



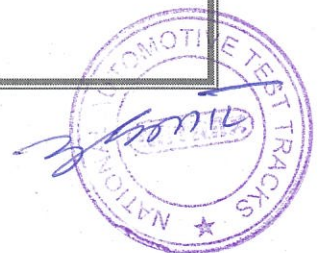
**NATIONAL AUTOMOTIVE TEST TRACKS (NATRAX)**

**QUOTATION DOCUMENTS  
FOR**

**Annual Maintenance Contract (AMC) for existing Landscape  
& Plantation works (Laboratry & Building Zone)  
At NATRAX Pithampur**

**Quotation No. NAT/QUOTE/CW/IND/Horticulture/21/120R**

**National Automotive Test Tracks (NATRAX)**  
NATRAX HUB Office Agra Mumbai Highway (NH-3)  
next to Pithampur flyover (from Indore),  
Post –Khandwa, Distt. Dhar-454475,  
Phone:+91-7292-256110, Fax – 07292-256101,





## BRIEF ON QUOTATION

Quotation No. NAT/QUOTE/CW/IND/Horticulture/21/120R

### 1. General Instructions:

NATRIP Implementation Society (NATIS), an autonomous body constituted by Ministry of Heavy Industries & Public Enterprises, Government of India for execution of National Automotive Testing and R&D Infrastructure Project (NATRIP), the largest and one of the most significant initiatives in Automotive sector so far which represents a unique joining of hands between the Government of India, a number of State Governments and Indian Automotive Industry to create a state-of-the-art Testing, Validation and R&D infrastructure in the Country.

The Project aims at creating core global competencies in Automotive sector in India and facilitate seamless integration of Indian Automotive industry with the world as also to position the Country prominently on the global automotive map.

The National Automotive Test Tracks (NATRAX) is an Automotive Testing & Certification Centre under NATRIP. NATRAX is being set up on approx. 3000 acres for comprehensive testing and evaluation of all types of automobiles, near Pithampur, Dist. DHAR, (Madhya Pradesh, India). NATRAX invites sealed tenders from the Bidders in the prescribed proforma for performing, executing and implementing the Works on the terms and conditions contained in this Tender Document and in the Contract. Brief description of Works and the timelines for tenders are summarised in the table below:

The details of the Tender are mentioned below: -

Description of Work	Time for completion	Date of inviting tender documents	Last date for submission of Bid	Date & Time of Bid opening
Annual Maintenance Contract (AMC) for existing Landscape & Plantation works (Laboratry & Building Zone) AT NATRAX PITHAMPUR	12 months for (AMC) Maintenance from the date of issue of 'work order'.	16 <sup>th</sup> March 2021	07 <sup>th</sup> April, 2021 3:00 pm	07 <sup>th</sup> April, 2021 3:30 pm

### 2. Bid Submission details:

Sealed bids are to be submitted at the following address not later than the aforesaid time & date or as next convenient date & time on pre-intimation.

NATRAX HUB office,  
NH-52, Old Agra- Mumbai Highway,  
Near to Pithampur Flyover, Post Khandwa (Near Pithampur)  
Dhar District, Madhya Pradesh-454774





No Bids will be accepted after the aforesaid date and time. However, on exceptional cases, NATRAX reserves the right to extend the time/last date of submission of Bid to a next convenient date/time before opening of the Bids.

Bids sent telegraphically or through other means of transmission (telefax, email etc.) which cannot be delivered in a sealed envelope shall be treated as defective, invalid and shall stand rejected.

NATRAX shall not be responsible for any postal/courier delays for non-receipt /non-delivery of bids or due to wrong addressee.

**3. Disclaimer:**

NATRAX reserves all rights to accept/ reject/modify/split any or all proposals without assigning any reasons. Bidders shall not have any cause of action or claim against NATRAX for any of its decisions.

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#### A. INSTRUCTION TO BIDDERS

1. Bidders are required to submit their bids sealed.
2. The Contract shall be governed by NATRAX's Special Conditions for Contract (SCC) and all other relevant specification applicable.
3. All Bidders are hereby explicitly informed that "CONDITIONAL OFFERS" or "OFFERS WITH DEVIATIONS" from the conditions of Contract, the quotation not meeting the minimum eligibility criteria, Technical specifications, or any other requirements as stipulated in the Tender documents are liable to be "REJECTED".
4. **Bidders should give details of their technical soundness and provide list of customers/client of previous works of similar nature in Government Departments/ Undertakings/ Public / Private sectors/Autonomous etc.,**
5. **Tender Fee & EMD Exemption: -**
  - a) This tender is free of cost.
  - b) EMD as per sl. No. (g), special condition, as indicated below.
  - c) If registered under "Micro & Small Enterprises" (MSEs), supporting documents need to be submitted to avail exemption from Earnest Money, subject to verification of certificate.
  - d) For MSME, price benefit shall be given as per the guideline, at the discretion of NATRAX.
  - e) For Startups, all the benefits as announced by Gov. of India, shall be given, subject to valid registration certificate.
6. The Bidders are expected to carefully examine all the contents of the Tender documents including instructions, conditions, terms, specifications, drawings (if any), shall inspect the Site with prior notice to NATRAX and at Bidders own cost, acquaint himself with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto & take them fully into account before submitting their offer. Failure to comply with the requirements as detailed in these documents shall be at the Bidder's own risk. Bids which are not responsive to the requirements of the Tender will be rejected.
7. While all efforts have been made to avoid errors in drafting of the Tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the Tender documents shall be entertained.
8. The Bidder shall carry out all the work strictly in accordance with Specification, Standard Practices and instructions of NATRAX or NATRAX's representative and deviation on any account will not be permitted. If in the opinion of NATRAX, changes have to be made in the design and it desires the Bidder to carry out the same. The decision of NATRAX in such cases shall be final and shall not be open to arbitration.
9. The successful Bidder is bound to carry out associated work necessary for the completion of the job even though such items are not included in the quantities and drawings to achieve end results and deemed to be priced in the other items. No claim on this account shall be entertained.





