



**प्रतिभूति कागज कारखाना, नर्मदापुरम-461005 ( म.प्र. )**

( भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई )

भारत सरकार के पूर्ण स्वामित्वाधीन

( मिनीरल श्रेणी-1 सीपीएसई एवं आई.एस.ओ 9001:2015, 14001:2015, 45001:2018, 50001:2018 एवं आई.ई.सी.17025:2017 प्रमाणित

**SECURITY PAPER MILL, NARMADAPURAM - 461005 (MP)**

(A Unit of Security Printing & Minting Corporation of India Limited)

Wholly owned by Government of India

Miniratna Category-I CPSE & ISO 9001:2015, 14001:2015, 45001:2018, 50001:2018 & IEC17025:2017 Certified

CIN:U22213DL2006GOI144763, GSTIN: 23AAJCS6111J3ZE



Tel. No.: 07574-255259, Fax No.07574-255170, E-mail: [gm.spm@spmcil.com](mailto:gm.spm@spmcil.com), Website: <http://spmarmadapuram.spmcil.com>

## Notice Inviting Tender

Tender no. – 6000018348/CIVIL/23-24

Dated: 06.09.2023

E-tenders are invited from eligible bidders for “**HORTICULTURE MAINTENANCE WORK**”. 'All the details regarding tenders are available at our SPM website <https://www.spmarmadapuram.spmcil.com> and MSTC website <https://www.mstcecommerce.com/eproc/>. In future corrigendum/extension etc., if any, shall be published only on website <https://www.spmarmadapuram.spmcil.com> and <https://www.mstcecommerce.com/eproc/>.

Further event details available on MSTC website (<https://www.mstcecommerce.com/eproc/>) is as below:

Buyer	Category
SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD.	HORTICULTURE MAINTENANCE WORK

Event Number	Description Event	Bidding Period
SPMCIL/Security Paper Mill Narmadapuram/Purchase/18/23- 24/ET/87[HORTICULTURE MAINTENANCE WORK]	HORTICULTURE MAINTENANCE WORK	06-09-2023 06:00PM to 06.10.2023 03:00PM

SD/-  
Manager (Material)  
SPM, Narmadapuram

## Vendor Registration Procedure for Common Portal(V3) e-Procurement

### System Requirements:

1. OS Windows 10 and above, browser Internet Explorer 10 and above
2. Digital Signature **Class 3** and above (both signing and encrypting)

### STEPS:

1. Please visit <https://www.mstcecommerce.com>
2. Scroll onto **e-Procurement** and click on "**Common Portal**"
3. In the **Vendor Login**, please click on "**Register**"
4. Please fill all the details and follow the onscreen form to get registered.
5. Click on Submit button.
6. After the successful registration, an automated confirmation e-mail is sent to the provided email address.

Post Submission Login using your Digital Signature **Class 3** (both signing and encryption)

### For System Settings:

MSTC IVRS Helpdesk number : 07969066600

MSTC Bhopal Office numbers : 0755-2552241, 2593772/775/776

MSTC Help Desk Ph. 033 23400020, 23400021, 23400022

For System Settings Video Tutorial open link: **[bit.ly/v3mstcvid](https://bit.ly/v3mstcvid)**



# SECURITY PAPER MILL, NARMADAPURAM - 461005 (M.P), INDIA

(A Unit of Security Printing and Minting Corporation of India Limited)

(Wholly owned by Government of India)

(Miniratna Category-I CPSE & ISO 9001:2015 & ISO 14001:2015 CERTIFIED)

Website: <http://spmarmadapuram.spmcil.com>

E-Mail: [gm.spm@spmCIL.com](mailto:gm.spm@spmCIL.com)

CIN: U22213DL2006GOI144763

Ph.No:91-7574-255259,

GSTIN: 23AAJCS6111J3ZE

Fax No: 07574-255170

PR Number	PR Date	Indenter	Department
11010770	27.07.2023	CIVIL	CIVIL WING

Not Transferable

**Security Classification: .....**

## TENDER DOCUMENT FOR: HORTICULTURE MAINTENANCE WORK Tender No : 6000018348/CIVIL/23-24/ Dated: 04.09.2023

This Tender Document Contains 56 Pages.

Tender Documents is issued to:

M/s..... .....
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Details of Contact person in SPMCIL regarding this tender:

**Name, Designation:** Vikas Kumar (Manager (Material))

**Address:** SPM5 (PM5, SPM Narmadapuram)

**Phone, Fax, email:** 07574-286842

**Email:** [kumar.vikas@spmCIL.com](mailto:kumar.vikas@spmCIL.com)



## **Section I: Notice Inviting Tender (NIT)**

Tender Sl. No. **6000018348/CIVIL/23-24/**Dated: **04.09.2023**

1 Sealed tenders are invited from eligible and qualified tenderers for supply of the following:

Schedule No.	Brief Description of Goods/ services	Quantity (with unit)	Earnest Money (in Rs.)	Remarks
1	Horticulture maintenance work		1,16,000.00 INR	
	1. 22 Unskilled labour for 312 days	6864 EA		
	2. 02 Skilled labour for 312 days	624 EA		
2	S/S of good earth	257 M3		
3	S/s cow dung manure	308 M3		
4	Supply of urea 46% Nitrogen	1500 KG		
5	Supply of DAP	1500 KG		
6	P/S of Royal palm	150 EA		
7	P/S cassia fistula (Amaltas)	150 EA		
8	P/S Nerium olender (kaner)	400 EA		
9	P/S of Bougainvillea	400 EA		
10	P/s Hibiscus rosasinensis	400 EA		
11	P/D of Araucaria cookie plant	200 EA		
12	Diffenbachia superba	50 EA		
13	P/D Agaonema different Type	50 EA		
14	P/D dahlia double kenya variety	650 EA		
15	P/D guldaudi	650 EA		
16	P/D Petunia	680 EA		
17	P/D Pansy	680 EA		
18	P/D Salvia dwarf Sakata	650 EA		
19	P/D of marigold jaffri dwarf	650 EA		
20	Kasmiri Rose in difft colour	1000 EA		
21	Duranta Golden	4000 EA		
22	Clerodendrum inerema	6000 EA		



Type Of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	TWO-BID NATIONAL COMPETITIVE BID
Dates of Sale of Tender documents	As per MSTC E-Procurement Portal
Place of sale of tender documents	As per MSTC E-Procurement Portal
Closing date and time for receipt of tenders	As per e-procurement on MSTC.
Place of receipt of tenders	On MSTC E-procurement Portal
Time and date of opening of tenders	As per e-procurement on MSTC.
Place of opening of tenders	ADM OFFICE SECURITY PAPER MILL NARMADAPURAM
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)	VIKAS KUMAR, MANAGER(MATERIAL)

- 2 Eligibility to participate as per Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Ministry of Finance, Department of Expenditure, Public Procurement Division's Orders (Public Procurement 1, 2 and 3) F.No.6/18/2019-PPD dated 23rd/ 24th July 2020 (or any further amendments thereof) regarding eligibility of bidders from neighboring countries shall apply to this tender.
- 3 Interested tenderers may obtain further information about this requirement from <https://www.mstcecommerce.com/eproc/>.
- 4 Tenderer may also download the tender documents from the web site <https://spmarmadapuram.spmcil.com/> or <https://www.mstcecommerce.com/eproc/> and submit its tender by utilizing MSTC E-procurement Portal.
- 5 Tenderer may also download the tender documents from the web site mentioned above and submit its tender by utilizing the downloaded document; the bidder must not make any changes to the contents of the documents, except for filling the required information. A certificate to this effect must be submitted by the bidder in the Tender Form (Section X).
- 6 Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are to be submitted on MSTC Govt. e-procurement portal and the website is <https://www.mstcecommerce.com/eproc/>.
- 7 In the event of any of the above-mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be sold/ received/ opened on the next working day at the appointed time.
- 8 The tender documents are not transferable.
- 9 The bidder, their affiliates, or subsidiaries – including subcontractors or suppliers for any part of the contract – should not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations. A declaration to this effect shall be submitted by the bidder in the Tender Form (Section X).



- 10 EMD amount mentioned in Section VI – List of Requirements shall be furnished in any one of the following forms:
- a) Account Payee Demand Draft
  - b) Fixed Deposit Receipt
  - c) Banker's cheque

In acceptable form, otherwise the tender will not be accepted in any case. The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of account and place of payment specified in the para 1 above. In case of FDR, the same must be printed by bank alongwith first beneficiary name i.e. Security Paper Mill (handwritten anywhere on FDR will not be accepted) Payable at Narmadapuram, in single copy and the same shall be submitted to SPM. In case of bank guarantee, the same is to be provided from/confirmed by any scheduled commercial bank in India as per the format specified under section XIII in these documents.

***Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.***

11 Enclosed: BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION

1. Price Schedule (Annexure-I)
2. Check list (Annexure-II)
3. Declaration (Annexure-III)
4. Declaration (Annexure-IV)
5. Declaration (Annexure-V)

Yours faithfully,

(Vikas Kumar)  
Manager (Material)  
For Chief General Manager  
E-mail : [kumar.vikas@spmciil.com](mailto:kumar.vikas@spmciil.com)  
PHONE :- (07574) 286848 & 286588

**CORRESPONDING ADDRESS**

THE CHIEF GENERAL MANAGER  
SECURITY PAPER MILL  
NARMADAPURAM-461005(M.P.)

SIGNATURE OF BIDDER WITH NAME ,  
DESIGNATION & SEAL

.....  
.....

*[Name, designation, address, tel. No etc. of the officer signing the document]*

For and on behalf of

.....





