

RAIGANJ UNIVERSITY
College Para, Raiganj



NOTICE INVITING QUOTATION

Tender Ref.: R-106/2025

Dated. 17.07.2025

Sealed Quotation on company pad as per format given in annexure – A are hereby invited and will be received by the Engineering Section (Civil) of Raiganj University in the Tender Box kept in his office till the date and up to the time specified herein.

1	Name of the work	Annual Maintenance for Decorative Plants and Flower Plants in the campus of Raiganj University.
2	Name and Address of the office	Raiganj University, College Para, Raiganj, Uttar Dinajpur, 733134
3	Quotationers who are eligible to submit quotation	Reputed, resourceful, experienced & bona-fide vendor.
4	Minimum Experience	At least one project work completion in any Govt. / Semi Govt. / Govt. Aided Organization.
5	Date of starting purchase of quotation paper	18.07.2025
6	Last date of submitting quotation papers	25.07.2025
7	Opening of Quotation	To be notified later
8	Documents to be submitted along with the application	1. Copy of Valid Trade License. 2. Copy of PTPC & Current Challan. 3. Copy of PAN Card. 4. Copy of GST Certificate with Latest Return. 5. Copy of Credentials (Similar Nature of Work)
9	Quotation papers	On Company's pad as per format given in annexure.
10	Security Deposit	3% of the Quoted Value.


DR. DURLAV SARKAR
Registrar
Raiganj University
Raiganj, Uttar Dinajpur
West Bengal, Pin-733134

Terms & Condition:

1. The accepting authority reserves the right to reject any or all the quotations without assigning any reason thereof.
2. The participating bidders are required to quote their rate in prescribed format in their letter pad.
3. The rate should be quoted as requisite item basis.
4. No conditional / incomplete documents will be accepted under any circumstances.
5. The Supervisor should be available at the site as and when required to take instructions from Engineer-in-charge and ensure proper execution of work.
6. Initially, the agency will engage for a period of 6 months. However, the contract will be renewed/extended for a further period of 6 months (maximum up to 01 Year) subject to the satisfactory performance of the Agency.
7. All necessary personal safety equipment as considered adequate by the Engineer-in-Charge should be kept available by the contractor for the use of the person employed on the site and maintained in a condition suitable for immediate use.
8. Attendance of labour deployed shall be checked daily by Engineer-in-Charge & a Log Book has to be maintained.
9. The contractor shall provide tools to the deployed labour for maintenance works. Besides this lawn mower shall be arranged by the contractor.
10. The lawns, shrubs, trees, hedges shall have to be maintained in the satisfactory condition by the contractor. The decision regarding quality of maintenance given by the Engineer-in-Charge shall be final and binding on the contractor.
11. In case any casualty of trees / plants/ shrubs etc. occurs at the garden that shall be made good by replacing with equal standard of plants/ trees /shrubs etc. by the contractor himself and nothing extra shall be paid.
12. The Contractor/Agency should visit the site for physical assessment before quoting the rates.
13. The normal working hours of Semi Skilled /Mali [Garden] shall be 8 hours a day i.e. 9.30 a.m. to 5.30 p.m. for 05 (five) days in a week.
14. The scope of the contract covers all landscape maintenance works in respect of existing garden features, which includes lawn, beds, climbers, shrubs, trees and self-grown trees in the specified area and removal of rank vegetation and bushes etc. complete.
15. The contractor must engage experienced staff for the supervision of these works, which should be familiar with the landscape operation in this region.
16. The maintenance includes Pesticides, watering, fertilizing the plants, protection from pests and diseases, sweeping, weeding, mowing and disposal of garden refuse, cutting of hedges, minor repair works and all other landscape operations necessary for the proper growth of garden features and proper standard of maintenance.
17. Regular weeding, cutting grass of lawns and flower beds to be done periodically.
18. The contractor must ensure safety of all goods and machinery tools, hose pipe etc. at the site.
19. The contractor must take all necessary precautions for carrying out the above operation. In the case of any injury / accident to any person, the responsibility and liability will be entirely on the contractor.