10. The successful Bidder should make his own arrangement to obtain all materials required for the work.
11. Addendum / Corrigendum (if required) to the Tender may be issued prior to the date of opening of the Bid to clarify or to intimate any changes/modifications etc. All such addendum / corrigendum shall be treated as an integral part of the Tender.
12. Any effort by a Bidder to influence NATRAX or any of its functionaries in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning award of contract, may result in rejection of the Bid.
13. In order to afford prospective bidders, reasonable time for preparing their Quotes after taking into account such amendments, NATRAX may, at its discretion, extend the deadline for submission of bids.
14. Information relating to the examination, clarification, evaluation and comparison of bids and recommendations concerning the award of Contract shall not be disclosed to Bidders or other persons not officially concerned with such process.
15. NATRAX reserves the right to accept / reject or modify any bids, and to annul the Tender process and reject all quotations, at any time prior to award of Contract, or to divide the Contract between/amongst Bidders without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for NATRAX's action. Any bidder not following ITB stands rejected.
16. **Minimum Eligibility Criteria (MEC):**
  - i) It should be a valid legal entity in terms of proprietorship/partnership firm / private limited company / limited company etc. (Copy of registration having date of commencement of business)
  - ii) It should have registration under the applicable acts like PF, ESIC, PAN, GST etc. Copies of GST Registration Certificate, Permanent Account Number (PAN), EPF registration certificate and ESI registration certificate should be furnished as documentary proof.
  - iii) It should have a minimum 'three years' experience in the field of Horticulture Maintance/Plantation/Farm Maintanance/ Park Maintance etc. (startups registered firms are exempted from this requirement, subject to submission of valied registration certificate and technical capability/soundness.)
  - iv) It should have completed at least 3 works of similar nature for private companies / public companies / government organizations/ societies etc., (copies of work orders / contract agreements for the same should be attached) in last 5 years. (startups registered firms are exempted from this requirement, subject to submission of valied registration certificate and technical capability/soundness).







- v) It should have the average annual turnover of **Rs. 5 Lacs**, in the last 3 financial years (2017-18, 2018-19 & 2019-20), audited balance sheet or CA certificate need to submit along with the technical bid for the same. (Startups registered firms are exempted from this requirement, subject to submission of valid registration certificate and technical capability/soundness).
- vi) The bidder should not have been black-listed/Debarred by any State Government or Central Government Organization. A self-declaration to this effect shall be submitted by the bidder on letterhead.
- vii) *Should have completed **Similar works**\* component in the last 7 years meeting the following criteria (for startups registered firms- Not required):*
- (a) One similar completed work costing not, not less than @ **80% of estimated cost.**
- (OR)
- (b) Two similar completed works costing not, not less than @ **50% of estimated cost.**
- (OR)
- (c) Three similar completed works costing not, not less than @ **40% of estimated cost.**

**"Similar Works-** Completed in the field of Horticulture /Plantation & Maintenance /Farm Maintenance/Park Maintenance for any Reputed private firm/Limited Company/Central Govt./State Govt. /PSU/Autonomous Body or and other reputed organization.

**Note: all above mentioned Exemptions/Relaxations are subject to submission of valid Startup Registration certificates).**

**17. Submission of Bids:** Bid should be reached on or before afore said date and time at the mentioned address along with the following documents in sealed envelop:

- i. Supporting documents for eligibility criteria, copy of PAN Card, GST registration copy, PF Registration, etc.
- ii. The price bid duly filled and signed in the format of Bill of Quantities (BOQ) issued with Quotation Documents, in sealed envelope.
- iii. Completed set of the Quotation documents as issued by NATRAX (in Original) duly signed on each page

**18. Bid Opening Details:**

- a) The Bids will be opened at NATRAX HUB office at the date and time mentioned in Tender / corrigendum in the presence of Bidders or their duly authorized representatives, who choose to remain present at the time of opening the Bids.
- b) A letter of authorization shall be submitted to NATRAX, by the Bidder's representative before the opening of Bids.





