33. Losses suffered by TIFR due to lapse on the part of the contractor/his Supervisor/ workers.
 - i) For committing breach by the contractor of any of the terms and conditions of Contract.
 - ii) On assigning the contractor or any part thereof or any benefit or interest therein or there under by the contractor to any third person for sub-contracting whole or part of the contract.
 - iii) On violation of any Labour laws as per Contract Labour (Regulation & Abolition) Act, 1970, as amended from time to time.
 - iv) On contractors being declared insolvent by the competent Court of Law.
 - v) The contractor provides unsatisfactory services.
 34. During the notice period of termination of the contract in the contingencies contemplated
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above, the contractor shall keep on discharging his duties as before till the expiry of notice period. It shall be the duty of the contractor to withdraw all the persons deployed by him on expiry/termination of the contract and will ensure that no person creates any disruption/hindrance or problems of whatsoever nature to TIFR.

35. Income Tax will be recovered from the contractor's monthly bill as per the Govt. of India's order and necessary TDS certificate will be issued to him as a proof of having deducted the Tax.
36. All disputes arising from this contract in respect of personnel posted at TIFR concerning their wages or any other matter connected with their service conditions under relevant Labor Laws are solely and wholly the responsibility of the Contractor. The TIFR will be Free from all encumbrances either from the Government or from any other sources.
37. TIFR Hyderabad GST NO is: 36AAATT3951F2ZG. GST rule will be applicable with effect from 01.07.2017 as per GST regime. The applicable TDS /other charges if any as per GST rule will be deducted.
38. The contractor should submit a valid GST Registration document / certificate etc. The TIFR will pay Goods and Services Tax (GST), as applicable on the bill submitted by the contractor.
39. That the contractor shall ensure that the persons so deployed do not allow any property of the TIFR to be taken out of the premises without a Gate Pass signed by the designated officials of the Institute. As a safeguard against any dishonesty, connivance and/or ulterior motive, the specimen signature of the officials designated and authorized to sign the gate pass will be intimated in writing to the contractor along with subsequent changes, if any. The Administrative Officer of TIFR shall take necessary steps to ensure compliance and necessary action in this respect.
40. **ARBITRATION**
In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is especially provided under this agreement) the same shall be referred to the sole arbitration to Centre Director TIFR, Hyderabad or his nominee. All suits arising out of the Annual Maintenance Contract and agreement, if any, shall be settled only in the Court of Law located in Hyderabad, Telangana state.

The award of the arbitrator shall be final and binding on their parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the TIFR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. The Arbitrator may give interim award(s) and/or directions, as may be required subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made thereunder and any modifications thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.



SECTION-VII

SPECIAL CONDITIONS OF CONTRACT

1. Engagement terms of Staff::

- i. The agreement between TIFR-Hyderabad and the contractor shall be purely on the basis of service agreement. The Contractor shall make his own arrangements for the engagement of the labor.
- ii. In respect of the engagement, employment, wages, transport, paying, feeding, housing and working conditions of labor and of all matters connected therewith, the contractor shall be solely responsible and liable.
- iii. During the continuance of the Contract, the contractor shall at all times be liable to obligations imposed on him by the provisions and requirements of any Central or State Statute ordinance or other law or any Regulation or Bye-law of any local or other duly constituted authority which may be applicable including any such law regulation or order passed or made or coming into force during the period of the Contract.
- iv. The Contractor shall comply with the provision of all labor legislation including the requirements of:
 - a) The payment of Wages Act
 - b) Owner's Liability Act
 - c) Workmen's Compensation Act
 - d) Contractor Labour (Regulation & Abolition) Act 1970 and Central Rules 1971 Apprentices Act 1961
 - e) Any other Act or enactment relating thereto and rules framed there under from from time to time.
- v. The successful tenderer shall keep all mandatory records like PF, ESI, Bonus etc. of his employees deployed at TIFR, Survey No. 36/P, Gopanpally (Village), Serilingampally Mandal, RRDist, Hyderabad-500046 as per requirement of the labor enforcement inspector from time to time.
- vi. The successful tenderer shall take necessary license from the Asst. Labour Commissioner and comply with the central Labour Act of 1970.
- vii. The successful tenderer shall have to take necessary insurance coverage for his workmen and keep TIFR- Hyderabad indemnified against risk. Copy of such insurance premium receipt shall be submitted to TIFR-Hyderabad before the release of first payment.

- 2. Accidents:** The Contractor shall report within 24 hours of the occurrence of any accident or mishap at or about the Site or in connection with the execution of the work shall report such



incident to TIFR- Hyderabad. The Contractor shall also report such accidents to the competent authority whenever such report is required by law.

3. **Insurance:** Workman insurance policy in the joint name of TIFR- Hyderabad and the Bidder should be submitted to TIFR- Hyderabad before commencing the work. Contractors shall cover all the men and laborers deployed by him on this work under an adequate comprehensive contractor's all risk policy, to insure Workmen and third party insurance etc.
4. The work is to be carried out in campus premises and hence the contract shall be governed by the rules of TIFR- Hyderabad.
5. The contractor should make proper safety arrangements like safety belts and helmets, etc. for the persons working on site. Contractor shall provide an individual identity card to each of his staff /worker as per the approval format. The identity card shall be carried and displayed by the person during his entire presence or working in the premises.

