

पूर्वी क्षेत्रीय विद्युत समिति/ Eastern Regional Power Committee
14, गोल्फ क्लब रोड , टालीगंज/ 14, Golf Club Road, Tollygunge,
कोलकाता - 700033/ Kolkata-700033

No. ERPC/Horticulture & Landscaping/2023-24 (14-18)

Dated- 01st May 2023.

विषय: ईआरपीसी कार्यालय परिसर और ईआरपीसी आवासीय परिसर में बागवानी और भूनिर्माण कार्यों के लिए वार्षिक रखरखाव अनुबंध के लिए कोटेशन जमा करने का अनुरोध -reg

Sub: Requesting for submission of quotation for AMC work of Horticulture and Landscaping in ERPC Office Complex and Residential Complex. -reg

Sealed quotation(s) are invited for Annual Maintenance Contract for horticulture and landscaping works at ERPC office premises and ERPC residential complex as per 'Scope of Work' and Terms & Conditions provided in the tender documents.

This issues with the approval of Member Secretary, ERPC.

Encl: Tender Document.


(Anup Das)

कार्यपालक अभियंता (TS&C)

1. ERPC website,
2. ERPC Notice Board

केन्द्रीय विद्युत प्राधिकरण/ Central Electricity Authority
पूर्वी क्षेत्रीय विद्युत समिति/ Eastern Regional Power Committee
14 गोल्फ क्लब रोड, टॉलीगंज/14, Golf Club Road Tollygunge
कोलकाता/Kolkata - 700033

Tender/ ERPC Estb./2023-24/3

Dated - 01.05.2023

Notice Inviting Tender

**Tender for Horticulture and Landscaping Work in ERPC Office Premises
and ERPC Residential Complex.**

The office of Member Secretary, Eastern Regional power Committee (ERPC) invites Tender from the qualified firms/companies as per the below mentioned schedule: -

SCHEDULE TO TENDER		
Sl No.	Activity Description	Schedule
1	Tender Number	Tender/ ERPC Estb./2023-24/3
2	Start Date of Submission of Tender	10: 00 hrs. of 01.05.2023
3	Time and last date of submitting bid online	14: 00 hrs. of 15.05. 2023
4	Time and Date of Opening of qualifying Bid	15: 30 hrs. of 15.05.2023
5	Location for bid opening	Mini-conference room in 1 st Floor.
6	Estimated cost of the work	Rs 4,70,000/- (approximately) per annum excluding taxes

The tenderer should, in his own interest, visit the site and familiarize himself with the site conditions before tendering at any working day between 1100 hrs. and 1600 hrs from 02.05.2023 to 14.05.2023.

The quotation shall be sent in a sealed cover superscribing “Annual Maintenance Contract (AMC) of Horticulture & Landscaping Work in ERPC Office Premises and ERPC Residential Complex” addressing to Member Secretary, ERPC, 14, Golf Club Road, Tollygunge, Kolkata-700033. They may send their representative during bid opening.

Bidders need to quote a single price for the entire AMC work iro the technical specifications and work to be done provided in the following pages in their financial bid.

The period of this contract shall generally be one year counted from the date of work order/ award letter. The same may be extendable only at the discretion of the Member Secretary, ERPC subject to satisfactory completion of work during contract period/ extended (or reduced) contract period. The

decision of the ERPC shall be final and binding on the contractor in this regard.

Bidders need to submit their relevant documents and credentials.

Payment shall be released on monthly basis on pro-rata basis of the contract value through online (NEFT) mode after satisfactory completion of work and final acceptance by ERPC authority.

This Office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Member Secretary, ERPC in this regard shall be final and binding on all.

Any proposal or changes in the any plan of work need to be approved by Executive Engineer (TS&C). He will be the nodal officer for this work.

