



भाकृअनुप - राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी
राजेन्द्रनगर, हैदराबाद-५०००३०, तेलंगाणा, भारत
ICAR-National Academy of Agricultural Research Management
(ISO 9001:2015 Certified)
Rajendranagar, Hyderabad-500030, Telangana, India
Phones: (040) 2458 1322; Fax: (040) 2401 5912; <https://naarm.org.in>



F. No. 5-606/2020-21/Pruning of Trees/PS

24th December, 2020

NOTICE INVITING TENDER FOR “PRUNING OF TREES, CLEANING OF GRASS, ERADICATION OF UNWANTED VEGETATION, CUTTING OF SHRUBS, BUSHES ETC AT GUEST HOUSES, RESIDENTIAL QUARTERS IN ICAR-NAARM CAMPUS AT RAJENDRANAGAR, HYDERABAD”

ICAR-NAARM is a premier publicly funded Training and Research Management Organization under ICAR, DARE, Ministry of Agriculture & Farmers Welfare, and Government of India. The Director, ICAR-NAARM invites Sealed Tenders from the reputed and Registered Agencies/Contractors who are having relevant experience.. The bidders are requested to submit the Tenders online on CPP Portal.

The details of Tender submission online is as follows:

Sl. No.	Description	Date	Time
1)	Tender Publishing Date	24-12-2020	1830 hrs
2)	Document Download start date	25-12-2020	1100 hrs
3)	Seek Clarification Start Date	29-12-2020	1000 hrs
4)	Seek Clarification End Date	13-01-2021	1700 hrs
5)	Bid Submission Start Date	25-12-2020	1700 hrs
6)	Bid Submission Closing Date	18-01-2021	1300 hrs
7)	Bid Opening Date	19-01-2021	1400 hrs

The tender document consists of terms and conditions for tender **Pruning of trees, cleaning of grass, eradication of unwanted vegetation, cutting of shrubs, bushes etc at guest houses, residential quarters in ICAR-NAARM campus at Rajendranagar, Hyderabad**. Tender document can be downloaded from the website <http://www.naarm.org.in/> and Central Public Procurement Portal. The tenderer(s) will have to deposit EMD as per terms and conditions.

The Director, ICAR - NAARM reserves the right to reject any tender without assigning any reason thereof. Tender has to be submitted online. A brief detail of tender is given in the following format.

Terms and conditions for acceptance of tenders towards Pruning of trees, cleaning of grass, eradication of unwanted vegetation, cutting of shrubs, bushes etc at guest houses, residential quarters in ICAR-NAARM campus at Rajendranagar, Hyderabad

1. Design and Scope of the work along with specifications :

<p><u>A. Name of the work:</u></p> <p>Pruning of trees, Cleaning of grass, eradication of unwanted vegetation, cutting of shrubs, bushes etc at guest houses, residential quarters in ICAR-NAARM campus at Rajendranagar, Hyderabad</p>
<p><u>B1. Scope of the work I</u></p> <ol style="list-style-type: none">1. Pruning of Trees by removing dead, damaged, diseased branches, removing irregular growth of branches to get proper shape of the trees.2. After removing the branches mentioned in S.no 1, cutting the aforesaid branches into appropriate size for transportation.3. Carrying wood cuttings and removed branches to a particular place as directed by the Officer In-charge who will be monitoring the pruning work within 1 Km distance in the ICAR-NAARM Campus.4. Approximate no. of such trees 1000
<p><u>B2. Scope of the work II</u></p> <ol style="list-style-type: none">1. Pruning of Big size eucalyptus trees located on the main road from recreation club to NIRD Gate including old nursery road.2. After removing the branches mentioned in S.no 1, cutting the aforesaid branches into appropriate size for transportation.3. Carrying wood cuttings and removed branches to a particular place as directed by the Officer In-charge who will be monitoring the pruning work within 1 Km distance in the ICAR-NAARM Campus.4. Approximate no. of such trees 40
<p><u>B3. Scope of the work III</u></p> <ol style="list-style-type: none">1. One time cleaning of grass, Eradication of unwanted vegetation, cutting of Shrubs, Bushes etc at Guest House, Residential Quarters.2. Cleaning and Levelling of dumped materials near indoor stadium.3. Cleaning of grass in other areas as assigned by Officer In-charge in campus4. Lifting the cleaned grass to a particular place shown by Officer In-Charge who will be monitoring the work within 1 Km distance in the ICAR-NAARM Campus5. Approximate Area of work : 60000 Sq. Meters

