



**NATIONAL AUTOMOTIVE TEST TRACKS**

**Tender For**

**Annual Maintenance Contract (AMC) for existing Landscape  
& Plantation works (Laboratory & Building Zone)**

**NATRAX  
PITHAMPUR, DIST. DHAR (Madhya Pradesh)**

**Tender No. - NATRAX/PROC/C&I/22/39**

**National Automotive Test Tracks (NATRAX)**  
NH-52, Old Agra- Mumbai Highway, Near to Pithampur Flyover,  
Post Khandwa (Near Pithampur)  
Dhar District, Madhya Pradesh-454774  
Phone: +919893892310, Fax - 07292-256101  
Email: [a.prabhakar@natrip.in](mailto:a.prabhakar@natrip.in), [anuj.kumar@natrip.in](mailto:anuj.kumar@natrip.in)



**1. General Instructions:**

**National Automotive Test Tracks (NATRAX)** is an Automotive Testing & Certification Centre under NATRiP Implementation Society (NATIS)/National Automotive Board (NAB) which is an autonomous body constituted by Ministry of Heavy Industries, Government of India. NATRAX has been set up on approx. 3000 acres of land for comprehensive testing and evaluation of all types of automobiles, near Pithampur, Dist. Dhar, (Madhya Pradesh, India).

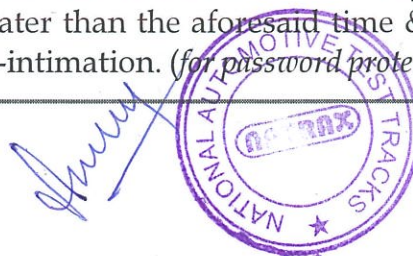
The National Automotive Test Tracks (NATRAX), invites **Password Protected Quotations/Bids** from the qualified and experience Bidder(s) who meets the specified eligibility criteria in this document in the prescribed Proforma for performing, executing and implementing the works on the terms and conditions contained in this Bid document. Brief description of works and the timelines for NIQ/tender are summarised in the table below:

Description of Work	Period of Contract	EMD	Date of start of floating of tender	Last date for submission of Bid	Date & Time of Bid opening	Estimated Cost
Annual Maintenance Contract (AMC) for existing Landscape & Plantation works (Laboratry & Building Zone) At NATRAX Pithampur	ONE year from the date of Issue of Work Order.	Rs. 5000/-	07 <sup>th</sup> Nov 2022	18 <sup>th</sup> Nov 2022 at 1500 Hrs	18 <sup>th</sup> Nov 2022 at 1530 Hrs	Rs 13 Lakh

The Bidder(s) who meet the minimum eligibility criteria (MEC) as mentioned in the Instruction to Bidder (ITB) may be eligible to become successful in the Bidding process. **The bidder(s) in the form of JV/Consortium is not permitted.**

**2. Bid Submission details:**

- a. **Password protected Bids/Quotations** are to be submitted by the Bidder(s) at the following email ID's not later than the aforesaid time & date or as next convenient date & time on pre-intimation. *(for password protection details please*





refer Annexure IV of this document).

mail to: [a.prabhakar@natrip.in](mailto:a.prabhakar@natrip.in), [anuj.kumar@natrip.in](mailto:anuj.kumar@natrip.in),

OR

Sealed Bids/quotations may also be submitted in the hard copy containing **Technical Bid and Financial Bids in TWO different sealed envelopes at NATRAX Hub office** in the aforesaid date and time. However, Bidders are encouraged to Bid/quote through electronic mode considering the ongoing Covid pandemic.

- b. 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.
- c. Bids sent telegraphically or through other means of transmission (telefax, etc.) which are not **Password Protected** shall be treated as defective, invalid and shall stands rejected.

**Please Note: - In case of online Bid submissions Technical Bid and Financial Bid should have different passwords and in case of Bidder who are willing to submit the Bid in Sealed envelop in offline mode are advised to be present while Bid opening at NATRAX HUB.**

- d. NATRAX shall not be responsible for any delays for non-receipt /non-delivery/or any technical errors or due to wrong addressee. Bidders may confirm the receipt of their Bids submission from NATRAX

### 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.

For NATRAX

Head Procurement & Stores





ANNEXURE I

INSTRUCTION TO BIDDERS (ITB)

1. Bidders are required to submit their Bids in two parts in a **Password Protected PDF format**, named as "**Bid for Tender No. NATRAX/PROC/C&I/22/39**" on the **subject of the email, containing two separate Password Protected PDF document**, as given below. The **Password Protected Bids** shall be submitted at the mentioned email ID(s) before the closure of Bid submission date/time.

OR

Sealed Bids/quotations may also be submitted in the hard copy containing Technical Bid and Financial Bids in TWO different sealed envelopes at NATRAX office in the aforesaid date and time. However, Bidders are encouraged to Bid/quote through electronic mode considering the ongoing Covid pandemic.

