



**M.P. State Tourism Development
Corporation Ltd. Paryatan Bhawan,
Bhadbhada Road, Bhopal.**

Ph: 0755-2774343/44, Fax: 0755-2774289

Enquiry No.: 8873

Date: 27/07/2011

M.P.S.T.D.C. Bhopal invites sealed tenders for Development and Maintenance of Horticulture work at Prempura Sewaniyagond. Terms and conditions of tender document can be downloaded from website: www.mpstdc.com **Last date for submission of tender is 16/08/2011 (3.00 p.m.)**

Managing Director

MADHYA PRADESH STATE TOURISUM DEVELOPMENT
CORPORATION
PARYATAN BHAWAN, BHADBADA ROAD
BHOPAL

TENDER

Tender No. 8873

Date: 27/07/2011

LAST DATE FOR SUBMISSION OF THE TENDER: 16/08/2011

**Development and Maintenance of
Horticulture work at Prempura
Sewaniyagond**

Tender No. 8873**Date: 27/07/2011****Detailed Notice – Inviting Tender**

S No	Item	Information
1	Date & time of issue of tender	
2	Last Date of tender	16/08/2011 upto 3.00 p.m.
3	Name of work	Development and Maintenance of Horticulture work at Premtura Sewaniyagond MPSTDC Bhopal
4	Cost of tender form	Rs 1000/- (Rs One thousand only) to be deposited along with the tender (Non-refundable)
5	Duration of work	Three years
6	Earnest money	Rs 50,000/- (Rs Fifty thousand only)
7	Criteria for acceptance of tender	<ol style="list-style-type: none"> 1. Cost of tender document. 2. Minimum five years experience of Horticulture services in any Government Organization/psu/reputed private Organization of approximately 100 acres of total area in five years. 3. Executed minimum of 2 contracts of horticulture work worth Rs 7.00 Lakhs each in past three years. 4. PWD Registration in appropriate class. 5. PF No. 6. ESI No. 7. Service Tax No.
8	Terms & Conditions of work	As per Tender Document General & Special Conditions.
		<ul style="list-style-type: none"> • Technical bids will be opened on 16/08/11 (4p.m.) • Price bids will be opened at a later date for technically qualified bidders
9	Validity of bid Document	Three months
10	Authority for acceptance of Tender	M D – MPSTDC BHOPAL
11	Agreement	After acceptance of tender & Receipt of Relevant required Documents an agreement will be executed between MPSTDC Bhopal & the vendor to start the work.

Signature of Bidder

Tender No. 8873**Date: 27/07/2011****WORK SCHEDULE OF MAINTENANCE OF HORTICULTURE WORK OF ENTERTAINMENT
PARK AT SEVANIAGOND**

1. The maintenance of grass is a continuous process. The cutting of grass is required to be mowed up to soil level.
2. The contractor will mow the grass after 15 days or as decided by the competent authority.
3. The contractor will prepare and plant seasonal flower round the year by digging soil up to 1.2 inch depth with overturning of the soil and preparation of soil with proper mix of manure and fertilizer along removal of grass weeds of beds including maintenance of flower beds for 4 months.
4. The contractor will weed out the vegetative growth.
5. The contractor shall cut the lawn by lawn movers and weeding of lawns before mowing once in every 15 days or as and when required. After every mowing of lawn top dressing with soil and urea shall be done.
6. The contractor will trim/cut out the hedges and flower beds every month. In the rainy season, the contractor will trim the edges and hedges after every 15 days . More trimming is required in the month of July, August and September or as and when required.
7. Cutting and Trimming of edges up to 1 feet height both side and top including weeding out of hedges before cutting.
8. Cutting and trimming of hedges up to 2.5 feet height both side and top including weeding out of hedges before cutting.
9. Cutting and Trimming and pruning of existing, Thuza, Boganelia, Chandani Kaner & all other shrub in to proper shape and size as directed by the competent authority.
10. Cutting and trimming branches of existing trees as and when required and disposal of cut materials up to 1 Km lead.
11. Colouring of trees by making tow trips of lime one strip of geru on circumferences of trees of width 30 cm each strip.
12. Colouring of bricks and pots in flower beds by terracotta including cleaning before colouring and maintaining the bricks in straight line.
13. Colouring of pots of different sizes by line border on top and circumferences by terracotta/Asian paint for pot size of 10 to 12 inch.
14. Providing and keeping pot plants at various places in Unit as directed. The pots are to be kept in clean condition and to be replaced after 15 days by new pots.
15. The contractor shall supply and stack clean sand for mortar as directed at indicated place.
16. Supplying and stacking of good earth as per MPT specification at site.
17. The contractor will plant summer season flowers in the month of March/April such as Kochia, Balsam, Jinni, Rose etc.
18. The contractor will grow all varieties of winter season flower in the month of October/November.
19. The contractor will put manure in the month of October/November or as and when required.
20. The fertilizers of good quality will be sprinkled minimum in the month of November or as directed.
21. The watering to the grass to be done daily during month of April May June in order to make the grass green in other months watering is to be given as per requirements.
22. The removing of wild growth of weeds is the responsibility of the contractor and there should not be any growth of the wild bushes in specified area.
23. The contractor will have to use his own required advance equipments as lawn movers, pipes, sprinklers etc. and material like manure, fertilizers and insecticides, seeds, Plants etc. will be provided by contractor at his own cost and Unit will not provide any of these items.