**SCOPE OF WORK
FOR
HORTICULTURE
AND
LANDSCAPING WORKS
AT
ERPC OFFICE
&
STAFF QUARTERS**

HORTICULTURE & LANDSCAPING

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Item No: 1 CUTTING & REMOVING OF WILD VEGETATION:

The item includes cutting of wild vegetation, bushes/grass, tree branches, trunks, including wild grown seasonal/perennial weeds etc. from ground level, collecting and stacking the same in heaps away from the place of working so as to give a neat and clean appearance at ERPC office and residential complex premises.

All the tools, items, etc. required for the above-mentioned works shall be arranged by the agency.

Item No: 2 APPLICATION OF WEEDICIDE/HERBICIDE/PESTICIDE:

The item includes spraying of weedicide/herbicide by deploying trained manpower using manual(knapsack) spray pumps in desired concentrations by properly mixing to form uniform solution on plant parts/vegetation, trees, etc. using water as media. Arrangement of water for use is to be done from a source within ERPC premises. Spraying at site shall be carried out following the safety precautions like use of mask/gloves, goggles etc. during spray operation for preventing any accident /health hazard.

Note:

1. ERPC shall not be responsible for any injuries/disorders arising out of misuse/mishandling of weedicide & other hazardous chemicals and equipment used.
2. The weedicide/herbicide is to be provided by the agency on intervals as and when required and felt necessary by the competent authority.
3. The agency shall inform in advance about the schedule of spraying of weedicide/herbicide.
4. Pesticides/weedicide/herbicide should be of approved standard quality and brand with recommended composition and they shall comply with the respective Indian Standard Specifications.

The above-mentioned works are to be carried out at both ERPC office and residential complex.

Item No: 3 SUPPLY OF GOOD QUALITY FINE TEXTURED SOIL:

The item includes the supply of fine textured soil, kankar, malba, etc. suitable for Lawns, plant propagation and pot culture etc. at ERPC office and residential complex premises, including loading, transportation, unloading, stacking, etc. The soil shall be free from stones, pebbles, weeds, unwanted garbage, grass etc. The requirement of soil is to be assessed by the agency and supplied as per the requirement.

Item No. 4 MAINTENANCE & UPKEEPING OF GRASSED LAWNS:

Maintenance of Lawn and garden includes follow up of cultural practices as specified below on day today basis.

1. Watering: The lawn shall be watered regularly using water hoses at ERPC office and staff quarters premises. In no case flooding shall be done except it is required for some reason.

2. Weeding/Mowing: The lawn shall be moved regularly and worked for removal of weeds therein on regular basis. All efforts shall be made towards timely weeding out nut grass and broad-leaved weeds in the lawns. The average interval for lawn mowing shall be once a week or on requirement at site or depending on season or any other reason. Constant supervision shall be carried out to keep the lawn area clean and weed free. As a regular feature lawn shall be swept and maintained clean from rubbish material/leaves and other material etc all the time.

3. Application of fertilizers/manures: Application of fertilizers, manures shall be carried out and Pest/disease management shall be done as per the requirement and care must be taken for keeping the lawns and gardens in green lush condition.

Any additional works are also to be carried out both at ERPC office and residential quarter for better maintenance and up keeping of existing lawns.

Item No. 5 DRESSING OF GARDEN AREAS AND LEVELLING OF PLANTS:

Dressing of garden areas by scraping, spreading, levelling by removing all vegetation/unwanted material at ERPC office and staff quarters premises so as to give a neat and clean appearance.

Proper trimming and levelling of existing shrubs, plants and trees for proper and balanced growth is to be carried out. The trimming and levelling should also be done to maintain a uniformity in shape and size of the plants for a better aesthetic view.

Item No. 6 MAINTENANCE AND CLEANING OF FOUNTAIN AND WATER BODY AT ERPC OFFICE PREMISES

The item includes maintenance of fountains (4 nos.) and a small water body in the ERPC office premises. The maintenance of fountain includes cleaning of nozzles, cleaning of adjacent and nearby fountain areas, adjustment of nozzles for water spraying, replacement of water on a timely basis, removal of leaves, algae, etc. and other residues from the water surface, maintenance of fountain lights and if required replacement must be done/

Cleaning of small water body located in the garden area, removal of leaves, other residues, algae, replacement of water on a timely basis, etc. Providing and maintenance of small hardy fishes for the water body.