- a) The first **Password Protected document** marked as "**Technical Bid for Tender No. NATRAX/PROC/C&I/22/39**" shall consist of all the technical details eligibility, commercial terms and conditions and documents sought in the NIQ/Tender along with the signed copy the NIQ/Tender document. **Further, the Technical Bid must include a copy of the unfilled Financial Bid of the Bidder without any information on the prices**

OR

In case of offline Bid submission, the sealed document marked as "**Technical Bid for Tender No. NATRAX/PROC/C&I/22/39**" shall consist of all the technical details eligibility, commercial, terms and conditions and documents sought in the NIQ/Tender along with the signed copy the NIQ/Tender document. **Further, the Technical Bid must include a copy of the unfilled Financial Bid of the Bidder without any information on the prices**

- b) The second **Password Protected document** marked as "**Financial Bid for Tender No. NATRAX/PROC/C&I/22/39**" should consist of the Financial Bid duly filled and signed by an authorised person from the Bidder's.

OR

In case of offline Bid submission, the sealed document marked as "**Financial Bid for Tender No. NATRAX/PROC/C&I/22/39**" shall consist of Financial Bid duly filled and signed by an authorised person from the Bidder's.

- c) In case of online Bid submission, the password of the documents shall be submitted by the Bidders at the time of the Technical Bid opening and the Financial Bid Opening respectively.

Please Note: - Technical Bid and Financial Bid should have different passwords.

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The Meeting link for the Technical Bid Opening is as follows:

**TO BE SHARED BEFORE BID OPENING**

**2. Technical Bid Opening:**

- The Technical Bids are opened at the first instance and evaluated. At the second stage, financial Bids of only technically qualified Bidder shall be opened with prior intimation about the date and time for further scrutiny, evaluation, ranking & placement of order.
3. The Bidders are expected to meet the minimum eligibility criteria (MEC) as given in this document. NATRAX will disqualify the Bid(s) those do not meet the minimum eligibility criteria as laid down, based on their submission along with the Tender documents even after the Bid opening process is concluded.
  4. The Contract shall be governed by the terms and conditions specified in this tender document including amendments, work order etc.,
  5. 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".
  6. 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.,

**Minimum Eligibility Criteria: -**

**Documents to be submitted along with the Bid:**

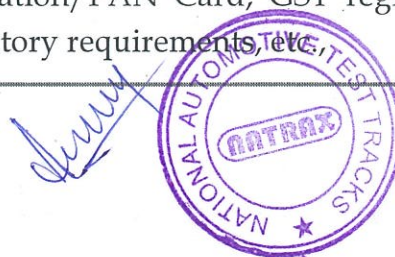
The Bidders who's Bid meet the following criteria would only be considered as responsive and evaluated by NATRAX.

**i. MEC 1: -**

**Legal Valid Entity:** The Bidder shall necessary be a legal valid entity either in the form of Proprietary/Private Partnership/Private/Govt./Public/Autonomous. **In form of JV/Consortium not permitted.**

**List of acceptable documents to be submitted with Bid: -**

- a) License certificate/Gumasta of the firm or
- b) Details of Owner/partners of the firm
- c) Copies of Income Tax Registration/PAN Card, GST registration, PF registration and any other statutory requirements, etc



ii. **MEC - 2: Financial Capabilities:** The Bidder should have minimum 3 years' experience with **Minimum Average Annual Financial** turnover during the last three years, ending on 31st March of the previous financial year (2018-19, 2019-20 & 2020-21), should be as **Rs 10 Lakh**. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be submitted with the Bid.

In case the date of constitution / incorporation of the Bidder are less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criterion. For startups registered firms, no turnover is required.

**List of acceptable documents to be submitted with Bid:**

- Certified balance sheets for relevant period mentioned above
- Certificate from chartered accountant / cost accountant indicating turnover details for relevant period mentioned above
- The CA certificate must necessarily have UDIN.

iii. **MEC-3 -(A) Experience:** Should have successfully completed minimum 3 similar works during last 3 years for any reputed firm/ Govt./Private institution etc., . Documentary evidence in the form of completion certificate, Work order, Agreement, Purchase Order shall be uploaded with the Bid.

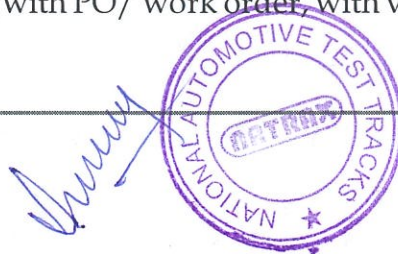
**(B) Similar works:** The Bidder should have successfully completed **similar works\*** component in the last 3 years meeting the following criteria: -

- Three similar completed works costing not less than the amount equal to 40 (forty) percent of the estimated cost; or
- Two similar completed works costing not less than the amount equal to 50 (fifty) percent of the estimated cost; or
- One similar completed work costing not less than the amount equal to 80 (eighty) percent of the estimated cost;

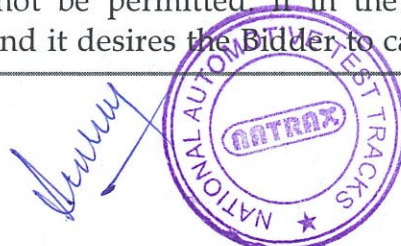
*Similar Works\*:* successfully completed work for AMC of Horticulture/Landscaping, for any Govt. Dept./Reputed firm Private Institution/Academic Institutions/ NGO etc.

