

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	18-07-2025 09:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	18-07-2025 09:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Agriculture And Farmers Welfare
विभाग का नाम/Department Name	Department Of Agricultural Research And Education (dare)
संगठन का नाम/Organisation Name	Indian Council Of Agricultural Research (icar)
कार्यालय का नाम/Office Name	Icar-nrc On Pig, Rani, Guwahati-781131, Assam
वस्तु श्रेणी /Item Category	Custom Bid for Services - Maintenance Contract of Gardens
समान श्रेणी/Similar Category	<ul style="list-style-type: none"> Manpower Outsourcing Services - Fixed Remuneration Manpower Outsourcing Services - Minimum wage
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	10 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	<p>Experience Criteria,Bidder Turnover,Certificate (Requested in ATC)</p> <p>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer</p>

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	1500000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	45000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Director
Icar-nrc On Pig, Rani, Guwahati-781131, Assam, Department of Agricultural Research and Education (DARE),
Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers Welfare
(Director-icar-nrc On Pig.)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
8. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

9. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

10. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Introduction about the project /services being proposed for procurement using custom bid functionality:[1750913747.pdf](#)

Pre Qualification Criteria (PQC) etc if any required:[1750913759.pdf](#)

Instruction To Bidder:[1750913761.pdf](#)

Payment Terms:[1750913769.pdf](#)

Scope of Work:[1750913774.pdf](#)

Educational Qualification including Profile of SME/Consultants /Professional Resources /Technical Resources if they are part of Project .:[1750913802.pdf](#)

GEM Availability Report (GAR):[1750913853.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1750915402.pdf](#)

Custom Bid For Services - Maintenance Contract Of Gardens (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Maintenance Contract of Gardens
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	अतिरिक्त आवश्यकता /Additional Requirement
1	Gagan Bhuyan	781131,ICAR- NATIONAL RESEARCH CENTRE ON PIG, RANI, GUWAHATI	1	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Scope of work of Maintenance Contract of Gardens of ICAR-NRCP, Campus, Rani

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The amount in price bid shall be quoted for the period of one year (12 months).

Sl.No	Name of the work
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1.	<p>Planting new plants and maintenance of the garden in the following plots:</p> <ol style="list-style-type: none"> 1. Children's Park before the main building 2. Plot in and around the guest house 3. Plot in and around the farmers' hostel 4. Plot behind the guest house and farmers' hostel 5. Plot in and around Director's residence 6. Plot around the Sales counter/Museum 7. Plot near the security post, opposite to sales counter 8. Plot in front of the Children's Park along with the canal side 9. Garden inside administrative cum laboratory building. Maintenance of lawns & gardens. 10. Placing seasonal flower pots in the first and second floors of Administrative cum laboratory building. 11. Maintaining the Garden area (both sides) inside the two wings of Annexe Building, 12. Placing flower pots inside both wings of Annexe building 13. Plot in and around Quarters (Type 1, 2, 3, 4 and 5) 14. Planting seasonal and perennial plants (Annexure 1) from time to time Preparing beds for planting seasonal plants and ensuring seasonal flowerings. 15. Maintaining lawns, plants & trees by applying fertilizers & pesticides and routine watering of all vegetation. 16. Maintaining existing Palms, Monoon (Debadaru), and other plants/trees etc. in/around Replanting old and discontinuous hedge plants around the existing garden areas. 17. Cleaning of the jungle, weeding, using weedicides, removing & uprooting unwanted vegetation Collection, Cleaning and Disposal of Plant litter and other wastes in the above-mentioned areas on a regular basis.
2.	<p>Cleaning and maintenance of the following plots</p> <ol style="list-style-type: none"> 1. Plot around the fish pond 2. Plot behind the Sales counter/Museum up to the auditorium Collection, Cleaning and Disposal of Plant litter and other wastes. <p>Weeding, removing & uprooting unwanted vegetation; grass cutting and keeping the above-mentioned areas clean on a regular basis</p>

3.	<p>Maintenance of accessory structures</p> <ol style="list-style-type: none"> 1. Cleaning and Maintenance of fountains including painting works etc. 2. Painting/Colouring of Garden Benches, and Garden Tiles. 3. Colouring flower pots 4. Whitewashing/ colouring tree trunks
4.	<p>Supplying daily manpower/machinery/accessories for maintenance, mowing, cleaning, and/or trimming/ pruning of grasses, herbs, shrubs, and other plants of the entire garden area on regular basis.</p> <ol style="list-style-type: none"> 1. Ensure enough manpower for upkeep and maintenance of designated areas (Minimum 336-man hours per week) 2. Provision of 2 grass cutters with fuel and personnel (manhours included above) for performing the grass trimming, especially during rainy seasons from (May to November)

