

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	27-10-2025 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	27-10-2025 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Finance
विभाग का नाम/Department Name	Department Of Economic Affairs
संगठन का नाम/Organisation Name	Security Printing And Minting Corporation Of India Limited (spmci)
कार्यालय का नाम/Office Name	3rd Floor Tower G World Trade Centre Nauroji Nagar
वस्तु श्रेणी /Item Category	Horticulture Service - Lumpsum based - General Maintenance of Garden/Lawn/Field/Nursery/Park, Maintenance of Potted/Container Plant, Development of Garden/ Lawn/ Field/ Nursery/ Park, Landscaping of Garden/ Lawn/ Field/ Nursery/ Park; Propagation of ..
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	22 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित बिड मूल्य /Estimated Bid Value	5388404.56
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	Indusind bank
ईएमडी राशि/EMD Amount	108000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	Indusind bank
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).

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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Chief General Manager
Security Paper Mill, Narmadapuram
(Chief General Manager)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any

Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

9. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

10. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

11. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Bill of Quantity - Horticulture Maintenance - Price Bid - [1758959972.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work(custom requirements if any):[1758959984.pdf](#)

Horticulture Service - Lumpsum Based - General Maintenance Of Garden/Lawn/Field/Nursery/Park, Maintenance Of Potted/Container Plant, Development Of Garden/ Lawn/ Field/ Nursery/ Park, Landscaping Of Garden/ Lawn/ Field/ Nursery/ Park; Propagation Of .. (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Service	General Maintenance of Garden/Lawn/Field/Nursery/Park , Maintenance of Potted/Container Plant , Development of Garden/ Lawn/ Field/ Nursery/ Park , Landscaping of Garden/ Lawn/ Field/ Nursery/ Park
Service Inclusions	Propagation of Horticultural Crops , Site Clearing , Soil Quality Checking , Garden Designing , Soil Preparation , Planting Trees/Plants/Grass , General Maintenance of Plant (Mowing, Strimming, Laying, Sweeping, Watering, Weeding) , Applying Fertilizers , Trimming & Pruning , Landscaping , Cleaning & Painting of Potted Plants , Preparation of Seed Bed , Potting Mixture , Seed Sowing , Irrigation , Weeding , Hoeing , Cutting
Propagation Method to be used	Seeds , Vegetative part , Grafting , Layering , Budding
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Project based Procurement	अतिरिक्त आवश्यकता /Additional Requirement
1	Biplab Basak	461005,Security Paper Mill ,Narmadapuram , Madhya Pradesh	1	<ul style="list-style-type: none"> Estimated number of plants to be maintained/cultivated as per scope of work : 17010

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

SECURITY PAPER MILL, NARMADAPURAM
payable at
Narmadapuram

. 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.

3. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

SECURITY PAPER MILL, NARMADAPURAM

. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

4. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of

SECURITY PAPER MILL, NARMADAPURAM
payable at
SECURITY PAPER MILL, NARMADAPURAM

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

5. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

SECURITY PAPER MILL, NARMADAPURAM

Account No.

201003487038

IFSC Code

INDB0000449

Bank Name

Indusind Bank

Branch address

Ground Floor, Sat Rasta, Main Road, Narmadapuram (M.P) 461001

. Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

6. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

SECURITY PAPER MILL, NARMADAPURAM
payable at
SECURITY PAPER MILL, NARMADAPURAM

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

7. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

SECURITY PAPER MILL, NARMADAPURAM

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

8. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

SECURITY PAPER MILL, NARMADAPURAM

Account No.

201003487038

IFSC Code

INDB0000449

Bank Name

Indusind Bank

Branch address

Ground Floor, Sat Rasta, Main Road, Narmadapuram (M.P) 461001

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

9. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

The following are the scope of work:

(A) Bill of Quantity

(1) Service items:-

1. Renovating lawns including Grassing with selection No. 1 grass with grass Turf, weeding, cheeling the grass, forking the ground, top dressing with sludge or manure, mixing the same with forked soil, watering and maintaining the lawn for 60 days or more till the grass forms a thick lawn free from weeds and fit for mowing and disposal of rubbish as directed, including supplying good earth if needed but excluding the cost of sludge or manure (The manure/sludge shall be paid for separately). Qty:- 60,000 SqM.

