

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt, New Delhi – 110 010

**E-TENDER NOTICE FOR ARBORICULTURE SERVICES
(TECHNICAL BID)**

INFORMATION OF TENDERER FOR PROVIDING ARBORICULTURE SERVICE

Brief Biodata with Check list of the Tenderer (**Kindly refer NIT for submission**)

NAME AND ADDRESS OF THE COMPANY

1. NAME OF CONTACT PERSON

(With Tel. No., Fax, Mobile No. E-mail & Res. Tel No.)

2. INCOME TAX /PAN Number(With documentary proof)– Attach ITR of last three financial yrs.

3. Audited Balance sheet for last three financial yrs. – Attach self-attested photocopies

4. GST No. (With documentary proof)

5. EPF REGN. NO (With documentary proof)

6. ESI REGN. NO. (With documentary proof)

7. NATURE OF OWNERSHIP-

PRIVATE/PUBLIC/COMPANY/PROPRIETORSHIP/PARTNERSHIP

(Please provide details with documentary evidence)

8. DETAILS OF EXPERIENCE of last three years to whom the Arboriculture Services had been provided (Please attach annexures with details of Organization's Name with address, number of manpower deployed, time period, contact person's reference with Contact No).

9. Details of present assignments (Please attach annexures with details of Organization's Name with address, number of manpower deployed, time period, contact person's reference with Contact No).

10. Details of manpower on roll of your organization (Attach organization chart)

11. Any other information, please specify with documentary evidence.

12. DETAILS OF EMD ENCLOSED. _____

(SIGNATURE WITH STAMP)



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TENDER FORM FOR PROVIDING ABORICULTURE SERVICES
TECHNICAL BID

1. Brief Bio data of the Tenderer _____

2. Name, Address with Telephone Number of the Firm/agency _____

3. Name, Designation, Address and Telephone number of authorized person of the Firm/agency. _____

4. Firm Registration (Please enclose the copy) _____

5. Please specify as to whether Firm is sole proprietor / Partnership firm. (Enclose Documents for partnership deed) a. _____
b. _____
c. _____
6. PAN number & Income Tax Return of last 03 financial years _____

7. Provident Fund Account Number (Please enclose a copy) _____
8. ESI Registration Number (Please enclose a copy) _____
9. GST Number (Please enclose a copy) _____

**Affix duly
Attested PP
Size
Photograph
Of the
Tenderer**



10. Details of Audited Balance sheet of last three financial years.
11. Details of permanent manpower on rolls of your organization. (Attach organization chart)
12. Details of earnest money deposited
 - a) Amount Rs. _____
Rs.(in words) _____
 - b) Demand Draft / Pay Order No. _____
 - c) Date of issue of DD/PO _____
 - d) Name of issuing Bank _____
13. Details of experience in the relevant Field (min 3 yrs). _____
14. Single Work more than 25 Lakhs per annum in last three years _____
15. Details of Work in hand _____
16. Any other information _____
17. Declaration by the Contractor:

This is to certify that I / we have read and fully understood all the terms and conditions mentioned in the tender document and undertake myself/ourselves to abide by them.

(Signature of Tenderer) _____

Name _____

Designation _____

Address _____

Phone (O) _____

(R) _____

Date _____



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TECHNICAL BID

CHECK LIST OF SELF ATTESTED COPIES OF DOCUMENTS ATTACHED WITH THE TENDER

- | | | | |
|-----|--|----------|------------|
| 1. | Firm Registration | Yes / No | (Page No.) |
| 2. | PAN Number | Yes / No | (-do-) |
| 3. | Provident Fund Account Number issued by the competent authority | Yes / No | (-do-) |
| 4. | ESI Registration No. issued by the Competent Authority | Yes / No | (-do-) |
| 5. | Demand Draft / Pay order / for earnest money | Yes / No | (-do-) |
| 6. | GST Number. | Yes / No | (-do-) |
| 7. | Certificate of Experience of last three years | Yes / No | (-do-) |
| 8. | Certificate of present assignments | Yes / No | (-do-) |
| 9. | Audited balance sheet for last three financial Years | Yes / No | (-do-) |
| 10. | Income Tax Return for last three financial years | Yes / No | (-do-) |
| 11. | Organization Chart (Permanent manpower on roll) | Yes / No | (-do-) |
| 12. | Declaration by the firm on Rs. 10/- non judicial stamp paper stating "not blacklisted by any Govt. department" | Yes / No | |

Signature of Tenderer
With Seal



(ON A e- STAMP PAPER of Rs.10/-)

UNDERTAKING

To,

Estate Manager

Institute for Defence Studies and Analyses

No 1 Development enclave,

Rao Tula Ram Marg, Delhi Cantt

New Delhi - 110010

Name of the tender: **Maintenance of Arboriculture Services**

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document. Before signing this bid, I have read and fully understood all the terms, conditions and instructions contained therein and undertake myself/ourselves to abide by them.
2. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions and any other charges applicable from time to time. I/We shall pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government of NCT Delhi from time to time and shall be fully responsible for any violation.
3. I/We have not been blacklisted by any Govt. / PSU / autonomous body of any state as well as central Govt.

(Signature of the Bidder)

Name and Address of the Bidder.