**Section II: General Instructions to Tenderer (GIT)**  
**Part I: General Instructions Applicable to all Types of Tenders**

Kindly refer <https://spmCIL.com/uploaddocument/GIT/new.pdf> for further details (GIT contains 61 pages)



**Section II: General Instructions to Tenderer (GIT)**  
**Part II: General Instructions Applicable to all Types of Tenders**

Kindly refer <https://spmCIL.com/uploaddocument/GIT/new.pdf> for further details (GIT contains 61 pages)





### **Section III: Special Instructions to Tenderers (SIT)**

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

(Clauses of GIT listed below include a possibility for variation in their provisions through SIT. There could be other clauses in SIT as deemed fit.)

Sl. No.	GIT Clause No.	Topic	SIT Provision
1	3.	Eligible Tenderers	Applicable
2	3.4	Eligible Goods and Services (Origin of Goods)	Applicable
3	6.1	The tender documents includes:	Applicable
4	8	Pre-bid Conference	Not Applicable
5	9	Time Limit for receiving request for clarification of Tender Documents	A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with SPMN in writing or by fax/e-mail/telex. SPMN will respond in writing to such request provided the same is received before 14 days prior to the prescribed date of submission of tender.
6	10.1	The Technical bid to be submitted by Tenderer shall contain the following documents, duly filled in, as required:	Applicable
7	11.2	Tender Currency	Supplier is requested to quote price in INR within 2 Decimal place. Quotation with price quote beyond 2 decimal place is ignored.
8	12.1	Tender Prices	Applicable
9	12.2,33,3 6.1	Schedule wise evaluation	Not Applicable
10	12.6	GST details	Applicable
11	14	PVC Clause & Formula	Not Applicable
12	14.4 to 14.7	Exchange Rate Variation (ERV)	Not Applicable
13	16.1 a) to c)	Documents Establishing Tenderer's Eligibility and Qualifications	Not Applicable



14	18.4, 18.5	Earnest Money Deposit (EMD)	@ 2% i.e. Rs.1,16,000
15	19	Tender Validity	120 DAYS FROM THE DATE OF OPENING OF BID
16	20.4	Number of Copies of Tenders to be submitted	One copy in original
17	20.8	Two Bid System	Applicable.
18	20.9	E-Procurement	Applicable
19	34. and 35.1	Comparison on CIF Destination Basis	Not Applicable
20	35.2 to 35.6	Additional Factors for Evaluation of Offers and Preferential schemes	Not Applicable
21	43	Parallel Contracts	Not Applicable
22	44.1	Serious Misdemeanors	Applicable
23	44.3	Integrity Pact	Not Applicable
24	45.1	Notification of Award	Applicable
25	50.	Applicability of additional GIT for rate Contracts	Not Applicable
26	51.	Applicability of additional GIT for PQB Tenders	Not Applicable
27	52.	Applicability of additional GIT for Tenders involving Samples	Not Applicable
28	53.	Applicability of additional GIT for EOI Tenders	Not Applicable
29	54.	Applicability of additional GIT for Tenders for Disposal of Scrap	Not Applicable
30	55.	Applicability of additional GIT for Development/Indigenization Tenders	Not Applicable
31	Special Condition	GST Returns	Supplier Should file the GST returns in time. SPM reserves the right to withhold the payment of GST till production of evidence of filling of Returns.
32	Special Condition	TCS u/s 206C (1H) read with TDS u/s 194Q:	SPM (as Buyer) is liable to deduct TDS u/s 194Q @ applicable rate on goods purchases (if applicable). In case of deduction of TDS under section 194Q; the Supplier (Vendor) need not to charge TCS u/s 206C (1H) on invoicing on or after 01.07.2021.
33	Special Condition	Sec. 206AB of IT Act:	Vendor has to submit declaration in specified format for the compliance of Section 206AB of Income Tax Act, 1961. In case of non-submission of declaration; TDS will be deducted at higher rates (as applicable) as per section 206AB.



**Section IV: General Conditions of Contract (GCC)**  
**Part I: General Conditions of Contract applicable to all types of Tenders**

Kindly refer <https://spmCIL.com/uploaddocument/GCC/new.pdf> for further details (GIT contains 36 pages).



**Section IV: General Conditions of Contract (GCC)**

**Part II: Additional General Conditions of Contract applicable to all types of Tenders**

Kindly refer <https://spmCIL.com/uploaddocument/GCC/new.pdf> for further details (GIT contains 36 pages)



### **Section V: Special Conditions of Contract (SCC)**

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify/ substitute/ supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit)

S. No.	GCC Clause No.	Topic	SCC Provision
1	1.2	Abbreviations:	APPLICABLE
2	6.1, 6.3 & 6.5	Performance Bond/ Security	REFER SECTION-VI, CLAUSE NO.5 OF THE TENDER ENQUIRY)
3	8.2	Packing and Marking	NOT APPLICABLE
4	9	Inspection and Quality Control	NOT APPLICABLE
5	11.2	Transportation of Domestic Goods	APPLICABLE
6	12.	Insurance	APPLICABLE
7	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	APPLICABLE
8	16.2, 16.4	Warrantee Clause	NOT APPLICABLE
9	19.3	Option Clause	The Chief General Manager, Security Paper Mill, Narmadapuram may reserve the right to increase the ordered quantity by 25% at any time, till final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of Delivery Period.
10	20.1	Price Adjustment Clause	NOT APPLICABLE
11	21.	Taxes and Duties	APPLICABLE
12	22.	Terms and Mode of payments	REFER SECTION-VI, CLAUSE NO.4 OF THE TENDER ENQUIRY)
13	24.1	Quantum of LD	If the contractor fails to deliver the goods and/or services or any installment thereof within the Delivery Period, SPM Narmadapuram shall, without prejudice to other rights and remedies available to SPM, Narmadapuram under the contract, deduct from the contractor price, as Liquidated damages, a sum equivalent to the rate of 0.5 % of the delivered price of the delayed goods and/or services, for each week of delay or part thereof until actual delivery or performance,



			subject to a maximum deduction of the 10% of the delayed goods or services.
14	25.1	Bank Guarantee and Insurance for Material Loaned to Contractor	Not Applicable
15	33.1	Resolution of Disputes	APPLICABLE
16	36.3.2,	Disposal/ Sale of Scrap by Tender	Not Applicable



### **Section VI: List of Requirements**

Schedule No.	Brief description of goods and services (Related specifications etc. are in Section-VII)	HSN Code	Accounting unit	Quantity	Amount Earnest Money (INR)	Place of Delivery for GST purpose
1	Horticulture maintenance work		AU	1	1,16,000.00INR	
	22 Unskilled labour for 312 days		EA	6,864		
	02 Skilled labour for 312 days		EA	624		
2	S/S of good earth		M3	257		
3	S/s cow dung manure		M3	308		
4	Supply of urea 46% Nitrogen		KG	1,500		
5	Supply of DAP		KG	1,500		
6	P/S of Royal palm		EA	150		
7	P/S cassia fistula (Amaltas)		EA	150		
8	P/S Nerium olender (kaner)		EA	400		
9	P/S of Bougainvillea		EA	400		
10	P/s Hibiscus rosasinensis		EA	400		
11	P/D of Araucaria cookie plant		EA	200		
12	Diffenbachia superba		EA	50		
13	P/D Agaonema different Type		EA	50		
14	P/D dahlia double kenya variety		EA	650		
15	P/D guldaudi		EA	650		
16	P/D Petunia		EA	680		
17	P/D Pansy		EA	680		
18	P/D Salvia dwarf Sakata		EA	650		
19	P/D of marigold jaffri dwarf		EA	650		
20	Kasmiri Rose in difft colour		EA	1,000		
21	Duranta Golden		EA	4,000		
22	Clerodendrum inerema		EA	6,000		





Technical bid and financial bid are to be submitted on the MSTC E-Procurement Portal. It may be noted that the price is not to be quoted either in technical bid (Technical Cover). It shall only be quoted in price bid (Price Cover). Non-adherence to this shall be making tender liable for rejection.

Tenders shall be submitted in parts as below:-

SUBMISSION OF TENDER : The bid is to be submitted in two parts are as follows :

**I. PART-A: TECHNO-COMMERCIAL BID: KINDLY SUBMIT FOLLOWING DOCUMENTS WITH TECHNO-COMMERCIAL BID:**

(1) Earnest Money Deposit : Applicable (Rs. 1,16,000/-) and Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

(2) The tenderer shall submit the acceptance of detailed scope of work as per Section VII of this tender document.

(3) Containing un-priced tender consisting commercial package including all terms and conditions. No price details to be given in this tender (as per Section-X).

(4) Blank price bid duly sealed and signed without mentioning any price element.

(5) Please confirm the validity, place of work, delivery terms, contract period, payment terms and warranty as per the other terms and condition (point no.1 to 4 & 6) of Section VI of tender document.

(6) Submit the following declaration on your letter head with seal and sign as per the Annexure - III of this tender :

a. We have not been blacklisted / debarred by BNPMIPL/BRBNMPL/SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.

b. We do hereby declare that we have read and understood all terms and conditions of tender document including GIT, SIT, GCC, SCC, Technical Specification, Quality Control Criteria and confirm to abide to those conditions without any counter conditions.

c. "We are accepting all the terms and conditions of the tender document without any deviation and withdraw all deviations if any"

(7) All Section & pages (front and back) of the tender documents strictly should be signed, name and sealed by bidder firm.

(8) Containing un-priced tender consisting of complete Qualification/ Eligibility of the tenderer as per the format specified under Section-IX in this document.

(9) Submit the declaration duly seal and signed by Competent Authority on your letter head as per annexure-IV as below:

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India: I certify that M/s.....(firm's name) is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that M/s .....(firm's name) fulfills at requirements in this regard and is eligible to be considered."



I, the undersigned, declare that the item.....originate in.....(Name of the country).

(10) Submit the declaration duly seal and signed by Competent Authority on your letter head as per annexure-V.

## **II. PART – B: PRICE BID:**

The bidders shall quote the price and other elements of price as per the format given as Section – XI of this tender documents. Insertion, post script, addition and alteration shall not be made, if any, will not be considered for calculating the price.

