

Ref No.: SCOPEMINAR/MMO/19-20/009

Dated :- 10.04.2019

NOTICE INVITING TENDER

1. Online e-tenders are invited by Dy.General Manager, SCOPE on behalf of Constituents of SCOPE MINAR, Laxmi Nagar Delhi- 110092, for the work detailed below:-

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|-----|---|---|--|
| 1.1 | Name of the work | : | AMC for Horticulture works in & around SCOPE Minar, Laxmi Nagar District Centre, Delhi. |
| 1.2 | Estimated Cost | : | Rs. 9,83,484.00 per Annum
incl. all taxes. |
| 1.3 | Earnest Money | : | Rs. 20,000/- |
| 1.4 | Tender Processing fee | : | Rs. 870/- |
| 1.5 | Duration of Contract | : | Two Years from date of LOI. |
| 1.6 | Cost of Tender | : | Rs. 1120/- |
| 1.7 | Commencement of downloading E-Bid | : | 16.04.2019 from 10.00AM |
| 1.8 | Last date of downloading of E-Bid | : | 01.05.2019 Up to 10.00AM |
| 1.9 | Last date of E-Bid submission | : | 01.05.2019 Up to 03:00PM |
| 2.0 | Last date of submission of hard copy of EMD & Tender Cost | : | 01.05.2019 Up to 03.00PM |
| 2.1 | Tender opening date & time(technical) | : | 01.05.2019 at 4.00 PM |
| 2.2 | Tender Opening date & time (Financial) | : | To be intimated later |

2. Bidders have to download the Bid documents from the e-procurement portal i.e. www.tenderwizard.com/SCOPE after registering themselves on portal and submit e-bids after payment of bid processing fee & Bid document fee before last date & at time of downloading the e-bids online. Bidder can also view the NIT, scope of work on www.scopeonline.in. For E-tendering support:- 8800991840, 8800991868.

3. Bids shall be submitted through e-bidding mode only. No other mode of bid submission shall be accepted.
4. Tender document shall be accepted only from and reputed ,specialized Contractors/ agencies working with CPWD / PWD / MES /Railway / PSUs / Autonomous Bodies/SCOPE who fulfill following pre-qualification criteria & showing their original document in this regard:
 - 4.1 Proof of having successfully completed Horticulture works in high rise buildings during the last 5 years ending last day of the month previous to the one in which applications are invited:

Three similar completed works, each costing not less than the amount equal to 40% of estimated cost put to tender.

OR

Two similar completed works, each costing not less than the amount equal to 60% of the estimated cost put to tender.

OR

One similar completed works of aggregate cost not less than the amount equal to 80% of the estimated cost.
 - 4.2 The tenderer must have his own well developed Nursery within 8 Kms of SCOPE Minar for availability of fresh plants and smooth operation of the AMC. Relevant documents in this regard shall be submitted along with other documents. Physical verification of the same may be done to ensure the same.
 - 4.3 The tenderer must be registered under ESI, PF & Income Tax act and PAN No. copies of registration papers along with details need to be furnished latest ESI & PF deposit with challan authority is also needed.
 - 4.4 Average annual financial turn over should be at least 1.5 times of the estimated cost during the immediate last 3 consecutive financial year.
 - 4.5 Balance sheet for previous three years with ITR.
 - 4.6 Copies of similar works executed / in hand for multi-storied office building & industry during last five years along with work order & clients performance certificate.
 - 4.7 All the above certificate / documents shall be submitted by the firm duly signed & self attested subject to verification with original documents.
 - 4.8 Hard copy of Forms of the tender duly signed & stamped must also be submitted while submitting EMD & Tender cost.

