

NOTICE INVITING TENDERS

(Box Tenders/Open Tenders)

**ANNUAL MAINTENANCE CONTRACT FOR HORTICULTURE - LANDSCAPE GARDENING  
WORK AT NIT ANDHRA PRADESH, TADEPALLIGUDEM**



**National Institute of Technology Andhra Pradesh,**  
Beside Chennai - Srikakulam Highway,  
Kadakatla, Tadepalligudem, West Godavari District,  
Andhra Pradesh-534101.

[www.nitandhra.ac.in/main/tender](http://www.nitandhra.ac.in/main/tender)

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**NIT Andhra Pradesh, Tadepalligudem**

**Ref No: NITANP/SMMD/TENDER/2025-26/33**

**Date: 15.08.2025**

**Box Tenders/Open Tenders are hereby invited from reputed registered Firms/ Agencies/ Bidders/Suppliers** for providing the following services at NIT-Andhra Pradesh, Tadepalligudem, West Godavari district.

**“ANNUAL MAINTENANCE CONTRACT FOR HORTICULTURE - LANDSCAPE GARDENING WORK AT NIT ANDHRA PRADESH, TADEPALLIGUDEM)**

**Addressed to:**

Tender Box  
Material Management and Disposal Section,  
Sardar Vallabhbhai Patel Administrative Vista Building,  
NIT Andhra Pradesh, Kadakatla, Near NH-16  
Tadepalligudem-534101, West Godavari District, Andhra Pradesh

The above **Tender name and Ref. No. should be Super-Scribed** in the Main Envelope containing the bid documents.

Tender Schedules can be downloaded from NIT-Andhra Pradesh website from 15.08.2025 onwards. Bidders need to submit hard copy with relevant documents with self-attested.

**The last date for submission of tenders is 08.09.2025 up to 03:00 PM .**

For further details regarding Tender notification & specifications, please visit [www.nitandhra.ac.in/main/tender](http://www.nitandhra.ac.in/main/tender) .

**Date:15.08.2025  
NIT Andhra Pradesh,  
Tadepalligudem.**

**TIME SCHEDULE OF VARIOUS TENDER-RELATED EVENTS**

**ANNUAL MAINTENANCE CONTRACT FOR HORTICULTURE - LANDSCAPE GARDENING  
WORK AT NIT ANDHRA PRADESH, TADEPALLIGUDEM)**

Bid Document downloading Start date/ Time	<b>15.08.2025 at 05:00 PM</b>
Bid Document downloading End Date / Time	<b>08.09.2025 up to 03:00 PM</b>
Pre-Bid meeting	<b>28.08.2025 at 03:30 PM</b>
Last Date and Time for receipt of Bids	<b>08.09.2025 up to 03:00 PM</b>
Technical Bid Opening Date /Time	<b>08.09.2025 at 03:30 PM</b>
Financial Bid Opening Date / Time	Will be intimated later
Contact Person (s)	Associate Dean – Estate Civil Affairs NIT Andhra Pradesh, Tadepalligudem. Email: <a href="mailto:ad_pdca@nitandhra.ac.in">ad_pdca@nitandhra.ac.in</a>  Executive Engineer, Estate Section, NIT Andhra Pradesh, Tadepalligudem. Email: <a href="mailto:ee@nitandhra.ac.in">ee@nitandhra.ac.in</a>
Reference No:	<b>File No: NITANP/SMMD/TENDER/2025-26/33 Date: 15.08.2025</b>

**Signature of bidder with seal**

### **CLARIFICATIONS**

Queries, if any, can be made through e-mail only to [ad\\_pdca@nitandhra.ac.in](mailto:ad_pdca@nitandhra.ac.in), [ee@nitandhra.ac.in](mailto:ee@nitandhra.ac.in) and CC to [purchase@nitandhra.ac.in](mailto:purchase@nitandhra.ac.in) on or before 28.08.2025. Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

If there is any addendum/corrigendum related to tenders, it shall only be published on NIT Andhra Pradesh website ([www.nitandhra.ac.in](http://www.nitandhra.ac.in)) and <https://eprocure.gov.in>. The Bidders are advised to check NIT Andhra Pradesh website regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued, if any, during pre-bid meeting in their bid.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

**The Technical bid along with relevant documents should be attached with original EMD and Tender processing fee. Physical submission of financial bid only shall be considered.**

**Associate Dean, SMMD  
NIT ANDHRA PRADESH**

**Signature of bidder with seal**

**BID**

**File No: NITANP/SMMD/TENDER/2025-26/33**

**Date: 15.08.2025**

**Sub: ANNUAL MAINTENANCE CONTRACT FOR HORTICULTURE - LANDSCAPE  
GARDENING WORK AT NIT ANDHRA PRADESH, TADEPALLIGUDEM)**

Sir/Madam,

Bids are invited on the Box/Open Tender platform from the reputed registered Firms/Agencies/Contractors/Suppliers with experience premises of Horticulture services. The details of bidding conditions and other terms can be downloaded from the NIT Andhra Pradesh website.

The self-attested copies of all the documents of the technical bid, signed undertaking of the Bidder, should be submitted in offline mode only to the Director, NIT Andhra Pradesh, Tadepalligudem, on or before the opening of the bid.

The participating Bidder/s shall have to pay a tender processing fee (non-refundable) and EMD for the amounts specified in the Statement related to bids, in the form of a DD drawn in favor of the Director, NIT Andhra Pradesh, Tadepalligudem.

Further, the Successful Bidder shall furnish a part of the bid as a Performance Guarantee specified in the Statement related to bids, to be paid in the form of a BG as mentioned in the Tender Schedule.

NIT Andhra Pradesh, Tadepalligudem, will not accept the tenders from blacklisted companies or undependable suppliers, whose past performance with NIT Andhra Pradesh was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of sub-standard quality/poor services, as defined in the other parts of the bidding documents.

