

## **NOTICE INVITING TENDER**

**Tender Notice No: 008/AUG/2016**

**Date: 23 Aug 2016**

Sealed tenders are invited (in 2 Part system) by the Administrative Officer (Services) at the above office from experienced Contractors for Landscape and Horticulture Maintenance works of ICTS Campus.

### **Eligibility Criteria:**

- a) The agency shall have executed or be executing a single contract of minimum **Rs. 29 lakhs per annum** or two contracts of minimum Rs. **14.5 lakhs per annum** or three contracts of minimum **Rs. 10 lakhs per annum** during the last three year period and all these works should have been undertaken with some Central / State Government Organization / Central Autonomous Body / Central Public Sector undertaking.

Bidders/Contractors must furnish documentary proof for the above along with the following mandatory information while making request for tender documents.

- a. Company's profile, Local Office status, Bankers, Manpower and Experience.
- b. Valid registration certificate of the firm appropriate class.
- c. Valid ESI, PF and Service tax registration certificates
- d. Current financial solvency certificate and last 1 year's financial performance
- e. Work completion and performance Certificate
- f. A List to be furnished for number of qualified technical people in employment and their qualification.
- g. Latest income tax clearance certificate
- h. Performance certificate from the client and or consultants of the completed works.

**Name of Work: Annual Maintenance Contract for Landscape and Horticulture Works  
at ICTS**

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| <b>Estimated Value of work</b> | <b>: Rs. 32 Lakhs</b>  |
| <b>Earnest Money Deposit</b>   | <b>: Rs. 64000/-</b>   |
| <b>Period of Contract</b>      | <b>: Initially 3 months, extendable by 9 months<br/>and further extendable by one more year<br/>on satisfactory performance.</b> |
| <b>Sale Period</b>             | <b>: 24 Aug 2016 to 13 Sept 2016</b>   |
| <b>Tender Cost</b>             | <b>: Rs. 1,000/-</b>   |

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The tenders should be submitted in two sealed covers.

The proposals shall be evaluated in two stages: (1) Technical and (2) Price/ Financial. A minimum qualifying mark is set and only those Contractors whose Technical proposals score the minimum mark of 75% shall be considered for financial evaluation. Thereafter, financial proposal shall be evaluated. The commercial lowest bidder shall be the first preferred contractor for the award of Work.

1. The **First sealed cover - COVER I** should be superscribed "**Technical Bid**" and should contain Annexures **A-E** duly accepted, signed by authorised signatory with seal .

**The cover shall also contain the following documents:**

- (i) Company profile including previous experience of manpower deployment to government Departments, Multi - National companies, etc. Please attach copies of Work Orders, Completion Certificate, etc.
- (ii) Acceptance of terms and conditions specified in these tender documents.
- (iii) Demand Draft /Bank Guarantee in lieu for Earnest Money Deposit.
- (iv) Solvency Certificate issued by your banker.
- (v) Deployment pattern of Personnel including the number of Skilled Gardeners/ unskilled helpers.
- (vi) Work Order copy of a single contract worth **Rs. 29 lakhs per annum** or two contracts of **Rs. 14.5 lakhs** or three contracts of **Rs. 10 lakhs** or more during the last three year period.
- (vii) Copies of valid PAN number issued by the Income-Tax Authority, Registration Certificate of the firm /agency/Company and proof of 3 years' experience in providing similar services in reputed organisations.

(viii) Reference of similar completed & ongoing works.

(ix) Confirmation saying that Schedule I (Annexure F) & Schedule II (Annexure G) are completely filled, and kept in price bid.

(x) Valid Labor license to undertake Civil AMC work, valid PF and ESI registration copies etc.

2. The **Second sealed cover - COVER II** superscribed '**Price/ Financial Bid**' should contain **Annexures F & G**, rates to be quoted on monthly basis for normal duty of 8 hrs per day per person in Annexure F.

The above mentioned two covers shall be sealed on the outside with wax seal bearing the logo/name of the company submitting the bid.

These two covers shall be again put into a single wax sealed cover superscribed "**Tender for Annual Maintenance Contract for Landscape and Horticulture Works at ICTS Campus, Survey No 151, Shivakote Village, Hessarghatta Hobli, Bangalore North, Pin 560089**". This should be addressed to Administrative Officer, ICTS-TIFR, ICTS, TIFR, Survey No 151, Shivakote Village, Hessarghatta, Bangalore North, Pin – 560 089 and shall be sent by post/courier so as to reach before the prescribed time.

COVER-I of the tender will be opened on the same day after 15.30 hrs in the presence of attending tenderers. Opening of COVER-II (Price bid) will be intimated only to those tenderers who are qualified after evaluation of PART-I. If there is no deviation found in the part-I, then Cover II (Price bid) shall be opened on the same day.

If clarifications are sought by the contractor during the bidding period, the same should be in writing. Both the clarifications from the tenderer and the response to the clarifications from **ICTS** should be in writing and all such correspondences should be enclosed along with **COVER-I**.

Director, ICTS does not bind himself to accept the lowest or any other tender, and reserves the authority to reject any or all the tenders or to allot parts of the works to different agencies without assigning any reason thereof.

**EARNEST MONEY DEPOSIT: Rs. 64,000 (Rupees Sixty Four Thousand only)** Earnest Money Deposit shall be submitted along with the "Techno-Commercial Bid" in the form of a Demand Draft drawn in favour of "International Centre for Theoretical Sciences" payable at Bangalore and the DD should be from a Commercial bank. Alternatively, a Bank Guarantee from a Commercial bank may be provided (no other mode of payment will be accepted). The Bank Guarantee should be valid for 6 months from the date of opening. Bids not accompanied with Earnest Money Deposit shall be rejected. The EMD amount is liable to be forfeited, if the successful bidder fails to accept the Work Order or withdraws, or amends, impairs or derogates from the tender in any respect within the period of validity of this tender. The EMD amount of the unsuccessful bidders shall be refunded once the order is released on the successful bidder.

**Bids validity:** Bids shall be valid for 90 days from the last date of its submission.

**IMPORTANT NOTE:**

1. All bidders to attend the PRE-BID MEETING on 8 Aug 2016, at ICTS campus. It is important for the vendor to attend the pre-bid meeting to understand the exact requirements.
2. Contractors can specify manpower deployment pattern they propose to adopt for this work after thoroughly studying the scope of the work and clearly understanding the same by attending the PRE-BID meeting. The vendors shall have all their doubts cleared in the PRE-BID meeting. It is completely contractor's responsibility to fix the staff deployment pattern and to fulfill the requirements of ICTS.
3. Each and every page of the offered bid shall bear the dated signature and seal of the contractor.