



Malabar Regional Co-operative Milk Producers' Union Limited

Kozhikode Dairy, Kunnamangalam (P.O), Kozhikode-673 571, Kerala.

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TENDER REF No.503/KKD/ENGG/PROJECT/GARDEN/2021-22

**TENDER DOCUMENT
FOR THE
PERIODIC MAINTENANCE CONTRACT
OF GARDEN AND LAWN
AT
KOZHIKODE DAIRY**



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No.503/KKD/ENGG/PROJECT/GARDEN/2021-22/

Dated 11.11.2021

**Tender Notice - One Year Periodic Maintenance Contract of
Lawn and Garden at Kozhikode Dairy**

The Malabar Regional Co-operative Milk Producers Union Ltd., Milma, Kozhikode Dairy invites sealed competitive bids for the One Year Periodic Maintenance Contract of Garden at Kozhikode Dairy as detailed below from experienced and professional gardeners and landscapers having sound technical and financial capabilities.

Bid Reference No.	503/KKD/ENGG/PROJECT/GARDEN/2021-22 Dated 11.11.2021
Amount of Bid Security(EMD).	Rs. 5,000/-
Cost of Bid	Rs.100/-
Issue of Bidding Document.	12.11.2021, 11:00 AM Onwards.
Last date and time of submission of Bids	29.11.2021, 2:00 PM
Place of Opening	Office of The Senior Manager, Kozhikode Dairy.
Date, Time & Place of opening of bids.	29.11.2021, 3.00 PM at Kozhikode Dairy.

The Malabar Regional Co-operative Milk Producer's Union, Kozhikode Dairy shall not take the responsibility for any delay in receipt of the bidding document if it is sent by post.

Interested parties may quote their rates and total amount for each item in the schedule attached and submit the same after putting the signature, name and address of the bidder in the tender form in all pages

**Senior Manager
Kozhikode Dairy**

TERMS & CONDITIONS

1. Eligibility Criteria:

The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualification to perform the Contract if its bid is accepted. For the purpose of this bidder shall meet the following qualification criteria as a minimum.

- a. The bidder should have minimum 3 years' experience in professional gardening and landscaping works of similar capacity for the last 3 financial years.
- b. Documentary evidence in proof of experience shall be attached. Previous work order copies and credential letters issued from the previous institution /organization shall be considered as proof of experience.

2. Period of the Periodic Maintenance Contract:

Duration of the independent labour contract for periodic Garden development and Maintenance at Kozhikode Dairy will be from **1st January 2022 to 31st December 2022**, subject to the approval from our Head Office. *However, the Senior Manager reserves the right to extend the contract for a further period not exceeding three months and the contractor has to continue the contract for such extended period if any, at the same rates, terms and conditions of the original contract.*

3. Scope of Work:

- a. The purpose of horticulture maintenance work is that the whole Dairy premises must look rich with lush green lawns and garden with beautiful flowers so as to provide an excellent ambience of work-environment and at the same time makes the office premises environmental friendly and to make a good impression on the visitors and public who visit here for various purposes. The contractor has to undertake all such jobs/activities required to maintain the Dairy premises in a presentable condition and in above mentioned spirit at all the time whether such activities are elaborated hereunder or not.
- b. Maintenance required for Lawn and Garden area approximately: 53,713 sqft.
- c. Trimming of Lawn grass with lawn mower and cutting of plants.
- d. To maintain all the trees, plants, shrubs, hedges and lawn as are existing on the date of start of contract and any other lawn/park/plants developed thereafter. Supplying, maintaining, manuring, all the lawns and plants in the garden and pots available at Kozhikode Dairy, and periodic manuring and application of manure, pesticides and fungicides as per the schedule.
- e. Protecting all the grown-up trees by properly pruning them, manuring watering and applying pesticides etc. complete without damage to any trees or plants.
- f. Maintaining, watering, and cleaning of ornamental plants available in Kozhikode Dairy campus.
- g. In addition to the existing plants and trees, you may propose for additional requirement of plants, different sizes of pot and other material etc. like fibre pots foliage plants, red soil, manure, flower plants to improve the landscaping view.

- h. Arranging potted plants inside the building as and when necessary, displaying them as per directions and taking back the plants to the garden after the event.
- i. The required quantity of manures and insecticide/pesticides for a good and healthy plant should be provided by the contractor. It is the responsibility of the contractor to replace the dead plants, if any, and also see the adequate seasonal flowering plants are maintained to have pleasant look of floors area.
- j. Contractor should provide all the material required for day to day garden operation like lawn mower, brush cutter, bamboo broom, sprayer for pesticide/insecticide, sutli, Khurpees, garden trowels / spades, wooden handle of spades, grass swords garden knife, pruning scissors, etc. to maintain the garden neat and clean and in presentable condition. It should be ensured by the contractor that the required tools are always available at site in good working condition to carry out the job.
- k. To bring to the notice of Kozhikode Dairy about any suspicious activity noticed during discharge of duties by Horticulture workers.
- l. Kozhikode Dairy will not be responsible to provide any residential accommodation to Horticulture personal deployed by the Horticulture contractor.