Date:

(Name & signature of the contractor with office seal)



SECTION-VIII

APPENDIX TO FORM OF TENDER

a)	Minimum amount to third party insurance	The successful tenderer shall take "all risk policy" for the contract value and workmen compensation policy for the workers engaged in the work. The contractor shall indemnify the TIFR- TCIS for any loss or damage that occurs to persons or building or third party policy shall be minimum Rs. 2 lakh per party while executing the work. Third party liability in contractors all risk persons for any one accident or occurrence and 5.00 lakh in respect of damage to property for any one accident or occurrence. Note: These policies shall be valid till the completion of the work. If the contractor does not provide these policies, TIFR-TCIS reserves the right to take the above insurance policies themselves and recover the cost thereof from the bill of the contractor.
b)	Period of commencement	From 02.03.2024 to 01.03.2025
c)	Period of Contract	12 months
d)	EMD to be deposited	Rs.36,849/-
e)	Security Deposit	Demand Draft @ 5% of the work order value or Bank Guarantee of same value. EMD of successful tenderers will be adjusted against this money.



SECTION-IX

PRICE BID

PRICE BID

VOLUME-II

Annual Maintenance Contract for Maintenance of Horticulture, Landscaping, Mowing of lawn/grass and related works at TIFR, Survey No. 36/P, Gopanally (Village), Serilingampally (Mandal), RR Dist., Hyderabad-500046.

NAME OF THE TENDERER: -----

ADDRESS: -----

Last date of submission of the tender: On or before 27.02.2024 by 13:00 Hrs.

PRICE BID

PART- I :Material contract

Sno	Description	Quantity	Unit	Rate(Rs)	Amount(Rs)
1	UREA IN 50KG BAG	50	KG		
2	DAP IN 50KG BAG	70	KG		
3	TRIMMET	20	Ltr		
4	Monocrotophos36% SL, Make:Parryfos/Monorin/Equivalent	10	Ltr		
5	Red Earth	12	Cum		
6	Plastic Pots 12 Inch with Plate	160	Each		
7	Plastic Pots 14 Inch with Plate	40	Each		
8	Spray pop-up sprinkler full/ part circle having radius of 3M-6M, Make: Rainbird	20	Nos		
9	Dripper 8 LPH, Make: Jain/Finolex	500	Nos		
10	16mm one line LLDPE Pipe,Jain/Fin+B42:B43olex	300	Rmt		
11	Iantana Sellowiana	20	Nos		
12	Alamanda	20	Nos		
13	Salvia Blue/Red/ Size 6"X8"	10	Nos		
14	Pentas Size 6"X6"	10	Nos		
15	Zinias Size 7"X8"	10	Nos		
16	Marry Gold	10	Nos		
17	Ixora Singaporensis Pink	5	Nos		



18	Ixora Singaporensis Yellow	10	Nos		
19	Ixora Singaporensis Red	20	Nos		
20	Nandivardanam/Hamelia Patens/Spider Lily/Neerium	30	Nos		
21	Areca Palm	5	Nos		
22	Raphis Palm	5	Nos		
23	Petra Croton	5	Nos		
24	Song of India	5	Nos		
25	Swathi Phyllum	5	Nos		
26	Scheplora Variegated	5	Nos		
27	Creepers 11/2' - 2.00'	20	Nos		
	Sub Total (Sno.1 to 27)				
	Add GST@18%				
	Total of PART-I				
PART-II : Lawn mowing with lawn mower					
1	Lawn mowing with power lawn mower quarterly in a year at an approximate area of 5000 square meters per quarter excluding cleaning & removal of cutting grass from site as directed by Engineer-In-Charge. Power supply will be arranged by TIFR Hyderabad. Actual area of work done shall be measured for payment Total area=4x5000=20000 Sqmtr	20000	Sqm		
	Add GST@18%				
	Total of PART-II				



Part-III: Maintenance contract					
Sln0	Description	Qty	Unit	Rate per month	Amount
1	Engage of un skilled gardeners	4	Each	24,676.31	98705.24
2	Total Yearly minimum wages (S.no 1 x 12 months)				1184462.88
3	Service Charges @of Sno.2 above				
4	Sub Total of (Sno. 2 + Sno.3)				
5	Add GST @18% on Sr No. 4				
16	Total of PART-III (Sno4 + Sno.5)				
IV	Grand total of contract (Total of PART- (I + II + III) above				
	Rupees in words: only				

NOTE:

- a. The contractor shall provide minimum one-day duty off once in a week for the employees However, in case of exigencies, the contractor shall provide services beyond the above mentioned hours.
- b. The TIFR- Hyderabad shall not permit double shift for any staff employed by the contractor.
- c. The quoted rates shall be inclusive of Minimum Wages payable as per Central Labour commission for the classification of skill set of manpower engaged, all taxes, duties, insurance, works contract tax, sales tax, VAT etc. all inclusive.



- d. The contractor shall make the payment to personnel engaged by him as per minimum wages notified by Office of the Regional Labour Commissioner (Central) and any revision in the wages during the period of contract.
- e. The quoted rates shall be inclusive of all applicable statutory payments viz. Minimum Wages(**including revisions**), PF, ESI, Gratuity, Bonus and necessary risk policy for covering the comprehensive risk of all employees etc.
- f. Conditional tenders shall be summarily rejected.
- g. Please note that the final **bid amount** will be considered for evaluation of tenders.
- h. Contractor shall take care of any probable revision in minimum wages during the contract period and no additional payments will be made in this regard.
- i. The contractors are advised to visit the site and thoroughly understand the nature and scope of work and be familiar with the site conditions before quoting.
- j. I/We have examined the scope of work and terms & conditions of the tender for the said works. If this tender is accepted by TIFR- Hyderabad, I/We hereby agree to execute the works in accordance with terms and conditions of the tender.

Date:

(Signature and Name of the authorized person
of the firm/contractor with office seal)