- c) Absence of bidders or their duly authorized representatives shall not impair the legality of the bid opening process.
  - d) All bidders or their duly authorized representatives shall be required to sign the main bid envelopes by way of confirmation of sealed bid status at the time of opening of bids. After identification signing, the Procurement Committee representative shall open the bid envelope.
  - e) This will not give any right to the bidder to claim that he is successful in the bidding process.
  - f) Bid envelopes shall be required to sign by all the authorized representatives and the same will be kept under the custody of NATRAX.
  - g) Refusal to sign on any of the bid envelopes by any of the bidder or his duly authorized representative may disqualify him from the process at the discretion of members of the Tender opening Committee present at the time of opening of the Bids.
19. The rate should be quoted both in words and figures on our prescribed format duly signed & stamped by the bidder, incase any discrepancy, word will be preferred. All statutory deductions shall be applicable while releasing payments. All corrections and overwriting should be initialed by the Bidder.
20. **BID EVALUATION**
- a) The bids, who qualify Minimum Eligibility Criteria (MEC) as specified above at Sl. No. 16, shall be considered for further evaluation.
  - b) For the evaluation of the Bids, the eventual Bid prices shall be ascertained after considering all the terms and conditions associated with the Bid price specified in the Bidding document and after detailed scrutiny of the bids. The bid found most competitive (lowest) shall be emmarged as "Successful Bidder".
  - c) If there is a discrepancy between the sub total/s and the total price that is obtained by multiplying the unit price and quantity/adding the sub total/s, the sub total/s shall prevail and the total price shall be corrected, unless in the opinion of the Employer that there is an obvious misplacement of the decimal point in the sub total price, in which case the total price as quoted shall govern and the sub total/s shall be corrected;
  - d) If there is an error in a total, corresponding to the addition or subtraction of sub totals, the subtotals shall prevail and the total shall be corrected; and
  - e) The bidder needs to fill the rates against each item in word as well as in figures as mentioned in BOQ (Financial bid). In case of any discrepancy, the rate provided in word shall prevail and correct the amount against the item. All the prices should be inclusive of all taxes and GST.
  - f) The amount stated in the Letter to Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, the







bid will be rejected.

**21. Validity of bids:**

The rate quoted should be valid for **a minimum period of 60 days** from the last date of Submission of Quotation. No claim for escalation of rate will be considered at any point of time.

**22. Award of Work:**

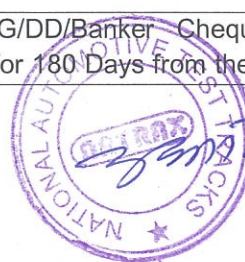
- a. Prior to the expiry of the period of Bid validity prescribed, NATIS will issue to the Successful Bidder, the Work Order. The Successful Bidder shall return one copy of the Work Order to NATRAX duly acknowledged and signed by the authorized signatory, within two [2] days of receipt of the same by him.
- b. NATRAX shall notify all the unsuccessful Bidders and discharge/ return their Earnest Money Deposit. No correspondence will be entertained by NATRAX from the unsuccessful Bidders.

23. Prospective bidders requiring any clarification of the Tender may write to [anuj.kumar@natrip.in](mailto:anuj.kumar@natrip.in) & [tulika.banerjee@natrip.in](mailto:tulika.banerjee@natrip.in).

24. The Bids / related correspondences shall be made in English language only.

**25. Special Conditions:**

a.	Scope of work	Annual Maintenance Contract (AMC) for existing Landscape & Plantation works (Laboratry & Building Zone) AT NATRAX PITHAMPUR
b.	Completion Schedule	<b>12 months</b> for (AMC) Maintenance from the date of issue of Work Order, may be extended for another 12 months (maximum), as per metual agreement between NATRAX and contractor.
c.	Liquidated Damages	0.1% of the Contract Price per day to a maximum of 10% of the Contract Price.
d.	Payment & Mode	<ul style="list-style-type: none"><li>• In Indian National Rupees (INR) &amp; through RTGS against submission of invoice after successful completion of work, with all supporting documents for actual works executed.</li><li>• Payment shall be processed monthly basis only after submitteing original invoice and due certification by Site Engineer/Engineer-in-Charge.</li><li>• No Advance payments.</li><li>• Payments shall be made within 15 days from the submission of invoice at site.</li></ul>
e.	Retention	5% of the contract sum, in installment from each invoice.
f.	Release of Retention Amount	Shall be released after 1 month from completion of contract period.
g.	Ernest money diposite (EMD)/ Bid Security	Rs. 20,000/- in form of BG/DD/Banker Cheque/Fixed Diposite etc, should be valied for 180 Days from the date of







		issuance, payable to NATIONAL AUTOMOTIVE TEST TRACKS (NATRAX), payable at Pithampur. MP.
h.	Project Facility / Place of Installation/delivery	NATRAX Site NH-52, Old Agra- Mumbai Highway, Near to Pithampur Flyover, Post Khandwa (Near Pithampur), Dhar District, Madhya Pradesh-454774
i.	Performance Bank Grantee (PBG)	3% of the contract value should be valid for 14 Months from the date of issuance, in form of BG/Fixed Deposit etc from any schedule bank in India, payable to <b>NATIONAL AUTOMOTIVE TEST TRACKS (NATRAX)</b> payable at <b>Pithampur, MP</b> , should be submitted within 10 Days from the award of works.
j	Date of return of the Performance Guarantee	Shall be released after 1 month from the Completion of contract period

26. The bidder should give the following, duly signed and sealed, failing to which the bids will be summarily rejected:

**a. DECLARATION**  
**(To be executed on Bidder's letter head)**

I/We having acquainted with the content & requirement of this tender, do hereby accept to furnish the same in compliance with all terms & conditions. I/we have not tampered/modified the tender in any manner and breach of any such, will result in rejection of Tender and / or prosecuted.

I / We hereby declare that the firm/company has not been blacklisted or debarred in the past by any other Government organization from taking part in Government tenders.

In case the above information found false or in case of breach of any of terms and conditions at any stage of Tender or Contract, I/We are fully aware that the Tender/ Contract will be rejected / cancelled by NATRAX and Payments (for completed/partially completed), Retention, Bid Security (EMD), Performance Security, etc., shall be forfeited.