4. Details of work

Details of work schedule is given below;

Particulars	Unit	Qty.	Frequency
Trimming, Shaping, Top dressing and Edge cutting of lawns, plants and border shrubs in the garden area as directed by the Dairy officials. The work also includes replanting and maintaining the lawn and border shrubs and plants of garden area in good condition.	Sqft.	53713	Monthly
Providing and Applying Fertilizers, Manures & Pesticides.	Sqft.	53713	Fortnightly
Providing and Painting of the pots using tile coat emulsion (Asian paints or equivalent) two or more coats, after proper cleaning of the same.	Nos.	180	Half Yearly
Repotting of the plants as directed by Dairy officials including material and labour charges.	Nos.	180	Yearly

5. Price Basis:

The bidder shall quote their rates in the PRICE BID SCHEDULE attached herewith the tender document. The bidder shall quote his **lowest basic rate (excluding taxes, but including all other incidental charges such as cost of pesticide, manure, machinery, tools etc.)** for the works specified in Schedule, for Any deviations in the tax structure at the time of delivery will be applicable as per rules.

6. Bid Evaluation:

- a. The lowest bidder will be evaluated on the basis of total rates offered for works in Schedule.
- b. **The contract will be awarded to the bidder who has quoted lowest amount offered per month for works in Schedule.**

7. Bid Validity:

The offer should remain valid for acceptance for a period of 90 (Ninety) days from the date of opening of bids.

8. Security Deposit:

Successful bidders to whom the contract is finalized shall have to submit **security deposit of Rs. 25,000/- (Rs. Twenty-Five thousand only)** towards guarantee for the satisfactory completion of the assignment. The security deposit shall be remitted at our accounts section within 7 days from the date of placement of work order by way of Cash/DD. The same will be refunded back to the contractor after successful completion of contract. No interest shall be paid by MRCMPU Ltd., Kozhikode Dairy for the amount deposited.

9. General Terms and Conditions

- a) The tender should be submitted in the format attached/schedule with this tender form.
- b) Each Tender form submitted should be accompanied by Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) either as receipt of cash remitted at the office of Kozhikode dairy or in the form of Demand Draft drawn in favour of the Senior Manager, Kozhikode Dairy payable at Kozhikode. Tender form without Earnest Money Deposit (EMD) will be rejected.
- c) No over writing or erasures permitted in the tender form. All corrections in the tender shall be signed in full by the bidder.
- d) The rates quoted shall remain firm during the period of the contract. Further negotiation (on all quoted rates) can be done with the lowest offered party, if found necessary by MRCMPU Ltd., Kozhikode Dairy.
- e) Rates shall be entered as specified in the bid form in numbers and words.

- f) If the tenderer who got the tender is not willing to carry out the work mentioned, the EMD shall be forfeited to Kozhikode Dairy.
- g) EMD of unsuccessful bidder will be refunded by form of cheque within 10 days after awarding the contract. No interest will be paid for the EMD for the period the same is deposited with MRCMPU Ltd.
- h) Contractor shall provide sufficient work force in the nature of skilled/ semiskilled/ unskilled workers on need basis for the execution of Periodic Maintenance Contract under the contract and shall take all safety precautions and follow the safety regulations of the company/their consultants, Govt. orders in force, and instructions in this regard from the company's Engineers.
- i) The contractor should ensure that their workers are available at site with all the required tools, equipment's and consumables etc.

The contractor shall confirm to all laws governing employment and safety of labour minimum wages etc. and shall be liable for any claim or obligations thereof. **The Contractor shall ensure that all the workers deployed at site are insured under Workmen Compensation Policy valid at the time of job execution. Attested copy of the insurance shall be submitted at this office, prior to the commencement of work.**

The wages paid by the Independent Labour Contractor to his employees should be in accordance with the Agricultural Operations and Dairy Farming notification made under the Minimum Wages Act (Notification G.O.(P) No. 39/2017/LBR dated 09/05/2017) and each employee should be paid a wage amount for an eight-hour duty which should not be less than the amounts shown in the table below:

Contract Employee	Monthly minimum wage amount for 8 hour duty (₹ 420/ day – 26 days)	DA for Kozhikode centre (372-250) x 26	Total Monthly Wages	Monthly PF Employer's Contribution @12 % of wages subject to max. limit of 15000/-	Monthly ESI Employer's Contribution @ 3.25% subject to a maximum wage limit of Rs.21000/-
Gardening Attenders	Rs.10920/-	Rs.3172/-	Rs.14092/-	Rs.1691.04/-	Rs. 458/-

However, the contractor shall revise the total wages/DA to his employees up on revision declared by the Govt. under the Minimum Wages Act/Consumer Price Index published by Department of Economics and Statistics from time to time. MRCMPU Ltd shall not be bound to bear any additional expenditure by the contractor on account of wage revision in excess of the declared minimum wages.