Item No. 7 MAINTENANCE AND DEVELOPMENT OF EXISTING GARDEN

Maintenance and development of existing garden areas at ERPC office and staff quarters premises by maintaining the existing and planting new trees, shrubs, hedges, creepers etc. in the suitable areas by loosening the soil, mixing it with fertilizers/pesticides, weeding out the areas, dressing, levelling etc. in order to make it suitable for planting.

a) Trees:

Plantation of new fruit bearing trees and maintenance of existing trees by proper and timely watering, weeding, cutting of lower branches for balanced growth, disposal of dried and fallen trunks, removal of shed leaves, etc. in the ERPC office and residential complex.

b) Shrubs:

Maintenance of existing and development of new shrubs, watering, pruning to get bushy growth, clipping shrubs to ornamental shapes, etc. Location for flowering of shrubs which need sunlight and foliage shrubs which grow well under partial sunlight and shade to be decided before plantation. Quick growing medium sized shrubs which produce flowers throughout the year may be planted.

c) Hedges:

Maintenance of existing and development of new hedges. Development of new hedges may be created with fast growing evergreen plants. It needs to be thick and dense, should have evergreen foliage from bottom to top, should withstand regular pruning and be trimmed and neat.

Development of hedges to be done specifically in areas where it can be used for concealing unwanted and ugly locations or as a background to lawns, flower beds etc.

Manure of hedges are to be done at least once in 6 months or whenever growth and vigour retards. Regular mulching also needs to be undertaken.

d) Climbers:

Plantation of climbers at desired locations, watering, pruning for controlling plant size, shape and giving a bushy growth. Weeding and mulching on regular basis, protection against pests and disease, etc. to be carried out.

Item No. 8: DISPLAY OF FLORAL DECORATIONS ON IMPORTANT OCCASSIONS

Floral display and decoration in the ERPC office and staff quarters premises are to be done on days of national importance like Republic Day, Independence Day and on events like New Year celebration, etc. Additional flowers and planters for display may be provided on a temporary basis by the agency for better display.

The ERPC office premises are also to be decorated with flowers and planted pots during important office events like meetings, workshops, cultural programs, etc. The decoration is to be done with the existing planted pots in the office premises or by providing additional flowering pots, planters, etc. on temporary basis and the same is to be arranged by the agency as deemed suitable or directed by Executive Engineer (TS&C).

Item No. 9: SEASONAL FLOWERING OF PLANTS

Winter:

The winter season in India starts from the month of October and continue till the month of March. This is the season when the flowering plants bloom and fill landscape with their vibrant and eye soothing colours. The winter flowering plants should have eyecatching appearances and a colourful display of flowers can be made. Some winter annuals which are easy to grow in Indian conditions, easy to maintain and bloom into absolutely stunning flowers are mentioned below.

- a) Aster
- b) African Marigold
- c) Petunia
- d) French Marigold
- e) Begonia
- f) Calendula
- g) Dahlia
- h) Rudbeckia, etc.

A combination of above-mentioned and any other winter flowering plants as deemed fit is to be planted in pots in the ERPC office and residential complex during the winter season. Hanging flower pots need to be installed from the ceiling/ plint of the buildings.

Summer and Rainy:

During the month of summer and rainy seasons due to adverse weather conditions the availability is limited to a very small number of flowering plants. Some of the available options are mentioned below.