**Signature of the Bidder:**

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**Name and Designation:**

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**Address:**

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**Contact details:**

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**Place:**

**Date:**

**Seal of the Bidder's Firm**





## **B. OTHER TERMS AND CONDITIONS**

### **1. SITE VISIT**

- 1.1. The Bidder is advised to visit and examine the Site of Works and its surroundings, with prior notice to NATIS, at his/their cost and obtain for himself / themselves on his/their own responsibility, all information that may be necessary for preparing the quotation and entering into a Contract. The Bidder shall be deemed to have inspected the Site and its surroundings before hand and taken into account all relevant factors pertaining to the Site in the preparation and submission of the Quotations.

### **2. AMENDMENT TO QUOTATION DOCUMENT**

- 2.1. Addendum / Corrigendum to the quotation document may be issued prior to the date of opening of the quotation to clarify certain to intimate any changes/modifications etc. All such addendum / corrigendum shall be treated as an integral part of the quotation.
- 2.2. In order to afford prospective bidders, reasonable time for preparing their Quotes after taking into account such amendments, NATIS may, at its discretion, extend the deadline for submission of Quotations.

### **3. PROCESS TO BE CONFIDENTIAL**

- 3.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendations concerning the award of Contract shall not be disclosed to Bidders or other persons not officially concerned with such process.
- 3.2. Any effort by a Bidder to influence NATIS or any of its functionaries in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning award of contract, may result in the rejection of the Bid.
- 3.3. Any effort by a Bidder to influence NATIS or any of its functionaries in the process of examination, clarification, evaluation and comparison of Quates and in decisions concerning award of contract, may result in the rejection of the Bid.

### **4. NATIS's RIGHT TO ACCEPT /REJECT ANY OR ALL BIDDERS AND DIVIDE THE CONTRACTS**

NATIS reserves the right to accept / reject or modify any Quotation, and to annul the quotation process and reject all quotations, at any time prior to award of Contract, or to divide the Contract between/amongst Bidders without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for NATIS's action.





### C. SCOPE OF WORK

The successful bidder is expected to complete Landscape & plantation works as per the attached specification and BOQ as enclosed at **ANNEXURE-1 and ANNEXURE-2.**







# Specifications For Horticulture & Landscaping Works



## HORTICULTURE AND LANDSCAPING

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Item No:1

**Providing of Earthworms (Vermin culture):**

1.1 Providing of Earthworms (Vermin culture) amongst listed species (i.e.Eisenia foetida & Eudrilus eugeniae)including the cost of packing, transportation, mixing with raw compost material etc. at NATRAX site at desired interval during the entire duration of contract and complete as per specifications and as directed by Head, Horticulture Cell.

1.2 **Measurements:** Supply shall be measured correct to a gm. The weight of the earthworms shall be measured after reducing weight of packing material,feed/filler material (e.g.FYM,cow dung etc.)to arrive at the net quantity of earthworms for payment.

1.3 Rate: The rate shall include the cost of supply, labour and material involved in all operations described above, including carriage up to NATRAX Indore site and levies if any.

Item No.2

**PREPARATION OF VERMICOMPOST :**

2.1 Preparation of Vermi-compost in Natrip campus by mixing Garden waste viz. weeds, wild vegetations etc. with FYM/cow dung in the vermibeds, processing the same using earthworms by carrying out required practices like watering for decomposition, sieving, isolating earth worms and stacking the finished product i.e. vermicompost filling in bags, weighing and arranging at pre-located site by deploying labourers complete as directed by Officer In charge Horticulture.

**2.2 Measurements**

Vermicompost for quantity shall be measured by weighing the bags correct to a kilogram to arrive at the quantity for payment.

**2.3 Rate**

The rate shall include the cost of labour and material {tools and tackles} involved in all operations described above (excluding the cost of Garden waste /Earthworms/ water FYM/Cow dung to be provided by the deptt. free of cost at site).

Item No.3

**MAINTENANCE OF POTTED PLANTS:**

3.1 Maintenance of potted plants in NATRAX includes practices like watering of plants using water cans, soil working, weeding, plant protection measures, application of fertilizer/growth promoting substances as required, top up with Garden soil and or fertilizers at a month interval, rotating / changing locations of potted plants once a week for balanced growth of plants. The foliage plants shall be cleaned with good quality water and soft cloth twice a month while flowering potted plants shall be suitably placed exposed to morning sunlight including cleaning of pots and painting with Geru/white wash/paint once in every three month or as and when required complete as directed by Officer in charge horticulture. The potted plants shall be placed in various buildings/Officesiabs, nursery areas.



### 3.2 Measurements:

Measurement shall be based on number of potted plants maintained on monthly basis in healthy condition.

### 3.3 Rate:

The rate shall include the cost of labour and material (tools and tackles) involved in all operations described above. (Excluding the cost of water, Garden soil, pesticides, fertilizers, growth promoting hormones, geru, lime, paint to be made available at by the dept. free of cost)

Item No.4

### **Complete Maintenance & up keeping of Gardens/Building area:**

The work includes up keeping of lawns/trees/shrubs/flowerbeds/edges/hedges/ground covers water pool, pond/Potted plants/Garden benches/ play items etc by following cultural practices:

#### **4.1 Lawns:**

Maintenance and Up keeping includes:

A.1. The lawn shall be watered regularly and shall not be allowed to dry out for any reason. The watering arrangement shall be done by using sprinklers/hoses/water tankers as per requirements. While making use of hose the direction of hose out let shall be towards sky so as to have a rain effect. In no case flooding shall be done except it is required or asked for some reason.