**Signature of the bidder with seal**

**STATEMENT RELATED TO BIDS**

Bid Document Fee/ Tender Processing Fee (Non-refundable)	<b>Rs. 1,500/-</b> by way of RTGS/NEFT/DD from any Nationalized bank drawn in favor of the Director, NIT Andhra Pradesh, Payable at Tadepalligudem <b>Account Name:</b> Director, NIT Andhra Pradesh <b>A/C No:</b> 35579546371 <b>IFSC Code:</b> SBIN0016305 Submit for evidence of payment Receipt.
EMD	<b>Rs. 2,90,000/-</b> by way of DD from any Nationalized bank drawn in favor of the Director NIT-Andhra Pradesh, Payable at Tadepalligudem.
Bid Validity Period	90 days from the date of opening of the financial bid
EMD Validity Period	90 days from the date of opening of financial bid. Registered with NSIC, MSMEs, etc. The bidder seeking EMD exemption must submit valid supporting documents for the relevant category as per the general conditions within the bid.
Contract Agreement	The contract shall be for a period of <b>Three Years</b> . Initially, the contract will be for one year and extended yearly on the basis of satisfactory performance of services and compliance of all terms and conditions of the agreement.
Period of furnishing Performance Guarantee	Within 7days from date of receipt of LOA
Performance Guarantee Value	5% of contract value as approved by competent authority
Performance Guarantee Validity Period	38 months from the date of commencement of services
Period for signing the order of acceptance	Within 14 days from date of receipt of LOA

**Signature of the bidder with seal**

## **TENDER SCHEDULE**

### **PREAMBLE:**

National Institute of Technology, Andhra Pradesh (NIT ANP) is the 31<sup>st</sup> NIT among the chain of NITs started by the Government of India. NIT Andhra Pradesh was established in the state of Andhra Pradesh in the academic year 2015 – 2016. NIT Andhra Pradesh, Tadepalligudem, invites sealed tenders under two bid system that is (technical and financial bid) from Indian nationals for **Annual Maintenance Contract for Horticulture - Landscape Gardening Work at NIT Andhra Pradesh, Tadepalligudem** based on the eligibility criteria and general terms and conditions mentioned in this document.

### **GENERAL INFORMATION AND BRIEF SCOPE OF WORK**

MAINTENANCE OF GARDEN/LAWNS/HEDGES/TREES/ETC BY DEPLOYMENT OF MINIMUM DAILY MANPOWER INCLUDING WEEDING, GAP FILLING, GRASS CUTTING WITH KHURPI/SICKLE, MOVING WITH THE HELP OF MOVER, ROLLING, CUTTING/TRIMMING, IRRIGATION, FERTILIZER, MANURE AND PESTICIDE APPLICATION, INTERCULTURE, SOIL/MANURE FILLING, ETC.

1. The service provider is required to maintain the gardening area, which has already been developed at the institute. The details for plants/hedges/lawn/tree saplings/shrubs are as below,

S. No.	Item Type	No.	Area / Sq.m
1.	Carpet Grass	--	12,150
2.	Lawn Grass (Dibbling)	--	33,306
3.	Shrubs/ Hedges Plantation	74,124	--
4.	Avenue Tree Plantation	6,090	--
5.	Pots with Plants	900	--
6.	Jungle Clearance (Around the Compound wall, Open Area / Sports Area & both sides of the Roads)	--	89,000

2. Daily watering of the lawns/garden/hedges/shrubs/others as per the schedule through sprinklers installed/adjustable sprinklers/by flexible hose pipe covering small as well as larger areas of the garden as required. If the weather conditions are worse, watering frequency needs to be enhanced.
3. Weeding the unwanted plants and pruning the edge plants every month, including the disposal of garden waste at the identified location.
4. Spraying pesticides, fungicides application of fertilizers and nematicides as approved by the Officer in charge / Estate Section at regular intervals of one month period.
5. Trimming of lawns is to be carried out with the help of a lawn mower and a brush cutter



- periodically, as and when required. Trimming should be done once every two months for buffalo grass lawns and once every month for Dibbing/ Carpet grass lawns.
6. Replacing the casualties of plants and grass with new ones should be done regularly to maintain the garden evergreen without any cost.
  7. The contractor has to make their arrangement for the supply of all tools and plants, and other required materials. Required water and power will be supplied by NIT ANP free of cost at one point at each garden, and the contractor is required to arrange for a garden hose/cable to reach each plant's requirements.
  8. Felled trees and completely dried trees are to be removed, which includes cutting of trunks and branches, and removing the roots and refilling the pits, stacking of serviceable materials, and disposal of unserviceable materials as directed by the Engineer in Charge of Estate Section, NIT ANP.
  9. In case of decay of lawn areas or death of trees/plants or hedges, etc., the contractor has to replace the same variety of plants that have undergone damage without any extra charges from NIT ANP; if the contractor fails to do so, a penalty will be levied **@ Rs. 1000/- per incident or up to maximum of 0.25% on work order value per annum.**
  10. The contractor shall take care of all the trees / matured shrubs within the campus area by periodic removal of parasites in the branches, removal of dry branches, as well as spraying pesticides and fertilizing them as per the need.
  11. If any trees are completely affected by parasites / dead, they need to be removed. the contractor has to remove those trees as per the institute norms and with the approval/instruction by the competent authority.
  12. All the lawns and shrubs in the institute area must be maintained healthy, clean, safe, and attractive through appropriate horticultural practice (i.e., pruning, weeding, edging, trimming, re-turfing damaged lawn, replanting dried shrubs, etc.)
  13. Pruning the unwanted tree branches on roads, attending tree-related complaints and disposing the waste from the site and disposing at the identified location.
  14. The contractor has to arrange consumables and plants to the required minimum tools as per the institute requirement which will be paid separately.
  15. The maintenance of stock register for the consumables, machinery, etc., It has to be updated monthly and a copy to be produced during bill submission.
  16. The request for Tractor with Water Tanker (if needed) may be put forwarded by the Bidder in advance to the Concern officer in the Estate Section for Watering during the months of (May, June & July) and the Concern Estate Section of NIT Andhra Pradesh will arrange Whenever it's required.
  17. The contractor has to deploy a **minimum of 50 workers per day** (Minimum age 18).
  18. The contractor must provide alternate or relieving manpower and ensure the deployment of 50 workers per day, excluding Sundays. In case of a shortage of stipulated minimum manpower on any date, a penalty will be levied as per the Penalty clause.

19. The minimum manpower deployment should be as follows

S. No.	Category of personnel	Min. No. of Persons per day
1.	Supervisor (Skilled) (Diploma in Horticulture along with a minimum of 2 years of relevant experience, preferably in horticulture) or (Bachelor's Degree in Horticulture with a minimum of 1 years of relevant experience, preferably in horticulture)	03
2.	Gardeners (Unskilled)	47
	<b>TOTAL</b>	<b>50</b>

20. No labour camp is allowed inside the NIT ANP campus and Firewood collection is strictly prohibited.

21. Nursery maintenance works like preparation of soil mixture, filling soil with poly bags, planting cuttings executes in an identified place in the campus by the estate section.

22. Particulars of tools and machinery (but not limited to the below-mentioned tools and machinery) to be provided by the contractor/service provider to effectively execute the awarded maintenance work.