List of accepted documents as proof of MEC (iii) above:

- Completion certificate along with PO/ work order, with value of works, etc.,



- b) Incase completion certificate/Purchase order (PO) does not clearly mention the value of work executed, then the Bidder shall submit the fresh summary & proof as TDS, CA certificate, Excise, GST returns etc.,
- c) Incase PO/Work order/completion certificate issued by any private employer, than form 26AS should be submitted to support the genuineness of the same.
7. **Tender Fee & Exemptions: -**
- a) This tender is free of cost.
- b) If registered under Startups and "Micro & Medium Small Enterprises" (MSME's), supporting documents need to be submitted to avail exemption from Earnest Money, subject to verification of certificate.
- c) If registered under Start-ups and MSME's (in respective category), shall be exempted from the prior experience and turnover as per the guidelines issued by Govt., subject to submission of valid certificate. **In-case of 'Start-ups' a detailed report on the technical skilket & capability of the company may be submitted.**
- d) For Startups and MSME, price benefit shall be given as per the guideline, subject to submission of valid certificate.
- e) The Bids accompanied **without EMD/ MSME certificate shall be deemed as unresponsive and shall not be evaluated further.**
8. The Bidders are expected to carefully examine all the contents of the Tender documents/NIQ 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.
9. 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.
10. 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 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.

11. 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 to achieve end results and deemed to be priced in the other items. No claim on this account shall be entertained.
12. 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.
13. 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.
14. 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.
15. 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.
16. NATRAX reserves the right to accept / reject or modify any Bids, and to annul the Tender process and reject all Bid(s)/quotation(s), 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.

#### 17. TECHNICAL BID EVALUATION

- a) NATRAX shall follow the **Segregated Bid evaluation** system (No bearing of technical score in the financial Bid evaluation and L-1 in the financial Bid shall be deemed as successful Bidder) to determine the successful Bidder. (Bidders may also refer the SCC)
- b) The Bidder must qualify the all three MEC's.

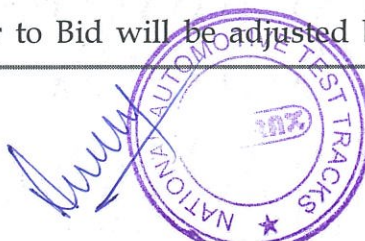




- c) The Bidder is requested to specify what particular value he is offering for each particular requirement, rather than just stating he is fulfilling the Minimum Requirement.
- d) During the technical Bid evaluation process, NATRAX may ask clarifications to the Bidder through E-mail for confirming and consolidating their technical offers.
- e) All such clarifications are required to be answered by the bidders by E-mail, within the time specified by NATRAX.
- f) Only the technically qualified bidders shall be intimated for financial bid opening in writing.
- g) The Financial Bids of the Technically qualified Bidders shall be opened through online mode and the Financial Bids received through off-line mode shall also be opened on the same day and time at NATRAX Hub.

#### 18. FINANCIAL BID EVALUATION:

- a) For the evaluation of the Financial Bids, the eventual Bid prices shall be ascertained after considering all the terms and conditions associated with the Bid price specified in the Financial Bid document and after detailed scrutiny of the financial bid.
- b) No Bidder shall be allowed to propose/carry out any revision / correction / modification in his Price Bid offer.
- 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 subtotal/s 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.

- g) Contract negotiations, if any, will be held before the issuance of Letter of Acceptance/ Notification of Award. The negotiation shall conclude with a revised offer letter from the successful bidder, affecting the discounts if any and accepted by NATRAX.

**19. 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.

**20. Validity of bids:**

The rate quoted should be valid for a **minimum period of 90 days** from the last date of Submission of Quotation. No claim for escalation of rate will be considered at any point of time.

21. Prospective bidders requiring any clarification of the Tender may write to [a.prabhakar@natrip.in](mailto:a.prabhakar@natrip.in); [anuj.kumar@natrip.in](mailto:anuj.kumar@natrip.in),

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

**23. Special Terms & Conditions:**

a.	Scope of work	Annual Maintenance Contract (AMC) for existing Landscape & Plantation works (Laboratory & Building Zone) at NATRAX Pithampur
b.	Contract Period	1 (One) year from the date of Issue of Work Order, may be extended for another 12months (Max) as per mutual agreement between NATRAX and contractor.
c.	Engineer In charge (EIC)	Shall be notified to successful bidder.
d.	Rate Firmness	The charges/rate quoted by supplier must be firm throughout the Contract period and no escalation of any kind is permissible.