2. Mixing/spreading of sludge, dump manure and/or good earth in required thickness as per direction of officer-in-charge (cost of sludge, dump manure and/or good earth to be paid separately). Qty:- 576 CuM

3. Complete maintenance of the entire garden features having as per yard stick in the garden area i.e. lawn trees, shrubs, hedge, flower beds, foliage, creepers etc. including hoeing, weeding pruning replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawn mower and brush cutter, removal of garden waste, applying insecticide, pesticide & fertilizers (whenever required) top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by officer-in-charge (Cost of Good Earth, Manure, Fertilizer, Insecticide, Pesticide will be provided by the Department & lawn mower and brush cutter with fuel, other T & P material/articles shall be provided by the contractor.) Permanent office accommodation (as per yard stick 1Mali = 1.25Acre). Qty:- 7,80,000 M2

4. Complete maintenance of trees (Outside garden features), jobs like making of basin at regular interval i/c watering, weeding, pruning & application of fertilizer etc, (excluding the cost of material which shall be supplied by the department) and as per direction of officer in charge.

(a) Trees for 250 no/(up to 4 & up to 3 year Slow & Fast growing group). Qty:- 3600 EA

(b) Trees for 300 No. (4-8 & 5-6 year Slow & Fast growing group). Qty:- 3720 EA

5. Maintenance of potted plant Earthen pot in displayed at ground floor only in bungalow, office complex including application of good earth, manure, insecticide, pesticide and fertilizer, removing of dry parts by pruning, cleaning dry leaves and displaying in appropriate place and replacement of broken pots coloring of pots and change of location of pots and replacing with fresh plants as and when required (Materials shall be provided by the department) as per direction of officer in charge. Qty:- 13200 EA
6. Cutting of Hedge/Edge including removing of cut material, cleaning, hoeing of hedge/edge bed watering, manureing and applying insecticides and fungicides etc.(excluding the cost of material which shall be supplied by the department) and as per direction of officer in charge. Qty:- 3300 M2
7. Complete maintenance of shrubs (Outside garden features), jobs like making of basin at regular interval i/c watering, weeding, pruning & application of fertilizer etc., (excluding the cost of material which shall be supplied by the department) and as per direction of officer in charge. Qty:- 5400 EA
8. Removal of garden rubbish by tractor trolley. Qty:- 200 trips

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(2) Supply items:-

1. Supplying and stacking of good earth at site including royalty and carriage upto 5 km complete (earth measured in stacks will be reduced by 20% for payment). Qty:- 260 CuM
2. Supplying and stacking at site dump manure from approved source, including carriage upto 5 km complete (manure measured in stacks will be reduced by 8% for payment) Screened through sieve of I.S. designation 4.75 mm : Qty:- 200 CuM
3. Supplying and stacking of well decayed cattle manure at site including royalty and carriage upto 5 k.m. lead complete (cattle manure measured in stacks will reduced by 8% for Payment). Qty:- 200 CuM
4. Providing and stacking of urea 46% of nitrogen in 50 kg plastic bags – Qty :- 1500 KG
5. Providing and stacking of DAP in plastic bag of 50Kg. Qty:- 1500 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 refilling of earth all complete as per direction of SPM. Qty:- 150 EA
7. Supply and stacking of Cassia fistula (Amaltash) plant of height 120-135 cm. in big poly bags of size 25 cm as per direction of the officer-in-charge. Qty:- 150 EA
8. Supply and stacking of plant Nerium oleander (kaner) of height 60-75 cm. with 5-6 branches in poly bags of size 25 cm as per direction of the officer-in-charge. Qty:- 400 EA
9. Supply and stacking of Bougainvillea (Variety Butiana, Lady Mary Baring, Mahara, Mohan, Scarlet Queen, Varigata, Glabra Formosa, Peruviana Odissi, Partha, Subhra, Thimma, Spectabilis L.N Birla, Refulgens) plant 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 . Qty:- 400 EA
10. Supply and stacking of plant Hibiscus rosasinensis of height 60-75 cm. with 5-6 branches in p.bag of size 25 cm as per direction of the officer-in-charge. Qty:- 400 EA
11. Supply and stacking of plant Murraya exotica of height 45-60 cm. in poly bags of size 15 cm as per direction of the officer-in-charge. Qty:- 250 EA
12. 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. Qty:- 200 EA
13. Providing and displaying of Diffenbachia mosaic plant, having ht. 30cm to 45 cm with 10-12 leaves, well developed, fresh and healthy in 25 cm size of Earthen pot / Plastic pot . & as per direction of the officer-in-charge. Qty:- 50 EA
14. Providing and displaying of Aglaonema different variety Plant, having ht. 30 cm to 45 cm with 8 to 10 leaves, well developed, fresh and healthy in 25 cm size of Earthen pot / Plastic pot including digging hole, plantation and refilling of earth all complete as per direction of the officer-in-charge Qty:- 50 EA
15. Providing and Displaying plants 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. Qty:- 650 EA
16. Providing and Displaying plants Chrysanthemum double variety, well developed, having 45 to 60 cm ht., with 6 and above flowers with half blooming condition, fresh and healthy with bamboo stacking in 25 cm Earthen Pot and including preparation of bed, plantation and refilling of earth all complete as per direction of the officer-in-charge. Qty:- 650 EA
17. Providing and Displaying plants 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 preparation of bed, plantation and refilling of earth all complete as per direction of the officer-in-charge. Qty:- 680 EA
18. Providing Plant Pansy Hybrid Sakata well developed with fresh & healthy foliage with 3 to 4 flower in bloom in 20 cm E