S. No	Name of the Tools/Machinery	Quantity Nos.
1	Lawn Mower (Petrol & Electrical)	02 No's
2	Secateurs	10 No's
3	Weeding hoe/Khurpi	30 No's
4	Pruning/hedge Shear	10 No's
5	Branch Cutter	02 No's
6	Brush Cutter (Petrol & Electrical)	02 No's
7	Sprayer (Electrical)	02 No's
8	Garden pipes (1") - 30 meters	30 No's
9	Ghamela	10 No's
10	Spades with a handle	05 No's
11	Crowbar	05 No's
12	Garden Rakes	05 No's
13	Sickle	40 No's
14	Garden Trolley	02 No's
15	Ladder (6 Ft ,12 Ft)	02 No's

23. **MAINTENANCE OF THE IRRIGATION APPLICATION SYSTEMS** shall include, but not be limited to, the following items:

- Pipe-work: Maintenance of all lateral irrigation pipes downstream of the main distribution pipes.
- Application devices: Solenoid valves, pop-up sprayers and sprinklers, drip emitters

and drip lines.

- c. All materials used for maintenance of the irrigation system, including spare parts and consumables, shall be of high quality from one of the leading manufacturers and shall be subject to the Estate Section's approval. The cost of the spares shall not be paid extra.

**24. MAINTENANCE OF POTTED PLANTS:**

1. Alternate day watering of plants inside and outside the buildings.
2. Monthly application of manures and fertilizers, spraying of insecticides and pesticides, weeding and cleaning of dry leaves, pruning and light digging of soil.
3. Weekly rotation of plants inside and outside the buildings, and positioning the rest at the designated allotted space.
4. If the institute needs additional plants, the pots, soil, and plants will be supplied by NIT ANP. The planting would be the responsibility of the service provider.
5. Payment for maintenance will be made only after completion of the monthly maintenance of work as per the above scope of work, and just deployment of minimum labour does not constitute the liability of release of payment.

**Signature of the bidder with seal**

**ELIGIBILITY CRITERIA:**

1. Bidder must be a proprietor/firm/company possessing a valid Registration Certificate.
2. Bidder must have a Valid Special Class PWD / CPWD Class-I registration certificate.
3. The average Annual turnover of FY, 2022-23 & 2023-24, and 2024-25 should be at least 73 Lakhs issued by CA with UDIN Number
4. The bidder should submit audited financial statements (balance sheets) for the FY 2021-2022, 2022-23 & 2023-24 along with relevant income tax returns for the concerned assessment years, i.e., AY 2022-23, 2023-24 & 2024-25.
5. Technical Eligibility Criteria: The Bidders should have satisfactorily **completed** the following number of work orders/contracts in **similar work** during the last three years ending 31<sup>st</sup> March 2025. For this purpose, the cost of work shall mean the gross value of the completed work. This should be certified by an officer, not below the rank of Executive Engineer/Project Manager or equivalent.

One similar completed work cost not less than Rs. 116 Lakhs (80% of ECV)

(Or)

Two similar works each cost not less than Rs. 87 lakhs (60% of ECV)

(Or)

Three similar works each cost not less than Rs. 58 Lakhs (40% of ECV)

**Note: .**

- i. **Similar Works shall mean** only “Annual Maintenance Contract of Horticulture–Landscape Gardening Works” completed / executed for Govt. Educational Institutions / Govt. Organizations / Autonomous Institutions / Public / Govt. undertaking / Govt. Universities, Offices, Public Gardens, etc.
- ii. For similar works, works executed in India only shall be considered.
- iii. The term “**completed work**” means the corresponding agreement/ work order period of not less than 12 months (consecutive). Also, the period of every 12-month block period under the same corresponding agreement/ Work order shall be considered as One Work.
- iv. Bidder should clearly mention, produce document towards the work/order and value for the Executed/ completed work towards Horticulture which will only be considered.
- v. All the payments received against the claim of work/purchase Orders (as per clause (5)) above should reflect in Form 26AS. Otherwise, the Work/Purchase Order is treated as invalid.
- vi. The bidder must have a valid PAN Card, and the same should reflect in all financial statements.
- vii. The bidder shall submit Valid EPFO, ESI, registration copy certificates.
- viii. The bidder should have the labour license to deploy the manpower/ Personnel as per the government norms.
- ix. The complete tender document must be duly signed by an Authorized signatory of the Bidder with the Firm seal on all the pages.

**Signature of the bidder with seal**

**DOCUMENTS TO BE ENCLOSED IN TECHNICAL BID:**

1. Work experience as per (Annexure-I), filled in with required data and proof to support the work experience claimed (work order and completion certificate).
2. Undertaking for Minimum Manpower to be deployed (Annexure-II)
3. Undertaking for list of minimum tools and machinery supplied by the contractor (Annexure-III)
4. The Bidder must not be blacklisted or must not have a record of any service-related dispute with any Central / State Government/ organization/ any PSU in India or elsewhere in the last Three Years. Bidder should produce a copy of the undertaking on their letterhead with a notary (Annexure- IV).
5. Bid Security / EMD (if EMD is not submitted, a valid MSME registration certificate) with Declaration as per (Annexure - V)
6. Application Form (Annexure - VI)
7. Company Profile (Annexure - VII)
8. Solvency certificate (Annexure - VIII)
9. Checklist (Annexure - IX).

**Signature of the bidder with seal**

## **SUBMISSION OF BIDS:**

1. The bid documents can be downloaded from the Institute's website under "Tenders" tab <http://www.nitandhra.ac.in/main/tender> or CPP portal <https://eprocure.gov.in/epublish/app>.
2. The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers, i.e., (a) Part I Technical bid, (b) Part II Financial bid.
3. Two separate sealed covers should be specifically superscribed as
  - a. "Technical Bid for Annual Maintenance Contract for Horticulture - Landscape Gardening Work at NIT Andhra Pradesh, Tadepalligudem" and
  - b. "Financial Bid for Annual Maintenance Contract for Horticulture - Landscape Gardening Work at NIT Andhra Pradesh, Tadepalligudem"
4. Both the sealed envelopes 3 (a) and (b) are to be kept in another Master envelope, which should also be sealed and submitted.
5. The Master envelope should be superscribed with "Tender for Annual Maintenance Contract for Horticulture - Landscape Gardening Work at NIT Andhra Pradesh, Tadepalligudem" and shall be addressed to,

The Tender Box,  
C/o Material Management & Disposal Section  
Sardar Vallabhbhai Patel Administrative Vista Building,  
National Institute of Technology Andhra Pradesh,  
Beside Chennai - Srikakulam Highway,  
Kadakatla, Tadepalligudem,  
West Godavari District, Andhra Pradesh-534101.

6. Last date for submission of bid documents is 08.09.2025 up to 03:00 PM.
7. Bids received after the due date and time shall be summarily rejected.
8. Incomplete bids or bids not submitted in the prescribed format are liable for rejection.
9. The institute will not be responsible for postal delay.