B4. Scope of the work IV

1. Lifting and cleaning the 32 Heaps of Plant Dry Branches located adjacent to Farm Office to a particular place shown by Officer In-charge who will be monitoring the work within 1 Km distance in the ICAR-NAARM Campus

C. Location of the work

1. Main road from Gate 1 (East Gate) to Gate 2 (West Gate).
2. ABI Building to Guest Houses.
3. Director's residence to Farm Office up to MANAGE Gate Road including Type IV, V, Children's Park roads.
4. Road from Hostel Reception via Old Nursery towards Rajendranagar.
5. Indoor stadium's road
6. Surrounding Areas/Backside of office buildings/ Guest Houses and all Residential Quarters
7. Guest Houses.
8. Residential Quarters
9. Near indoor Stadium
10. Areas as assigned by Officer In-Charge within Campus

D. Other Instructions

- 1) After Pruning work the trees should have proper shape
- 2) The site/area should be cleaned of all the removed/cut branches and returned to condition as before pruning work.
- 3) It is responsibility of agency to carry/transport all wood cuttings and removed branches to a particular place as directed by the Officer In-charge who will be monitoring the pruning work within 1 Km distance in the ICAR-NAARM Campus.
- 4) All tools/materials/cutting machines including vehicles for transporting removed wood cuttings/branches/grass are to be brought by agency carrying out the said work.
- 5) The area provided in Scope of Work III is approximate area only and the payment will be made as per actual area only. The area will be measures after completion of work.
- 6) Agency executing the work is not allowed to take any material outside ICAR-NAARM Campus other than its own material.
- 7) Tenderers are advised to visit the proposed work site and satisfy themselves before submitting the tenders during office hours from 9:15AM to 4:15 PM on all working days.
- 8) Photos of the work site have to be taken before commencement of work and after completion of work in the presence of Officer In-charge who will be monitoring the work.
- 9) The photos taken in s.no 8 should be submitted to Officer In-charge along with the bill after completion of work.
- 10) Contractor should make sure that any person(s) working should always wear safety equipment like helmets etc during execution of work for their own safety.

ELIGIBILITY CRITERIA

1. Registered/ Empanelled Contractors in State/Central Government Departments/Public Sector Units of GOI/Municipal Corporations who are having relevant work experience of Pruning of Trees, Development and Maintenance of Avenue Plantations, cleaning of grass, shrubs, bushes, eradication of unwanted vegetation, weed removal, cleaning and maintenance of lawn works etc worth Rs. 10.00 Lakhs or above during any one financial year of last two years i.e. 2018-20 are eligible to apply for this Tender. They have to submit the following Documents along with Tenders:
 - A) Valid Registration / Empanelled Certificate
 - B) Relevant Work Experience Certificate worth Rs. 10.00 Lakhs or above during any one financial year of last two years i.e. 2018-20.
 - C) GST Registration Certificate
 - D) Valid EPF Registration Certificate
 - E) Valid ESI Registration Certificate
 - F) Valid Labour License
2. Eligible Registered Contractors who willing to apply the Tender, Tenderers are advised to visit the proposed work site and satisfy themselves before submitting the tenders during office hours from 9:15AM to 4:15 PM on all working days by contacting Dr. P. Vijender Reddy, Chief Technical Officer – Phone No. 040-24581310 / Mob : 9440590804.
3. **Submission of Tender:** The Tenders should be submitted online only. The Tenders should be complete in all respects duly signed wherever required.
4. **EMD :** The bid should accompany the EMD of **Rs.20,000-00** (Rupees Twenty Thousand only) in the form of crossed Demand Draft / Banker's Cheque drawn from any nationalized bank in favour of "NAARM Main Account", payable at Hyderabad. Bank Guarantee is also acceptable from any nationalized bank in favour of **NAARM Main Account, payable at Hyderabad** along with the tender towards EMD, failing which tender will be rejected. The bidder has to submit Bid Security (also known as earnest money) except those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department. The earnest money of all unsuccessful tenderers will be refunded after the contract has been awarded to the successful bidder without any interest thereon. The earnest money will be liable to be forfeited in case the successful bidder refuse the offer. **The EMD in original has to be submitted to the Stores and Purchase Officer before the closing date of the Tender.**
5. **Refund of EMD:** The **EMD** in full will be refunded soon after the tender is finalized to all except in case of the accepted tender(s). The successful bidder EMD will be released after receiving the Performance Security which will not carry any interest.
6. **Forfeiture of EMD:** EMD will be forfeited if the tenderer withdraws or amend or impairs or derogates from the tender in any respect within the period of validity of their tender.