A.2. The lawn having Cynadon dactylon (Rajghat) shall be moved regularly and worked for removal of weeds therein on regular basis. Ail efforts shall be made to timely weed out nut grass growth in the lawns by uprooting. The average interval for lawn mowing shall be once a week or on requirement at site depending on season. In case of Korean grass/ Australian/Jumping (diamond) lawn timely arrangement for watering/weed removal shearing and pest /disease management shall be done. All care must be taken for keeping it in green lush condition.

A.3. The contractor shall make elaborate arrangement for providing and operating lawn mower for cutting lawn grass at his own cost. The lawn mower may be diesel operated suitable for large lawn area fitted with back roller to ensure timely cutting of grass. However, in case of small garden areas mechanical type of machines can be put to use. It shall be the responsibility of the contractor to keep the machines in up to date condition and ready to use and periodical sharpening of blades to ensure smooth and uniform cutting of grass. The person using the power lawn mower shall be sufficiently technically sound to look into the aspects of adjustments of cutter which should be around 2.00 cms high grass level. Cutting of lawn at lower level shall only be carried out once in a year as per the directions/instructions issued by Officer-In-Charge Horticulture or his authorized representative at site.

A.4. Rolling shall be done at least once in 10 days and shall be in the same direction of lawn moving. However, cross rolling shall be done once in 4 to 5 months or so.

A.5. Lawn moving shall be done in same direction /no cross cutting is allowed.





A.6. Constant supervision shall be kept to keep the lawn area clean and weed free regular feature lawns shall be swept and cleaned from rubbish material/leaves and other material etc all the time.

A.7. Top dressing with Garden earth/FYM/ Vermi compost shall be done on yearly basis for which shall be supplied by the Dept.

A.8. Lawns shall be fed with Manure& fertilizer so as to maintain form /texture & color.

A.9. Rolling or mowing shall not be done when the lawns are in wet condition as this shall spoil the areas. All the operations stated above shall be strictly followed in continuous manner.

A.10. Mowing of ground covers other than that Cynodon dactylon shall be done as per requirement /instructions of Departmental representative at site of work.

A.11. Immediate to the mowing with lawn mower, grass area edges shall be trimmed by shears to maintain proper shape and uniform growth.

#### 4.2. TREES:

##### **Maintenance and Up keeping includes:**

B.1. During early stage i.e.at least first three years, the maintenance shall include regular watering, mulching, soil working, supporting and pruning operation. The tree shall be manured once in a year with Manure (FYM/vermicompost) to be provided free of cost by the Deptt.) Regular checking against insect/pest /fungus attack shall be made.

B.2. The tree which are well established, then the maintenance shall include occasional watering, soil working, manuring and checking against attack of insect or pest. Training/pruning of trees for form and shape shall be an important aspect of maintenance.

#### **4.3 SHRUBS/CREEPERS/LOW GROWING PLANTS:**

C.1.General maintenance such as watering, weeding, mulching, supporting and pruning shall be done as required.

C.2. Regular checking against insect/pest/fungus attack shall be made.

C.3. PH value and treatment to modify the same shall be the part of maintenance if required.

C.4.Removal of dead branches, leaves, flowers, pruning, training, supporting, cutting back, and protection against heat/cold/heavy rains shall be the part of maintenance.

C.5.Soil working shall be done once a week up till a minimum depth of 20cm till proper establishment of plant.

C.6.Manuring/application of fertilizers shall be done twice a year at equal intervals or as directed by Officer Incharge, Horticulture.





#### **4.4 HEDGES/EDGES:**

D.1. Maintenance shall include pruning/cutting of hedge with Garden shears at an interval of minimum 14 days or earlier if required. The height and thickness of hedge ledge to be done as per direction given by Officer Incharge, Horticulture.

D.2, Maintenance shall also include timely watering, weeding, manuring/application of fertilizers, spraying of insecticides/fungicides.

D.3. Soil digging up to depth of 20cm for loosening of soil shall be done once in two months.

#### **4.5 SEASONAL FLOWER BEDS:**

E.1. in addition to general maintenance of flower beds i.e. raising of seedlings, planting in appropriate season/time, weeding of flower bed area, mulching, providing FYM, mixing it thoroughly, regular watering, plant protection etc, proper maintenance, collection of seeds of maturity etc., shall form part of maintenance.

#### **4.6 WATER POOL OR POND, GARDEN BENCHES, PLAY ITEMS ETC.**

F.1. Maintenance shall include regular cleaning of water ponds, pools etc. in order to have clean and fresh water inside. Timely removal of water and filling with fresh clean water shall be insured as and when needed.

F.2.The garden benches play items if any within park area shall be kept neat and clean with washing the same with water.

#### **4.7 PATHWAYS:**

G.1. Maintenance of pathways shall include cleanliness of pathways, timely trimming of grass within the crevices of path, putting soil if needed for proper fixing of block etc

#### **4.8 DEPLOYMENT OF MANPOWER:**

In order to ensure proper up keeping and maintenance of areas under Garden/Parks the contractor shall deploy a good team of experienced Mali's possessing good skills adopting a yard stick 1 Mali for 4000sqm/day under Garden/Park area and supporting manpower and complete as per instructions and as directed by Officer In charge., which may vary from season to season and requirement to take care of package & Practices like practices like weeding/soil working which becomes critically important during monsoon months for proper up keeping and maintenance of Gardens/Parks.