- j) The contractor shall be responsible for payment of all claims of damages, compensation or expense payable as a result of any accident or injury sustained by the labor employed by them during period of the execution of this contract which they are liable to pay as per the

rules, law of order of the Govt. or the decision of the court or tribunal. The expenses if any incurred by the company on the above account shall be recoverable from the contractor by the company.

- k) The contractor shall be responsible for the payment to the workers towards Provident Fund benefits etc. and will be responsible for maintenance of the statutory records in respect thereof. Any losses or damage caused to the company due to the non-compliance of the statutory regulations shall be to the account of the contractor.
- l) The contractor shall be liable to take contract/labor license or any other permission required from the statutory authorities to employ contract labor for carrying out the work and the proof in thereof shall be submitted to the company before taking up the works.
- m) Damage if any caused by the contractor to the company's/third party's assets/equipment during the work execution has to be rectified /replaced by the contractor at his own costs and risks.
- n) If the progress or the quality of work is not satisfactory, the company shall have right to terminate the contract without any notice and arrange the work at the risk and cost of the contractor. The loss due to the delay of work and also due to the alternate arrangement made by the company for executing the work shall be recovered from the contractor.
- o) The rates quoted shall remain firm during the period of the contract. The rates are excluding taxes and duties.
- p) The contractor shall not without the previous approval of the company, execute any power of attorney in respect of any matter touching this contract and the company shall not bound by any such power of attorney executed by the contractor without its approval. It shall be entirely within the discretion of the company whether to grant such approval or to refuse it or to revoke an approval once given.
- q) No sub-contracting of any work at site is allowed without prior permission of the company. Safe custody of materials issued for this work is the responsibility of the contractor.
- r) In case of any disputes, actions, proceedings arising out of this contract, the jurisdiction of courts will be at Kozhikode and the courts at Kozhikode only will have the jurisdiction to have and decide such actions and proceedings.
- s) The contractor or his authorized representative shall be available at site to control the labor and to handle labour affairs of all kind and to arrange consumables as per requirement, during the period of execution of Periodic Maintenance Contract.
- t) All tools, tackles, equipment and consumables if required for the purpose of work of this contract shall be of best quality and according to the specification approved by the company's Engineers/Consultants.
- u) Electricity & water if required at site will be provided by Kozhikode Dairy if required.
- v) This tender form along with the Terms & Conditions and schedule of quantities duly filled and signed on all pages has to be submitted to The Senior Manager, Kozhikode Dairy.
- w) The work should have carried out without causing interruption to the routine functioning of the Kozhikode Dairy.
- x) When there is a difference between the rates in figures and in words, the rates which corresponds to the amounts worked out by the bidder for each unit rate shall be taken final.

- y) The site for the works can be seen on any working days during office hours by consulting the engineer in charge of Kozhikode Dairy. The bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting the tenders, the form and the nature of the site, the means of access to the site. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent to any misunderstanding or otherwise shall be allowed.
- z) Canvassing whether directly or indirectly in connection with this tender strictly prohibited and the tenders submitted by the bidder who try to canvassing will be liable to rejection.
- aa) The bidder shall also attach this tender document after signing at the bottom of each page as a token of acceptance of the terms and conditions and specification. The cover containing the tender should be super-scribed the tender reference and “Tender for Periodic Maintenance Contract for Garden at Kozhikode Dairy”.
- bb) **The lowest rate quoted shall not be the only criteria to finalize the tender. The credential background of the tenderer also shall be one of the criteria for finalization of the tender.**
- ab) The undersigned reserves the right to accept or reject any or all quotations without assigning any reason whatsoever and no explanation can be sought on this account.

Sd/-

SENIOR MANAGER

Encl: Annexure

ANNEXURE

PRICE-BID SCHEDULE

(To be filled and signed by the bidder and to be enclosed in the tender cover)

Sl. No.	Particulars	Unit	Qty.	Frequency per Year	Rate per Unit Quantity per Frequency (Rs.)
1.	Trimming, Shaping, Top dressing and Edge cutting of lawns, plants and border shrubs in the garden area as directed by the Dairy officials. The work also includes replanting and maintaining the lawn and border shrubs and plants of garden area in good condition.	Sq.ft.	53713	Monthly	
2	Providing and Applying Fertilizers, Manures & Pesticides. Once in a fortnight.	Sq.ft.	53713	Fortnightly	
3	Providing and Painting of the pots using tile coat emulsion (Asian paints or equivalent) in two or more coats, after proper cleaning of the same.	Nos.	180	Half Yearly	
4	Repotting of the plants as directed by Dairy officials including material and labour charges	Nos.	180	Yearly	
Total Quoted amount (excluding GST, including all other charges) in Rupees.		Rs..... (In words.....only)			

(PTO)

Bidder details:

1. Enclosed please find the EMD amount DD / Cash receipt No.....Bank-----
Dt for Rs. 5,000/- (Rupees Five Thousand only).
2. Name of the Bidder :
3. Postal address of the bidder :
4. Tel / Mob No :

The above quoted rate is firm for and in acceptance of all conditions in the tender schedule.

Place:

Date:

Signature of Bidder