Note:

1. Un- Workable rates shall be liable for rejection.

2. “BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER

3. Non submission of any of the above document may lead to rejection of bid.

### **OTHER IMPORTANT TERMS AND CONDITIONS:**

(1). Validity: 120 days from the date of opening of the tender, offer valid for a shorter period shall be treated as unresponsive & rejected.

(2). a. Place of work: Security Paper Mill, Narmadapuram.

b. Delivery Terms: 22 unskilled labours and 02 skilled labour should be provided immediately within 7 days by the contractor after issue of NAC/PO.

(3). Required completion period of work :- 12 months after issue of NAC / PO (312 Days, Excluding Sundays and Gazetted Holidays)

### **(4) TERMS AND MODE OF PAYMENT:**

a. Monthly payment shall be made as based on actual measurement of completed work/items on monthly basis after completion, suitability and on production of all required documents. Payment of Minimum wages for labours shall not be less than the minimum wages notified time to time by Office of the Dy. Chief Labour Commissioner (Central), Jabalpur.

b. Service Provider is required to pay salaries/Wages of contracted staff deployed at buyer location first i.e. their own and then claim payment from buyer along with all statutory document like PF, ESIC etc. as well as bank statement of payment done to staff.

c. The payment will be made by SPM through RTGS / NEFT to the contractor after submission of their bill duly certified by CIVIL DEPARTMENT.

d. Applicable taxes may please mention on Price schedule/ Invoice of document along with HSN/ SAC code.

e. Registration certificate of GSTIN issued from the concerned authority may please be attached along with tender document.

f. If income tax is payable then the bill payment will be made after the deduction of such taxes. The TDS certificate will be provided to the Contractor accordingly. The contractor will provide PAN in bills.



g. Any TDS or surcharge applicable to the contractor then as per rule the deduction from the bill will be made along with surcharge. The copy of the same will be provided accordingly.

**(5) PERFORMANCE SECURITY**

(5.1) Within twenty-one days after the issue of notification of award by SPMN, the supplier shall furnish performance security of the value equal to 10% of the value of the contract to SPMN, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.

(5.2) The performance security shall be denominated in Indian Rupees or in the currency of the contract and shall be in one of the following forms:

(a) Account payee Demand Draft or Fixed Deposit Receipt drawn on any commercial bank in India, in favour of Security Paper Mill, Narmadapuram as indicate in the clause 3 of NIT.

(b) Bank Guarantee issued by a commercial bank in India, in the prescribed form as provided in Section XV of this document.

(5.3) In the event of any loss due to supplier's failure to fulfill its obligations in terms of the contract, the amount of the performance security shall be payable to SPM to compensate SPM for the same.

(5.4) In the event of any amendment issued to the contract, the supplier shall, within twenty-one days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract as amended.

**(6) Procurement Preference for MSE**

(i) From time to time, the Government of India (GoI) lays down procurement policies to help inclusive national economic growth by providing long-term support to small and medium enterprises and disadvantaged sections of society and to address environmental concerns. The Procurement Preference Policy for Micro and Small Enterprises has been notified by GoI in exercise of the powers conferred in Section 11 of the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006.

(ii) Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE (indicating the terminal validity date of their registration) for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (MSME), indicated below:

- (a) District Industries Centres.
- (d) Khadi and Village Industries Commission.
- (e) Khadi and Village Industries Board.
- (f) Coir Board.
- (g) National Small Industries Corporation.
- (h) Directorate of Handicraft and Handloom; and
- (i) Any other body specified by the Ministry of MSME.

(iii) For ease of registration of Micro and Small Enterprises (MSEs), Ministry of MSME has started Udyog Aadhar Memorandum which is an online registration system (free of cost) w.e.f. 18th September 2015 and all Micro & Small Enterprises (MSEs) who are having Udyog Aadhar Memorandum should also be provided all the benefits available for MSEs under the Public Procurement Policy for Micro and Small Enterprises (MSEs), Order 2012.



(iv) The MSEs are provided tender documents free of cost and are exempted from payment of earnest money, Subject to furnishing of relevant valid certificate for claiming exemption.

(v) As per MSME Act, 2006 and Government of India's stimulus package announced on 13/02/2020 MSME payments have to be released within 45 days by Government and PSUs. As per the MSME Act, delays may attract punitive interest.

(vi) Under Public Procurement Policy for MSEs, a minimum 25 per cent share out of the total procurement by Central Government Ministries/ Departments/ Public Sector Undertakings are to be made from MSEs. To meet this target, PSUs are required to conduct special Vendor Development Programmes/Buyer-Seller Meets for SCs/STs entrepreneurs.

(vii) If a MSE bidder quotes a price within the band of the lowest (L1) +15 per cent in a situation where the L1 price is quoted by someone other than an MSE, the MSE bidders are eligible for being awarded 25 per cent of the total tendered value if they agree to match the L1 price. In case of more than one such eligible MSE, the 25 per cent quantity is to be distributed proportionately among these bidders. Within this, a purchase preference of 4 per cent is reserved for MSEs owned by Scheduled Caste (SC)/ Scheduled Tribe (ST) entrepreneurs and 3 per cent is reserved for procurement from MSEs owned by women (if they participate in the tender process and match the L1 price). Provided that, in event of failure of such SC/ ST or Women MSE to participate in tender process or meet tender requirements and L1 price, 4 percent sub-target shall be met from other MSE. MSEs would be treated as owned by SC/ ST or women entrepreneurs:

(a) In case of proprietary MSE, proprietor(s) shall be SC /ST or women

(b) In case of partnership MSE, the SC/ ST or women partners shall be holding at least 51% shares in the unit

(c) In case of Private Limited Companies, at least 51% share shall be held by SC/ ST or women promoters.

In the opinion of Ministry of MSME, in case of tender item is non-split-able or non-dividable, etc. MSE quoting price within price band L1+15% may be awarded for full/ complete supply of total tendered value to MSE, considering spirit of policy for enhancing the Govt. procurement from MSE.

This Policy is meant for procurement of only goods produced and services rendered by MSEs and not for any trading activities by them. An MSE Unit will not get any purchase preference over another MSE Unit.

#### **(7) PRICE EVALUATION**

The Evaluation of L1 bidder shall be based on the consolidated Grand total offered by the bidder as per section - XI of this tender document

(8) L-1 bidder will be rejected in financial bid evaluation, if the rate quoted is not in compliance with the prescribed minimum wages norms. The bid will be offered to the next lowest bidder (L-2) subject to the fulfillment of other conditions.

(9) Any dispute, arising out of the supply order/ contract will be subject to the exclusive jurisdiction of the competent court at Hoshangabad.

(10) Authorized representatives of the tenderers, who have submitted tenders on time may attend the tender opening, provided they bring with them letters of authority through firm.



(11) All Sections & pages of the tender documents strictly should be signed, name and sealed by bidder firm.

Note:

**(12) OTHER TERMS AND CONDITIONS**

The Contractor must fulfill all the provisions/conditions required under the following Acts;

1. The Contract Labour (Regulation & Abolition) Act, 1970.
2. The Minimum Wages Act, 1948
3. The Payment of Wages Act, 1936
4. The Employee Provident Fund & Misc. Provisions Act, 1936
5. The Employee Estate Insurance Act, 1948.
6. The Industrial Dispute Act, 1947
7. The Employees Compensation Act, 1923
8. The Payment of Bonus Act.
9. Other Misc. as & when Applicable

**(13) Safety Conditions:**

13.1 The manpower supplied by the contractor will work under their supervisor and will obey all the instructions given by supervisors.

13.2 All contractor must appoint their supervisor to look after the day to day activity of their labour at site.

13.3 Any injury/accident occurred at work place shall immediately be reported to the safety department of SPM/respective section .

13.4 The charges of such medical treatment will be borne by the contractor in addition to the various provisions under the ESI Act.

13.5 Safety helmet, belt and other safety appliances as per the requirement at the working places shall have to be provided by the contractor.

13.6 The firm shall have to ensure the safety of their employee during the course of employment.

NOTE: "BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER."

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SIGNATURE OF BIDDER WITH  
NAME, DESIGNATION & SEAL



## **Section VII: Technical Specifications**

### **1. Horticulture Maintenance Work:**

Labour wages are based on central minimum wages act and shall be revised as per their notification:

#### **Scope of Work:**

a. Lawn area complete maintenance of the entire garden features having as per yard stick in the garden area i. e Lawn, Trees, Shurbs, Hedges, flower flower beds, Doliage, Creepers etc. Including hoeing, weeding pruning replacement of plants, gap filling, watering, mowing of lawn grass cutting by lawn mower and bursh cutter, removal of garden waste, applying insecticide, pesticide & fertilizer (whenever required), Top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by SPM. (Cost of good earth, manure fertilizers, insecticides, pesticide will be paid separately and lawn mower and brush cutter with fuel, other T&P material/ articles shall be provided by the contractors) - 1,040,196 m2 approx

b. Complete maintenance of trees upto 4 yrs - 6,000 EA

c. Complete maintenance of trees of 4-8 yrs - 3,300 EA

d. Complete maintenance of Shurbs - 23,400 EA

e. cutting of hedges - 2,484 m2

f. Maintenance of potted plant - 15,060 EA

g. Removal of garden rubbish - 100 EA

h. Provision for floral board size 4X6 ft - 2 EA

2. Supplying, stacking of good earth at site including royalty and carriage upto 5 km lead complete (earth measured in stacks will be reduced by 20% for payment).

3. Supplying, stacking cow dung manure at site including royalty and carriage upto 5 km lead complete (manure measured in stacks will be reduced as per CPWD Specifications)

4. Supply of Urea 46% of nitrogen in plastic bags in 50 kg packing

5. Supply of DAP 46% of nitrogen in plastic bags in 50 kg packing

6. Providing and stacking of Royal palm of height 180-195 cm. in gunny bag of size 30 cm including digging hole, plantation and refiling of earth all complete as per direction of SPM

7. Providing and stacking of Cassia fistula (Amaltash) of height 120-135 cm. in big poly bags of size 25 cm including digging hole, plantation and refiling of earth all completes per direction of the officer-in-charge.