e.	Warranty Period	Not Applicable
f.	Payment, Mode and Retention	<p>i. 95% of the monthly invoice value shall be paid on submission of monthly invoice along with supporting document and certified by EIC.</p> <p>ii. 5% shall be retained as retention money, same shall be released after completion of contract period.</p> <p>iii. Payment will be made on the basis of actual measurement / nos maintained by contractor.</p> <p>iv. Payment shall be made after statutory deduction as applicable.</p> <p>v. The payment shall be released within 21 working days from the date of certification by EIC.</p> <p>vi. <b>The GST/Taxes &amp; duties of Govt. will be reimbursed on actual basis upon the submission of original receipt / documentary evidence.</b></p> <p><b>All the payments shall be made through RTGS only.</b></p>
g.	Retention Amount	5% of invoice value shall be deducted as retention amount, maximum up to 5% of total contract value.
h.	Release of Retention Amount	Shall be release after one month from completion of contract period.
i.	Liquidated Damages	<p>Limited to 10% of contract amount</p> <p>LD 10% shall be levied in case if, contractor fails to maintain at least 90% of BOQ item no.1 on monthly basis during processing of IPC's. The LD shall be calculated as follows:</p> <p>Quantity of BOQ item no.1 (-) Quantity maintain during respective month = Difference of area X Quoted rates of BOQ item no.1 X10%</p> <p>Example:</p> <p>14270-10000=4270 X Quoted rate of BOQ Item no.1 X 10%</p>
j.	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
k.	Tender Document Fee	Free of Cost
l.	Bid Security/EMD	As per Clause 7 (c) above



n	Performance Security	03% (Three) of the Contract value should be submitted as Performance Security by the Successful Bidder on award of Contract. Performance Security may be furnished in the form of an A/C Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a Scheduled Commercial Bank favouring "National Automotive Test Tracks" & payable at Pithampur and should remain valid for a period of Sixty days beyond the date of completion of all Contractual Obligations. The performance security shall be returned after completion of all Contractual obligations and recommendations of NATRAX officials. Bid Security/EMD will be returned to the successful bidder on receipt of Performance Security.
n	Other Terms and conditions	The work under this Contract shall be done only by the contractor's authorised, qualified and competent service personnel.
o	Termination of Contract	If the work/service is found to be not satisfactory or not found as per the specification indicated in this document, the Service Contract will be terminated with short notice. Downtime penalty will be considered as one of the factors for gauging service efficiency.

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

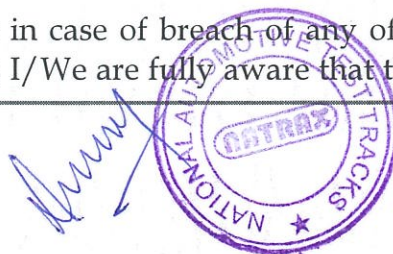
**25. DECLARATION:**

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

I/We having acquainted with the content & requirement of this Tender No. NATRAX/-----, dated \_\_\_\_\_ and 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/





Tender No. -NATRAX/PROC/C&I/22/39

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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: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact details: \_\_\_\_\_

Place:

Date:

Seal of the Bidder's Firm





Tender No. -NATRAX/PROC/C&I/22/39

Form for the submission of Financial Bid

**Financial Proposal Submission Form**  
(To be Executed on Letterhead of the Bidder)

**FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To:  
The Head Procurement  
NH-52, Old Agra- Mumbai Highway,  
Near to Pithampur Flyover,  
Post Khandwa (Near Pithampur)  
Dhar District, Madhya Pradesh-454774

Dear Sir,

We, the undersigned, offer to provide the equipment & services in accordance with your Tender No. \_\_\_\_\_, dated \_\_\_\_\_ and our Technical Bid. Our attached Financial Bid includes the price in the format for financial bid provide as part of tender documents. The total price of our offer is \_\_\_\_\_ (in figures and words) and includes all the deliverables under this tender as per our Technical Bid.

We hereby declare that all the information and statements made in this Bid is true and complete in all respects and is as per the guidelines and terms & conditions laid down in the tender document. We further understand that any information which is found false or is not as per the guidelines and terms & conditions of the tender document may lead to our disqualification.

Our Financial Bid shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Bid.

We understand NATRAX has right to accept or reject our Bid as per its discretion.

Yours sincerely,

Authorized Signature [In full]: \_\_\_\_\_

Authorized Signature [In initials]: \_\_\_\_\_





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Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

[Note : To be signed in blue ink]





Tender No. -NATRAX/PROC/C&I/22/39

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ANNEXURE-III  
Bill of Quantities (BOQ)/Financial Bid

ENCLOSED SEPERATELY

Signature of bidder





**ANNEXURE -IV**

**NATRAX Bank details to be used for submission of EMD/Tender Fee (if any) & procedure for passwords protection**

Bank of Baroda  
पूँजपुर धार - 454775  
PITHAMPUR, DHAR - 454775  
RTGS / NEFT IFSC CODE : BARB0PITHAM

वारी जी रई वारीय से बीन माह के लिद फेस / VALID FOR THREE MONTHS FROM THE DATE OF ISSUE  
CBS  
सेविन्स खाता SAVINGS ACCOUNT  
D D M M Y Y Y Y

Pay \_\_\_\_\_ or Bearer  
Rupees रुपये या धारक को

अदा करें ₹ \_\_\_\_\_

आ. नं. 57730100011758  
A/c No.

