



**भारतीय प्रौद्योगिकी संस्थान इंदौर**  
**Indian Institute of Technology Indore**  
**सिमरोल, खंडवा रोड़ इंदौर – 453552**  
**Simrol, Khandwa Road, Indore- 453552**

**Notice Inviting Tender**  
**for**  
**MAINTENANCE OF GARDEN &**  
**HORTICULTURE WORKS ON**  
**OUTSOURCED BASIS**  
**At**  
**IIT Indore**

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**Materials Management Section**  
**IIT Indore**  
**4th Floor Western Wing (Toward's Gate-1)**  
**Abhinandan Building, Simrol**  
**Khandwa Road, Indore- 453552**  
**Tel.: 0731-6603408/3551, Email: [mms@iiti.ac.in](mailto:mms@iiti.ac.in)**  
**Website: [www.iiti.ac.in](http://www.iiti.ac.in)**

प्रशासनिक अधिकारी  
Administrative Officer  
भारतीय प्रौद्योगिकी संस्थान इंदौर  
Indian Institute of Technology Indore



भारतीय प्रौद्योगिकी संस्थान इंदौर  
सिमरोल, खंडवा रोड इंदौर – 453552

Indian Institute of Technology Indore  
Simrol, Khandwa Road, Indore- 453552

Tel.: 07321-6603408  
Email: [mms@iiti.ac.in](mailto:mms@iiti.ac.in)

**Notice Inviting Tender (NIT)**  
**for**  
**MAINTENANCE OF GARDEN & HORTICULTURE WORKS ON**  
**OUTSOURCED BASIS AT IIT INDORE**

Indian Institute of Technology Indore (IITI) is an Institution of National Importance under Ministry of Education, Government of India. IITI is established through the Institute of Technology Act, 1961 and (Amendment) Act 2012 passed by the Parliament with an intent to impart technical education and undertake research, consultancy and other related services from Indore as part of Government of India's initiative and policy proposal to extend and expand the reach and horizon of science and technology education in the state of Madhya Pradesh.

Notice Inviting Tender (NIT) for MAINTENANCE OF GARDEN & HORTICULTURE WORKS ON OUTSOURCED BASIS for Indian Institute of Technology Indore (IITI) as per enclosed document, is invited from firms having relevant experience in MAINTENANCE OF GARDEN & HORTICULTURE WORKS ON OUTSOURCED BASIS at various Govt. / Public/ Commercial offices or places etc. and who are permitted to do business with Government, Government funded educational and research institutes, PSUs, autonomous bodies in India.

For any other clarification/detail, you may feel free to talk to the MM Section on 0731-6603408/3551 and attend the prebid meeting. Offers strictly in accordance with the RFP with relevant documents appended thereto will be considered and evaluated for further discussion. Offers not meeting the requirements may not be considered for further discussion.

IITI reserves the right to:

- a) Reject any or all the tenders without assigning any reason whatsoever;
- b) Not bind itself to accept the lowest or any tender; and
- c) Accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited. Tender details can be viewed on the website [www.iiti.ac.in](http://www.iiti.ac.in).
- d) The institute may adopt most suitable method of tendering /shortlisting/ selection of sources of supply based on the prebid meeting.

**Administrative Officer (MM)**

प्रशासनिक अधिकारी  
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Indian Institute of Technology Indore

**Schedule of Requirements**

| <u>Description</u>                                                       | <u>Details</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Downloading of RFP                                                       | February 05, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Site Visit                                                               | From February 05, 2021 to February 28, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Pre-Bid meeting                                                          | February 11, 2021 (On Google Meet, link available on IIT Indore Website)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Pre-Bid Report published                                                 | February 15, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Last date for receipt of RFP                                             | March 01, 2021 on or before 3.00 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Date and Time of Opening of RFP                                          | March 01, 2021 on or before 3.30 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Tender Validity                                                          | The bids submitted by the firm should be valid for 180 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Right of Acceptance:                                                     | This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall supply the same at the rate quoted. The firm shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from the firm.                                                                                                                                                                                                                                                                                                                                                                                |
| Security Deposit                                                         | For due performance of his/their obligations under the contract, The successful bidder shall have to deposit @3% of total value of work order as Security Deposit/Performance Guarantee at the time of award of contract which shall remain valid for the entire period of the engagement and no interest shall be paid upon the same. This security deposit is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from any of the Nationalized Banks or SBI or from any one of the scheduled banks. The security deposit will be forfeited in case of breach of contract. After successful completion of the contract, the security deposit will be refunded within 30 days after adjusting dues if any to the IIT from the Contractor. |
| Note:                                                                    | No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.<br><br>IIT reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.                                                                                                                                                                                                                         |
| Tender to be submitted in                                                | Tender Box at Ground Floor, Abhinandan Bhawan, IIT Indore, Khandwa Road, Simrol, Indore- 453552                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| All the communications with respect to the tender shall be addressed to: | Administrative Officer (MMS), IIT Indore, Fourth Floor, Abhinandan Bhawan, Khandwa Road, Simrol, Indore- 453552<br>Tel.: 0731-6603408/3551, Email: mms@iiti.ac.in                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