8. Providing and stacking of Nerium oleander (kaner) of height 45-60 cm. with 3-4 branches in poly bags of size 20 cm including digging hole, plantation and refiling of earth all completes per direction of the officer-in-charge

9. Providing and stacking of Bougainvillea (Variety Butiana, Lady Mary Baring, Mahara, Mohan, Scarlet Queen, Variegated, Glabra Formosa, Peruviana Odissi, Paratha, Subhra, Thimma, Spectabilis L.N Birla, Refulgens) of height 30 cm. to 45 cm. with 2-3 branches in 20 cm size of Earthen pots / Plastic pots & including digging hole, plantation and refiling of earth all complete as per direction of the officer-in-charge

10. Providing and stacking of Hibiscus rosasinensis of height 60-75 cm. with 5-6 branches in p.bag of size 25 cm including digging hole, plantation and refiling of earth all completes per direction of the officer-in-charge





11. Providing and displaying of Araucaria cookie plant, having ht. 60 cm to 75 cm, straight, well developed, fresh and healthy with lush green leaves from bottom to top in 20 cm size of Earthen pot/Plastic pot. & as per direction of the officer-in-charge
12. Diffenbachia superba, well developed, with 10-12 fresh, healthy and attractive leaves 45 cm to 60 cm ht. in 25 cm size Earthen pot/ Plastic pot
13. Providing and displaying of Aglaonema different types having ht.30 cm 10 to 12 fresh, healthy and attractive colorful leaves, well developed in 25 cm size Earthen pot/Plastic pot & including digging hole, plantation and refiling of earth all complete as per direction of the officer-in-charge
14. Providing and Displaying Dahlia double kenya variety in different colour well developed with 3 to 4 flowers in half bloom, good foliage stacked with Green painted Bamboo sticks, 45 to 60 cm height in 25 cm Earthen Pot/ Plastic Pot and as per direction of the officer-in-charge
15. Providing and Displaying guldaudi in different colour well developed with 3 to 4 flowers in half bloom, good foliage stacked with Green painted Bamboo sticks, 45 to 60 cm height in 25 cm Earthen Pot/ Plastic Pot and including preparing of bed, plantation and refiling of earth all complete as per direction of the officer-in-charge.
16. Providing and Displaying Petunia hybrid different variety in different colour well developed with fresh and healthy foliage in full bloom in 25 cm Earthen Pot/Plastic Pot including preparing of bed, plantation and refiling of earth all completeasas per direction of the officer-in-charge.
17. Providing and Displaying Pansy Hybrid Sakata well developed with fresh & healthy foliage with 3 to 4 flower in bloom in 20 cm Earthen Pot/Plastic Pot and as per direction of the officer-in-charge.
18. Providing and Displaying Salvia dwarf variety with fresh & healthy foliage well developed multi branching in blooming stage in 15 cm Earthen Pot/ Plastic Pot and including preparing of bed, plantation and refiling of earth all complete as as per direction of the officer-in-charge.
19. Providing and Displaying Marigold jaffri dwarf in different colour well developed with fresh & healthy foliage with 12 to 15 flowers in full bloom specimen plant 23 to 30 cm ht. in 20 cm Earthen Pot/Plastic Pot a including preparing of bed, plantation and refiling of earth all completeasas per direction of the officer-in-charge.
20. Kashmiri Rose in different colour 2 to 3 healthy branch 30 cm and above ht. well developed including preparing of bed, plantation and refiling of earth all completeasas per direction of the officer-in-charge
21. Duranta Golden, having ht.15 to 20 cm bushty shape with fresh and healthy leaves in Plastic Pot including preparing of bed, plantation and refiling of earth all complete.
22. Clerodendrum inerme of ht. 20 cm to 30 cm multi branched in 20 cm size of Earthen Pot / Plastic Pot including preparing of bed, plantation and refilling of earth all complete.





## OTHER TERMS AND CONDITIONS:

### HORTICULTURE ACTIVITIES:

1. Provision for day to day maintenance of Horticulture works for lawn, trees, shrubs, Hedge and potted plants has been made as per yard stick/SPM direction and requirement.
2. Supply of material like good earth, cow dung manure, urea, DAP, trees, Shurbs, potted plants, hedge/ edge and seasonal flowers plants, red Kashmiri rose etc has been made as per requirement by bidder.
3. Provisions for removal of garden rubbish have also been made as per requirement.
4. Watering for Horticulture works, to be done periodically by bidder.

### Detailed scope of work:-

Scope of work for horticultural works inside and outside mill are.

### Description:

1. Lawn area complete maintenance of the entire garden features having as per yard stick in the garden area i. e Lawn, Trees, Shurbs, Hedges, flower flower beds, Doliage, Creepers etc. Including hoeing, weeding pruning replacement of plants, gap filling, watering, mowing of lawn grass cutting by lawn mower and bursh cutter, removal of garden waste, applying insecticide, pesticide & fertilizer (whenever required), Top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by SPM. Period of 12 months.
2. Trees- Maintenance of trees including trimming/ clipping/ shaping as and when required making of basins regular watering weeding/ hoeing/ forking basins. Mauring and spraying of insecticides and fungicides as per direction of SPM. Period of 12 months Below 4 years.
3. Trees- Maintenance of trees including trimming/ clipping/ shaping as and when required making of basins regular watering weeding/ hoeing/ forking basins. Mauring and spraying of insecticides and fungicides as per direction of SPM. Period of 12 months above 4 years and upto 8 years.
4. Shurbs # Maintenance of shurbs including trimming/ clipping/ shaping as and when required making of basins regular watering weeding/ hoeing / forking basins. Manuring and spraying of insecticides and fungicides as per direction of SPM. Period of 12 months.
5. Hedge- Clipping of Hedge/ Edge. Making Hedge/ Edge beds clean and in proper shape, watering, manuring and applying insecticides and fungicides etc. (excluding the cost of materials) Once in a month and twice in a month during rainy season or as per direction of SPM.
6. Potted plants- Maintenance of potted plants in asbestos pot/ earthen pot including setting / repotting/ shifting of place with nursery site and displayed at various place regular weeding, watering clipping, manuring application of chemical and fertilizers as per direction SPM Period of 12 months.
7. Supplying and stacking of good earth at site.
8. Supplying and stacking of well decayed cow-dung manure at site.

### Provision for fertilizers:



9. Urea 46% of nitrogen in plastic bags in 45/50 kg packing.
10. DAP 18% Nitrogen 46% phosphorus in plastic bag in 45/50 kg pack.

Provision for Trees & Shurbs:

11. Tree- Ashok pandulaht. 6-7# well developed in big size p/bg/gunny.
12. Tree- Royal palm ht 6-7# well developed in big size p/bg/gunny bags.
13. Tree- Amaltas ht 6-7# well developed in big size p/bg/gunny bags. .
14. Shrubs-Kaner red/ pink ht 2# and above well developed in p/bg .
15. Shurbs # Baugainvella 2# mixed variety and above well developed in p/bg.
16. Shurb # Hibiscus red ht. 2# and above well developed in p/bg. .
17. Shrubs- Murrya exotica (Madhu Kamni) ht 2# and above well developed.

Provision for foliage plants:

18. Arica palm ht 4# and above well developed in 10" E/pot .
19. Araucaria cookie ht. 2# and above well developed in 10"E/pot .
20. Diffenbachia tropicsnow ht. 1# and above well developed in 10".
21. Aglaonema new variety ht. 1# and above well developed in 10".
22. Philondendron Ceylon golden ht. 2# and above well developed with moss stick in 10" E/pot.

Provision for seasonal flower plants:

23. Dahalia in 8" earthen pot with flowers.
24. Guldaudi (Chrysanthernurn) in 8" earthen pot with flowers.
25. Petunia in 8" earthen pot with flowers.
26. Panssi in 8" earthen pot with flowers.
27. Salvia in 8" earthen pot with flowers.
28. Marigold in 8" earthen pot with flowers.
29. Provision of Red Kashmiri roses multi branched full bloomed in poly bag 10x 10.

Provision for Edge and Hedge plants:

30. Golden duranta ht. 9" and above in p/bg.
31. Cloridcndron inermi ht. 1# in P/bg. QTY:



32. Provision for floral board size 4#-6# writing "WISH YOU A HAPPY NEW YEAR 2024" on the eve of New Year, including Thermocol /Fevicol, Pin, Flower. Labour & cartage etc. QTY 2 nos.

33. It is the responsible of the contractor to collect garden waste, bind in polythene bags, and stack separate at a particular location in the premises and to dispose garden wastes outside the premises as and when required. The frequency of disposal is to be decided by the contractor based on the site condition (minimum disposal of 2 times per week). The rate quoted shall include disposal of garden waste. Necessary mechanical transportation involved for disposal of wastes shall be in the scope of contractor including cost of labour for loading and unloading etc., complete and as directed by SPM.

34. Firm shall have to submit the registration certificate which indicating that the firm is registered for carrying the horticulture activities.

35. In addition, the contractor will also be responsible for filling gaps, thinning and transplanting, or replanting where plants may need to be replaced. Along with other planting, the contractor will also be responsible for improving soil conditions for planting. This may include import/export of soil to/from site.

36. The contractor will also clear vacant area from existing grasses, keep the site clean and maintain the already planted areas free of weeds, pests or insects that cause diseases.

37. All weeds, unwanted grasses and plant material will be cleared for upto 5 meters from the edge of planting of existing horticultural works including trees.

38. The trimmings of grass, plants, shrubs, trees and weeds removed shall be put in a shallow pit and covered with soil. This may be done under the tree itself or carried to other place for converting into compost.

39. Storing: The contractor shall also be responsible for storing of various materials such as manure, fertilizers, pots, hosepipes, pesticides, garden tools, etc. The store will have stock of all necessary materials and the nursery work shall not suffer due to lack of stock of any item.