Signature of Bidder

24. The reclamation and development of land will be sole responsibility of the contractor in the schedule of time as decided by competent authority. Unit will not pay any extra charges for the same.

MINIMUM REQUIREMENT OF TOOLS, EQUIPMENTS, MAN POWER, MATERIALS ETC. FOR THIS WORK (Should be available at site): -

(a) TOOLS:-

- 1) Dantly,
- 2) Khurpi,
- 3) Seizer,
- 4) Hedge Cutter
- 5) Kulhadi,
- 6) Spade,
- 7) Secateure,
- 8) Cultivator,
- 9) Weeder etc. at least one pair of each.

(b) EQUIPMENTS:-

- | | |
|---------------------------------------|--------|
| 1) Lawn Mower (Manual) | 2 Nos. |
| 2) Lawn Mower (Electrical Rotary) | 1 No. |
| 3) Sprinklers Heavy Duty (With Stand) | 5 Nos. |
| 4) Spray Pump Hi Pressure | 1 No. |
| 5) Spray Pump Knapsack | 2 Nos. |
| 6) Spray Pump Small | 3 Nos. |

(c) MATERIAL:-

- | | |
|-------------------------------|-----------|
| a) Hose pipe (Hi pressure) | 4 Bundles |
| b) Garden pipe (soft plastic) | 4 Bundles |
| c) Spray nozzles (Three Type) | 4 Nos. |
| d) Watering can | 4 Nos. |
| e) Pesticides | 5 Ltrs. |
| f) Insecticide | 5 Ltrs. |
| g) Urea | 50 Kg. |
| h) DAP | 50 kg. |
| i) Potash | 50 kg. |
| j) SSP | 50 kg. |
| k) Suitable Hormones | 2 Bots |
| l) Good cow dunk Manure | |
| m) Black Soil | |

(d) MAN POWER

- | | |
|----------------------|--------|
| a) Supervisor | 1 No. |
| b) Skilled Labour | 2 Nos. |
| c) Un Skilled Labour | 5 Nos. |

(Ensure that Minimum collector rate should paid to the labours)

Signature of Bidder

ANNEXURE -II**Tender No. 8873****Date: 27/07/2011****FORMAT FOR TECHNICAL PROPOSAL**
(To be Inserted in First Envelope & then sealed)

S. No.	Particulars	Relevant information from bidder
1	Name of the bidder
2	Postal Address of the bidder
3	Telephone Nos.	(O)..... (R)..... (Mobile)..... Fax. No.....
4	E-mail address, if any
5	Name & Addresses of Proprietor/partners/ directors. (Address of the nursery along with latest photograph of the nursery)	1. 2. 3. 4. 5.
6	Name of contact person, Designation with Mobile No. (if any)
7	Service setup in Bhopal	Yes / No
	If yes, postal address with telephone numbers at Bhopal

Signature of Bidder

8	Submission of information of income, income tax, Service Tax, EPF, ESI.	Yes / No
	If yes, please give information in Form A	Refer Form A
9	Past Experience- 05 years in the field of Horticulture services.	Yes (please enclose a certificate in this regard) /No
	If yes, please provide information in Form B	Refer Form B
10	Registration No. of Firm PAN Number	
11	Executed minimum 2 contracts worth Rs. 7.00 Lakhs each in past two years.	(Please enclose the its proof by enclosing the photocopies of these documents) (please enclose the satisfactory work completion certificate from the organization)
12	On roll well equipped 30 skilled Horticulture personnel.	(Please enclose the photocopies of these documents. having names, EPF & ESIC numbers of employees)
13	Valid registration on the date of application with the following Govt. authorities-	(Please enclose the its proof by enclosing the photocopies of these documents)
	a. Govt. of M.P. under Shop Establishment Act.	No. Validity.
	b. Deptt. of Labour, Govt. of M.P.	No. Validity.
	c. Provident Fund Commissioner CLESI Corporation	No. Validity.
	d.ESI Corporation	No. Validity.
	e. License obtained from Regional Commissioner in the matter of contract Labour (Regulation and Abolition) Act 1970(37 of 1970)	No. Validity.