The bidders shall send sealed proposal super scribing "Notice Inviting Tender (NIT) for  
"MAINTENANCE OF GARDEN & HORTICULTURE WORKS ON OUTSOURCE BASIS At IIT Indore"  
with NIT No. and Due Date.


**Administrative Officer (MM)**

INSTRUCTION TO BIDDERS (ITB)

1. **Submission of tender:** Tender should be submitted in single envelope.
2. **Envelope:** Signed and sealed entire NIT, Annexure I and Terms & Conditions.
3. The tenderer is advised to visit the IITI on any working day **between 1000 hrs and 1700 hrs** to assess the nature and quantum of work before tendering.
4. The firm should give the acceptance of the NIT including scope of Work.
5. **Failure to fulfill any of the conditions laid down renders the tender invalid.**
6. The Agency shall deploy manpower having experience in gardening & horticulture works in central Govt./ State Govt./Autonomous bodies / PSU/ Bank/ Govt. Hospital.
7. The agency shall submit the profit and loss accounts of previous three financial years. A copy of last Income Tax/ GST Return and Registration number allotted to agency by the EPFO/ ESIC organization shall be submitted **along with the bid document (technical)**. The bidder shall obtain a valid license from the competent Licensing Officer.
  - I. Under the provision of contract labour (Regulation and Abolition) act 1970 and contract labour (Regulation and Abolition) act 1971.
  - II. The agency shall have valid licences from Labour Dept. and Trade & Commercial Licences for carrying out outsources activities from appropriate Govt. Bodies in terms of due compliance of following statutory Laws/ Acts and Rules & Regulation there on.
    - a) The payment of wages Act. 1936
    - b) Payment of Bonus Act. 1965
    - c) The Employees Provident Fund Act, 1952
    - d) The Contract Labour (Regulation) Act, 1970
    - e) The Employees State Insurance Act, 1948 f) The Minimum Wages Act, 1948.
8. **Lumsum quotation of amount in the bid shall not be accepted and such bid will be rejected.** The agency shall quote separately the wages / salary + EPF + ESI contributions (Institutes share) + Service charges (in per cent) component. Wages/EPF/ESI contribution shall not be less than the statutory charges.
9. There shall be general penalties, as stated below, for violation / dereliction /irregularities in duty as per terms and conditions of bid/agreement. Penalty up to Rs.500/- will be imposed for the following lapses
  - i. Unscrupulous cutting of trees/plants and allowing them die.
  - ii. Non-replacement of dead plants
  - iii. Inadequate care of any plant leading to emaciation
  - iv. Levy an amount equal to 10 per cent of the claim bill on account of short payment to deployed workers.
10. There should be no case pending with the police against the bidder. The bidder shall submit affidavit that the agency is/has not been defaulters in outsourcings work from EPF/ESIC organizations and that agency is/has not been blacklisted by Central or Government or any PSU.
11. The Contractor, on the request of the CA, shall immediately dismiss from the work any of the Contractor's workers/ gardeners or any person/s engaged by them to carry out the above jobs, who, in the opinion of the CA, may be unsuitable or incompetent for the work entrusted. Further if any of the workers/ gardeners commits any misconduct, such person/s shall not be employed again by the Contractor without the permission of the CA. Suitable replacement to be made immediately.
12. The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Institute. The agency shall furnish bio data of available staff for housekeeping and sanitation works.
13. In case any information / document furnished by Service Provider found to be false at any stage, it would be deemed to be a breach of terms of Bid contract Agreement and Service Provider will be liable for legal action besides termination of the Agreement.
14. There shall be no Master and Servant or Employer and employee relationship between the employees of the service provider and the Institute. Persons of service providers shall not claim any future employment / engagement / absorption in IIT Indore on the basis of rendered outsource services.
15. The agency shall fulfill the resource requirements of trained manpower, cleaning materials etc. as per scope of work.