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20. The contractor shall carry out all minor repairs to garden features damage due to digging in the area, natural calamity or any other reason.
21. Adequate watering of all garden features, trees, hedges, shrubs with hose pipes in different area should be done regularly.
22. Manure and fertilizers as required shall be applied under the supervision of experts of the Contractor and such cost of fertilizers shall be borne by the contractor.
23. Periodic checks to be carried out for pests and diseases. In the event of infestation prompt spraying of appropriate pesticides, fungicides will be required for eradication of the same and nothing extra shall be paid on this account.
24. Lawn mowing to take place at certain intervals of 10-15 days or an early date as required in a month or as per direction of Engineer-in-charge.
25. Clipping and trimming of hedges, edges and trimming of shrubs, plants, trees, creepers and etc. at regular intervals and stacking of plants, wherever required shall be done by the contractor.
26. The Contractor/Agency should clean/clear the garden waste from site time to time as per direction of the Engineer-in-Charge.
27. The agency should takes care all the safety measure/precaution during execution of the job maintaining prevailing safety rules & regulation of respective State Government/Central Government.
28. The Reserve Price for the entire work will be Rs. 99000/-. The bidder who will provide lowest rate will be selected.
29. The entire amount will cover Supervision Charge, Charges of Semi Skilled Person, Pesticides and Fertilizer etc.
30. Log Book System will be maintained in E.O./ Engineering Section (Civil).
31. The payment will be made to the agency on monthly basis subjected to submission of Log Book and Certification from Engineer-in-Charge.
32. Statutory deduction as applicable shall be made from the bill of the agency.
33. University will award the Contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. University also reserves the right to reject any or all the tenders, wholly or partially, without assigning any reason thereof.


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Scope of work:

1. Supply of Service of Semiskilled Worker (Mali) for 12 Months (Maximum).
2. **Annual Maintenance:** Maintenance of existing garden with Lawn Mower or other necessary tools as and when required.
3. Removal of garden waste etc. from the Raiganj University Campus and disposal of the same beyond the compound, in conformity with the Municipal /Corporation Rules for such disposal, loading into truck and cleaning the site in all respect as per direction of Engineer in charge.

Period of Work: 6 (Six) Month from the date of commencement of job. Initially, the agency will engage for period of 6 Month. However, the contract may be renewed/extended for further period of 6 Month (maximum up to 01 year) subjected to the satisfactory performance of the Agency.

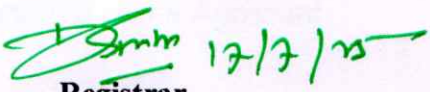
Payment:

1. For AMC Job, Running Account bill shall be paid against up to date work done on monthly basis by NEFT/RTGS against the production of bill after successful completion of AMC job on the basis of actual measurement/work done at site duly certified by the Engineer-in-Charge.
2. No advance payment will be made.

Rate Validity: The rate shall remain effective ordinarily up to 6 Month from the date of acceptance of Work Order issued by Registrar, Raiganj University.

Grounds for Disqualification:

1. During scrutiny or at any stage of bidding process or even after issuance of work order, if it comes to the notice of the Tender Inviting Authority that the Bidder has willfully made any misleading or false representation in the documents/statements and attachments submitted as the proof of the qualification requirements.
2. If the Bidder fails to complete the work within the period stipulated in the work order due to his own fault/inconvenience, then in both the cases, the University shall reserve the right to forfeit Security Deposit.


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UNDERTAKING
(ANNEXURE-B)

1. I undertake that all of the above information and documents furnished against the prescribed columns are true to the best of my knowledge and belief.
2. I have also gone through all the terms & conditions meticulously and I undertake to comply with same sacrosanct.
3. The rate quoted by me will be valid and binding upon me for the entire period as stipulated in the NIQ.
4. If I fail to complete the work within the period stipulated in the work order due to my own fault/inconvenience, the University shall reserve the right to forfeit the Security Deposit in this regard and also debar me from participation in the Tender process of the University for the following 03(three) consecutive years.
5. I shall maintain the specifications of the materials as per NIQ and shall replace the sub-standard materials at my own cost.
6. I undertake that I have not been debarred/ delisted by any State/Central Government Organization or State/Central Govt. Undertakings or Statutory Bodies or Local Bodies during the last three consecutive years up to the last date of submission of Tender.

Date:
Place:

Signature of the Applicant

Annexure-A

Name of Work: Annual Maintenance for Decorative Plants & Flower Plants in the Campus of Raiganj University.

Location: 1. Open Stage Area, 2. Triangular Garden (Beside Cycle Stand), 3. Beside of Paver Block Road (One Side), 4. Statue Area (Beside M.A. Building), 5. Guest House Garden, 6. A.A.S.M. Garden.

Tender Inviting Authority: Raiganj University

Tender Ref. No.: R-106/2025 Date 17.07.2025

Name of the Tenderer/ Bidder:

Sl. No.	Item Description	Quantity	Unit	Estimated Amount (with GST)
	<u>Maintenance:</u> Complete maintenance of the entire garden features having as per yard stick in the garden area i.e. lawn, trees, shrubs, herbs, edge, flower beds, creepers etc. including Watering, grass cutting by lawn mower and applying insecticides, pesticides & fertilizer etc.	1	Lot	99000/-
		Excess(+)	%	
		Less (-)	%	
	Quoted Rate in Figures:			

Quoted Rate in Words:

Signature of the Tenderer/ Bidder