7. **Payment:** No advance payment is permissible. Payment would be after satisfactory supply of the entire quantity as per Purchase Order. All payments will be made through RTGS.
8. **Price Escalation:** There should not be any price increase during the Rate Contract.
9. **Rates:** Rates should be quoted in the Schedule of Requirements enclosed to this notice or on the bidder's letterhead in the same format. The authorized person and his full name should sign the tender and status should be indicated below his signature. Tenders will be considered for which rates have been quoted strictly according to the specification. The rates should be quoted in Indian Rupees only. The rates must be written in figures as well as in words. Any alterations in the rates in tender will not be considered.
10. **Validity of Tender:** Tenders should be valid for a period of 90 days.
11. **Liquidated Damages:** Time is the essence of the order as our requirement. The work to be completed within 45 days from date of receipt of Office Order failing which liquidity damages will be levied as per the decision of the Director, ICAR-NAARM.
12. **Security Deposit:** The successful bidder has to furnish an amount **Rs.50000/- [Rupees Fifty Thousand only]** as **Performance Security Deposit** which will be refunded / returned only after 2 months of satisfactory completion of the contractual obligations. The Security Deposit should be in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any commercial bank and, on which no interest will be paid, to be drawn in the form of a Crossed Demand Draft of any scheduled Bank drawn in favour of **"NAARM MAIN ACCOUNT" for 6 months.**
13. **Taxes / Duties:** If taxes, duties, or any other charges over and above the rates quoted are payable by the purchaser, actual / percentage of such taxes / duties / charges should be clearly indicated.
14. **Enquires on Tenders:** Any enquiries regarding the tenders will not be entertained.
15. **Acceptance of Tender:** The acceptance of the Tender will rest solely with the Director, ICAR-NAARM who is not bound to accept the lowest tender and reserves the right to himself to reject or partially accept any or all the Tenders received without assigning any reason thereof.
16. **Rejection of Tender:** Tenders not complying with the above conditions are liable to be rejected. The entire original tender document with seal and signature on each page along with price schedule at the time of submission of tender document(s) within the due date. Otherwise, tender will not be considered at any cost. Any other document or information as required in the tender document.
17. The Decision of the Director, ICAR-NAARM on any dispute in the matter will be final and legally binding. In the event of any question, dispute or difference arising under these condition or any conditions contained in the Purchase Order or in connection with this contract, the same shall be

referred to the sole arbitration of the Director or some other person appointed by him. The award of the arbitrator shall be final and binding on the parties to this contract. Director, ICAR-NAARM reserves the right to accept or reject any or all the tenders received without assigning any reasons whatsoever at any time without assigning any reason thereof. The decision of the Director, ICAR-NAARM is final in this regard. While the quote and the department shall make every effort to resolve amicably by direct informal negotiation, even then, if any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its jurisdiction at Hyderabad. The resultant contract will be under Indian Laws.

Your Tender Document should be submitted with a covering letter with a reference number and date on your letterhead having the address of your registered office, telephone no., fax no., GST No. and also accompany this Tender duly signed on every page by the Tenderer.

MUKUL RAJSINGH Digitally signed by
MUKUL RAJSINGH
Date: 2020.10.23
10:21:11 +05'30'

Stores and Purchase Officer

Sample of Financial Bid (BOQ)

Item Rate BoQ

Tender Inviting Authority: Director, ICAR-NAARM Hyderabad

Name of Work: Pruning of Trees, cleaning of grass, eradication of unwanted vegetation, cutting of shrubs, bushes etc at guest houses, Cleaning of Heaps of Plant Dry Branches residential quarters in ICAR-NAARM campus, Hyderabad

Contract No:

