

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

***TENDER DOCUMENTS***

**PRICE BID (PART – II)**

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



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**INTERNATIONAL CENTRE FOR THEORETICAL SCIENCES**  
**Tata Institute of Fundamental Research**  
**Annexure – F**  
**Schedule of Quantities**

**Name of work : Annual Maintenance Contract for Maintenance of Landscape & Horticulture Works at ICTS Campus**

Sl. No.	Description	Unit	Qty	Rate (in figures & words)	Amount
1	<p><b>Maintenance of soft landscape of area of about 24000 sqm</b> as detailed below: Attending on daily basis maintenance works of lawns, ground covers, creepers, flower beds, shrubs, hedges, in and around the lawn area, the entire <b>ICTS campus</b> including court yards, 'approach road connecting ICTS main gate and Housing gate, approach roads to offices, internal roads including cost of all tools and equipment, consumables, labour required, complete all as per instructions by AO (Services).</p> <p>Deploying an experienced and qualified supervisor for supervising the maintenance activities, horticultural works such as maintenance of garden area, flower plants, trees, clearing grass, leaves etc all as envisaged in the work order, arranging all materials, tools and work force, planning and supervising the day to day maintenance, repair works, development work and any work entrusted to contractor under this contract, keeping of day to day records, work register, attendance register, logbooks, compliant register, progress reports etc as per the specification and as directed by AO (Services). The supervisor shall be present at site during execution of all works that will be executed under this contract and assist officers and staff of department in carrying out the works under this contract. Alternate arrangement shall be made by contractor during the absence of the supervisor. The supervisor shall have minimum qualification of <b>Diploma in Horticulture/Agriculture &amp; shall have minimum five years' experience in landscape works.</b></p> <p>i) Cleaning daily the entire area earmarked for maintenance by removing fallen dry leaves and all types of waste materials laying in the garden area conveying and disposing collected wastes in a place</p>	Month	12.00		

	<p>of 100 mtrs, away from the edge of Garden/Lawn/Boundary of flower beds etc with all necessary tools and plants.</p>				
	<p>ii) Watering the whole area of lawns/garden, turf's, flower beds under the contract daily at the rate of 4 to 5 liters per sqm area, uniformly including all tools and takcles like rubber hose, sprinkler. Water will be made available at watering points.</p>				
	<p>iii) Applying manure (Supply of manure measured separately) by properly diluting and making into thin solution all as per direction of Engineer-in-charge, once in a month or as directed by AO (Services).</p>				
	<p>iv) Applying composite manure or fertilizer as the case may be to pits once in a month all as instructed by the Engineer-in-charge (Manure supply shall be measured and will be paid separately. Fertilizers will be supplied by the Department free of cost.</p>				
	<p>v) Removal of undesirable weeds and the like from the lawns, turfs, flower beds, pits and hedge pits etc. vi) Schedule of maintenance works are to be carried out zone wise at site schedule shall be followed as directed by AO (Services).</p>				
	<p>vii) Maintenance of potted plants both indoors and outdoors available at ICTS as per detailed specification, all including watering daily, changing the location of indoor pots as required or directed, maintenance of pots at nursery all as per specifications and directions of AO (Services) etc complete.</p>				
	<p>viii) Jungle clearance activity: Clearing jungle, including uprooting of rank vegetation, grass, brush wood, removal of parthenium weeds and other unwanted plants/tall weeds, at ground level, clearing trees/saplings of girth upto 30 cms measured at a height of 1m above ground level, removal of vegetation in rain water drains of roads, dressing the berm of road side etc., including disposal of rubbish at a distance of 50M, all as per detailed specification and as per instructions of the AO (Services) etc complete.</p>				

	<p>ix) Removal and relaying lawn whenever trenching work/construction activities has to be undertaken by ICTS. The Contractor shall remove sheets of lawn from places identified and place them in the nursery, in a shaded area &amp; maintain them in proper condition, including watering, until the trenching construction work is completed. The removed lawn shall be relaid in the same spot after proper preparations/ levelling of the ground. Red earth, manure, sand mix shall be applied if necessary, complete work shall be executed. The manure, sand, red earth shall be measured and paid under relevant item, as per instructions of the AO (Services). The quoted rate shall include all labour material equipment for the work.</p>				
	<p><b>Note: 1</b> For routine/ day to day land scape maintenance work the required number of workers shall be deployed daily. A minimum of workers shall be deployed including a supervisor to supervise works on Sundays, general holidays &amp; National holidays. Workers for Sundays and National holidays may be adjusted from the ___ workers earmarked for daily routine maintainance work by giving them leave on week days. Attendance register shall be kept which will be checked daily by AO (Services) or his representative. The bills for the work executed shall be claimed monthly on a stipulated day by the contractor with documents in support of measurement details of work executed, attendance of work force; supervisor; payment made to workers and supervisors; deposits made with respect to ESI, P.F and adherence to all labour act/ Rules/ Regulations which will be scrutinised by AO (Services), corrections if any shall be made and payments will be effected.</p> <p><b>Note: 2</b> The rate quoted is per month for an area of 24000/sqm. In case work not carried out satisfactorily, the rate quoted shall be reduced based on actual area of work done proportionally on prodata basis. Decision of ICTS shall be final and binding on contractor.</p>				