Telephone No



INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
NO 1 DEVELOPMENT ENCLAVE, RAO TULA RAM MARG,
DELHI CANTT, NEW DELHI – 110 010

SCOPE OF WORK

MAINTENANCE OF ARBORICULTURE, LANDSCAPING WORKS & ALLIED SERVICES IN IDSA COMPLEX AT DELHI CANTT, NEW DELHI

Sl	Description of Work	Unit	Qty																			
1.	Maintenance of Fruit bearing trees, all as per Standard work procedure	Nos.	50																			
2.	Maintenance of Non Fruit bearing Trees, all as per standard work procedure	Nos.	700																			
3.	Maintenance of all Shrubs, as per standard work procedure	Nos.	2400																			
4.	Maintenance of all creepers, as per standard work procedure	Nos.	100																			
5.	Maintenance of all Lawn, as per standard work procedure	Sq m	2347																			
6.	Maintenance of all Ground Covers, all as per standard work procedure	Sq m	591																			
7.	Provision of 01 operator for regular operations and upkeep of the listed equipments / installations including regular cleaning of tiles of fountain / water body by approved chemical/ detergent and watering/ dewatering etc. all complete as per directions of Estate manager.	Job	1																			
8.	The Consumable/ spare parts/ accessories which are essentially required for maintenance jobs and any repair work required to be done by other agencies/specialists, these shall be arranged by the contractor & paid for as actual cost of items with (plus) 10% to cover his overheads & profits on production of original paid bills along with monthly payment. The register shall be maintained for consumption of these items and got signed from the Estate Manager.																					
9.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 65%;">a) Foaming fountain with 6 nozzles with hosepipe</td> <td rowspan="6" style="text-align: center; vertical-align: middle;">Of standard length</td> <td style="width: 10%;">Set</td> <td style="width: 15%;">02</td> </tr> <tr> <td>b) Foaming fountain with 4 Nozzles with hosepipe</td> <td>Set</td> <td>02</td> </tr> <tr> <td>c) Foaming fountain with 2 nozzles with hosepipe</td> <td>Set</td> <td>10</td> </tr> <tr> <td>d) Sprinklers 6 mm dia. with stand</td> <td>Nos</td> <td>10</td> </tr> <tr> <td>e) Sprinklers 20 mm dia. with stand</td> <td>Nos</td> <td>10</td> </tr> <tr> <td>f) Tentative No of Trucks for Garbage disposal</td> <td>Nos</td> <td>40</td> </tr> </table>	a) Foaming fountain with 6 nozzles with hosepipe	Of standard length	Set	02	b) Foaming fountain with 4 Nozzles with hosepipe	Set	02	c) Foaming fountain with 2 nozzles with hosepipe	Set	10	d) Sprinklers 6 mm dia. with stand	Nos	10	e) Sprinklers 20 mm dia. with stand	Nos	10	f) Tentative No of Trucks for Garbage disposal	Nos	40		
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10.	INDOOR / OUTDOOR POTTED PLANT a) Liliun in 24" Pots b) Ficus Benjamina 7'-8' ht c) Ficus panda 3' ht d) Ficus panda 6'-7' ht e) Phoenix Palm 3'-4' ht f) Aerocaria 4'-5' ht in 16" Pots g) Areca Palm 5'-7' ht in 18" Pots	Nos.	80 114 28 10 45 05 23																			



Sl	Description of Work	Unit	Qty
	h) Rhaps Palm 4'-5' in 16" Pots	Nos.	240
	i) Ferns/ chlorophytum / ophiopogum in 8" Pots	Nos.	306
	j) Flower plants in pots	Nos.	180
	k) Philodendron/money plant 3'-4' ht with moss stick in 10" pots	Nos.	44
	l) Dahlia Chrysanthemum in 10" Pots	Nos.	02
	m) Sun of India 3'-4' ht in 12" pots	Nos	34
	n) Syngonium	Nos.	30
	o) Bougainvillea	Nos.	22
	p) Fruits	Nos.	10
	q) Miscellaneous potted plants	Nos.	70

Description of work

1. **Trees.** Regular watering, loosening of soil, de-weeding, staking (New plants), pruning and shaping to keep in presentable form at all times, trimming, manuring with well rotten organic manure once, fertilizer application twice annually and spraying of insecticides / fungicides as and when required.
2. **Shrubs.** Regular watering , loosening of soil weekly , de-weeding, trimming and pruning to keep it in presentable form at all times, manuring with well rotten organic manure once, fertilizer application twice annually and spraying of insecticides / fungicides as and when required.
3. **Hedge.** Regular watering, de-weeding, trimming and pruning to keep it in presentable form at all times, cleaning of bed, loosening of soil weekly, manuring with well rotten organic manure once, fertilizer application twice annually and spraying of insecticides / fungicides as and when required.
4. **Lawn.** Watering, deweeding, mowing, manuring with well rotten organic manure once and fertilizer application twice annually and spraying of insecticide / fungicides as and when required.
5. **Ground Cover.** Regular watering, de-weeding, shaping, manuring with well rotten organic manure once, fertilizer application twice annually and spraying of insecticide / fungicides as and when required.
6. **Ornamental Plants.** Regular watering, loosening of soil fortnightly, de-weeding trimming and pruning to keep it in presentable form at all times, manuring with well rotten organic manure once and fertilizer application twice annually, spraying of insecticide / fungicides as and when required.