Name of the Bidder/
Bidding Firm
/ Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE per unit In Figures To be entered by the Bidder in Rs. P	GST Rate in Percentage (%)	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	4	5	13	14	53	54	55
1	Pruning of Trees							
1.01	Trees as per Scope of Work I	1000.000	Nos			0.00	0.00	INR Zero Only
1.02	Trees as per Scope of Work II (Eucalyptus)	40.000	Nos			0.00	0.00	INR Zero Only
1.03	Cleaning of Grass as per Scope of Work III	60000.000	Sq meters			0.00	0.00	INR Zero Only
1.04	Lifting and cleaning the 32 Heaps of Plant Dry Branches	32.000	Nos			0.00	0.00	INR Zero Only
Total in Figures						0.00	0.00	INR Zero Only
Quoted Rate in Words						INR Zero Only		

Note: Please note that Financial bid is to be uploaded in BOQ form only on CPPP, please don't upload this with technical bids documents

Note:

- i) This is only a sample of Financial Bid document, Bidders are requested to upload the financial bid in BOQ format on CPPP only and in no case the same should be submitted in Technical Bid as it will lead to automatic cancellation of the bid
- ii) Bidders please make sure that Basic rate per unit have been asked in the Financial Bid BOQ.



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Annexure - A



COMMERCIAL DETAILS

(To be filled and submitted by the Bidder)

1. Name and address of the Tender :

2. Telephone No. / Mobile No. / FAX No. :

3. E-mail id :

4. Month and Year of Establishment :

5. Mention Municipal Certificate / Sales Tax :
Commercial tax / registration details:

6. EMD details: DD/Banker's Cheque/Bank Guarantee No. & Date.....
 - i. For Rs.
 - ii. Bank (Branch)
 - iii. Drawn on
 - iv. Date:

SIGNATURE OF THE TENDERER & STAMP

Date:

Place:

Note: The tenderer with seal should sign each page of the tender as per Annexure.



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<https://naarm.org.in>
Phones # 040-24581393



ANNEXURE -A
MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas hereinafter called the "tenderer" has submitted their offer datefor the Horticulture work (Hereinafter called the tender") against the purchaser's tender enquiry No. KNOW ALL MEN by these presents that WEof Having our registered office at are bound unto(Hereinafter called the "Purchaser") in the sum offor which payment will and truly to be made to the said Purchaser, the bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank thisday of2018.

THE CONDITIONS OF THE OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the purchaser during the period of its validity.
 - If the tenderer fails to furnish the Performance security for the due performance of the contract.
 - Fails or refuses to accept / execute the contract.

WE undertake to pay the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and Designation of the officer

Seal, name and address of the Bank and address of the Branch.

Dated:

UNDERTAKING

(To be submitted on Firm's Letter head)

I/We have read and understood General Terms and Conditions contained in the ICAR-NAARM's Tender. I/We do hereby declare that all the details provided in this tender bid are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-NAARM, Hyderabad.

I/We do hereby also accept ICAR-NAARM have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-NAARM any changes in the condition or working of the firm. It is also certified that we have not been blacklisted by any organization of Government of India including Central Vigilance commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-NAARM to approach individuals, employees, firms and corporations to verify our competence and general reputation.

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Place:

Dated:

RELEVANT WORK EXPERIENCE DETAILS

(To be submitted on Firm's Letter head)

Sr. No.	Name of the Deptt. Organization where work was done	Period		Whether Experience Certificate Uploaded in CPPP
		From	To	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Place:

Dated:

Note: While uploading this annexure in CPPP bidder should make sure that work experience certificates are also uploaded along with this



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CHECK LIST

PLEASE NOTE THAT ALL DOCUMENTS UPLOADED IN CPPP SHOULD BE CLEARLY SCANNED AND TEXT IN THEM SHOULD BE LEGIBLE

S.no	Scanned copy of Documents to be uploaded	Whether uploaded in CPPP (Yes or No)
1	Covering Letter along with Annexure - A	
2	Valid Registration / Empanelled Certificate	
3	Annexure-D along with Relevant Work Experience Certificate worth Rs. 10.00 Lakhs or above during any one financial year of last two years i.e. 2018-20 to be uploaded long	
4	GST Registration Certificate	
5	Valid EPF Registration Certificate	
6	Valid ESI Registration Certificate	
7	Valid Labour License	
8	Duly filled & stamped Annexure-C	
9	Scanned Copy of EMD of Rs 20000/- or Exemption Certificate of same	
10	Income Tax Returns of years 2017-18, 2018-19 & 2019-20	
11	CHECK LIST Annexure - Z	

Signature and Seal of the Bidder: _____

Business Address: _____