40. Watering: Water is a scarce resource. It must be used most judiciously. Watering shall be done preferably in the early hours and evening on daily basis including Sundays.

Transportation of water from the source to various planting areas in flexible hoses will be the responsibility of the contractor. The flexible hoses should not leak and wastewater in any location. If the water on site is insufficient / not available due to any reasons thereof, the contractor shall be responsible to bring water in water tankers or any other sources for the general upkeep of the plants. No plants shall be allowed to wither or die due to lack of proper watering. Any laxity on this will be liable for penalty or even to the extent of cancellation of contract due to deficiency in service.

41. Nursery Area: Due to gap filling, replanting etc., various plants will have to be propagated at the site. Also in areas of intense landscaping (such as around the buildings, entrances, road dividers, etc.) flowers and annuals will have to be planted. For this purpose, a shade net area will be made available to the contractor. The contractor will be responsible for the multiplication of plants that will be required on an ongoing basis on the site. The nursery area will have a shade net area with potting shed. Approximately 2,000 sq. ft. of Shade net area using Netlon brand black/Green colour will be required to be maintained and replaced whenever necessary, for which no extra payment will be made by SPM.

42. We strongly recommend using the Nursery area for plant propagation and multiplication. SPM may at any point give an order for plants (indoor or otherwise) to be propagated in the Nursery. The



contractor will have to have a satisfactory stock of plants in the nursery and share details of the same with SPM.

43. Replacement of Plants: Those plants that are not up to the standards and those that do not meet specifications shall be replaced by the contractor at no extra cost to the SPM. Also, loss of plants due to non-availability of water, draught, lack of monsoons, theft, disease, non-performance of the plant, destruction by nature or man, etc. shall all be factored into the rate of maintenance and replacement of plants in all such cases will be at no cost to SPM.

The seasonal plants and all other plants (perennials) will have to be replaced at no cost to the SPM and should be done in time as per the season.

44. Plant Requirements: The contractor shall source other plants and shrubs from available nurseries, unless otherwise specified. Seeds shall be acquired from reputed organizations and hybrid seeds will be used where possible # particularly for flower varieties. No plant material shall be changed without the consent of the SPM.

45. Monthly Report: The contractor shall also maintain a work report for work completed each month. The same report in English/Hindi will be submitted to the SPM every month. SPM shall verify completed work as per the report. Contractor will be responsible for meeting deadlines for the completion of the job. The contractor should keep a record of fertilizers, insecticides etc., used in various areas with dates.

46. Responsibility: The landscape contractor#s work shall not hinder other work, either underground or over ground, such as electrical, phone lines, water or sewage lines, etc. In areas of overlap, the landscape contractor shall work in coordination with other related contractors. Any damage by the landscape contractor#s team to such utilities will be penalized and contractor shall be responsible for cost for such damages.

47. Materials & Labour:

I. Plant Materials: All plant materials shall be healthy, found vigorous, free from plant diseases, insect pests or their eggs and shall have healthy well developed root systems.

II. Supply & Substitution: Upon submission of evidence that certain materials including plant materials are not available at the time of execution, the contractor shall be permitted to substitute other materials and plants, with an equitable adjustment of price.

III. All substitutions shall be of the nearest species and variety to the original specified and shall be subject to the approval of the SPM.

IV. Equipments & Materials: All labour should be provided with tools and regular maintenance of these tools shall be maintained and upkeep of a garden by the contractor. Lawn mowers, grass cutting machines, hoses, garden scissors, pruning shears, trowels, spading forks for loosening soil etc. will be available with themselves at all times. However, Contractor shall supply experienced labour to use these tools. Maintenance cost for these tools shall be borne by the contractor

- a. Long cutter : 1 no.
- b. Electric Hedge trimmer : 1 no
- c. Electric chain saw : 1 no.
- d. Dantly b. Khurpi c. Seizer
- e. Hedge cutter e. f. Kulhadi
- g. Spade
- h. Secateure
- i. Cultivator,
- j. Weeder



- k. Lawn mower (manual)
- m. Lawn mower (Electrical)
- n. Sprinkler nozzles heavy duty (with stand)
- o. Spray pump hi pressure
- p. Spary pump small

**Materials:**

- a. Hose pipe
- b. Garden pipe
- c. watering can

V. Safe custody of these tools / equipment shall be the responsibility of the contractor. Note: The above number of tools is tentative, actual number shall be provided by the contractor as per requirement.

48. Training & Meetings: The labour will be trained to use proper gadgets required and will use them effectively. Periodical training sessions and meetings with the labour force, if necessary, shall be conducted as and when required or called for.

49. Consumables: All the consumables such as fertilizer / manure, soil, Enviro-friendly insecticide etc., required for the maintenance will be supplied by the contractor.

50. Organic fertilizers must be used as far as practicable. Transportation cost of spares and consumables within SPM premises to use place is to borne by the Contractor.

51. Planting Of Trees: Whenever planting, the following specifications will be followed by the contractor.

I. Digging of pits: Tree pits of 600mm x 600 mm x 600 mm (approx. 2#x2#x2#) shall be dug a minimum of two weeks prior to back filling. The pits for shrubs shall be 600 mm in depth and 300mm diameter. While digging the pits the topsoil may be kept aside, and mixed with the rest of the soil as specified.

II. If the soil quality is poor, it shall be replaced with soil mixture. If the soil quality is satisfactory, then it shall be mixed with manure and river sand. Pest/termite prevention chemicals or any other approved chemical to be applied into the soil before planting.

III. Back Filling # The soil is back filled, watered thoroughly and gently pressed down a day previous to planting, to make sure that it may not further settle down after planting.

IV. Planting # No tree pits shall be dug until a final tree position has been pegged out for approval. Care shall be taken that the plant sapling when planted is not buried beyond the level of the pot containing it. Planting should not be carried out in water logged soil.

V. Staking # A single vertical stake 1 metre (approx. 3 ft) longer than the clear stem of the tree, driven 300 mm to 450 mm (approx. 1ft to 1#6#) into the soil shall be used. Each tree should be secured to the stake so as to prevent excess movement.

VI. Watering # The landscape contractor shall allow for the adequate watering of all newly planted trees and shrubs immediately after planting and during the following growing season, keep the plant material well-watered.

52. Shrub Planting & Ground Cover: (\*\*\*Same specification as for trees, except where specified otherwise).

**53. Lawns**

I. Preparation # During the period prior to planting the lawn, the area shall be maintained free from weeds. Whatever the nature of soil, complete surface shall be trenched over to a depth of 300 # 450 mm. Grading and final leveling of the lawn shall be completed at least 2 weeks prior to the actual sowing.



II. Soil # The soil itself shall be ensured to the satisfaction of SPM to be a good fibrous loam, rich in humus. Pest/termite prevention chemicals to be mixed if required.

III. Execution # Nodes of specified grass shall be dibbled not less than 5 cms. Apart on above mentioned soil conditions.

IV. Maintenance # In the absence of rain, lawn shall be watered every two days heavily, soaking the soil thoroughly to a depth of at least 250 mm. In summer months, lawns shall be watered daily.

V. Cutting # The scythe must continue to be used for several months until the grass is sufficiently secure in the ground to bear the mowing machine.

VI. Edgings # These shall be kept neat and must be cut regularly with the edging shears.

VII. Fertilizing # The lawn shall be fed once a month with liquid fertilizer by dissolving 45gms of Ammonium Sulphate in 5 litres of water.

VIII. Weeding # Prior to regular mowing, the contractor shall carefully remove unsightly weeds.

54. Maintenance # The Landscape Contractor shall maintain all planted areas within the landscape contract boundaries until the area is handed over in whole or in phases. Maintenance shall include replacements of dead / unacceptable plants, watering on daily basis including Sundays & holidays, mulching, loosening soil around plants, adding topsoil, manuring, fertilizing, de-weeding (up to 5 meters from edge of planting and trees), cultivating, control for insects, fungus and other diseases by means of spraying with an approved insecticide or fungicide, pruning and other horticultural operations necessary for the proper growth of the plants and for keeping the area neat in appearance.

55. Clearing Of Site # Before finally leaving the site upon completion of the work, the contractor shall remove all his infrastructure facilities like huts, soil debris, tools, equipment, scaffoldings, centering materials, rubbish etc., and the site shall be left clean and tidy.

56. Maintenance Of Records # The contractor shall be responsible for maintaining records of work executed including fault rectification, consumable and spares used etc.

57 Supervision: The contractor is required to have a competent, well experienced full time supervisor (acceptable to the SPM who will be responsible to the SPM for the conduct of the work and who has authority to receive and act on such instructions as the SPM may give. The work of the contractor is subject to inspection by the SPM at all times, but such inspection does not relieve the contractor of any of the responsibility.

58.Non # Compliance of Site Instruction: If the contractor after receipt of written notice from SPM requiring compliance and it shall be complied within 7 days after receipt of letter from SPM.

59. Contractors Responsibility: The contractor shall provide everything necessary for the proper execution of the works according to the intent and meaning of the schedule of quantities and specifications taken together whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from. If that contractor finds any discrepancy in the schedule of quantities and specifications, he shall immediately and in writing refer the same to the Landscape Architect/SPM who shall decide which is to be followed.

60. Assignments and subletting: The whole of the works included in the contract shall be executed by the contractor and the contractor shall not directly or indirectly transfer, assign or sub-let the contract or any part thereof or interest therein without the written consent of the SPM, and no undertaking shall relieve the contractor from the full and entire responsibility of the contractor from active superintendence of the works during their progress.

61. The contractor shall be bound to carry out the work in accordance with any instructions in these connections which may be given to him in writing signed by the SPM and shall not on any way vitiate or invalidate the contract.





Note: Tenderers are advised to visit the site to gather firsthand information prior to quoting.