16. The service provider shall not assign, transfer, pledge or sub-contract the operation of job- service without prior consent of the Institute.
17. If the successful tenderer fails, in course of agreement period to comply with the terms & condition of the agreement, the security deposit may be forfeited in full or in partial as decided by the Administrative Officer (MMS) IIT Indore.
18. **Agreement:** The contractor will have to enter into written Agreement with IIT Indore within 15 days of intimation or acceptance of approved rates. It after the award of the contract the bidder does not sign the Agreement within 15 days or fail to furnish the performance Bank Guarantee within 7 days from the date of receipt of LOI/work order, RMRIMS reserves the right to cancel the contract and apply all remedies available under the terms & condition of this contract.
19. The agency shall never deploy the child labour.
20. IIT Indore shall not accept any claim in the event of any deployed manpower sustaining any injury, damage or loss to either person or property either inside or outside IIT Indore premises. If any person engaged by the contractor is injured or rendered partially/ permanently disabled/ indisposed due to any reasons such as disease, accident, fire etc. during the working hour, it shall be the sole responsibility of the contractor to take care of them and to pay necessary compensation in respect of such personnel as relevant labour laws including all medical expenses, legal expenses etc. and IIT Indore does not hold any responsibility in this regard what so ever.

**Nature of work: Maintenance of Garden and Horticulture work in IIT Indore premises.**

1. **'Garden'** means all the areas enclosed by four side fence. The compound of the hostel and all other surrounding areas also will come under the purview of IIT Indore garden.
2. **Regular Maintenance:** The Maintenance work includes the entire lawn, plants/trees/ shrubs/ground covering plants, on the fences etc. in and out of Administrative Building, Director's Bungalow, Staff Quarter, Car Parking and total open area within IIT compound wall. It includes maintenance of the existing as well as any other additions to the garden/lawn/plants etc. Apart from the above, the day to day maintenance work includes the following:
  - a. Lawn of the entire IIT Campus including Hostel Courtyard;
  - b. All trees, shrubs, hedges, plants etc. of the entire IIT Indore campus;
  - c. Flower beds;
  - d. Keeping plants alive and healthy;
  - e. Watering plants, shrubs, saplings, trees daily (except on rainy days) preferably in the morning & evening and not in the hot sun to avoid heavy transpiration;
  - f. Regular uprooting all kinds of weeds;
  - g. Removal of unwanted bushes from the campus;
  - h. Removing the dead leaves, cleaning the area including disposal of waste and dead leaves, twigs, garbage on day to day basis, making bunds to the plants wherever required, adding fertile soil and manure to the roots of the plants wherever necessary;
  - i. Keeping the lawn area, garden and the surroundings in a clean and neat condition;
  - j. replacing all the dead, diseased plants, vacant patches anywhere in the campus including the potted ones as when and where it occurs. Broken pots should be replaced with new ones by the Contractor.
  - k. Maintaining all plant hedges decently. Pruning and mowing should be done by keeping the foliage aesthetically at a reasonable size without making them bald with a motive to keep a longer gap for the next job.
  - l. Overgrowing trees from gardens spreading on to IIT Indore premises will have to be pruned periodically.
  - m. Names of the plants (Hindi, English & Botanical names) have to be written on pliable plastic plates & tagged to the respective plants or erected on small poles on the soil to identify the plants.
  - n. Any gap on fences, hedges or elsewhere will have to be filled up with in a week.
  - o. Providing adequate no. of labours with 8 hours diligent work with one skilled horticulture nursery assistant with necessary experience and training.
  - p. The contractor shall take such steps that snakes/bandicoots etc. do not cause any menace in the garden, surroundings of IIT Indore premises.