- 5 The tender shall be submitted: thorough only portal i.e. www.tenderwizard.com/SCOPE.
- 6 Tenderers are invited to submit their offers strictly based on the terms & conditions and specifications given in the tender document and instruction to bidder.
- 7 Tenders are invited to submit their offers strictly based on the layout, design parameters, specific requirements, terms & conditions and specifications given in the tenders documents.
- 8 Cost of tender documents & Earnest money mentioned above should be paid by crossed Demand Draft/Pay orders from any nationalized /Schedule Bank in favor of "MMO SCOPE Minar". Tenders without cost of tender and Earnest Money Deposit will be summarily rejected and the representative of such tenderers will not be allowed to attend tender opening.
- 9 Tenders without Earnest Money Deposit & Tender cost will be summarily rejected and the representative of such tenderers will not be allowed to attend tender opening.
- 10 Pre-bid Conference shall be held at 3:30PM on 25.04.2019 if required.
- 11 SCOPE reserves the right to reject any or all tenders without assigning any reasons.

Dy. General Manager-Engg

CC to:-

1. GM (Tech.) – For information please
2. Sr. Manager (PR) – with request to upload on website.
3. Sr. Manager (F&A)
4. Notice Board- SCOPE Complex.
5. Notice Board - SCOPE Minar

SCOPE OF WORK

The scope of work shall include the Annual Maintenance Contract for Horticulture at SCOPE Minar, Laxmi Nagar, Delhi 110092.

- 1. There are 92 nos. of planters around the periphery of the building which are to be maintained on replacement basis i.e. in case of any unhealthy / dead / damaged plant in the planter, the agency is required to replace it with new plant without any extra cost.**
- 2. The agency shall supply 100 nos. seasonal flowery plants and 500 nos. indoor / outdoor well developed ornamental plants with suitable mixing of air purifier plants on monthly basis.**
- 3. For the work of horticulture, contractor should depute minimum 2 Nos. Gardeners on regular basis for satisfactory execution of work specified in scope of work and 1 no. Supervisor as per requirement at his own cost.**
- 4. The agency shall maintain two nos. lawns and other green areas in the campus as directed by Engineer-in-charge.**
- 5. The agency shall maintain plants provided at planters as well as pots which shall be placed at the location like entrance, VIP lounge, dining and convention hall etc. and on various floors of the building.**
6. Agency needs to supply all materials required for proper maintenance of these planters i.e providing good earth, Manure & plants. This also includes labour for execution, supervision and other consumables, with replacement maintenance guarantee during the AMC period.
7. The agency have to maintain proper site clearance as per direction of Engineer-in-charge.
8. The agency shall be responsible for entire horticulture services which includes cleaning of leaves, watering the plants properly, cleaning of pots, painting of pots by red oxide paint, replacing the mortality of plants, pruning of plants in planters, spraying insecticide / pesticide etc. by providing all necessary labour, tools and tackles complete.
- 9. Two / three points for taking water for watering of plants shall be provided by SCOPE at suitable locations, the agency has to arrange all the required accessories i.e. rubber pipes, clamps etc. for taking water from those points. No water leakage from pipes etc. shall be accepted and if such case found, a suitable penalty shall be imposed on the agency.**

10. Maintenance of plants shall include the followings:-

- A) Regular watering of plants.
- B) Cleaning of leaves of each and every plant every day.
- C) Removal of dead or yellow / wilting leaves
- D) Plants should be maintained fresh and healthy.
- E) Cleaning of fibre/ wooden container/ planter.
- F) Proper supervision of work.
- G) Time to time manuring of plants.
- H) Total work to be competed inside building before 9.30 A.M in case of indoor plants.
- I) Mass stick in good condition shall be provided for maintenance of plant changed as and when required.
- J) Any wilting or plants in bad shape to be replaced immediately.
- k) Pots should b neat & clean and of similar shape and size and painting of pot shall be carried out regularly.

11. Supply of Equipments :

The contractor shall arrange at his expenses all necessary tools / tackles / equipment required for performing the work.

12. Documents to be maintained :-

The Contractor will be required to maintain the following documents:

- i. Logbook(s) of daily work.
- ii. Complaint register (s)
- iii. Consumables consumption register / reports
- iv. Attendance Register

13. Working Hours : Working hours for housekeeping shall be 8:00 AM to 5.30 PM with one hour lunch break. No overtime shall be paid to the contractor.