Note:-

1. The Agency should use Grass Cutter Machines, Lawnmowers, and other advanced machines/techniques for regular maintenance.
2. All the items required for Garden Maintenance like Flowers, Plants, Weedicides, Pesticides, and applying paint/colours should be provided by the firm at their own cost as and when required in consultation with ICAR- NRC on Pig, Guwahati. The agency should comply the instruction of ICAR-NRC on Pig, Guwahati within 05 working days failing which penalty for liquidation charges will be levied/deducted from the bills @ Rs. 1000.00 per day beyond 05 days till the date of compliance of instructions.
3. The agency must provide minimum wage, VDA, EPF and ESI and all other statutory benefits to the persons engaged for Garden Maintenance Work at ICAR-NRC on Pig, Guwahati as per the Ministry of Labour & Employment, Govt. of India, rules and acts applicable for the workers notified for "B AREA".

Annexure -1

An indicative list of plants required season-wise/ category-wise:

1. For Winter Season

2. Marigold,
3. Dahlia
4. Aster
5. Ladybird plant, Zinnia Chrysanthemum Calendula
6. Petunia
7. Cosmos
8. Salvia _ different colours Hybrid Nayantara

9. Lily *etc.*

2. For Rainy season

1. Gomphrena Bougain villaea Jasmine Champa/Plumeria Rose
2. Balsam
3. Local marigold
4. Cape jasmine Hibiscus
5. Lotus
6. Cocks comb Rain Lilly Oleander
7. Elephant plant _ Colocasia Orchids
8. Aglaonema of different colours *etc.*

3. Permanent

1. Cycus Debataru Thuja
2. Areca palms of different types Kamini Kanjan plant
3. Poinsettia
4. Crotons of different colours *etc.*
5. Hedge plants – Approximately 10,000 saplings required Ixora saplings
6. Thuja _ Golden, Green & Others Henna
7. Duranta/green hedge Fire bush
8. Trumpet bushes_ Tecoma *etc.*

TERMS AND CONDITIONS OF CONTRACT

1. **The agency must provide minimum wage, EPF, ESI and other statutory benefits to the persons engaged for Garden Maintenance Work at ICAR-NRC on Pig, Guwahati as per Govt. of India (Central Govt. India) rules i.e. Minimum rate of Govt. of India must be followed i.e. Minimum wages as per the Ministry of Labour & Employment, Govt. of India, rules and acts applicable for the workers notified for “B AREA” shall be followed. Further VDA and other statutory allowances to the workers shall also be paid by the agency at revised rate, whenever the same is revised/enhanced by the Ministry of Labour & Employment, Govt. of India.**

2. The amount shall be quoted in the price bid by the agency for the period of one year (12 months) inclusive of all taxes and charges after taking into consideration all the aspects as mentioned in the scope of work and terms & condition of the bid/contract.

3. The amount of the contract will be fixed for the period of 1 year (12 months) and no alteration will be allowed at the later stage.

4. As the contract amount will be fixed for the period 1 year (12 months) therefore, the agency should quote the amount in the price bid after taking into consideration all the costs like payment of wages to the labours following minimum wages rate, others rules & regulation of govt. of India, cost of material & items as indicated in scope of work and provisions for payment of unforeseen expenditure that may arise in due course like increase in VDA, Statutory Liability- ESI, EPF etc.

5. The payment will be made to the agency on monthly basis by dividing the total contract amount by 12 months.

6. The payment will be made only after satisfactory performance, clearance of statutory liabilities and submission of necessary documents in this regard by the agency.

7. The agency has to comply the rules and regulations strictly provided by the Ministry of Labour, GOI from time to time and it will be responsible for observance of all provisions of Contract

Labour (Regulation and Abolition) Act 1970 revised from time to time. The institute will not be responsible for any violations related to labour management by the successful bidder.

8. The contract is for a period of one year initially which may be extended on

the approval of Competent Authority and strictly following the conditions of contract failing which contract is liable to be terminated.

9. Mode of Payment:

ICAR-NRC on Pig shall make payment through PFMS/ RGTS in favour of the agency.

10. Termination: This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched at the address herein given under registered post. The ICAR- NRCP will not have any responsibility towards this for any damage/ loss caused and it cannot be challenged in any court of law.

11. The contractor is advised to do a complete survey to assess the site and quantum of work of the tender prior submitting the rates/ submission of tender.