**Signature of the bidder with seal**

**EARNEST MONEY DEPOSIT:**

1. Earnest Money is to be paid by each tenderer to ensure that the tenderer does not refuse to execute the work after it is awarded to them. Shall also be furnished in the form of a Demand Draft /Bank Guarantee in favour of **the Director, NIT Andhra Pradesh**. EMD in any other form will not be accepted.
2. The Earnest money deposit (**EMD**) will be **2% of the ECV, i.e., Rs. 2,90,000.00/-**
3. Demand Draft /Bank Guarantee towards Earnest Money Deposit, which is refundable to the unsuccessful bidders. In respect of the successful bidder, the same will be adjusted against the security deposit, and it will not carry any interest.
4. EMD may be exempted in case of Valid NSIC/ MSME (Udyam) registration submission in the relevant field. However, traders/distributors/sole agents/retailers/Medium Industries are excluded from the purview of the public Procurement Policy for NSIC/MSME order, 2012 for EMD exemption. The proof of the MSME/NSIC exemption certificate should be attached. Original Demand Draft/Bank Guarantee to be received on the due date of the tender; otherwise, the tenderer may be disqualified.
5. Bidder should submit the EMD as specified in the tender. The hard copy(original DD/BG) should be attached in the technical bid only.
6. Bids received without EMD and Tender processing fee shall be summarily rejected.
7. Tender processing fee and EMD must be attached to the Technical Bid only and NOT to the Financial Bid.
8. In case the Bidders / Successful Bidder(s) are found in breach of any condition(s) at any stage of the tender, EMD / Performance Guarantee shall be forfeited.

**Final Decision-Making Authority:** The **Director, NIT Andhra Pradesh** reserves the right to accept or reject all or any of the applications and to annul the qualification process/tender process at any time without assigning any reason or incurring any liability to the applicants.

**Particulars –Provisional:** The Particulars of work given in the general information of the Scope of Work are provisional. They are liable to change and must be considered as advanced information only to assist the applicant.

**Site Visit:** The bidder is advised to visit the site of work, at his own cost, and examine it and its surroundings to satisfy himself and collect all information that he considers necessary for proper assessment of the prospective assignment.

**Performance/ Satisfactory Certificate:** The applicant's performance in respect of completed works and ongoing works should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained and delivered in sealed covers.

**Signature of the bidder with seal**

**Bid Evaluation:**

1. **Technical Bid:** The technical evaluation will be done by verifying the documents listed above in the tender. Failure in the submission of required documents leads to rejection of bids. The bidder should fulfil all the minimum criteria and submit all the required documents to be qualified in the technical evaluation. **Note: The price bid should not be attached along with the technical bid document. In such a case, the bid will be summarily rejected.**
2. **Financial/Price Bid:** The Financial/Price bid of technically qualified bidders will only be opened. The contract will be awarded to the bidder who quoted the least amount for the total execution and maintenance cost for the year (As per Price Bid Annexure). **Note: If the Institutes find the amount quoted is remarkably low and believe that the execution and maintenance is not possible in that amount, then the institute may reject such a bid and can award the work to another bid.**

**Signature of the bidder with seal**



### **EVALUATION PROCEDURE:**

1. At the first stage, the Technical Bids shall be opened in the presence of Bidders, who may like to be present on 08.09.2025 at 03.30 PM. In the Material Management and Disposal section, Sardar Vallabhbhai Patel Administrative Vista Building of NIT Andhra Pradesh, Tadepalligudem.
2. IPC would evaluate the technical bids submitted by the Bidders.
3. Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one that conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honor the terms and conditions of contract etc. will be deemed to be material deviations.
4. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
5. Only those Bidders whose technical bids have been found to be substantially responsive would be evaluated.
6. The Financial bids of those Bidders only shall be opened who qualified in the Technical Evaluation. The Institute will award the contract to the Successful Bidder, whose financial bid is the lowest price bid among all the quoted bids. The decision of the Director, NIT Andhra Pradesh, Tadepalligudem, is final in this regard.
7. Tenders with revised/modified rates/offers after opening of the tenders shall be summarily rejected, and the entire Earnest Money Deposit (EMD) submitted with the tender shall be forfeited.
8. The tender is not transferable under any circumstances.
9. Telegraphic, conditional, or incomplete tenders shall not be accepted. Canvassing of any kind, direct or indirect, shall lead to the disqualification of the Bidder.
10. In case of a further tie, the contract will be awarded to the firm that has the highest Average Annual turnover for the last three years.

**Signature of the bidder with seal**

**TIE-BREAKING CRITERIA:** The following selection criteria shall be considered among respective bidders who are under the tie.

1. Highest average 'annual turnover' in the last 03 years i.e., from Assessment Years AY. 2022-2023, AY. 2023-2024 and AY. 2024-2025.

**Signature of the bidder with seal**

### **GENERAL INFORMATION AND INSTRUCTIONS**

1. Every bidder, before quoting their rates, is expected to inspect the gardens and lawns, newly planted tree saplings in NIT ANP, for which the service is to be rendered. The requirement of labour and materials should be assessed, and no claim for extra payment at a later date on that account shall be entertained.
2. If further information is required, the Estate Section, NIT ANP will furnish, but it must be clearly understood that the tender must be received in order and according to instructions.
3. The contractor should employ supervisors who have experience in this type of work.
4. **Child Labour is strictly prohibited**, and if there is any violation, the contract will be terminated.
5. Permits for workers and supervisors to the campus shall be obtained by the contractor from the concerned authorities/security. Only photo passes to individuals shall be issued, and no group passes shall be issued.
6. All expenses related to the functioning of the employees engaged by the contractor shall be in the scope of the contractor. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and meeting other statutory and non-statutory benefits/obligations.
7. The contractor should take all measures for environmental protection, such as control of chemical pollution, proper disposal of waste, etc., and ensure that there is no adverse effect on the ecology, particularly on flora and fauna of the campus.
8. The contractor shall bring the required tools and machinery at his/her own cost and risk, and no extra payment will be made for the same.
9. The quoted rates by the agency shall remain firm for the entire contract duration. However, the contract value of the job contract will vary depending on the following:
  - a. Deployment of any additional manpower at the quoted rates.
  - b. The periodic wage/VDA increase, as and when notified by the central government, will be applicable in the contract, and accordingly the monthly bill of the contractor will be processed for payment.
  - c. Any changes in EPF/ESI contribution of the employer's portion due to changes in the Labour Law.
10. The contractor must ensure that no labours shall work without uniform and other safety accessories like mask, shoes and gloves etc.
11. Minimum wages shall be fixed as per the Central Government. The Minimum Wages Act 1948 in force.
12. The quoted rate should be of all taxes and duties levied or to be levied by both Central and State Government Statutory / regulatory authorities from time to time, except GST. Applicable GST will be reimbursed by NITANP on production of documentary evidence for having paid the same by the agency. NITANP will not entertain any other claim whatsoever in this regard.
13. The scope shall cover any other related service/work that might arise depending on contingency.
14. The contractor should produce the P.F. return for all workers during every month.