earthen Pot/Plastic Pot. Qty :- 680 EA

19. Providing and Displaying Plant Salvia dwarf variety with fresh & healthy foliage well developed multi branching in blooming stage in 15 cm Earthen Pot/Plastic Pot. Including preparation of bed, plantation and refilling of earth all complete as per direction of the officer-in-charge. Qty:- 650 EA

20. Providing and Displaying plants 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 and including preparation of bed, plantation and refilling of earth all complete as per direction of the officer-in-charge. Qty :- 650 EA

21. Providing and Displaying plants Kashmiri Rose in different colour 2 to 3 healthy branch 30 cm and above ht. well-developed including preparing of bed, plantation and refilling of earth all complete as per direction of the officer-in-charge. Qty :- 1000 EA

22. Providing and Displaying of Duranta Golden plant, having ht.15 to 20 cm bushy shape plant with fresh and healthy leaves in 20 cm size of Earthen Pot / Plastic Pot including preparation of bed, plantation and refilling of earth all complete as per direction of the officer-in-charge. Qty:- 4000 EA

23. Providing and Displaying of Clerodendrum inermis 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. Qty:- 6000 EA

(B) Scope of Work:

i. Renovating of lawn grassing with selection of no.1 carpet/garden grass of existing lawn area (60000 SqM approx.) within two months from the date of contract and maintaining the lawn area of throughout the contract period as per given **Table 1.0 (Refer attached Scope of Work for Table 1.0)**

ii. Day to day maintenance of Horticulture works for lush green garden/ lawn, trees, shrubs, Hedge and potted plants has been made as per yard stick.

iii. For maintaining the complete area, requirement of material like good earth, cow dung manure, urea, DAP, trees, Shrubs, potted plants, hedge/ edge and seasonal flowers plants, red Kashmiri rose etc. and their quantities as per requirement shall be in the scope of supplier.

iv. Trimming of branches of trees/plants as and when required during the contract period.

a. Trimming of felling dangerous dried trees of the girth up to 240cm (measured at a height of 1 m above ground level), including cutting of trunks and branches, stacking of serviceable material and disposal of unserviceable material to ensure safety around the area and prevention of human life and loss of property.

b. Contractor must provide safety PPEs while trimming of felling trees to the laborer.

v. Removal and disposal of garden rubbish on same day.

vi. To maintain the horticultural work, water / recycle water will be used for irrigation by making necessary arrangement by pipe/ sprinkler etc. in the scope of supplier.

vii. Before finally leaving the site upon completion of the work, the contractor shall clean the site.

viii. The contractor should appoint an experienced Supervisor who have graduated in Agriculture/Horticulture and have minimum 3 years of experience in horticulture/gardening work for day to day interaction with SPM officials. The supervisor will follow orders given by the officer in charge and shall be responsible for carrying them out.

ix. Daily Report: The contractor shall also maintain a work report for work completed in each day. The same report in English or Hindi (preferred) will be submitted to the SPM every Monday. SPM shall verify completed work as per the report.

x. Specifications: The above work shall be carried out as per latest CPWD horticulture specifications with up to date correction slip.

xi. Records:- The Contractor shall maintain complete official records like material brought at site register, measurement book, site order book, log book, hindrance register etc. and present the record to SPM officials on every Monday. These documents shall be signed daily by the contractor & keep them safe.

xii. Quantity of work: SPM authority reserve the full right to increase or decrease the quantities of item, at the time of award tender and any time during execution of contract period or extended period of contract as per its actual requirement.

xiii. Tools & Plant : Shall be arranged by the contractor, if required

xiv. Payment Terms:-

A. The payment of work under garden features (As mentioned in Scope of work table no. 1.0) shall be made based on complete maintenance of whole area.