**62. OTHER CONDITIONS:**

1. The contractor shall provide services as per the works and job description and frequency laid out by the SPM.
2. All the casualties of plants during the period of contract shall be replaced by the contractor at free of cost.
3. The contractor has to provide photo I.D. card, uniforms of approved colour to his employees while on duty within the premises at own cost and the workmen shall always be in uniform without which entry will not be permissible.
4. Payment shall be made based on the executed area attendance management system.
5. Labour wages shall be made as per central minimum wages and shall be revised as per the notification.
6. In case of increase in minimum wages subsequent to opening of the tender, then the increase amount of the wages including the corresponding PF share shall be revised in the contract by Security Paper Mill, Narmadapuram. Any change/increment in the minimum wages issued by Deputy Chief Labour Commissioner (Central) Office, Jabalpur will be paid to the contractor and the contractor should pay the same to their staff.

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SIGNATURE OF BIDDER WITH  
NAME, DESIGNATION & SEAL





### **Section VIII: Quality Control Requirements**

- All materials shall comply as per tender.



## **Section IX: Qualification/ Eligibility Criteria**

### **Experience & Past Performance :**

The bidder should have experience of having successfully completed similar works during last 7 years ending on 31.03.2023.

- a. Three similar completed works each costing not less than the amount equal to Rs. 23,10,643/- or
- b. Two similar completed works each costing not less than the amount equal to Rs. 28,88,304/- or
- c. One similar completed work costing not less than the amount equal to Rs. 46,21,287/-

### **Capability - Equipment & manufacturing Facilities:**

NOT APPLICABLE

### **Financial Standing :**

The average annual financial turnover of the bidder during the last three years, ending on 31.03.2022, should be at least Rs. 23,10,643/- (or equivalent in foreign currency at exchange rate prevalent on 31.03.2022 as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant in India or equivalent in relevant countries.

The bidder should not have suffered any financial loss for more than one year during the last three years, ending on 31.03.2022.

- i) The net worth of the Bidder should not be negative on 31.03.2022 and also
- ii) should not have eroded by more than 30% in the last three years, ending on 31.03.2022.

### **NOTE :**

1. All experience, past performance and capacity/capability related data should be certified by the Authorized Signatory of the Bidder firm. The credentials regarding experience and past performance to the extent required as per the above eligibility criteria as submitted by the bidder may be verified by the parties for whom work has been done.
2. All financial standing data should be certified by Chartered Accountants (CA) in India and certified Public Accountant/ Chartered Accountants of other countries.
3. Bidder shall submit the supporting document in support of above.

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SIGNATURE OF BIDDER WITH  
NAME, DESIGNATION & SEAL



**Section X: Tender Form**

Date.....

To,

.....

.....

.....

(Complete address of SPMCIL)

Ref: Your Tender document No: **6000018348/CIVIL/23-24/**, **Dated: 02.08.2023**

We, the undersigned have examined the above-mentioned tender enquiry document, including amendment No....., dated..... (If any), the receipt of which is hereby confirmed. We now offer to supply and deliver..... (*description of goods and services*) in conformity with your above referred document for the sum shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V – “Special Conditions of Contract”, for due performance of the contract.

We agree to keep our tender valid for acceptance for a period upto....., as required in the GIT clause19, read with modification, if any in Section-III - “Special Instructions to Tenderers” or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We confirm that in case of downloaded Tender Document, we have not changed/ edited its contents. We realise that in case any such change is noticed at any stage including after the award of contract, we would be liable to action under clause 44 of the GIT.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We also solemnly declare as under:



### 1. Make in India Status:

Having read and understood the Public Procurement (Preference to Make in India PPP\_MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

(a) Self-Certification for category of supplier:

- ☐ Class-I Local Supplier/
- ☐ Class-II Local Supplier/
- ☐ Non-Local Supplier.

(b) We also declare that

- ☐ There is no country whose bidders have been notified as ineligible on reciprocal basis under this order for offered product, or
- ☐ We do not belong to any Country whose bidders are notified as ineligible on reciprocal basis under this order

### 2. Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017

Having read and understood the Order (Public Procurement No. 1) issued vide F.No.6/18/2019-PPD dated 23<sup>rd</sup> July 2020 (and its amendments if any) by Department of Expenditure, Ministry of Finance under the above provision and solemnly declare the following:

- ☐ We do not belong to any Country whose bidders are notified as ineligible under this order

### 3. Debarment Status: Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Depts. of Government of India or by any State Govt:

- ☐ Yes (with period of Ban)
- ☐ No, We, solemnly declare that neither we nor any of our affiliates or subsidiaries – including subcontractors or suppliers for any part of the contract–do not stand declared ineligible/blacklisted/banned/debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations.

### 4. Penalties for false or misleading declarations: I/we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details. We understood that any wrong or misleading self-declaration by us would be violation of code of Ethics and would attract penalties as mentioned in this tender document, including debarment.

.....  
 .....

(Signature with date)

.....



.....

Name and designation

Duly authorized to sign tender for and on behalf of

.....

.....



## Section XI: Price Schedule

(As per Annexure-I)

**OFFER FORM** for Tender No.....Date ..... of  
opening.....Time..... Hours.....

We..... hereby certify that we are established firm of  
manufacturers / authorized agents of M/s...with factories at  
.....which are fitted with modern equipment and where the  
production methods, quality control and testing of all materials and parts manufactured or used by us are open to  
inspection by the representative of .....(Name of Purchaser)..... We hereby offer to supply the following items at  
the prices indicated below:

### Price Schedule as per Annexure-1

1. **Scope of Work** : Horticulture Maintenance Work as per Section-VII.

#### 2. Taxation Details:

- PAN number
- Type of GST Registration (Registered, Unregistered, Composition, SEZ, RCM etc.)
- GSTIN number
- Registered Address as per GST registration and Place of Delivery for GST Purpose
- Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts)

3. It is hereby certified that we have understood the General and Special Instructions to Tenderers (GIT and SIT), and also the General and Special Conditions of Contract (GCC and SCC) attached to the tender and have thoroughly examined specifications/ Quality Control Requirements and other stipulations in Section VII & VIII – Technical Specifications and Quality Control Requirements; and are thoroughly aware of the nature of stores required and our offer is to supply stores strictly in accordance with the requirements and according to the terms of the tender. We agree to abide solely by the General and Special Conditions of Contract and other conditions of the tender in accordance with the tender documents if the contract is awarded to us.

4. We hereby offer to supply the stores detailed above or such portion thereof, as you may specify in the acceptance of tender at the price quoted and agree to hold this offer open for acceptance for a period of \_\_\_\_\_ days from the date of opening of tender (i.e., upto \_\_\_\_\_), We shall be bound by the communication of acceptance despatched.

5. Earnests Money/Bid Guarantee for an amount equal to \_\_\_\_\_ is enclosed in form of \_\_\_\_\_ (form and reference number, date) as per the Tender Documents.

6. The method of evaluation of L1 criteria for awarding the contract shall be decided taking into consideration the total landed price up to SPM Narmadapuram.

7. TCS (u/s 206C (1 H) of IT Act is not applicable, as SPM will deduct TDS u/s 194Q.

Dated .....

Signature and seal of *Manufacturer/Bidder*



**Note:**

- (i) The Bidder may prepare their own offer forms as per this proforma.
- (ii) No change in the proforma is permissible.
- (iii) No erasures or alternations in the text of the offer are permitted. Any correction made in the offer shall be initialled by the bidder.
- (iv) Figures in Columns 5 to 7 (both inclusive) and in Break-up of price in column 6, should be in both figures and words.
- (v) This Section should not bring in any new Technical Parameter that has not been mentioned in the Technical Bid.

-----  
SIGNATURE OF BIDDER WITH  
NAME, DESIGNATION & SEAL





## **Section XII Vendor Details**

The tenderer should furnish specific details mentioned below. In case a question/issue does not apply to a tenderer, the same should be answered with the remark “not applicable”.

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or misleading answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

### **1. Vendor/ Contractor particulars:**

- (a) Name of the Company: .....
- (b) Corporate Identity No. (CIN): .....
- (c) Registration if any with SPMCIL: .....
- (d) Complete Postal Address: .....
- (e) Pin code/ ZIP code: .....
- (f) Telephone nos. (with country/area codes):.....
- (g) Fax No.: (with country/area codes): .....
- (h) Cell phone Nos.: (with country/area codes): .....
- (i) Contact persons /Designation: .....
- (j) Email IDs: .....

### **2. Taxation Details:**

- (a) PAN Number: .....
- (b) Type of GST Registration (Registered, Unregistered, Composition, SEZ, RCM etc.):  
.....
- (c) GSTIN number: .....
- (d) Registered Address as per GST registration and Place of Delivery for GST Purpose:
- (e) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):



- ☐ We solemnly declare that our GST rating on the GST portal / Govt. official website is NOT negative / blacklisted during the last three financial years.

.....

(Signature with date)

.....

.....

(Full name, designation & address of the person duly authorized sign on behalf of the tenderer)

For and on behalf of

.....

.....

(Name, address, and stamp of the tendering firm)



**Section XIV: Manufacturer's Authorization Form**

To

.....

.....

*(Name and address of SPMCIL)*

Dear Sirs,

Ref. Your Tender document No ....., dated .....

We,.....who are proven and reputable manufacturers of  
..... *(name and description of the goods offered in the tender)* having  
factories at ....., hereby authorize Messrs.  
..... *(name and address of the agent)* to submit a tender, process the same further  
and enter into a contract with you against your requirement as contained in the above referred tender  
enquiry documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs.....  
..... *(name and address of the above agent)* is authorized to  
submit a tender, process the same further and enter into a contract with you against your requirement  
as contained in the above referred tender enquiry documents for the above goods manufactured by us.

We also hereby extend our full warranty, as applicable as per clause 16 of the General Conditions of  
Contract read with modification, if any, in the Special Conditions of Contract for the goods and services  
offered for supply by the above firm against this tender document.

Yours faithfully,

.....

.....