15. The contractor should issue the ESI card to all the workers.
16. For workers who are not covered by ESI, the **workmen's compensation policy (W.C.P) needs to be taken by the contractor at their own cost**, for which reimbursement will not be done by the NIT ANP.
17. The contractor should produce ESI, EPF remittance challan for the previous month and Workers monthly pay (attendance) roll to process the current month bill.
18. The garden maintenance contractor is directed to furnish non-judicial stamp paper for a value of **Rs. 100/- in advance for executing the contract agreement, and on receipt** of which the contractor will be advised regarding the date on which the contract agreement will be ready for execution.
19. The contractor shall recoup from the employer the cost of the damage incurred by the contractor on account of any breach of the terms and conditions of the agreement. Attendance registers and the salary registers for the labour engaged garden-wise and other registers required as per acts and rules are to be maintained properly, and the same may be verified by the Committee Members and Institute Administration, NIT ANP, or other enforcing agencies during their inspection.
20. The supervisor must be provided with the mobile phone, and the mobile number must be given to the Institute authorities.
21. NIT ANP will not be liable for any medical attention, injury/loss of life of the person engaged by the contractor.
22. The contractor shall be solely responsible for any claim arising out of the employment or termination of employment of his employees and for statutory payments. The contractor shall employ only such personnel who are medically fit and above the age of 18.
23. In case of any lapse in services, quality standards, or noncompliance with periodicity/specification or any standing instruction, the contractor shall be penalized accordingly.
24. The quoted value should be exclusive of GST but inclusive of any other taxes & duties levied or to be levied by Government authorities, and such levies should be borne by the contractor.
25. The contract may be terminated due to violations or poor performance or noncompliance of statutory payments in time, with due notice of one month's duration.
26. The contractor shall at his own expense reinstate and make good to the satisfaction of NIT ANP and pay compensation for any injury, loss, or damage that occurs to any property or rights whatever, including property and rights of NIT ANP employees.
27. NIT ANP reserves the right to disqualify such bidders who have a record of not meeting the contractual/statutory obligations against earlier contracts entered into with NIT ANP.
28. The contractor has to deploy a **minimum of 50 workers**.
29. **WAGES:** All payments to the contractor's workforce shall be as per the terms of the contract and be credited by the contractor as per details enumerated in the tender, which shall be made through cheque or direct credit in the bank accounts of its workforce.

30. **PAYMENT:** The Payment will be made every month by the 10<sup>th</sup> of the preceding month after submission of the bills in duplicate on the last working day of the previous month, with the attendance reports, a daily job chart of outsourced manpower, and upon proof of payment made towards all applicable statutory bodies.
31. The contractor shall submit a copy of the Wages, including VDA, EPF, ESI, insurance documents, etc., along with each running account bill. The monthly bill will not be processed unless the above are submitted. Necessary records shall be kept in compliance with the same for verification by the enforcing agencies.
32. The contractor has to give the full details of the workers before the commencement of work. After commencement of the work, adding or removing any manpower should be done with prior approval of the Executive Engineer, along with valid reasons.
33. The Proprietorship / Partnership / Private Limited. / Public Limited contractor should submit the declaration form that they have not been black listed from any Govt. depts./reputed private Ltd, companies or educational institutions/universities during the last 3years.

**Signature of the bidder with seal**

## **WORKING CONDITIONS**

1. Horticulture - Landscape Gardening maintenance work is required to be carried out on all days except Sundays.
2. Bidder is to indicate the number of persons to be deployed per day while tendering, and the absenteeism against this will attract a punitive recovery while billing for payment.
3. The contractor has to maintain all the necessary records at their own cost. Like attendance, consumables, Tools and machinery, work activity, and maintenance, etc.
4. The contractor has to submit the monthly bill with the following documents.
  - a. Invoice which reflects price bid / work order.
  - b. Attendance register.
  - c. GST Returns.
  - d. Bank statement details for the individual.
  - e. EPF and ESI statement of individuals.
  - f. Consumables register with the bills

**Note:** Without proof for the above document, the bill will not be processed.

5. Strict discipline must be observed by the workers.
6. The workers and other staff shall be provided with an identity card with the approval of the NIT ANP Institute Authorities.
  - a. Workmen should be vigilant while on work with proper uniform for all staff and the Supervisor.
  - b. Smoking in the institute premises is strictly prohibited.
  - c. Workers must be free from the influence of alcohol.
  - d. Workers must be physically and mentally fit for work.
  - e. Workers should avoid causing damage to the Institute's property
7. All workforce shall wear the safety shoes and Identity Cards while on duty.
8. The NIT ANP Administration will not accept any responsibility if the workman is injured.
9. The NITANP shall not be held responsible in case of any accidents, mishaps, etc., to the contractor and its employees.
10. The contractor shall provide a first aid facility at the site for his workforce.
11. The supervisors, under whom the workers work, shall have to report daily to the Estate Section and take instructions.
12. The movement of workers should be restricted to their area of work and should not wander into other areas.
13. Maintain a strict **zero tolerance policy towards sexual harassment**. Any instances of such behavior will result in the immediate cancellation of the tender, and penalties will be imposed by NIT ANP rules and regulations.
14. To ensure a safe and productive work environment for all employees, consumption of alcohol or arriving at the workplace after consuming alcohol is strictly prohibited in all working areas of the NIT ANP Campus. It will be subject to disciplinary action, which may include suspension or termination of the worker.

**WORKING HOURS:**

Normal working hours are **8:00 am to 5:00 pm with 1 hour lunch break**, and the attendance will be considered based on the biometric sensor / Face Recognition device continue to work for extended hours if required by NIT ANP for a specific purpose and occasion. Payment will be based on biometric sensor attendance / Face Recognition device.

1. Punching/Bio-metric attendance is mandatory for all workers. Face Recognition / Bio-metric attendance will be verified every week. If any worker fails to punch in or out using biometric or is unable to punch because of any technical glitch, the issue shall be immediately brought to the attention of the competent authority through the concerned supervisor. otherwise, the attendance will not be considered, and the worker will be marked absent, and wages will not be paid for that day.

**COMMENCEMENT OF WORK:** The Successful Bidder should start the work with effect from the date of commencement of the Agreement by mutual consent. In case it is found that the work has not been taken up from the date of commencement of the Agreement, the NIT Andhra Pradesh, Tadepalligudem, at its sole discretion, may cancel the work order and the Performance guarantee shall be forfeited without any further reference to the Bidder. Further, the work order will be awarded to the next least quoted bidder with the same terms and conditions

**DURATION OF CONTRACT:** The contract shall be for **Three Years**. Initially, the contract will be for **one year** and will be extended yearly based on satisfactory performance of services and compliance with all terms and conditions of the agreement.