	<b>Note:3</b> The scope of work is only indicative of probable nature of work and the entire scope of maintenance is not limited to the information furnished above and shall include all such maintenance activities for proper healthy gardens.				
1.1	Note: The minimum labour force indicated by the department to be deployed for land scape maintenance work shall not be disturbed. Extra labour force shall be deployed by the Contractor for undertaking this work.				
1.2	Maintenance of hard surfaces at ICTS campus, Entire ICTS campus including court yards, approach road connecting ICTS campus and Housing gate, approach roads to offices, internal roads including the open yard stone pavings with grass/pebble joints, as the case may be, all paved walk areas, courtyards, driveways, porch, parking lot, all buildings etc as below by daily sweeping and keeping the area tidy etc, including cost of all materials, tools and labour all as per instruction of AO (Services) etc complete. Disposing the garden waste/dry leaves to out side to where compost to be made (i.e.location: debris to out side the campus in an unobjectionable way from municipal Authorities by using mechanical transport including cost of labour for loading and unloading etc., complete and as directed by AO (Services).	month	12.00		
<b>Note: The contractor shall quote his rates in this schedule of quantities only. Submission of tender in any other format is liable for rejection.</b>					

**Total Amount in Words:**

**Signature of the Contractor:**

**Date:**

**Address:**

**Detailed Breakup**  
**Schedule's Breakup**

**TABLE 'A'**

<i>Sl No</i>	<i>Statutory Benefits</i>	<i>% to be collected from employee</i>	<i>% to be collected by the Contractor</i>	<i>Total %</i>
1	PF	12	13.36	25.36
2	ESI	1.75	4.75	6.5
3	Bonus	-	8.33*	8.33*
4	ELI(Workmen's Comp)	-	3.00	3.00
	<b>Total</b>	<b>13.75</b>	<b>29.44</b>	<b>43.44</b>

\* The amount of bonus payable is 8.33% subject to maximum of Rs. 15000/- per annum (the ceiling for calculation purpose from the salary or Wages of Rs. 7000.00 per month as per Section 2(13) of Bonus Act, 1965.

**TABLE 'B'**

The current Minimum wages for each of the category to be paid shall be as per table below.

<b>Sr.no</b>	<b>Trade category</b>	<b>Wages per day</b>			<b>Remarks</b>
		<b>Basic</b>	<b>VDA</b>	<b>Total</b>	
1	Unskilled Worker				
2.	Highly Skilled				

The above wages are as per the minimum wages prescribed by Ministry of Labor, Govt. of India with effect from 01/10/2015.

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**TABLE 'C'**

**Break Up Details of Wages**

Sl. No	Description	Highly Skilled Technician (A)	Unskilled (B)
1	<b>Salary</b> Basic+VDA (As per minimum wages prescribed by Ministry of Labour, Govt. Of India dt 06/10/2015)		
	<b>a) Basic</b>		
	<b>b) VDA</b>		
	<b>(Basic + VDA)</b>		
1.1	<b>Total {{Basic+VDA} X 26 days)</b>		
2	Conveyance/Transport allowances, if any		
3	Accommodation and food Allowance, if any		
4	Communication / Telephone Allowance, if any		
5	Risk Contingency, if any		
6	Washing allowances (minimum shall be Rs.200/- p.m.)		
7	Uniform, safety shoes, ID card etc. (minimum shall be Rs.400/- p.m.).		
7.1	<b>Total (Sl. No. 1.1 to 7)</b>		
8	Contractors Supervision, Administrative and overhead expenses (includes Records, documentation, Registers, Submission of Statement, Supervisors, labour licence, bank Guarantee, tools, equipment, etc. (5%)		
9	Contractors Profit margin(10%)		
10	<b>Total Direct expenditure (Sl. No. 7.1 to9)</b>		

	<b>Reimbursable Expenditure</b>		
11	PF (13.36% on Basic + VDA), restricted to Rs.15000.00 (of Basic + VDA).		
12	Bonus (8.33% on Basic or 3499, whichever less), as per existing norms.		
13	ESI at 4.75% on Gross salary except (Washing allowance + Yearly Bonus), OR equivalent insurance		
14	ELI (Workmens' Compensation), 3% on Basic+VDA subjected to max. salary of Rs.4000.00		
15	Service Tax of 15% on 'Total direct expenditure' indicated at Sr.no.10 above.		
16	<b>Total Reimbursable Expenditure (Sl. No. 11 to 15)</b>		
17	<b>Total Expenditure per person/per month (Sl. No. 10 + 16 )</b>		
18	<b>No. of Employees proposed</b>		
19	<b>Total Expenditure per month (Sl. No. 17 X 18)</b>		
20	<b>Total expenditure per year (12 months X Expenditure indicated at 19)</b>		
		<b>A</b>	<b>B</b>
	<b>Total (Sl. No. 20{A+B})</b>	=	

- Specify designation and experience in the field with level for each column
- Please specify and attach separate sheets, if necessary.

- All efforts have been made to indicate our requirement. However it is the responsibility of the contractor to fulfil the scope of work as per our requirement without any extra cost. Therefore adequate care must be taken before bidding to ensure that all items are covered.
- In order that the bidders have a clear idea, it is important that the prospective contractors visit ICTS to see the area and work and have discussions before submitting the bids.

All amounts in Table-C to be indicated in figures. In the event of any discrepancy/erasures only the lowest figure will be considered. The Contractor shall quote salary, supervision & admin. charges, contractor's margin, (Sl. No. 1, 8 & 9 above) and the rest are either percentages of salary or fixed as indicated herein.

**The Contractor shall supply 2 sets of uniform and one set of safety footwear which consists of safety shoes, socks (minimum two pairs) within a month of award of contract and a fresh set will be issued if the contract is renewed beyond one year by the 13th month if renewed for 2nd year.**

**The monthly and periodical premia/subscriptions on all the above shall be paid by the Contractor and the quantum to be paid by the employee shall be collected from each employee by the Contractor or deducted from their salary.**

**Total Amount in Words:**

**Signature of the Contractor:**

**Date:**

**Address:**