#### **4.9 GARDEN TOOLS & IMPLEMENTS:**

The contractor shall make all necessary arrangements for providing tools and tackles for the work (As per annexure-A). No Mali shall be allowed to use substandard /defective tools at site of work.



ANNEXURE-A

Sr.No.	Particulars of implements (For 60000sqm area of Garden/Nursery/park)	Quantity (minimum requirement)
1	Lawn mower	01
2	Hand cart	02
3	Insecticide spray pump	01
4	Measuring tape(50Mtr)	01 set
5	Safety mask, Hand gloves& safety goggles	05set
6	Plastic Bucket (15 lit. capacity)	02
7	Plastic mug (2 lit capacity with scale)	02
8	Pruning saw	02
9	Pick Axe	02
10	Spade	01
11	Tagari	04
12	Watering can with hose	03
13	Rose cutter(Secateur)	02
14	Hedge cutter	02
15	Axe	01
16	Spanner set	01
17	M.S.Lawn cutting blade	With every Mali
18	Khurpi	With every Mali
19	Plaier	01
20	Screw driver	01
21	Hose pipe	50m of 3set

**4.10 Measurements:**

Length & breadth of the Gardens, Nursery beds, Parks maintained in neat & clean condition as per the specifications shall be measured on monthly basis correct to 0.1imeter & the area shall be calculated in square meter correct to two places of decimal.

**4.11 Rate:**

The rate shall include cost of all the labour and material (Lawn mower, tools and tackles) involved in all the operations described above. {Excluding the cost of water, soil, FYM, fertilizers, pesticides, sprinklers, hose, manual roller to be made available by the depts. at free of cost}

**Item.5**

**PROVIDING OF FLOWERING SEASONAL PLANTS IN THUMB POTS/PLASTIC | TRAYS:**

The item includes providing of flowering seasonal plants in thumb pots/plastic trays amongst listed species i.e.Calendula,cosmos,holyhock, Dahlia,Antirrhinum, Dianthus,





Petunia, Chrysanthemum, zinnia, Pansy, Aster, Sunflower, Gazannia, Salvia, Kochia, Gumphrena, Coscomb etc at desired interval during the entire duration of contract..

**Note:**

1. Plants should be of true to type i.e. as per the list/approved by Head, Horticulture Cell and shall be free from disease & pest infestation.
2. Plants to be supplied in polybags of convenient size, in required quantity of each variety as directed by Head, Horticulture Cell.
3. Plants shall be well established i.e. before affecting the bulk supply the changes of location at nursery shall be carried out at least 15 days before affecting the supply. Affected/ wilted plants as a result of shock/root damage during transportation shall not be accepted/paid in any case.
4. While transporting the plants shall be well watered i.e. on or before loading to avoid any wilting during transportation.
5. Plant material shall be supplied FOR NATRAX, Indore only.

**Measurements:**

Number of plants provided as per the list in healthy condition shall be measured/calculated for payment.

**Rate:**

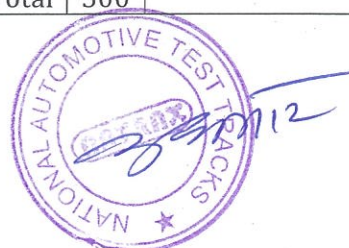
The rate shall include of all the labour, material (planting material, tools and tackles) & cost of transportation involved in all the operations described above.

Item No.6.

**PROVIDING OF PLANTS IN POLYBAG OF SIZE 7"X 8":**

The item includes providing well grown up plants with branching in polybag of size 7"X8" amongst listed species i.e. Neem, Pipal, Bargad, Mahua, Arjuna, Jamun, Rain Tree, Peltophorum, Maulsari etc.) at desired interval during the entire duration of contract.

Sr.No.	Name of Plant species	Nos	Minimum Height No of Plant (With poly bag-In feet)
1	Neem (Azadirachta indica)	60	3'
2	Pipal (Ficus religiosa)	60	3'
3	Bargad (Ficus benghalensis)	60	3'
4	Mahua (Madhuka latifolia)	60	3'
5	Arjuna (Terminalia arjuna)	40	3'
6	Jamun (Syzigium cuminii)	40	3'
7	Rain Tree (Samanea saman)	40	3'
8	Peltophorum (Peltophorum feruginum)	40	3'
9	Maulsari (Mimusops elengii)	50	3'
10	Almond (Terminalia katappa)	50	3'
	Total	500	





**Note:**

1. Plants should be of true to type i.e. as per the list/approved by Head, Horticulture and shall be free from disease & pest infestation.
2. Plants shall be well established i.e. before affecting the bulk supply the changes of location at nursery shall be carried out at least 15 days before affecting the supply. Affected/ wilted plants as a result of shock/root damage during transportation shall not be accepted/paid in any case.
3. While transporting the plants shall be well watered i.e. on or before loading to avoid any wilting during transportation. 4. Plant material shall be supplied FOR NATRAX, Indore only.

**Measurements:**

Number of plants provided as per the list in healthy condition shall be measured/ calculated for payment.

**Rate:**

The rate shall include of all the labour, material (planting material, tools and tackles) & cost of transportation involved in all the operations described above.

Item No. 7.

**Pesticide treatment of roadside tree trunk (Measuring Girth upto 30cm):**

7.1 The item includes washing and cleaning the surface of tree trunks (Measuring Girth upto 30cm) with water up to a level of one meter from the ground & paint/treat with 2 to 3 coats of approved pesticide emulsion, lime & Geru etc.