*[Signature with date, name, and designation]*

for and on behalf of Messrs.....

*Name & address of the manufacturers*

*Note: This letter of authorization should be on the letter head of the manufacturing firm and should be  
signed by a person competent and having the power of attorney to legally bind the manufacturer.*



### **Section XV: Bank Guarantee Form for Performance Security**

#### **PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE GUARANTEE BOND**

***(ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)***

Ref .....

Date.....

Bank Guarantee No.....

To,

***(Insert Name & Address of the Purchaser)***

Dear Sir,

1. Against contract vide Notification for Award of the Tender No..... dated ..... covering supply of ..... (herein after called the 'contract') entered into between the (insert name of Purchaser) (herein after called as the Purchaser) and M/s ..... (herein after called the 'Contractor'), this is to certify that, at the request of the Contractor, we ..... (name of the bank), are holding in trust in favour of the Purchaser, the amount of ..... (write the sum here in words), to indemnify and keep indemnified the Purchaser, against any loss or damage that may be caused to, or suffered by the Purchaser, by reason of any breach by the Contractor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Contractor; and the amount of loss or damage that has been caused or suffered by the Purchaser, shall be final and binding on us, and the amount of the said loss or damage shall be paid by us,
2. We ..... (name of the bank), further agree that, the guarantee herein contained, shall remain in full force and effect, for sixty days after the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period whichever is later, i.e. till....., (hereinafter called the 'said date') and that if any claim accrues or arises against us.....(name of the bank), by virtue of this guarantee before the said date, the same shall be enforceable against us..... (name of the bank), notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us ..... , (name of the bank), by the Purchaser, before the said date. Payment under this bond of guarantee shall be made promptly, upon our receipt of notice to that effect, from the Purchaser.
3. It is fully understood that this guarantee is effective from the date of the said contract and that we..... (name of the bank), undertake not to revoke this guarantee during its currency, without the consent in writing of the Purchaser.



4. We undertake to pay to the Purchaser, any money so demanded, notwithstanding any dispute or disputes raised by the Contractor, in any suit or proceeding pending before any Court or Tribunal, relating thereto, our liability under this present, being absolute and unequivocal. The payments so made by us under this bond, shall be a valid discharge of our liability for payment thereunder, and the Contractor shall have no claim against us, for making such payments.
5. We..... (name of the bank), further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said contract, or to extend time of performance by the Contractor, from time to time, or to postpone for any time or form, time to time, any of the powers exercisable by the Purchaser, against the said Contractor and to for bear or enforce any of the terms and conditions relating to the said contracts and we .....  
**(name of the bank)**, shall not be released from our liability under ..... **(name of the bank)**, shall not be released from our liability under this guarantee, by reason of any such variation or extension being granted to the said Contractor, or for any forbearance and/or omission on the part of the Purchaser, or any indulgence by the Purchaser towards the said Contractor, or by any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision, have the effect of so releasing us from our liability under this guarantee.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

Date:

Place:

Signature.....

**(Printed Name)**.....

**(Designation)**.....

Witnesses

**(Bank's Common Seal)**



### **Section XVI: Contract Form**

(Address of SPMCIL's office issuing the contract)

Contract No..... dated.....

This is in continuation to this office' Notification of Award No ..... dated .....

1. Name & address of the Supplier .....
2. SPMCIL's Tender document No ..... dated .....and subsequent Amendment No ....., dated.....(If any), issued by SPMCIL.
3. Supplier's Tender No..... dated..... and subsequent communication(s) No.....dated ..... (If any), exchanged between the supplier and SPMCIL in connection with this tender.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:
  - (i) General Conditions of Contract;
  - (ii) Special Conditions of Contract;
  - (iii) List of Requirements;
  - (iv) Technical Specifications;
  - (v) Quality Control Requirements;
  - (vi) Tender Form furnished by the supplier;
  - (vii) Price Schedule(s) furnished by the supplier in its tender;
  - (viii) Manufacturers' Authorization Form (if applicable for this tender);
  - (ix) SPMCIL's Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under Section – V - 'General Conditions of Contract' of SPMCIL's Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

- (i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

Schedule No.	Brief description of goods/ services	Accounting unit	Quantity to be supplied	Unit Price (in Rs.)	Total price



Any other additional services (if applicable) and cost there of: .....

Total value (in figure) \_\_\_\_\_ (In words) \_\_\_\_\_

- (ii) Delivery schedule
- (iii) Details of Performance Security
- (iv) Quality Control
  - (a) Mode(s), stage(s), and place(s) of conducting inspections and tests.
  - (b) Designation and address of SPMCIL's inspecting officer
- (v) Destination and dispatch instructions
- (vi) Consignee, including port consignee, if any
- (vii) Warranty clause
- (viii) Payment terms
- (ix) Paying authority

(Signature, name, and address of SPMCIL's authorized official)

For and on behalf of .....

Received and accepted this contract .....

(Signature, name, and address of the supplier's executive duly authorized to sign on behalf of the supplier)

For and on behalf of .....

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:





### Section XVII: Letter of Authority for attending / Bid Opening (Refer to clause 24.2 of GIT)

The General Manager

Unit Address

Subject: Authorization for attending bid opening on \_\_\_\_\_ (date) in the Tender of \_\_\_\_\_.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of ..... (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signatures
I.		
II.		
Alternate Representative		
Signatures of bidder or  Officer authorized to sign the bid Documents on behalf of the bidder		

#### NOTE

- Maximum of two representatives will be permitted to attend pre-bid conference/ bid opening. In cases where it is restricted to one, first named representative will be allowed to attend. Alternate representative will be permitted when regular representatives are not able to attend.
- In case of pre-bid conference, self-attested copy of proof of purchase of Bid documents, in the name of the bidder must be enclosed with this authorization, without which entry would be refused. Bid documents would be available for sale at the site also.
- Permission for entry to the hall where even is held may be refused in case authorization as prescribed above is not produced.



### Section XVIII: Proforma of Bills for Payments (Refer Clause 22.6 of GCC)

Name and Address of the Firm .....

Bill No ..... Dated .....

Purchase order ..... No ..... Dated .....

Name and address of the consignee

S. No	Authority for purchase	Description of Stores	Number or quantity	Rate Rs. P.	Price per Rs. P.	Amount
Total						

1. GST/ CGST/ SGST/ UTGST/ IGST Amount
2. Freight (if applicable)
3. Excise Duty (if applicable)
4. Packing and Forwarding charges (if applicable)
5. Others (Please specify)
6. PVC Amount (with calculation sheet enclosed)
7. (-) deduction/Discount
8. Net amount payable (in words Rs.)

Dispatch detail RR No. other proof of dispatch .....

Dated ..... (enclosed)

Inspection Certificate No ..... dated ..... (enclosed)

Place and Date

Received Rs .....

Rupees) .....



We solemnly certify that:

- a. Goods and Services Tax (GST) charged on this Bill is not more than what is payable under the provision of the relevant Act or the Rules made there under.
- b. Goods on which GST has been charged have not been exempted under the GST Act or the rules made there under and the charges on account of GST on these goods are correct under the provisions of that Act or the Rules made there under.
- c. We are registered with above indicated GSTIN as dealer in the State where in their Billing address is located for the purpose of GST.
- d. This bill form / invoice is not a replacement for the GST invoice. The proper GST invoice as per requirements of GST rules has been sent to the Purchaser as and when deliveries are made to the consignee.
- e. That the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue stamp

Signature and of Stamp Supplier



### Section XIX: NEFT Mandate (Refer clause 22.2 of GCC)

From: M/s. ....

Date: .....

To:

(Insert Name and Address of Purchaser's Paying Authority as per NIT Clause 1)

Sub: NEFT payments

We refer to RBI's NEFT scheme. Our mandate SPMCIL for making payments to us through the above scheme to our under noted account.

#### NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM

1.	Name of City	
2.	Bank Code No.	
3.	Branch Code No.	
4.	Bank's Name	
5.	Branch Address	
6.	Branch Telephone / Fax No.	
7.	Supplier's Account No.	
8.	Type of Account	
9.	IFSC code for NEFT	
10.	IFSC code for RTGS	
11.	Supplier's name as per Account	
12.	MICR Code No.	
In Lieu of Bank Certificate to be obtained as under, please attach a bank cancelled cheque or photocopy of a cheque or front page of your bank passbook issued by your bank for verification of the above particulars.		

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option intimation letter and agree to discharge responsibility expected of me as a participant under the scheme.



Date

Signature of the Customer

Certified that the above particulars are correct as per our record.