FOR NATIONAL, AUTOMOTIVE, TEST, TRACKS, NATRAX, DIVISION

भारत की सभी शाखाओं पर समान्य पर देय  
Payable at par at all branches in India | PIT

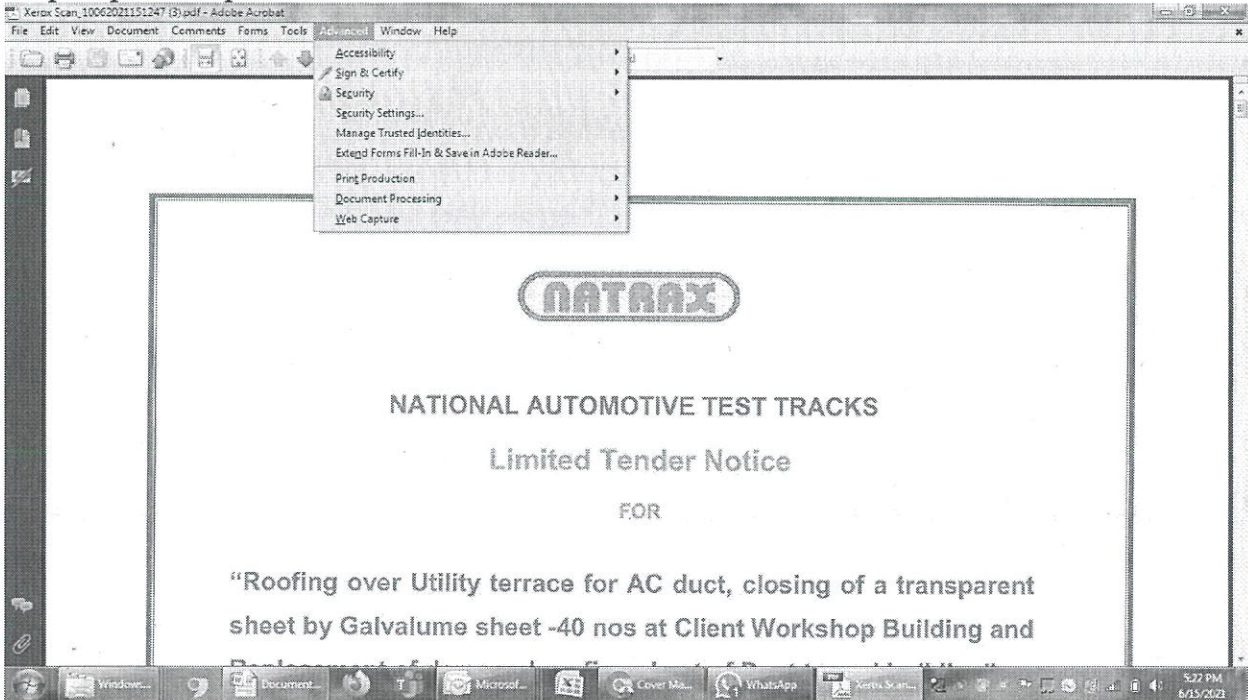
AUTHORISED SIGNATORY  
Please sign above