**Other (seasonal) Maintenance:**

1. Pruning, cutting and dressing bushes and plants: pruning should be done at regular intervals, strictly ensuring no damage to the beauty & aesthetics of the hedges & plants on all sides
2. Mow and prune the grass everywhere whenever required or at least once in a month by keeping it aesthetically decent.
3. Planting of seasonal flower plants like marigold, dahlia, zinnia, sevanthi etc. in each of the three seasons in a year at the places as may be decided by Competent Authority.
4. Planting additional trees every quarter as indented by Competent Authority.
5. Add pots with plants once in a year as indented by the Competent Authority.
6. Burn the waste, dried leaves, mowed grass etc., once in a week only in the presence and at the direction of an authorized official of RMRIMS, at the designated place without affecting the live trees in any manner what so ever / without causing any damage / inconvenience to the Public in the surroundings.
7. Apply Insecticides / Pesticides to control pests and cure the insect infections. Organic pesticides like Neem oil can be sprayed periodically to prevent & cure contamination.
8. Provide suitable and seasoned bio-manure / gobar / compost / fertile red soil to the plants as and when necessary or at least twice a year. Vermi-culture may be done in the garden to make the soil more fertile.
9. Erosion of soil on any part of the garden due to rain or for whatsoever reason will have to be filled up with good soil and leveled.
10. The contractor shall thoroughly clean the dust and dirt, debris etc., and remove all the scaffoldings and other materials used for the works away from the site and keep the site free from all the above.
11. All garden tools will be brought and maintained by the contractor at his own cost without charging extra cost.
12. For gardening works the agency will have to provide chemical, fertilizer, new plant, flower pots & misc. items required for garden maintenance work for which the actual cost incurred will be paid after submission of original bill. No extra labour or service charge will be paid to the agency.

**Workers related**

1. The workers should have experience of gardening / landscaping to perform their duties satisfactorily. They (i.e. gardeners/supervisors) should be skilled, trained, strong, healthy and medically fit, alert, polite, courteous and able to perform their duties diligently. The said workers should be properly dressed and disciplined. Any discourteous behavior on their part may lead to termination of the contract.
2. In the course of their activities, the gardeners, workers shall not spoil the landscape garden, plants, trees, shrubs, potted plants etc. in any manner whatsoever. They shall not disturb / cause inconvenience to the officials, participants, campus residents, any third party or their property in any case.

**GENERAL TERMS & CONDITIONS:**

1. **Period for which the offer will remain opened:**
  - a) Firms tendering should note the period for which it is desired that their offers should remain open for acceptance.
  - b) Quotations qualified by such vague and indefinite expressions such as "subject to immediate acceptance", "subject to prior sale", etc. will not be considered.
2. **Payment:** Each month admissible wages will be preferred by agency in first week of following month. Sixty per cent (60%) of claim shall be discharged within 10 working days; balance shall be paid after due accounts checks. Goods and Service Tax (SGST), TDs etc. will be as per rules in force. All Payment shall be made through PFMS mode in bank accounts. The bill of each month shall be presented in triplicate by the agency on or before 7th of every following month duly pre receipted to enable IIT Indore to arrange the payments.
3. Each monthly bill shall be supported by an attendance sheet (photo copy of attendance & biometric attendance) of service rendered by security guards. Security agency shall produce documentary proof of EPF, ESIC deposit to Govt. In respect of each deployed manpower to IIT Indore. Their EPF/ ESIC No. shall be provided by security

guards to IIT Indore. Proper attendance register / biometric system of all the security guards for all shifts at different location is required to be maintained. Further proof of disbursement of previous month's pay to guards with full detail will also required to be submitted

4. **Right of Acceptance:** This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the proposal or portion of the quantity offered and the firm shall supply the same at the rate quoted.
5. The contract will be for a period of one year initially, which can be extended for one more year on satisfactory performance of the initial period of the contract. The IITI may renew/extend the contract to such further period (s), as it may deem proper, having regard to the quality and manner of the service provider's performance. However, it shall be with consent/written request by the service provider in this regard.
6. The Service provider shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the IITI from any claims in this regard.
7. The service provider shall be liable to pay compensation for any loss & damage caused to the property of the IITI or its Staff Members/Students/Visitors by the service provider or his workers.
8. The IITI reserves the right to terminate the contract without assigning any reason by giving a notice of three months. The service provider will also have to serve a notice of three months, if he wishes to terminate the contract.
9. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Officer, IITI or any other officer nominated by the IITI for arbitration whose decision shall be final and binding on the parties. The service provider agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.
10. No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.
11. IITI reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.
12. IITI does not bind itself to accept the lowest or any tender and may cancel / withdraw the tender without assigning any reason and no claim whatsoever, for any reason arising out of such action, will be entertained by IITI.
13. **Force Majeure:** Neither the service provider nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this control caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage any law statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and effects the implementation of this contract adversely.
14. Please inform the IITI in writing whether the owner of the firm or any of their partners/employees has close relations working with IIT Indore. This is for record only.
15. IITI reserves the right to modify/alter/insertion or deletion on any part of the tender document to ensure fulfillment of its material & service requirement at any stage.