**TERMINATION OF THE CONTRACT:**

The contract may be terminated in any of the following contingencies: -

- (a) On giving one month's notice by the Institute, at any time during the tenancy of the contract, in case the services rendered by the Agency are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for these services,  
**OR**
- (b) On assigning the contract or any part thereof or any benefit or interest therein or thereunder by the Agency to any third party or for sub-letting the whole or a part of the contract to any third party, without any notice.  
**OR**
- (c) On the Agency being declared insolvent by the competent Court of Law, without any notice  
**OR**
- (d) On the expiry of the contract, without any notice  
**OR**
- (e) On giving three months' notice by the Agency

Provided that, during the notice period for termination of the contract, in the situation

contemplated above, the Agency shall keep on discharging its duties as before till the expiry of the notice period. In case of termination of contract on the grounds mentioned at **Sr. No (a)** above OR in case the Agency decides to conclude the contract before the expiry of 12 months contract period without giving three months' notice as mentioned at **Sr. No (e)** above, the Agency shall forfeit the Performance guarantee held with the Institute and the Agency shall not have any claim/right against the Institute in satisfaction of these conditions.

**STATUTORY OBLIGATIONS:** The Bidder will strictly observe and follow the following statutory regulations/acts as well as any new rules/changes as applicable, during the period of this contract. He shall be solely responsible for failure to fulfil these statutory obligations. The successful bidder shall indemnify/is deemed to have indemnified NIT ANP against all such liabilities which are likely to arise out of the Contractor's failure to fulfil such statutory obligations. All documents, registers about this contract shall be maintained meticulously and shall be provided periodically for inspection. The salient features of the statutory regulations/acts are listed below, and it is the responsibility of the selected Bidder that these regulations/acts and their amendments from time to time are strictly adhered to in totality. Even if the Bidder appointed for this contract may be exempt from any or all of the following employee-friendly legislation, it is incumbent on all Contractors to cover all their employees/workmen covered by this tender with these cover/benefits

**DISCLAIMER:** Even though adequate care has been taken in the preparation of this Tender Schedule, the Bidder should satisfy himself that the Schedule is complete in all respects. NIT ANP nor its employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Schedule, and NIT ANP can't consider the investment objective, financial situation, and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have better knowledge of the scope of work than others. Each prospective Bidder should conduct their investigations and analysis and check the accuracy, reliability, and completeness of the information in the Tender Schedule and obtain independent advice from appropriate sources.

The Director, NIT Andhra Pradesh, reserves the right to change any or all of the provisions of this Request for Proposal. Such changes would be intimated to all parties procuring this request for Proposal.

The Director, NIT Andhra Pradesh reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.

**RESOLUTION OF DISPUTES:** In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, NIT Andhra Pradesh, Tadepalligudem, or any other officer nominated by the Director, NIT Andhra Pradesh, Tadepalligudem, for arbitration whose decision shall be final and binding on both the parties. The Agency agrees that the arbitrator could be an employee of the Institute and



shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provisions of the Arbitration Act 1996.

**JURISDICTION:** The Court of Tadepalligudem alone will have jurisdiction to try any matter/dispute or reference between the parties arising out of this agreement/contract.

**CORRIGENDUM / AMENDMENT:**

It is the bidder's responsibility to watch for any corrigendum or amendment till the opening of a particular tender that will be posted only at the NIT ANP and CPPP-website.

**Signature of the bidder with seal**

**BIDDERS' PAST EXPERIENCE TO BE PROVIDED IN THE PROFORMA GIVEN BELOW BY THE BIDDER**

The bidder should have executed the minimum work order/contract as per the eligibility criteria of the terms and conditions of the tender document relating to lawn development or maintenance of garden/ lawn services during the last 3 (Three) years ending 31<sup>st</sup> March 2025 in Govt./ PSU/Govt. Autonomous Bodies/ Reputed Organizations.

Document Proof (to be attached), i.e., copy of the work order and completion certificate to be attached along with the bid for experience claimed.

S.No	Scope of work	Organization	Period		Value Rs.	Work order and work completion copy attached with indicating Page No. in the bid	Whether the Work performed is for the Government. Educational Institutions/ Govt Organizations /Autonomous Institutions/ Public/Govt. Universities, offices.
			From	To			

1. The bidder should indicate their valid allotted EPF No.....
2. The bidder should indicate their valid allotted ESI No.....

The Contractor shall obtain a specified license from the Labour Commissioner, Govt of Andhra Pradesh, within a reasonable period after the issue of the letter of acceptance of BID for employment of labour in the NIT ANP. Confirmation to this effect should be given in the bidder's letterhead if the bidder doesn't have such a license. If the bidder has such a valid license, then they should enclose a copy of the same along with the bid.

**Signature of the bidder with seal**

**UNDERTAKING FOR MINIMUM WORKFORCE SUPPORT REQUIRED FOR EXECUTION AND  
MAINTENANCE WORKS**

To,  
Director,  
NIT Andhra Pradesh.

**Sub: Annual maintenance contract for Horticulture – Landscape and Gardening Work at NIT  
Andhra Pradesh.**

It is certifying that we will ensure the minimum workforce as mentioned below will be deployed during the entire tenure of the contract, abiding by the tender document terms and conditions.

<b>S. No.</b>	<b>Workforce</b>	<b>Quantity</b>
1.	Supervisor (Skilled) (Diploma in Horticulture along with a minimum of 2 years of relevant experience, preferably in horticulture) or (Bachelor's Degree in Horticulture with a minimum of 1 years of relevant experience, preferably in horticulture)	03
2.	Gardeners (Unskilled)	47
	<b>TOTAL</b>	<b>50</b>

However, in case of any emergency works or major breakdown works, to attend to the complaints within 24 hours, an extra workforce will be deployed as per requirement, but we will not claim the charges for the same. I/We shall maintain a sufficient workforce to provide eligible leaves and holidays for all the above workforce as per the governing rules and regulations, laws, and acts.

**Signature of the bidder with seal**

**Minimum Tools and Machinery**

Particulars of tools and machinery (but not limited to the below-mentioned tools/ machinery) the provided along with the required amount of fuel by the contractor/service provider to effectively execute the awarded maintenance work.

<b>S. No</b>	<b>Name of the Tools / Machinery</b>	<b>Quantity Nos.</b>
1	Lawn Mower (Petrol & Electrical)	02 No's
2	Secateurs	10 No's
3	Weeding hoe/Khurpi	30 No's
4	Pruning/hedge Shear	10 No's
5	Branch Cutter	02 No's
6	Brush Cutter (Petrol & Electrical)	02 No's
7	Sprayer (Electrical)	02 No's
8	Garden pipes (1") - 30 meters	30 No's
9	Ghamela	10 No's
10	Spades with a handle	05 No's
11	Crowbar	05 No's
12	Garden Rakes	05 No's
13	Sickle	40 No's
14	Garden Trolley	02 No's
15	Ladder (6 Ft ,12 Ft)	02 No's

I hereby agree to supply the items as per the list above. Further, I understand that the items mentioned are mere minimum items/ quantities, but I agree to provide the items not listed above as the requirement arises. Further, I agree to provide a greater quantity of items than mentioned above as the requirement arises. Furthermore, I agree to supply a sufficient amount of fuel to complete day-to-day work.