000001 452012026 011758 31

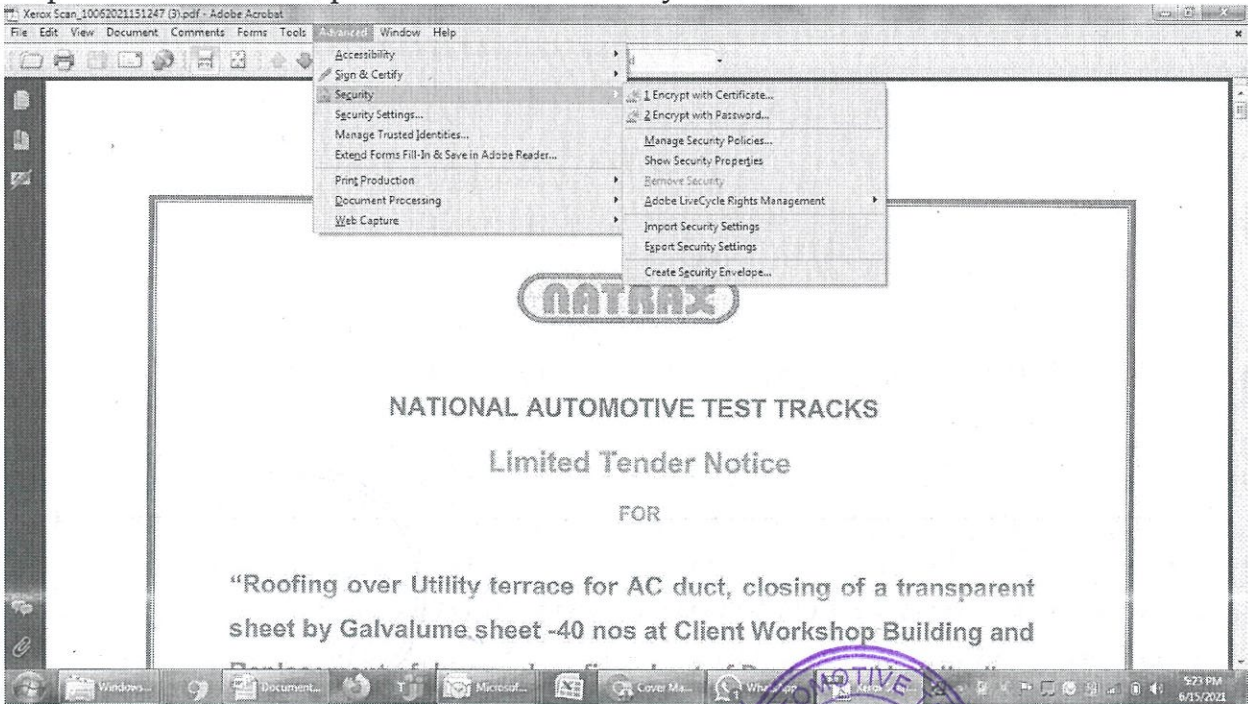


**Steps for loading passwords in PDF Files-Method I**

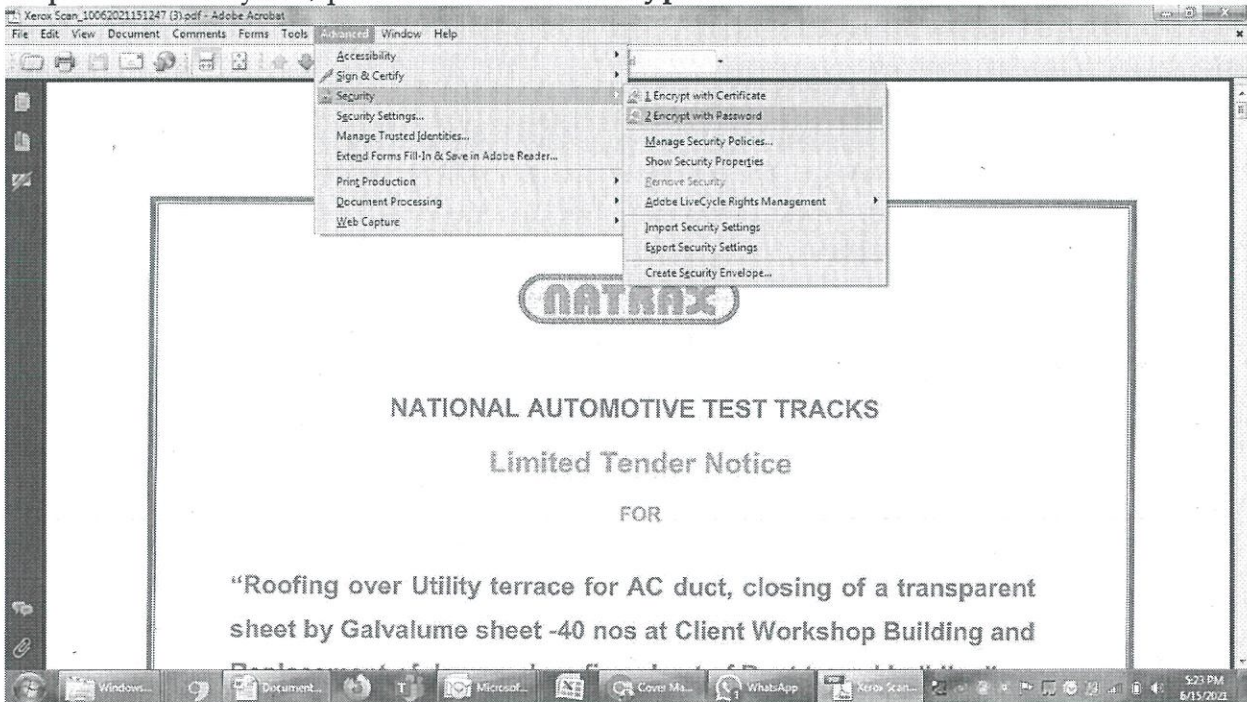
Step 1- please open PDF file and click on "Advance" tab.