Signature of Bidder

14	Court cases against you or your firm/ company (if any),	Yes / No
	If yes, brief account of these cases and their status. (Enclose extra / separate sheet if needed)

Signature of Authorized signatory

Name & seal

Tender No. 8873

Date: 27/07/2011

Details of Income Tax, Service tax, ESI & EPF
(To be Inserted in First Envelope & then sealed)

S. No.	Financial Year	Total Income of the bidder in Rupees	Income tax paid in Rupees	Service tax paid in Rupees	Provident Fund paid in Rupees	ESI paid in Rupees	Bonus Paid in Rupees
1	2010-11						
2	2009-10						
3	2008-09						

(This should be certified by the C.A concerned)

(Signature of Authorized signatory)

Name & seal

FORM B**Tender No. 8873****Date: 27/07/2011****Details of Last Three Yeras Experience
(To be Inserted in First Envelope & then sealed)**

S No	Name & Address (with reference person and phone No.) of organization to whom services provided	Duration of contract	Amount of contract	Nature of work
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Signature of Bideer

**MADHYA PRADESH STATE TOURISUM DEVLOPMENT CORPORATION
PARYATAN BHAWAN, BHADBADA ROAD
BHOPAL – 462003 (M P) INDIA**

Tender No. 8873

Date: 27/07/2011

DETAILED TENDER DOCUMENT

The MD, MPSTDC Bhopal invites tender from the Reputed Horticulture firms/agencies (as per criteria of selection as mentioned in NIT/Government Organizations for undertaking the work of Horticulture.

Procedure for obtaining Tender Document

The tender document giving full details and conditions can be down loaded from the MPSTDC web site www.mpstdc.com after two day of publishing of NIT up to 16/08/2011. The tender document is priced Rs 1000/- (Rs One thousand only) which should be paid as per Demand Draft/Bankers Cheque for Rs 1000/- (Rs One thousand only) payable to MPSTDC Bhopal along with the technical bid in first sealed envelope. The Bidder may visit the premises personally to assess the details of work and perform site inspection.

2.0 Procedure for submission of Tender

2.1 The tender documents must be submitted separately in three envelopes. These envelopes must be sealed. These sealed covers must be enclosed in a big envelope, which should also be sealed. On the cover of the big envelope, title of the tender is to be mentioned, the three sealed envelopes should contain -

- (a) First sealed cover- Cost of Tender and Technical Bid as per ANNEXTURE-II
- (b) Second sealed cover- Price Bid as per ANNEXUTRE- III
- (c) Third sealed cover – EMD (Earnest Money Deposit) of Rs 50,000/- (Rs Fifty thousand only)

2.2 Documents to be submitted in FIRST SEALED COVER-

The cost of Tender document in form of Demand Draft/Bankers Cheque for Rs 1000/- (Rs One Thousand only) payable to MPSTDC Bhopal payable at Bhopal.

The bidder must enclose the following documents (Photocopies) along with completely filled-in and signed Tender form (Annexure-II)

- (a) The Horticulture bidder must have registration with the requisite Govt. Authorities as on the date of application and must furnish proof thereof by enclosing the photocopies of the relevant documents :
 - i. Department of Labour- State and/ or Central (as the case may be)
 - ii. Employees Provident Fund Organization.
 - iii. ESI Corporation
 - iv. PAN number of Income Tax Department with copy of returns of last three years.
- (b) Documents showing the execution of minimum of 2 contracts worth Rs 7.00 Lakhs each
- (c) Brief profile of the firm/company and its nature (Proprietor, Private, Private Limited etc.) its capacity of undertake the work effectively and efficiently as an agency with full details of owner/partners/directors with address, telephone number fax number of local office/head office etc.
- (d) Past 5 year experience of the bidder indication the number of existing and earlier clients with the nature of work undertook for each client to prove such services have been rendered satisfactorily. Complete details with copies of the contract and a letter of satisfaction from such clients etc. should also be enclosed.