**Signature of the bidder with seal**

**“UNDERTAKING REGARDING BLACKLISTING / NON-DEBARMENT”**

To,

The Director,

National Institute of Technology Andhra Pradesh

Tadepalligudem – 534 101

I/ We hereby confirm and declare that the undersigned/we, M/S ..... is not blacklisted /De-registered / debarred by any Government department / Public Sector undertaking/ Private Sector / or any other agency for which I/ we have executed/undertaken the works/ Services during the last 3 years.

**Signature of the bidder with seal**

**FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY**

**(To be submitted on the Bidder's Letter Head)**

I/We ..... (Insert Name and Address of Bidder) am/are submitting this declaration instead of Bid Security/Earnest Money Deposit for the Tender of..... .. (Insert Title of the Tender) (Tender No.....) as I/We am/are registered as MSE, thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by NIT ANDHRA PRADESH, for Two years from the date of such Suspension Orders, under the following circumstances:

- a) If my/our claim of MSE is identified as wrong
- b) If after the opening of the Tender, I/We withdraw or modify my/our Tender during the period of validity specified in the Bid Documents (including extended validity, if any) or do not accept the correction of the Tender Price under any arithmetical errors.
- c) If, after the award of work, I/We fail to furnish the required Performance Security or sign the Contract, within the time limits specified in the Tender Document/officer in charge.

**Signature of the bidder with seal**

**APPLICATION FORM**  
(On Company's Letterhead)

Date

To,

The Director,  
National Institute of Technology Andhra Pradesh  
Tadepalligudem – 534 101

Sir,

1. Being duly authorized to represent and act on behalf of .....(hereinafter referred to as "the Applicant") and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby applies to be pre-qualified by Yourselves as a tenderer for the award of work(s) for "Annual Maintenance Contract For Horticulture - Landscape Gardening Work as per specification in the tender.
2. Attached to this letter are copies or the original documents as mentioned in the tender document.
3. Your department and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or about the resources, experience, and competence of the Applicant.
4. Your department and authorized representatives may within the following persons for further Information on the technical and financial

Details	Contact No.1	Contact No.2
Name		
Designation		
Contact No		
E-mail		

5. This application is made with the full understanding that:
  - a. Bids submitted by applicants will be subject to verification of all information submitted at the time of bidding.
  - b. I have checked all Terms & Conditions and all the clauses included in this contract document, and I agree to abide by and follow to conditions. I also understand that failing to satisfy the above contract may lead to the cancellation of this contract and forfeiture of the Performance Guarantee with EMD.
  - c. Your department reserves the right to:

- i. Amend the scope and value of the contract/bid under this project; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements; and
  - ii. Reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons.
  - d. Your department shall not be liable for any such actions and shall be under no obligation to inform the applicant.
6. The undersigned declares that the statements made and the information provided in the duly completed application are true and correct in every detail.
7. Attached is the company profile for your inspection.

**Signature of the bidder with seal**



**COMPANY PROFILE**  
(To be filled in by the Bidder)

Sl. No.	Question	Response
1	Company Name	
2	Type of firm: Proprietary/Partnership/Pvt. Ltd./Ltd./Single Person Company/LLP	
3	Date of Incorporation / Establishment	
4	Company Head Office address	
	a) Contact person(s) Name	
	b) Phone Number	
	c) E-mail Address	
5	Address of the regional office near NIT Andhra Pradesh	
	a) Contact person(s) Name	
	b) Phone Number	
	c) E-mail Address	
6	Number of Employees (Organization structure)	
7	GST Registration and Date	
8	Permanent Account No. (PAN)	
9	Provident Fund Account No.	

10	ESI Code Number	
11	License number under the Contract Labour (R&A) Act1970, of the employer for whom the Contractor is currently undertaking the work.	
12	Name of Designation of the Officer of the Contractor/Bidder to whom all references shall be made for expeditious technical coordination	
13	Whether the Contractor is familiar with and has experience in the type of work specified	
14	Indicate the number of similar jobs in hand, giving a brief description of the scope of work and personnel employed.	
15	Details of Earnest Money Deposit:	
	a) Amount	
	b) Demand Draft no.	
	c) Date of issue	
	d) Name of issuing Bank	
16	Details of bank solvency certificates issued by bidder's bankers:	
	a) Name of Bank	
	b) Branch	
	c) Amount of Solvency	
	d) Date of Issue	
17	Any other information	

**Signature of the bidder with seal**

**SOLVENCY CERTIFICATE**

**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information that M/s \_\_\_\_\_ having a marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit \_\_\_\_\_ of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ )

**NOTE:**

1. The banker certificate should be on the letterhead of the Bank, addressed to the tendering authority.
2. In the case of a partnership firm, the certificate should include the names of all partners as recorded with the Bank.
3. The latest Solvency Certificate for a minimum amount of 20% of the estimated cost of the tender from their bank.
4. The Solvency Certificate for the financial year 2023-2024 should be issued on or after 01.04.2025 from their bank.

**Signature of the bidder with seal**

**PART-A (CHECKLIST FOR TECHNICAL BID)**

All the commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Bidders shall mention point-wise confirmation with regard to the technical specifications given in our Enquiry

S. No	Particulars	Yes	No
1	Copy of firm registration		
2	Copy of a valid Contractor registration certificate.		
3	Copy of GST registration		
4	Copy of Financial turnover certificate issued by a Chartered Accountant with UDIN on his letterhead.		
5	Copy of relevant work order(s)		
6	Copy of Work satisfactory certificate(s)		
7	Copies of Income Tax Return forms>Returns along with Audited financial statements, Profit and Loss Account, Balance sheets, Form 26AS and 3CA&3CB for the last 3 years, subject to the financial statement submitted to the firm/proprietary/company		
8	Copy of PAN card		
9	Copy of Labour License		
10	Copy of EPFO & ESI registration		
11	Copy of Work Experience (Annexure-I)		
12	Copy of Undertaking Manpower (Annexure-II)		
13	Copy of Minimum Tools and Machinery (Annexure-III)		
14	Copy of Blacklisting / Non-Non-Debarment (Annexure-IV)		
15	Copy Of EMD/Bid Security (Annexure-V)		
16	Copy of Application Form (Annexure-VI)		
17	Copy of Company Profile (Annexure-VII)		
18	Copy of Solvency Certificate (Annexure-VIII)		
19	Copy of original tender document downloaded from the NIT Andhra Pradesh OR CPPP website.		
20	Declaration in the format given by the Institute		
21	Financial bid cover		