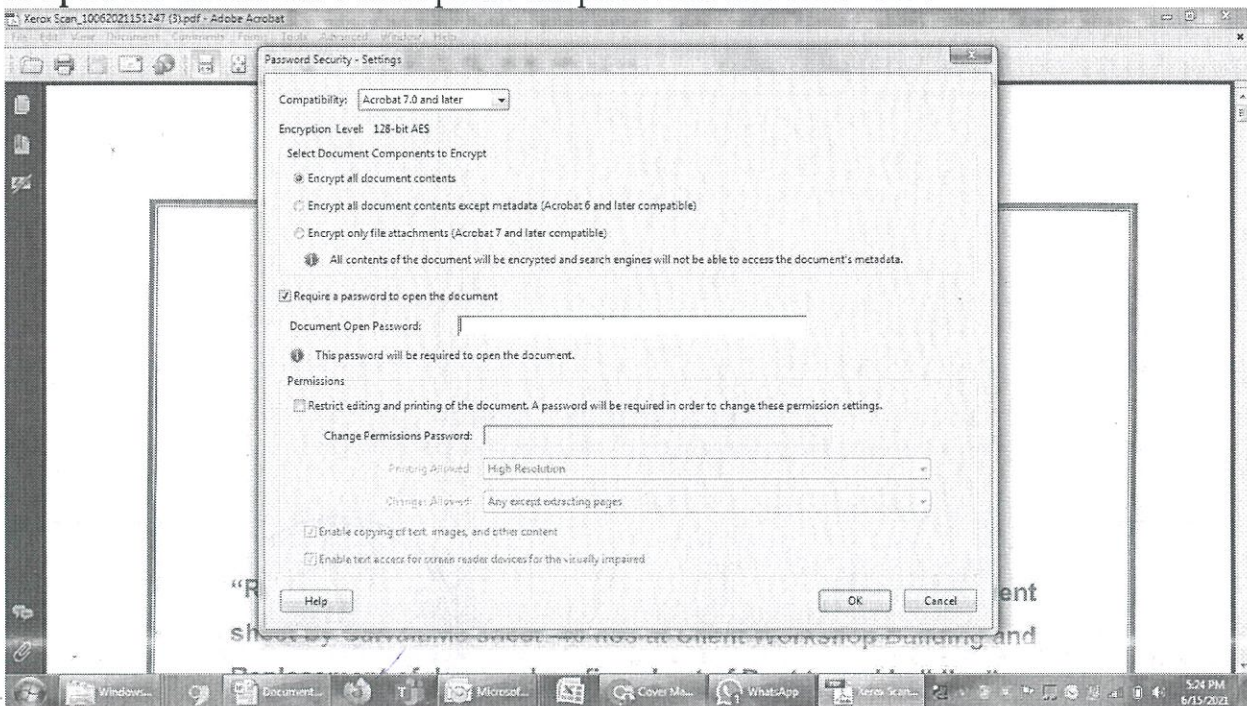
Step 2- in advance tab, please click on "Security" tab.



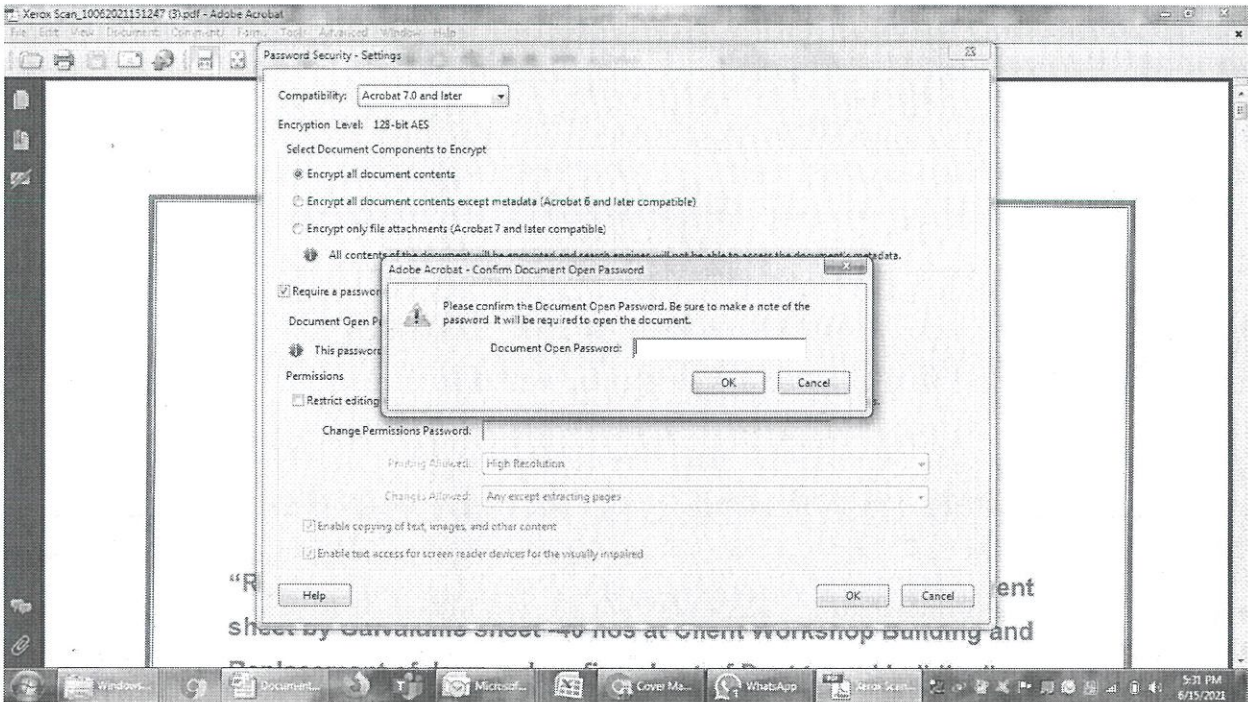
Step 3- in security tab, please click on "2 Encrypt with Password".