- 2.3 SECOND SEALED COVER- PRICE BID – The bidder should quote the Price Amount on ANNEXURE-III, which should be inclusive of all expenses like- wages, ESI, PF, Horticulture dress, tools & equipment, Contractor profit, service tax. The breakup should also be provided.
- 2.4 THIRD SEALED COVER- An Earnest Money Deposit of Rs. 50,000/- (Fifty Thousand Only) should be paid with the Tender in the form of demand Draft/Bankers Cheque of any Nationalized bank, drawn in favour of the MPSTDC Bhopal. The Tender submitted without Requisite Earnest Money will not be entertained. For disqualified tender, EMD will be returned without any interest 45 days after the process of evaluation is over in case of bidder, who is awarded the contract, this EMD will be adjusted in the Security deposit.
- 2.5 Each bidder should submit only one tender for this work. If one bidder submits two tenders, then both tenders are liable for rejection.
- 2.6 The bidder should ensure signature of authorized signatory and seal of organization on every page of this tender document as token of understanding & agreeing every term & condition.
- 2.7 CONDITIONAL TENDER: - Conditional tender are liable to be rejected.
- 2.8 CANVASSING: - Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any Bidder doing so will render him liable for rejection.
- 2.9 UNSEALED TENDER: - The tender shall be rejected if not properly sealed.
- 2.10 The Managing Director reserves the right to select any one of reject all renders received, without assigning any reason.
- 2.11 A merit list shall be prepared based on assigning suitable weight-age to the qualitative parameters submitted by the bidder as well as their financial bidding. Therefore lowest financial bidding alone shall not be the sole criteria for actual award of the contract.
- 3.0 Validity: Validity of the tender shall be THREE months.
- 4.0 Opening of Tender document: –
 - (i) The offers quoted without EMD and cost of tender document would be rejected outrightly.
 - (ii) The envelopes containing the cost of Tender, Technical bid and EMD will be opened on the day of opening of the tender before the Bidders or their representatives. Authorized person will only be allowed to be present for opening of tender, who does have authority letter on the firm/company letter head.
 - (iii) The price bid will be opened at a later date before the technically qualified bidder or their representatives.
 - (iv) Envelope of the price Bid will be opened only of those firms whose offers in the technical bid fulfill the requirements specified by the corporation and deposit the cost of tender. Price Bid will be opened for the Bidders or their representatives at a date & time to be notified later.
 - (v) Pre-qualification proposals of those agencies/parties, which are not according to the tender requirements or those agencies/parties who has not submitted the cost of tender, the Price Bid (envelope) together with EMD will be returned in due course of time.

GENERAL CONDITIONS

The manpower so deployed by the contractor shall remain under the control and supervisor of the contractor and the contractor shall be liable for payment for their wages, EPF, ESI, Bonus etc. And all other dues payable under various prevailing labour laws and other statutory provisions. MPT will not be responsible for any kind of payment directly to the workers employed by contractor.

That the contractor shall be responsible for fulfilling all its obligations under various laws and Acts, namely minimum wages Act, EPF, ESI, etc.

That the contractor shall be solely liable for the violation of any of the provisions of the said Acts or any other Act.

That in case any of the persons so deployed by the contractor does not come up to the mark in terms of general discipline or does not perform his duty properly or indulges in any un-lawful

activity including riots or disorderly conduct, the bidder on the instructions of the MPT or person responsible for supervision shall immediately withdraw such person(s) from the premises of MPT Bhopal.

INCOME TAX: - As per rules shall be deducted from the bills payable to the contractor.

SECURITY DEPOSITE: - The earnest money will be adjust in the security deposit amount.

TERMINATION OF CONTRACT: - The MD MPSTDC Bhopal reserves the right to terminate the contract/agreement at any time during currency of the contract without assigning any reason. The notice period will be of 15 days, for which the contractor will not be entitled for any damages/compensation whatsoever. However, while terminating the contract, if any payment due to contractor for maintenance services already performed in terms of contract, the same will be paid to the contractor as per contract terms.

The contractor shall not employ any employee of MPSTDC Bhopal either part time or full time for executing the horticulture work.

The contractor shall not sublet the work to other person/bidder after the award of the work.

Any liquidated damages/losses to the MPT property caused due to the carelessness of the workers shall be borne by the contractor. In this regard, the decision of MD, MPSTDC Bhopal will be final and binding on the contractor.