Stamp and

Signature of authorized

Official of the bank

**ANNEXURE-I****TENDER NO. 6000018348/CIVIL/23-24/, Dated: 04.09.2023**

The Price bid should clearly indicate the break-up of the price as under:-

**GSTIN No. of your Firm :**

**A. For Labours:**

Sr. No.	Description	Unskilled labours	Skilled labour
1	1. Minimum Wages as per notification issued by the by Office of the Dy. Chief Labour Commissioner (Central), Jabalpur	424	434
	2. EPF @ 13% on 1	55.12	56.42
	3. ESIC @ 3.25% on 1	13.78	14.11
	4. Bonus @ 8.33% on 1	35.72	36.15
	5. Total (1 to 4)	528.22	540.68
	6. Minimum Service Charges @ 3.85% on 5		
	7. GST @ -----% on 5		
	8. Total (5+6+7)		
	9. No. of Days	312 Days	312 Days
	10. No. of Labours	22 Nos.	02 Nos.
	11. Grand Total (8x9x10)		
	Grand Total for Unskilled & Skilled labours for 312 days		

**B. For Materials:**

Sr. No.	Description	HSN/ SAC	Qty	Unit	Rate	Amount
2	Supplying, stacking of good earth at site including royalty and carriage upto 5 km lead complete (earth measured in stacks will be reduced by 20% for payment)		257	M3		
3	Supplying, stacking cow dung manure at site including royalty and carriage upto 5 km lead complete (manure measured in stacks will be reduced as per CPWD Specifications)		308	M3		
4	Supply of Urea 46% of nitrogen in plastic bags in 50 kg packing		1,500	KG		
5	Supply of DAP 46% of nitrogen in plastic bags in 50 kg packing		1,500	KG		
6	Providing and stacking of Royal palm of height 180-195 cm. in gunny bag of size 30 cm including digging hole, plantation and refiling of earth all complete as per direction of SPM		150	EA		
7	Providing and stacking of Cassia fistula (Amaltash) of height 120-135 cm. in big poly bags of size 25 cm including digging hole, plantation and refiling of earth all completes per direction of the officer-in-charge.		150	EA		
8	Providing and stacking of Nerium oleander (kaner) of height 45-60 cm. with 3-4 branches in poly bags of size 20 cm including digging hole, plantation and refiling of earth all completes per direction of the officer-in-charge		400	EA		



Sr. No.	Description	HSN/ SAC	Qty	Unit	Rate	Amount
9	Providing and stacking of Bougainvillea (Variety Butiana, Lady Mary Baring, Mahara, Mohan, Scarlet Queen, Variegated, Glabra Formosa, Peruviana Odissi, Paratha, Subhra, Thimma, Spectabilis L.N Birla, Refulgens) of height 30 cm. to 45 cm. with 2-3 branches in 20 cm size of Earthen pots / Plastic pots & including digging hole, plantation and refilling of earth all complete as per direction of the officer-in-charge		400	EA		
10	Providing and stacking of Hibiscus rosasinensis of height 60-75 cm. with 5-6 branches in p.bag of size 25 cm including digging hole, plantation and refilling of earth all completes per direction of the officer-in-charge		400	EA		
11	Providing and displaying of Araucaria cookie plant, having ht. 60 cm to 75 cm, straight, well developed, fresh and healthy with lush green leaves from bottom to top in 20 cm size of Earthen pot/Plastic pot. & as per direction of the officer-in-charge		200	EA		
12	Diffenbachia superba, well developed, with 10-12 fresh, healthy and attractive leaves 45 cm to 60 cm ht. in 25 cm size Earthen pot/ Plastic pot		50	EA		
13	Providing and displaying of Aglaonema different types having ht.30 cm 10 to 12 fresh, healthy and attractive colorful leaves, well developed in 25 cm size Earthen pot/Plastic pot & including digging hole, plantation and refilling of earth all complete as per direction of the officer-in-charge		50	EA		





Sr. No.	Description	HSN/ SAC	Qty	Unit	Rate	Amount
14	Providing and Displaying Dahlia double kenya variety in different colour well developed with 3 to 4 flowers in half bloom, good foliage stacked with Green painted Bamboo sticks, 45 to 60 cm height in 25 cm Earthen Pot/ Plastic Pot and as per direction of the officer-in-charge		650	EA		
15	Providing and Displaying guldaudi in different colour well developed with 3 to 4 flowers in half bloom, good foliage stacked with Green painted Bamboo sticks, 45 to 60 cm height in 25 cm Earthen Pot/ Plastic Pot and including preparing of bed, plantation and refiling of earth all complete as per direction of the officer-in-charge.		650	EA		
16	Providing and Displaying Petunia hybrid different variety in different colour well developed with fresh and healthy foliage in full bloom in 25 cm Earthen Pot/Plastic Pot including preparing of bed, plantation and refiling of earth all complete as per direction of the officer-in-charge.		680	EA		
17	Providing and Displaying Pansy Hybrid Sakata well developed with fresh & healthy foliage with 3 to 4 flower in bloom in 20 cm Earthen Pot/Plastic Pot and as per direction of the officer-in-charge.		680	EA		
18	Providing and Displaying Salvia dwarf variety with fresh & healthy foliage well developed multi branching in blooming stage in 15 cm Earthen Pot/ Plastic Pot and including preparing of bed, plantation and refiling of earth all complete as as per direction of the officer-in-charge.		650	EA		



Sr. No.	Description	HSN/ SAC	Qty	Unit	Rate	Amount
19	Providing and Displaying Marigold jaffri dwarf in different colour well developed with fresh & healthy foliage with 12 to 15 flowers in full bloom specimen plant 23 to 30 cm ht. in 20 cm Earthen Pot/Plastic Pot a including preparing of bed, plantation and refiling of earth all completeasas per direction of the officer-in-charge.		650	EA		
20	Kasmiri Rose in different colour 2 to 3 healthy branch 30 cm and above ht. well developed including preparing of bed, plantation and refiling of earth all completeasas per direction of the officer-in-charge		1,000	EA		
21	Duranta Golden, having ht.15 to 20 cm bushty shape with fresh and healthy leaves in Plastic Pot including preparing of bed, plantation and refiling of earth all complete.		4,000	EA		
22	Clerodendrum inerme of ht. 20 cm to 30 cm multi branched in 20 cm size of Earthen Pot / Plastic Pot including preparing of bed, plantation and refilling of earth all complete.		6,000	EA		
23	Any other charges (if any)					
24	Total (2 to 23)					
25	Total GST amount (mention GST % also) on 24					
26	<b>Total (24 + 25)</b>					
27	Total Price (F.O.R, SPM, NARMADAPURAM) (in figures only) (24+25)					



### C. Total Price for Labour and Material

SN	Description	Amount
1	Total Amount for Labours	
2	Total Amount for Materials	
3	<b>Grand Total Price (F.O.R, SPM, NARMADAPURAM) (in figures only) (1+2)</b>	
4	<b>Grand Total Price (F.O.R, SPM, NARMADAPURAM) (in Words only) (1+2)</b>	

Note :-The method of evaluation of L1 criteria for awarding the contract shall be decided taking into consideration the total landed price up to SPM Narmadapuram.

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....

**ANNEXURE - II**

**TWO BID, SINGLE STAGE ( TWO PACKET) TENDER**  
**BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION**

**Part I: - TECHNO-COMMERCIAL BID**

S.No.	Tender Submission Check Points	Check before submission Tick ( <input checked="" type="checkbox"/> )
1	Earnest Money Deposit	Applicable
2	Technical Specification –Section VII as per tender	
3	Fill Tender Form – Section X duly seal & sign ( Without mentioning price)	
4	Blank Price Bid as per Section XI (Without Price but mention the taxes & other charges )	
5	Accept validity, place of work, delivery terms, contract period, payment terms and warranty as per tender document	
6	Submit Declaration as per Annexure-III of the tender document	
7	Submit Declaration as per Annexure-IV of the tender document	
8	Submit Declaration as per Annexure-V of the tender document	
9	Submit the documents as per Qualification / Eligibility criteria – Section IX	
10	Submit tender document with seal and sign	

NOTE : “BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER

**Part II: - PRICE BID**

S.No.	Tender Submission Check Points	Check before submission Tick ( <input checked="" type="checkbox"/> )
1	Price Bid as per Section XI (Price including all taxes & other charges )	

.....  
 (Bidder's Seal & Sign)  
 Seal & Sign)



**ANNEXURE – III**

**Tender No. 6000018348/CIVIL/23-24/, Dated: 04.09.2023**  
**(To be submitted on the letter head)**

**DECLARATION**

We do hereby declare that,

1. We have not been blacklisted /debarred by BNPMIPL /BRBNMPL /SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.
2. We do hereby declare that we have read and understood all terms and conditions of tender document including GIT, SIT, GCC, SCC, Technical Specification, Quality Control Criteria and confirm to abide to those conditions without any counter conditions.
3. "We are accepting all the terms and conditions of the tender document without any deviation and withdraw all deviations if any".
4. "We Declare that If we withdraw or modify our bids during period of validity of tender etc. than we will be suspended for the period of 03 years from the date of opening of tender."

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....



**ANNEXURE-IV**

**Tender No. 6000018348/CIVIL/23-24/, Dated: 04.09.2023**  
**(To be submitted on the letter head)**

**DECLARATION**

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I certify that M/s.....  
**(firm's name)** is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that M/s .....  
**(firm's name)** fulfils at requirements in this regard and is eligible to be considered."  
(where applicable, evidence of valid registration by the competent Authority shall be attached)

I, the undersigned, declare that the item.....originate in.....(Name of the country).

Signature.....

Name.....

Designation.....

Date.....

Stamp of the

Organization.....

**Annexure-V**

**Declaration for Section 206AB of TDS under income tax Act, 1961**  
**(to be submitted on Letter Head)**

Vendor Code: \_\_\_\_\_

M/s \_\_\_\_\_

PAN \_\_\_\_\_ GSTIN \_\_\_\_\_

I/We \_\_\_\_\_ &lt;Legal Name and complete address &gt; ,

PAN: \_\_\_\_\_, TAN: \_\_\_\_\_, referring to the

provisions of 206AB of the IT Act, 1961, hereby declare the following:-

Financial Year	Aggregate TDS & TCS credit in our name was Rs. 50,000 or more ("Yes / No")	Income Tax Return ("ITR") Filed ("Yes/No")	E-filing Acknowledgment Number (15 digit - numeric)  (Attach copy of acknowledgments)	Date of Filing of Return of Income u/s 139(1) (DD/MM/YYYY)	Linked PAN with Aadhaar number or will link it before 30 Jun 2021 (or any further date as may be notified by CBDT ("Yes / No"))
2020-21					
2021-22					

We do hereby declare that to the best of my /our knowledge and belief what is stated above is correct, complete and is truly stated. In case there is a tax liability, interest or penal consequences which are levied on SPM on account of the false representation/ declaration, I/we undertake to fully indemnify SPM for the same.

FOR \_\_\_\_\_

Authorized Signatory

Date: \_\_\_\_\_

**Note: In case the vendor failed to comply with the above provisions, TDS shall be deducted at the higher of the following rates, namely: -**

- (i) at twice the rate specified in the relevant provision of the Act; or
- (ii) at twice the rate or rates in force; or
- (iii) at the rate of five per cent (5%).