16. The instructions about bidding given in this advertisement and the Tender Documents should be read thoroughly before bidding. IIT Indore reserves the right to accept or reject any or all quotations at any stage without assigning any reason whatsoever it may be.

**17. Cancellation:**

- a) Notwithstanding any other provisions in this contract, the IIT reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The service provider is not eligible for any compensation or claim in the event of such cancellation.
- b) If at any later date, it is found that the documents and certificates submitted by the service provider are forged or have been manipulated, the work order issued to the service provider shall be cancelled and Security Deposit issued to the IIT shall be forfeited without any claim whatsoever on IIT and the service provider is liable for action as appropriate under the extant laws.
- c) IIT- Indore reserves the right to accept or reject or cancel any or all offers at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.

**18. Governing Law:** The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction.

**19.** For any dispute, the place of jurisdiction shall be Indore, India only.



**DETAILS OF THE BIDDER**

| Sl. No. | Description                                                                                                                                                                                                                     | Details of the Firm |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1.      | Name of the Bidder                                                                                                                                                                                                              |                     |
| 2.      | Address of the Registered Office                                                                                                                                                                                                |                     |
| 3.      | Contact No. & Email Id                                                                                                                                                                                                          |                     |
| 4.      | PAN No. (PAN Card should be attached with the Proposal)                                                                                                                                                                         |                     |
| 5.      | Incorporation Certificate of the Firm(Should be attached with the Proposal):                                                                                                                                                    |                     |
| 6.      | GST registration no. (Should be attached with the Proposal)                                                                                                                                                                     |                     |
| 7.      | Details of Owner/Proprietor/partners of the firm                                                                                                                                                                                |                     |
| 8.      | Mandatory certification required by the Govt. to function as a cycle facility provider should be attached                                                                                                                       |                     |
| 9.      | <b>Legal Constitution of Applicant: (Public Limited/Private Limited/Partnership/Proprietorship etc.)</b>                                                                                                                        |                     |
| a.      | Status / Constitution of the firm:                                                                                                                                                                                              |                     |
| b.      | Registration No (Copy of the certificate should be attached with the Proposal)                                                                                                                                                  |                     |
| 9.      | Last 3 (Three) year's Turnover of the Applicant i.e. 20-21, 19-20, 18-19                                                                                                                                                        |                     |
| 10.     | <b>Previous experience of Management of 'Similar Projects' , if any:</b>                                                                                                                                                        |                     |
| a.      | Relevant Experience                                                                                                                                                                                                             |                     |
| b.      | Achievements in the Relevant Fields                                                                                                                                                                                             |                     |
| 11.     | An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company has never been black listed or changed the name of the firm (in original).                                                  |                     |
| 12.     | An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company is/are not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court (in Original). |                     |
| 13.     | Turnover should be atleast 1 crore for last 03 FY                                                                                                                                                                               |                     |

Proposals without required information or enclosures are liable to be rejected

Signature of the Bidder

Seal

IIT INDORE

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प्रशासनिक अधिकारी  
Administrative Officer  
भारतीय प्रौद्योगिकी संस्थान इन्दौर  
Indian Institute of Technology Indore

**PRICE BID**

PRICE BID - Schedule of price bid in the form of BOQ format (Separate sheet may be attached with same format for better clarity)