12. In case of any dispute arising, decision of Director, ICAR-NRC on Pig will be final and binding.

13. An amount of 5% of the contract value is to be deposited by the selected/ successful tenderer as a security deposit only after receiving communication from the ICAR-NRC on Pig. In the event of non-deposition of the same, the earnest money will be forfeited.

14. GST & Other Taxes will be paid as applicable as per Govt. of India rules.

15. Director, ICAR-NRC on Pig reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the council/Institute for any justifiable reasons, not mandatory to be communicated to the tenderer.

16. Incomplete bid or not complying with the above condition is liable to be rejected.

17. If the date upto which the bids is open for acceptance is declared to be a holiday the tenders shall be deemed to remain open for acceptance till the next working day.

18. No interest will be paid against EMD and security deposit.

19. The Agency shall follow the provision of all labour laws applicable to this establishment including statutory payments and other liabilities / eventuality labourers from time to time and will be solely responsible. ICAR-NRC on Pig, Guwahati will not have any responsibility in this regard in any case/ eventuality.

20. If a tenderer does not accept the offer, after issuing of letter of award by ICAR-NRCP within 15 days, the offer made shall be deemed to be withdrawn without any notice & EMD will be forfeited further the firm may be debarred for a period of 03 years

21. The contractor / Agency shall make payment of remuneration / wages to its personnel before 7th of every month and if required ICAR-NRCP, Rani, Guwahati may ask the firm to produce a copy of payment vouchers of the work

kers employed by the agency.

The entire cost and liability of any material or other, losses due to negligence from part of successful bidder or the persons engaged will be borne by the contract awarded firm

22. ICAR-NRC on Pig, Guwahati may ask the agency to produce the documents regarding payment of wages & statutory liabilities at any time and the agency shall produce the documents accordingly.

23. The personnel engaged by the agency for this job contract will not be an employee of the council/ICAR-NRC on Pig and there will be no employer- employee relationship between the council/ICAR-NRC on Pig and the personnel so engaged by the contractor.

24. The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances to the personnel under minimum wages act and the council/ICAR-NRC on Pig shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel individually.

25. Only those firms will be considered for financial bid opening who will qualify in the technical bid. Financial bid will be opened only of technically qualified firms. The ICAR-NRCP will award the contract to the responsive bidder whose total cost for all the items put together is the lowest. **Terms of the contract** :

- 1) Initially the terms of the contract will be for one year. On the expiry of the contract or on its termination, the ICAR-NRC NRC on Pig reserves the right to renew the contract on quarterly /half yearly / yearly basis on the terms and conditions that may then be mutually agreed upon.
- 2) The income tax etc. as applicable will be deducted from the claim of the contractor at source.
- 3) All the statutory rules with regard to labour management and other liabilities have to be adhered to by the contractor/firm.
- 4) The contractors/Firm is also to abide with the rules of ICAR/ Govt of India.
- 5) All the labour liabilities in respect of the labourers engaged by the contractor/firm as per labour law rest with the labour contractor/firm. The rate may be quoted after taking into account all the statutory payment as per labour laws i.e EPF, ESI, Leave, Bonus and Service Charges etc.
- 6) The Director, ICAR-NRC NRC on Pig, Guwahati reserves the absolute right and power of revoking or cancellation of the job contract Basis with one month notice without assigning any reason whatsoever.
- 7) The contractor shall pay the minimum wages as per Central Govt Rate to the persons to be engaged by him as per labour laws revised from time to time.
- 8) Contractor shall be responsible to comply with various provisions of contract labour Act.1970 and such other Act as may be applicable for such works. In the event of

unsatisfactory performance during the contract period the contract can be rescinded by giving one-month notice by the authority. The persons those will be engaged by the successful agency/ contractor for the above maintenance work on job contract Basis will have no right for employment in future at ICAR-NRC NRC on Pig, Guwahati or ICAR and labour liabilities rest with the contractor/firm.

- 9) The decision of Director, ICAR - NRC on Pig, Rani, Guwahati regarding the matters related to the tender process and award will be final.

-sd/-
Administrative Officer

PREPARATION OF TECHNICAL BID

The Technical bid shall contain following documents failing which the bids will be considered invalid and will be rejected.