**7.2 Measurements:**

Measurement shall be based on number of tree trunks treated/painted as per the specifications.

**7.3 Rate:**

The rate shall include the cost of labour and material (tools and tackles like brush, hessian cloth, drum/containers etc ) involved in all operations described above. (Excluding the cost of water, Pesticides, Lime & Geru, to be made available by the dept. free of cost)

Item No. 8.

**Pesticide treatment of roadside tree trunk (Measuring Girth 30cm to 60cm):**

8.1 The item includes washing and cleaning the surface of tree trunks (Measuring Girth from 30cm to 60cm) with water up to a level of one meter from the ground & paint/treat with 2 to 3 coats of approved pesticide emulsion, lime & Geru etc.

**8.2 Measurements:**



Measurement shall be based on number of tree trunks treated/painted as per the specifications.

**8.3 Rate:**

The rate shall include the cost of labour and material (tools and tackles like brush, hessian cloth, drum/containers etc) involved in all operations described above. (Excluding the cost of water, Pesticides, Lime & Geru, to be made available by the dept. free of cost)

**Item No. 9.**

**Pesticide treatment of roadside tree trunk (Measuring Girth 60cm and above):**

9.1 The item includes washing and cleaning the surface of tree trunks (Measuring Girth from 60cm and above) with water up to a level of one meter from the ground & paint/treat with 2 to 3 coats of approved pesticide emulsion, lime & Geru etc.

9.2 Measurements: Measurement shall be based on number of tree trunks treated/painted as per the specifications. -

**9.3 Rate:**

The rate shall include the cost of labour and material (tools and tackles like brush, hessian cloth, drum/containers etc ) involved in all operations described above. (Excluding the cost of water, Pesticides, Lime & Geru, to be made available by the dept. free of cost)

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**SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS**

**(A) SPECIAL INSTRUCTIONS:**

(a)The contractor shall visit the site and see for himself the scope of work involved prior to tendering.

(b)The contractor shall note that as and when require the Department may excavate trenches to reach telephone chambers, OFC lines, power cable, earth pits, water/sewer line, chilled water services for regular maintenance. The tendered /contractor in such locations shall so plan his activities that the departmental work is not impended. After the backfilling of such areas the contractor shall reinstate lawn as required at no extra cost.

(c)In the laboratory area the Gardens are located in scattered fashion with a thrust on ornamental theme like topiaries, edging and hedging. Watering arrangement for the Gardens is being made from different locations provided with pumping arrangements spread over the campus with a well-connected distribution network using GI/HDPE pipes. In order to augment the supply/regulate the same contractor shall carry out all day to day arrangements for pump operations/throttling the valves, monitoring the supply etc by deploying trained manpower. During the summer months on scarcity of water an elaborate water management schedule shall be planned for linking/delinking the source based on site requirements suitably to meet the needs. .

(d) The contractor or his authorized representative shall as a regular practice (every day) submit a list of mali's working area wise at site of work. The contractor must submit a





weekly report indicating the progress done/reasons for delay in completion of any works and also maintain the register for hedge cutting & lawn cleaning/weeding month wise area for payment.

- (e) Department shall provide pesticides, fungicides, fertilizers, herbicides, sticking agent, sprinklers with stand including plant material required at site, water source & arrangement. The contractor shall maintain the stock of the same and records for its use at locations and delivery notes for all such material shall be submitted by the contractor or his authorized representative at site on daily basis.
- (f) Department shall provide B.C Soil for use in Gardens/nursery/Parks for top dressing purpose from within NATRAX to be paid separately.
- (g) In water scarcity conditions certain areas of gardens/parks under lawns may be discontinued for maintenance/up keeping for restricted period during summer months under an advance intimation, accordingly manpower may be reduced for that duration only. Similarly, any additions due to ongoing development work under gardens/Parks/playfields shall be included for maintenance & shall be intimated in advance for arranging additional manpower to be deployed for the same.
- (h) In order to ascertain satisfactorily progress fortnightly site inspection shall be carried out indicating corrective actions if any in order to consider the areas for payments.
- (i) The whole work shall be carried out in accordance with the specifications, general instructions as per the terms and conditions of the contract. Any additions/alterations in this regard shall only be made on approval. While quoting for rates for the work the contractor shall take into account the above requirements/factors in mind and shall ensure to put optimum efforts for good quality maintenance work and follow up of specifications as laid down.

**(B) TERMS AND CONDITIONS:**

**(1) DEPLOYMENT OF MANPOWER :**

In order to ensure proper up keeping and maintenance of Park/Garden areas together with other activities highlighted in Schedule of Quantities (Schedule A), the contractor shall deploy a team of 10 (Ten) Nos. minimum experienced labourers/mali's possessing good gardening skills including a supervisor on day to day basis and complete as per instructions and as directed by Head, Horticulture or his authorized representative at site of work.

**It shall be mandatory on the part of contractor to deploy mentioned team of labour force i.e. 10 (Ten) Nos including a supervisor per day all the times.**

The scale of man days prescribed above is the minimum requirement on monthly basis; however, the contractor shall be required to carry out the work as stipulated in the specifications of work, scope of work and special condition of contract. Further due to exigencies or otherwise if some additional staff labour force is required to be deployed no additional payment shall be made to the contractor within the scope of work. In any case the contractor shall not deploy construction labour for the Gardening/landscaping activity.