| Sl No. | Name of Building/ Structure | Approx. Area (in Sqm) | Minimum Manpower Deployment (Nos.) | Total Manpower Cost | Equipment Cost | Consumables Cost | Price (Inclusive of Tax) |
|--------|-----------------------------|-----------------------|------------------------------------|---------------------|----------------|------------------|--------------------------|
| 1.     | Dining hall + CPWD office   | 4500                  |                                    |                     |                |                  |                          |
| 2.     | Health Center               | 3250                  |                                    |                     |                |                  |                          |
| 3.     | School building             | 8750                  |                                    |                     |                |                  |                          |
| 4.     | Canara bank                 | 375                   |                                    |                     |                |                  |                          |
| 5.     | Work shop                   | 600                   |                                    |                     |                |                  |                          |
| 6.     | Studio (including inside )  | 5400                  |                                    |                     |                |                  |                          |
| 7.     | SIC and nursery             | 1100                  |                                    |                     |                |                  |                          |
| 8.     | Faculty housing             | 350                   |                                    |                     |                |                  |                          |
| 9.     | Hub Building                | 380                   |                                    |                     |                |                  |                          |
| 10.    | Director residence          | 550                   |                                    |                     |                |                  |                          |
| 11.    | Hostel Unit no. 2           | 2300                  |                                    |                     |                |                  |                          |
| 12.    | Hostel Unit no. 3           | 2500                  |                                    |                     |                |                  |                          |
| 13.    | Hostel Unit no. 4           | 2800                  |                                    |                     |                |                  |                          |
| 14.    | Hostel Unit no. 5           | 2500                  |                                    |                     |                |                  |                          |
| 15.    | Road Side Gate no .1        | 1900                  |                                    |                     |                |                  |                          |
| 17.    | Road Side Gate no .2        | 900                   |                                    |                     |                |                  |                          |
| 18.    | Road side (UGT to ESS7)     | 7470                  |                                    |                     |                |                  |                          |
| 19.    | Road side in side campus    | 10500                 |                                    |                     |                |                  |                          |

**Annexure-III****Format of Experience certificate**

(To submitted in envelop-I with technical bid)

**Detail of work of Gardening & Horticulture works performed by the agency**

| Project Name | Name of the employer/ Department | Description of work | Value of Contract (Rs. In Lakhs) | Date of issue of work order | Stipulated Period of completion | Actual date of completion |
|--------------|----------------------------------|---------------------|----------------------------------|-----------------------------|---------------------------------|---------------------------|
|              |                                  |                     |                                  |                             |                                 |                           |
|              |                                  |                     |                                  |                             |                                 |                           |
|              |                                  |                     |                                  |                             |                                 |                           |
|              |                                  |                     |                                  |                             |                                 |                           |

Date:

Place:

(Signature of the Bidder)

Name

Designation

Seal of the Agency:

Address:

**CERTIFICATE FOR SITE INSPECTION**

MAINTENANCE OF GARDEN & HORTICULTURE WORKS ON OUTSOURCED BASIS AT IIT  
INDORE

Certified that we.....(Name of tenderer) have visited the site on dated..... and assessed the nature and amount of work involved before submitting our offer. We certified that we will be able to executing the work as per specification to suit the site conditions and Area Mentioned Below:

| Sl No. | Name of Building/<br>Structure | Approx. Area (in Sqm) |
|--------|--------------------------------|-----------------------|
| 1.     | Dining hall + CPWD office      | 4500                  |
| 2.     | Health Center                  | 3250                  |
| 3.     | School building                | 8750                  |
| 4.     | Canara bank                    | 375                   |
| 5.     | Work shop                      | 600                   |
| 6.     | Studio (including inside )     | 5400                  |
| 7.     | SIC and nursery                | 1100                  |
| 8.     | Faculty housing                | 350                   |
| 9.     | Hub Building                   | 380                   |
| 10.    | Director residence             | 550                   |
| 11.    | Hostel Unit no. 2              | 2300                  |
| 12.    | Hostel Unit no. 3              | 2500                  |
| 13.    | Hostel Unit no. 4              | 2800                  |
| 14.    | Hostel Unit no. 5              | 2500                  |
| 15.    | Road Side Gate no .1           | 1900                  |
| 17.    | Road Side Gate no .2           | 900                   |
| 18.    | Road side (UGT to ESS7)        | 7470                  |
| 19.    | Road side in side campus       | 10500                 |

**Signature of tenderer with Seal & Date**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

To, \_\_\_\_\_

Sub: Acceptance of Terms &amp; Conditions of Tender. Tender Reference No: \_\_\_\_\_

Name of Tender / Work: - \_\_\_\_\_

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
7. I/We agree to hold this offer open until **180 days** and shall be bound to supply/commission/install the equipment and dispatch the same within the specified period.
8. I/We agree to supply and commission/install the equipment and complete the whole of the work and hand over to the purchaser within the stipulated period, after receipt of intimation regarding acceptance of this tender/receipt of supply/service order.
9. I/We agree that in case if we fail to deliver the goods/complete the work within the specified period, then institute shall be liable to claim liquidated damages from me/us by invoking PBG.
10. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

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