The Contractor shall ensure proper insurance coverage to its employees by taking adequate workmen compensation policy. MPSTDC Bhopal will not be responsible to the contractor/workers for any case of accident, or any other circumstances.

The MD MPSTDC Bhopal also reserves the right to reject or not consider the tender on the basis of noncompliance, concealment of information, providing wrong or misleading information on any of the documents mentioned above.

SPECIAL CONDITIONS: -

- 2.1 SCOPE OF WORK: - Details regarding scope of work is enclosed at Annexure-I. The engagement of horticulture staff should be as per the scope of work and instruction from the officer in charge.
- 2.2 EXECUTION OF AGREEMENT: - The bidder, whose tender has been accepted, will be required to execute the agreement within 5 days of the date of receipt of the acceptance of his tender by the MPSTDC Bhopal. Within this time the bidder has to submit relevant documents as proof of information submitted in technical bid. Then only, he will be allowed to execute the agreement. Contract document will include all terms & conditions of tender document and any other conditions deemed fit. Failure to do so will result in the earnest money being forfeited by MPSTDC Bhopal. And tender being cancelled.
- 2.3 The contractor should have at least one supervisor.
- 2.4 Deployment of child labour may lead to termination of contract.
- 2.5 The contractor must employ horticulture employees having enough education experience so as to possess the ability to read and write Hindi/English for the purpose of Horticulture information such as room numbers, identity card, gate pass, etc.
- 2.6 Every employee of contractor should come in specified neat and clean dress. Shoes, tools and Horticulture materials. The dress material and colour should be approved at the time of contract.
- 2.7 SUBMISSION OF BILL: - The contractor shall submit bill in duplicate copy every month only after the verification of officer-in-charge.
- 2.8 PENALTY CLAUSE: When and wherever it is found that the horticulture services are not satisfactory, it will be brought to the notice of the contractor by the officer-in-charge, if no action is being taken by the contractor within stipulated time, it will result in the penalty deduction from the Bills deposit of the horticulture contractors. Maximum amount Rs. 1,000/- per day could be levied as penalty. The decision of the MD, MPSTDC Bhopal will be final and binding on the contractor.

- 2.9 The expenditure on the dress/uniform, shoes, raincoat, vehicles and other horticulture tools and materials will be borne by the horticulture contractor, MPSTDC Bhopal will not be responsible to supply or reimburse charges for these expenditures.
- 2.10 The MPT will provide electricity for operating the use of horticulture services only
- 2.11 The water has to be arranged by the contractor.
- 2.12 A secured space will be provided for keeping all equipment and materials of horticulture services in the Unit.
- 2.13 The contractor must provide standard liveries to its workers with proper identity cards No extra payment shall be made by the in this regard.

Tender No. 8873

Date: 27/07/2011

LAST DATE FOR SUBMISSION OF THE TENDER: 16/08/2011**RATE SCHEDULE****GARDEN (3 Hectare Approx.) DEVELOPMENT AND MAINTENANCE ON
TURN KEY BASIS OF ENTERTENMENT PARK AT SEVANIAGOND
BHOPAL.**

Sl. No.	DESCRIPTION OF ITEM	UNIT	RATE	AMOUNT
1	Watering mowing & hoeing of lawns, flower beds & hedges, garden plants including palm and other fencing trees/Shrubs thrice a week (i.e. twelve times per months) etc. mowing of lawn movers once in a month. Hoeing (digging and loosening) the earth of flower beds wherever existing to required shapes and sizes, including procurement/all including removing of unwanted grass, growth/vegetation rubbish twice a month etc. To keep the gardens in neat and clean condition and disposing of rubbish outside plant premises up to a lead of 1 km, and leveling the flower beds all complete including providing and spreading manure, Soil, and all seasonable plant in adequate quantity and directed by the authority (measurements will be made on monthly maintenance basis of following gardens.) Minimum number of Garden pipe /sprinklers /Tools/ Equipments/ Labour /Pesticides/Termite control etc. for watering the lawn is necessary to be provided by contractors As per Annexure "A"	Monthly		
Rupees in word: -				

DECLARATION

We are fully agreed with the terms & conditions mentioned in the tender document no. **8873** dt. **27/07/2011**. Enclosed herewith please find Bank Draft no. dt. of Rs. 50,000/- (Rs. Fifty Thousand only) issued from (name of the Bank) towards EMD against this tender. We also agree to convert our EMD into security deposit for One Year if tender finalized in our favor.

**SIGNATURE OF CONTRACTOR
WITH STAMP**