1. EMD of Rs. 45,000/- (online payment to "ICAR NR Centre on Pig" A/c No. 10029420452, State Bank of India, IFSC Code SBIN0009945, Khanapara Branch and proof of deposits must be uploaded and if the firm is exempted, necessary documents of exemption to be uploaded.
2. Copy of TAN/PAN card.
3. Copy of Labour License.
4. EPF Registration certificate.
5. ESI Registration certificate.
6. Annual Turnover Certificate of the last 3 years. The average annual turnover shall be of at least 10 lakhs. (Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption for submission of Annual Turnover. Traders are excluded from the purview of this Policy and no exemption will be provided to the traders).
7. The bidder must have its office/ branch office in Guwahati/ Kamrup district of Assam. Copy of documentary proof of office location and address should be provided **(Annexure-I)**.
8. Performance Statement as per enclosed Performa **(Annexure- II)**. **The agency should have sufficient working experience.** The experience criteria is exempted to MSME/ Startup firms as per rules.
9. Information schedule as per enclosed performa **(Annexure-III)**
10. Undertaking **(Annexure-IV)**
11. Certificate from Agency that they have physically verified the site and done actual assessment of works to be undertaken under the contract **(Annexure-V)**
12. The bidder should submit the compliance statement in the prescribed format. The prescribed format of the compliance **(Annexure-VI)**

Sd/-
Administrative Officer

ANNEXURE-I

Certificate regarding Office in Guwahati/Kamrup

We M/s..... have our office/ branch office in Guwahati/ Kamrup district of Assam. The address of office is as follows:

M/s.....

Address:.....

Signature and Seal
of the Bidder Business Address:

ANNEXURE-II

Performance Statement

(Shall be submitted by the bidder in their letter head)

Name & Address of the Organization	Order No & Date	Value of Order	Date of effect and completion of contract	Remarks, if any

Signature and Seal
of the Bidder Business Address:

ANNEXURE-III

Information Schedule

(Shall be submitted by the bidder in their letter head)

1.	Name of the Firm/Agency.	
2.	Address with Tel. No./Fax/E-mail.	
3.	Contract Person Name.	

4.	Whether all 12 documents as required/mentioned in Preparation of Technical Bids are uploaded/ submitted.	Yes/No
5.	Whether the firm has any legal suit/criminal case pending against it for violation of PF/ESI, Minimum Wages Act or contemplated against them. If Yes, details thereof	Yes/No
6.	Whether Bid Security of Rs. 45,000.00 is enclosed, if so provide details.	
7.	Whether the Agency had been blacklisted by any organization. If Yes, details thereof	Yes/No

I/ we hereby certify that the information furnished above is correct and true to the best of our knowledge. We understand that in the event of information being found false at any stage, the agency will be blacklisted and will have no dealing with ICAR, Institutes.

Signature and Seal
of the Bidder
Business
Address:

ANNEXURE-IV

Undertaking

(Shall be submitted by the bidder in their letter head)

1. We hereby undertake that we have quoted the amount in the price bid for the period of one year (12 months) after taking into consideration all aspects as mentioned in the scope of work and terms & condition of the bid/contract.

2. We hereby undertake that we will made payment to the personnel's engaged for Annual Maintenance of Garden i.e Wage

s, Bonus, EPF, ESI and other components as per the Minimum Wages Act and other statutory acts and orders applicable as per the Notification/Guidelines of Govt. of India/ Central Labour Commission and other statutory bodies from time to time. We take the complete responsibility for following all the statutory rules and shall also be held responsible for the settlement of disputes for labour problems arising due to any reason.

3. We undertake to furnish a security deposit of 5% of contract value which shall be refunded only after satisfactory completion of the contract period.

4. We are ready to execute the Annual Maintenance of Garden for the period of one year or more on mutual agreement executed on non-judicial stamp paper of appropriate value.

5. All the personnel's engaged under Annual Maintenance contract of Garden shall be the employees of our Firm/Agency and hence there is no employee-employer relationship between engaged personnel's under the contract & ICAR-NRC on Pig, Guwahati.

6. Our firm has never been debarred/blacklisted by any Govt. agency and no legal litigation is against our firm regarding violation of labour laws against the employees engaged by us in other establishment.

Signature and Seal
of the Bidder Business
Address:

ANNEXURE-V

Certificate regarding Physical Verification on of site

We M/s.....hereby certify that we have inspected/physically verified the site dated on.....and assessed the actual assessment of work and understand the scope of work to be undertaken during the contract period. After the assessment of work we have quoted our rates in the bid.

Signature and Seal of the Bidder Business Address:

ANNEXURE-VI

Scope of work of Maintenance Contract of Gardens of ICAR-NRCP, Campus, Rani

Sl. No	Name of the work	Complied to the required work (Yes/No)	Difference/Discrepancies if any in the quoted work against the required work
1.	Planting new plants and maintenance of the garden in the following plots: <ol style="list-style-type: none"> Children's Park before the main building Plot in and around the guest house Plot in and around the farmers' hostel Plot behind the guest house and farmers' hostel Plot in and around Director's residence Plot around the Sales counter/Museum Plot near the security post, opposite to sales counter Plot in front of the Children's Park along with the canal side Garden inside administrative c 		

um laboratory building. Maintenance of lawns & gardens.