Step 4- after that below window will open, please check in option "Required a password to open the document". Then please fill password and click "ok".



Step 5- after that below window will be open, please fill same password again, and click "ok".





Tender No. -NATRAX/PROC/C&I/22/39

**S**pecifications  
For  
Horticulture  
&  
Landscaping  
Works





Tender No. -NATRAX/PROC/C&I/22/39

HORTICULTURE AND LANDSCAPING

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6	Providing of Plants in polybag of size 7"X8" amongst listed species	8
7	Pesticide treatment of roadside tree trunk(Measuring Girth upto 30cm) upto a height of imeter from ground level with pesticide emulsion, lime& Geru etc.	9
8	Pesticide treatment of roadside tree trunk(Measuring Girth 30cm to 60cm) upto a height of imeter from ground level with pesticide emulsion, lime& Geru etc.	9
9	Pesticide treatment of roadside tree trunk(Measuring Girth 60cm & above) upto a 10 height of imeter from ground level with pesticide emulsion, lime& Geru etc	10
	SPECIAL INSTRUCTIONS , TERMS AND CONDITIONS	10-12





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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.

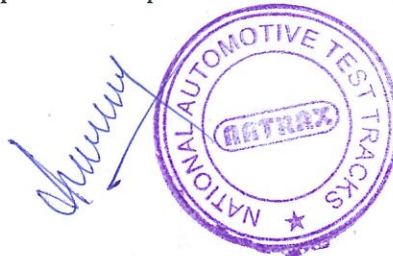
**2.3 Rate**

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





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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.







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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/vermicompoist) 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.





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**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 PLANTATIONS:**

H-1. Complete maintenance of trees (Outside garden features) planted at North & East side of High-Speed Test Track, jobs like making of basin at regular interval i/c watering with water tanker, weeding, pruning & application of fertilizer etc. complete. Only the fertilizer will be provided the department.

**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





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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	Plaiar	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:**





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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.





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(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.

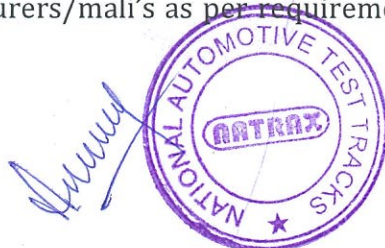
(h) In order to ascertain satisfactorily progress fortnightly site inspection shall be carried out indicating corrective actions if any in order to consider the areas for payments.

(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 experienced labourers/mali's as per requirement possessing good gardening skills





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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.

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.

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**ANNEXURE - III**

**Bill of Quantity for Annual Maintenance Contract (AMC) for existing Landscape & Plantation works (Laboratory & Building Zone) at NATRAX Pithampur (M.P.)**

Sl. No	Description of Item	Unit	Quantity	Rates		Amount Rs	Remarks
				In Rs. In Figure	In Rs. In Words		
1	Complete maintenance and upkeep of Gardens/Nursery in Laboratory area with entire garden features i.e. lawns, grass cutting by lawn mower and brush cutter, trees, shrubs, flower beds, hedges/edges & pathways, replacement of plants, gap filling 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/fungicides etc as per requirement in Gardens (excluding the cost of material supplied by the deptt. or paid separately & lawn mower and brush cutter with fuel and other T & P material/articles shall be provided by the contractor), 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. (14270 Sqm@12Months=171240 Sqm)	Sqm	171240				
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 285 Nos@12Months=3420 nos)	Per pot	3420.00				
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	12000.00				
4	Providing of flowering seasonal plants in thumb pots/plastic trays amongst listed species (i.e. Calendula, cosmos, holyhock, Dahlia, Antirrhinum, Dianthus etc.) including the cost of loading, transportation, unloading etc. at Natrax site, at desired interval during the entire duration of contract and complete as per specifications and as directed by EIC-Horticulture.	Nos	500.00				



## Bill of Quantity for Annual Maintenance Contract (AMC) for existing Landscape &amp; Plantation works (Laboratory &amp; Building Zone) at NATRAX Pithampur (M.P.)

ANNEXURE - III

Sl. No	Description of Item	Unit	Quantity	Rates	Amount Rs	Remarks
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	20.00			
6	Supplying and stacking of good earth at site including royalty and carriage upto 5 km lead complete (earth measured in stacks will be reduced by 20% for payment).	Cum	16.00			
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	150.00			
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.(3x5000=30000)	Per Tree Per Month	15000.00			
<b>Total Amount</b>						

SEAL &amp; SIGNATURE OF CONTRACTORS