B. The payment of work outside garden features shall be made based on actual measurement of completed work.

C. Payment will be processed only after checking and physical verification by SPMN officials.

xv. Penalty:

- Penalty of Rs. 100/-for 1st three incident and from 4th incident Rs. 250/- of every month will be imposed per incident or lapse of non-compliance for the following :
 - a. Unscrupulous cutting of trees/plants and allowing them die.
 - b. Non-replacement of dead plants in tree guards/ fenced area
 - c. Not supplying material in time.
 - d. Inadequate care of any plant leading to emaciation.
 - e. Non-removal/disposal of garden rubbish/waste etc on same day

10. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. Required Terms of Delivery: F.O.R. Security Paper Mill, Narmadapuram (Duly Unloaded).
2. Destination: Security Paper Mill, Narmadapuram (M.P.)-461005.
3. Bidder Should Quote Prices Inclusive of GST And All Cost Components Such As Packing & Forwarding Details, Freight & Insurance Charges up to Destination etc. on FOR Security Paper Mill, Narmadapuram (Madhya Pradesh), India basis only.
4. Liquidated Damages (LD) Clause: If the contractor fails to deliver the goods and/or services or any instalment 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 contract price, as Liquidated damages, a sum equivalent to the rate of 0.5 per cent 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.
5. The terms and conditions, guidelines of SPMCIL Procurement Manual Version 3.0 will be applicable to this bid at any stage to avoid any conflict at later stage. Kindly refer General Instructions to Tenderer (GIT) and General Conditions of Contract (GCC) of SPMCIL Procurement Manual Version 3.0 for additional terms and conditions as per the links given below:
GIT: <https://www.spmcil.com/wp-content/uploads/2024/06/GIT-3.0-1.pdf>
GCC: <https://www.spmcil.com/wp-content/uploads/2024/06/GCC-3.0-1.pdf>
6. 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.
7. Vendor has to submit declaration in specified format (refer Buyer added Specific ATC) 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.
8. GST Return: Supplier should file the GST returns for outward supplies in time. In case of any Input Credit Loss to SPM by way of their failure to file GST Returns in time, SPM reserves the right to withhold the payment of further supplies till production of evidence of filing of Returns.
9. Delivery Period: Within 36 weeks for all supply from the date of issue of GeM purchase order.
10. Bidder shall submit duly seal & signed copy of Scope of Work/Technical Specifications and declaration.
11. Payment terms:
 - i. A. The payment of work under garden features(As mentioned in Scope of work table no. 1.0) shall be made based on complete maintenance of whole area.
 - B. The payment of work outside garden features shall be made based on actual measurement of completed work.
 - C. Payment will be processed only after checking and physical verification by SPMN o

fficials.

12. Warranty:- NA

13. Anti-Bribery Management System (ABMS): By participating in this tender, the suppliers/Vendor s/Contractors are deemed to have undertaken that they shall not give or take, any financial or non -financial bribe, to or from anyone during the tender or during the execution of the contract thereafter and if they notice any such incident happening, they shall report it to Vigilance.

14. Resolution Disputes at India International Arbitration Centre, New Delhi.

15. Common IP Addresses: Bidders may please note that GeM is capturing and showing the IP addresses used by the Buyer and the Bidder(s)/Seller(s). The received bids having matching/common IP address with either Bidder(s)/Seller(s) or Buyer, shall be outrightly rejected & shall not be considered for further evaluation.

16. Prequalification Criteria:

Experience & Past Performance:

The bidder should have experience of having successfully completed similar kind of services for the estimated value of Rs. 21.55 Lakhs, in any one of the last five years ending on '31.03.2025'

Capability Equipment & Manufacturing Facilities:

The bidder must have capability to provide the relevant services.

Financial Standing:

1) The average annual financial turnover of the bidder during the last three years, ending on '31.03.2025', should be at least Rs. 21.55 Lakhs 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.

2) i) The net worth of the Bidder should not be negative on '31.03.2025' and also

ii) should not have eroded by more than 30% in the last three years, ending on '31.03.2025'.

Note: (i) For MSEs and Start-ups (registered for the tendered item) all financial criteria shall be exempted. However, its capacity and capability may be verified.

(ii) Start-up Enterprises: Requirements of prior experience and turnover would be relaxed for Start-up enterprises as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), subject to their meeting the quality and technical specifications. Such Start-ups may be either MSE or otherwise.

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11. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in

accordance with the laws.

---धन्यवाद/Thank You---