The contractor shall depute a supervisor at site of work who shall be essentially a technical personal experienced and well conversant with package and practices, pest control measures and labour management for the work assigned pertaining for up keeping and maintenance of Gardens/Nursery/herbicidal treatment/plant propagation and other items specified in the scope of work. The supervisor on site shall be responsible to carry out the work under the time schedule and follow instructions issued from time to time and respond in writing for smooth functioning of day to day activities pertaining to the scope of work. The supervisor at site shall be able to follow the instructions /directions at site and get the work executed strictly as per specifications, terms and conditions of the contract laid down. In no case the contractor shall be allowed to deploy all trained personals for the work.

**Contractor should have necessary licenses/Certificates under various labour laws. It should comply with minimum Wages Act, 1948, Contract Labour (Regulation & Abolition) Act, 1970.**

It shall be mandatory on the part of contract to submit list of staff/labour deployed at site (location wise) on day to day basis and put on machinery for work as listed/required.

**(2) PENALTY FOR NON- AVAILABILITY OF REQUISTE MANPOWER:**

In case any particular person/labour deputed on the work under the contract is absent or the crew of manpower is reduced below the minimum man days required in a month, then the contractor shall be liable to pay a penalty @ Rs500/- per man day for such absence, thus the contractor shall ensure for adequate strength of manpower or make suitable replacements if required to meet the desired manpower strength.

**Payment towards penalty shall be deducted from Running Account bill (RA Bill) for the same month.**

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# ANNEXURE-2

## BOQ for Maintenance & Up keeping of Gardens,Nursery including weed control measures & Misc. works in Laboratory area at NATRAX Pithampur

Item No	Item Description	Unit	Quantity	Rates in Rs	Rates in wards	Amount in Rs
1 (a)	Complete maintenance and upkeep of Gardens/Nursery in Laboratory area with entire garden features i.e. lawns, trees, shrubs, flower beds, hedges/edges & pathways etc,clipping of hedge/edge, removal of Garden rubbish, managing pumping/ distribution operations for watering arrangements, top dressing with good earth/manure/vermicompost as per requirement including application of fertilizers/pesticides/insecticides/fungicides etc as per requirement (excluding the cost of material supplied by the deptt. or paid seperately) in Gardens, transporting the weeds, dried leaves, clippings of shrubs, hedges, lawns etc (rubbish) from the Garden areas by deploying trolley or suitable means at prelocated site for disposal including the cost of loading unloading, stacking etc at all leads within Natrax campus and complete as per specifications and as directed by EIC-Horticulture Note: The payment shall be based on area maintained on per month basis. (12490Sqm@12Months=149880Sqm)	Sqm	149880.00			
2	Maintenance of potted plants incl. maintenance & upkeep of potted plants placed in Office Establishments etc. on regular basis as mentioned in the specifications & complete as directed by EIC- Horticulture. (Note: The payment shall be based on potted plants maintained per month. (For Earthen pots 300Nos@12Months=3600no)	Per pot	3600.00			
3	Cutting and removing of wild vegetation's, bushes grass etc. from ground level, collecting and stacking the same including the cost of tools and tackles so as to give a neat and clean appearance and complete as per the specifications and as directed by EIC-horticulture.	Sqm	3750.00			
4	Providing of flowering seasonal plants in thumb pots/plastic trays amongst listedspecies (i.e.Calendula, cosmos, holyhock, Dahlia, Antirrhinum, Dianthusetc.) including the cost of loading, transportation, unloading etc. at Natrax site, at desired interval during the entire duration of contract and complete as perspecifications and as directed by EIC-Horticulture.	Nos	500.00			
5	Providing anti termite treatment of infected trees i/c all branches/leaves by spraying chemical emulsion 0.5% (Chlorpyrifos 20% EC) concentration through power spray machine (@ 100 ml Chlorpyrifos per tree i/c cost of chemical) and as per direction of officer-in-charge.and as per direction of officer-in-charge	Ltrs	10.00			







**BOQ for Maintenance & Up keeping of Gardens, Nursery including weed control measures & Misc. works in Laboratory area at NATRAX Pithampur**

Item No	Item Description	Unit	Quantity	Rates in Rs	Rates in wards	Amount in Rs
6	Transportation of soil/murum by truck/trolley at all leads within Natrax site including the cost of excavation, loading, unloading at site and complete as per the specifications and as directed by EIC- horticulture (Soil/murum measured will be reduced by 20% for payments)	Cum	10.00			
7	Watering arrangements for Gardens, plants etc. by a tanker of 4500liters capacity fitted with valves of suitable sizes for watering including filling of tanker with water within Natrax campus, transporting the same at desired locations and watering by using hose pipe for uniform application of water as mentioned in the specifications and as directed by EIC-Horticulture (Pumpin garrangement shall be made by the Dept.free of cost)	Trips	250.00			
8	Supplying and Stacking at site (farmyard) dump manure from approved source including carriage (manure measured in stacks will be reduced by 8% for payment).	Cum	100.00			
9	Complete maintenance of trees (Out side garden features) planted at North & East side of High-Speed Test Track, jobs like making of basin at regular interval i/c watering, weeding, pruning & application of fertilizer etc as per direction of officer in charge.(6x5000=30000)	Per Tree Per Month	30000.00			
	<b>Total Amount</b>					
	<b>GST</b>					
	<b>Total Amount</b>					