**Enclose all certificates in support of the above statements.**

Date:

Authorized Signatory

Name:

Place:

Designation:

Company:

Contact No:

Company Seal

**MINIMUM WAGES FOR MANPOWER**

S. No	Description	Rate	
	(As per Central Govt. Minimum Wages Act 1948) with reference to the prevailing F. No: 1/6(3)/2025-LS-II dated 28.03.2025 of C-Area, BASIC + VDA as per 01.04.2025	Unskilled Worker (Rs)	Semi-Skilled Worker (Rs)
1	Rates of Basic Wages per day	300.00	307.00
2	Rates of Variable Dearness Allowance (VDA) per day*	165.00	168.00
3	Total Wage Per Day (Basic + VDA)	465.00	475.00
4	No. of Working Days in a month	26.00	26.00
5	(Basic wages + VDA) per month per worker	12090.00	12350.00
6	Total Number of Workers	47	3.00
7	Total Amount	568230.00	37050.00
Total Manpower charges per month		605280.00/-	
Total Manpower charges per year		₹ 72,63,360.00/-	
Rupees Seventy Two Lakhs, Sixty Three Thousand and Three Hundred and Sixty Only			

**Note:**

1. \*Rate of V.D.A. Area wise per day W.e.f. 01.04.2025. reflected changes in VDA Paid by the Minimum Wages Act of 1948, Government of India, from time to time.
2. Manpower wages estimate made by considering 26 no. of days only. However, payment to the workers will be paid as per the actual no of working days only.
3. The contractor has to provide the document evidence for ESI and EPF membership and entitlement, and relevant statutory laws. Only based on the scrutiny of documents, the reimbursement/payment of the ESI and EPF will be made by the institute.
4. The charges towards the ESI and EPF need not be included. It will be reimbursed as per the statutory laws, which will be restricted as per the ceiling limit of the relevant statutory laws. The contractor has to provide the estimate for the information of the institute before the disbursement of the EPF and ESI.

**Signature of the Bidder with seal**

**LIST OF CONSUMABLES SUPPLIED PER ANNUM**

S. No.	Name of the consumables	Quantity per Year	Unit	Rate per Unit Rs.	Amount per Year Rs.
1	Manure	480	Cum		
2	Fertilizers	4000	kg		
3	Insecticides	200	kg		
4	Pesticides	200	liter		
5	Growth regulators (Gibberellic acid)	40	liter		
6	Petrol (For machinery)	800	liter		
7	Neem-coated Urea	2000	kg		
8	Vermicompost	2500	kg		
9	Good Earth Soil	10	Cum		
10	Nursery bag- size 6*4 inches and thickness of 50 microns	1000	No.		
<b>Total Cost Per Year</b>					
In Words					

**Note:**

1. The quantities provided are only indicative and represent the minimum requirement. However, the payment will be made based on actual consumption incorporated in this work, duly certified by the competent authority only. Individual items to be filled and the total amount has to be carried out in the Bill of Quantity.
2. For petrol (s.no. 6) bidder should quote 110 rupees only for tender processing, but payment will be made as per the prevailing market rates based on consumption only.

**Signature of the Bidder with seal**

**RENT FOR TOOLS AND MACHINERY PER YEAR**

Minimum tools and machinery required to be deployed physically for the horticultural maintenance in NIT Andhra Pradesh.

<b>S. No</b>	<b>Name of the Tools and machinery</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate per Unit Rs.</b>	<b>Amount per Year Rs.</b>
1	Lawn Mower (Petrol & Electrical)	02	No's		
2	Secateurs	10	No's		
3	Weeding hoe/Khurpi	30	No's		
4	Pruning/hedge Shear	10	No's		
5	Branch Cutter	02	No's		
6	Brush Cutter (Petrol & Electrical)	02	No's		
7	Sprayer (Electrical)	02	No's		
8	Garden pipes (1") - 30 meters	30	No's		
9	Ghamela	10	No's		
10	Spades	05	No's		
11	Crowbar	05	No's		
12	Garden Rakes	05	No's		
13	Sickle	40	No's		
14	Garden Trolley	02	No's		
15	Ladder (6Ft ,12Ft)	02	No's		
		<b>Total Cost per Year</b>			

**Signature of the Bidder with seal**

## **SCHEDULE OF QUANTITIES**

### **PART-B. FINANCIAL BID (On Firm Letterhead)**

**Name of the work:** Annual Maintenance Contract for Providing Horticulture/ Landscaping/ Gardening works at NIT Andhra Pradesh, Tadepalligudem.

### **BILL OF QUANTITY**

Sl. No	Description of Work	Quantity	Unit	Rate per Unit Rs.	Amount per Year Rs.
1	Horticulture activities: the scope of works like Lawn maintenance, Shrubs maintenance, Hedges maintenance, Potted plants maintenance, New plantation of tree saplings, Maintenance for newly planted trees saplings, Removal of fallen and completely dried trees & Pruning of trees etc., all are as specified and as per the instructions of Engineer in charge. The rate per month shall include all labourers as per the Central Government. Minimum wages, statutory payments like Basic and VDA. (detailed scope of work as per the tender document)	---	---	---	---
1.1	Cost of manpower. (As per Annexure- A) (Basic + VDA)	1.00	Year	---	₹ 7263360.00/-
1.2	Cost of Consumables (As per Annexure-B)	1.00	Year	---	
1.3	Rent of machinery and tools (As per Annexure – C)	1.00	Year	---	
1.4	Jungle Clearance by using JCB/ Tractor Dozer and removal of weeding with Manpower whenever required in between the horticulture area, as per the directions of the Estate Section. Disposal also in the scope of the bidder. For minimum 100 hours per year.	Lumpsum	Per Hour		
1.5	Maintenance of the Irrigation Application Systems	Lumpsum	Per Year	---	
	<b>Total Amount per Annum Excluding GST (Rs.)</b>				



**NOTE:**

1. The total amount per Annum, excluding GST, should be filled in the price bid.
2. The contractor has to provide the document evidence for ESI, EPF, and other taxes as per relevant statutory laws. Only based on the scrutiny of documents, the reimbursement/payment towards the ESI, EPF, and other benefits will be made by the institute.
3. The charges towards the ESI, EPF, and other taxes need not be included. It will be reimbursed as per the statutory laws, which will be restricted as per the ceiling limit of the relevant statutory laws. The contractor has to provide the estimate for the information of the institute before the disbursement of the EPF, ESI, and any other taxes.

**Signature of the Bidder with seal**