10. Placing seasonal flower pots in the first and second floors of Administrative cum laboratory building.
11. Maintaining the Garden area (both sides) inside the two wings of Annexe Building,
12. Placing flower pots inside both wings of Annexe building
13. Plot in and around Quarters (Type 1, 2, 3, 4 and 5)
14. Planting seasonal and perennial plants (Annexure 1) from time to time Preparing beds for planting seasonal plants and ensuring seasonal flowerings.
15. Maintaining lawns, plants & trees by applying fertilizers & pesticides and routine watering of all vegetation.
16. Maintaining existing Palms, Monoon (Debadaru), and other plants/trees etc. in/around Replanting old and discontinuous hedge plants around the existing garden areas.

Cleaning of the jungle, weeding, using weedicides, removing & uprooting unwanted vegetation Collection, Cleaning and Disposal of Plant litter and other wastes in the above-mentioned areas on a regular basis.

2.	<p>Cleaning and maintenance of the following plots</p> <ol style="list-style-type: none"> 1. Plot around the fish pond 2. Plot behind the Sales counter/Museum up to the auditorium Collection, Cleaning and Disposal of Plant litter and other wastes. <p>Weeding, removing & uprooting unwanted vegetation; grass cutting and keeping the above-mentioned areas clean on a regular basis</p>		
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3.	<p>Maintenance of accessory structures</p> <ol style="list-style-type: none"> 1. Cleaning and Maintenance of fountains including painting works etc. 2. Painting/Colouring of Garden Benches, and Garden Tiles. 3. Colouring flower pots 4. Whitewashing/ colouring tree trunks. 		
4.	<p>Supplying daily manpower/machinery/ accessories for maintenance, mowing, cleaning, and/or trimming/ pruning of grasses, herbs, shrubs, and other plants of the entire garden area on regular basis.</p> <ol style="list-style-type: none"> 1. Ensure enough manpower for upkeep and maintenance of designated areas (Minimum 336-man hours per week) <p>Provision of 2 grass cutters with fuel and personnel (manhours included above) for performing the grass trimming, especially during rainy seasons from (May to November)</p>		

Note:-

1. The Agency should use Grass Cutter Machines, Lawnmowers, and other advanced machines/techniques for regular maintenance.
2. All the items required for Garden Maintenance like Flowers, Plants, Weedicides, Pesticides, and applying paint/colours should be provided by the firm at their own cost as and when required in consultation with ICAR- NRC on Pig, Guwahati. The agency should comply the instruction of ICAR-NRC on Pig, Guwahati within 05 working days failing which penalty for liquidation charges will be levied/deducted from the bills @ Rs. 1000.00 per day beyond 05 days till the date of compliance of instructions.
3. The agency must provide minimum wage, VDA, EPF and ESI and all other statutory benefits to the persons engaged for Garden Maintenance Work at ICAR-NRC on Pig, Guwahati as per the Ministry of Labour & Employment, Govt. of India, rules and acts applicable for the workers notified for "B ARE A".

Annexure -1

An indicative list of plants required season-wise/ category-wise:

1.For Winter Season

1. Marigold,
2. Dahlia
3. Aster
4. Ladybird plant, Zinnia Chrysanthemum Calendula
5. Petunia

6. Cosmos
7. Salvia _ different colours
Hybrid Nayantara
8. Lily *etc.*

2.For Rainy season

1. Gomphrena Bougain villa
ea Jasmine Champa/Plumeri
a Rose
2. Balsam
3. Local marigold
4. Cape jasmine Hibiscus
5. Lotus
6. Cocks comb Rain Lilly Ol
eander
7. Elephant plant _ Colocasi
a Orchids
8. Aglaonema of different c
olours *etc.*

3.Permanent

1. Cycus Debataru Thuja
2. Areca palms of different t
ypes Kamini Kanjan plant
3. Poinsettia
4. Crotons of different colou
rs *etc.*
5. Hedge plants - Approxim
ately 10,000 saplings requir
ed Ixora saplings
6. Thuja _ Golden, Green &
Others Henna
7. Duranta/green hedge Fir
e bush
8. Trumpet bushes_ Tecom
a *etc.*

Signature of the Authorised Person	:-
Name	:-
Seal of the Company/Firm	:-
Date	:-

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in

the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---