- a) Portulaca
- b) Cosmos

- c) Sunflower
- d) Sunflower dwarf
- e) Balsam
- f) Cladium

Item No. 10: FLOWERING BEDS AND POTTED PLANTS

Flower bed is to be prepared at ERPC office premises adjacent to the fountains areas by planting plants which flower profusely and if planted in groups, it should give a mass effect. They may be perennial (living for more than two years), biennials (living for two years) and annuals or seasonal (living for one season or for one year). The flowers should have variety in colours.

Maintenance of existing potted plants and providing of additional (200 nos.) potted plants for indoor and outdoor premises of ERPC office building.

Display of potted plants in both indoors and outdoors, as groups or singles, on plane areas or steps, on ground or in pot stands are to be provided at ERPC office premises.

Item No. 11: MEDECINAL PLANTS

Maintenance of existing medicinal plants and planting of new ones to be carried out in ERPC office and ERPC staff quarter premises. It may be noted that a majority of medicinal plants may be planted in the ERPC staff quarters premises. The naming of the plants with name tags is also to be done for proper identification. List of medicinal plants which are to be planted are mentioned below.

- a) Ghrita Kumari
- b) Ashwagandha
- c) Bramhi
- d) Chirata
- e) Giloy
- f) Holy basil
- g) Isabgol
- h) Neem
- i) Sadabahar
- j) Satavari, etc.

Any additional medicinal plant may be planted apart from above-mentioned list.

Item No. 12: DEVELOPMENT AND MAINTENANCE OF BOUNDARY AREAS OUTSIDE ERPC OFFICE PREMISES AND ENTRANCE AREA OF RESIDENTIAL COMPLEX.

Maintenance of existing shrubs, plants, trees and planting of new ones adjacent to the boundary wall areas of ERPC office premises and entrance of ERPC Residential complex is to be done by the vendor. It has to be ensured that the plants and trees which are planted are cattle resistant. Hardy and thorny type of low maintenance plants may be used for planting.

The area should be properly fenced in order to avoid any ingress of animals.

Item No. 13: CLEANING OF GARBAGE

The removed garden waste is to be stored in heaps on a temporary basis at some suitable location for the time being and then to be disposed of permanently by the agency.

The disposal of wild vegetation/bushes/Garden material/uprooted/fallen tree trunks, wooden logs etc. by truck/dumper/tractor trolley should be done in minimum two days to avoid any pile up of garden wastes.

Item No. 14: PROVIDING POTTED PLANTS FOR GIFTING PURPOSE.

Supply of small planters, with properly wrapped (in pots of plastic, wooden, ceramic, etc.) of different varieties (approx. 50 nos. a year) to be provided on demand basis for delegates of meetings, workshops, important events, etc. as and when notified by this office. The type of planters which are to be provided are mentioned below.

- a) Aloe
- b) Lucky Bamboo
- c) Spider Plant
- d) Chinese money plant
- e) Jade plant
- f) Calanchoe
- g) Echeveria
- h) Crasulla
- i) Sedum, etc.

In case of requirement of more than 50 plants in a year, extra ones would be on payment basis. Price of these plants may be mentioned in the quotation document separately. However, this price would not affect the selection of L1 bidder. Final price would be mutually agreed between ERPC & Vendor. He would need to submit a bill to the Executive Engineer (TS&C) for the same.

Item No 15: ADDITIONAL WORK RELATED TO HORTICULTURE & LANDSCAPING

Vendor should be ready to do any additional work related to horticulture & landscaping as desired by the Competent which may not be included in the scope

of this work. However, the work would be done on payment basis and on mutually agreed cost of the work by Competent authority in ERPC and vendor.

Item No 16: OTHER TERMS AND CONDITIONS-

- Care shall be taken by the contractor to avoid damage to the building during execution of the maintenance work. He shall be responsible for repairing all such damages and restoring the same to the original finish at his cost.
- In case, any poor workmanship, poor quality of material & applied chemicals supplied by the vendor causes any damage to any property, person, body etc, vendor would be liable to pay compensation for the same as decided by appropriate authority in ERPC. However, vendor would be given a chance to represent them to establish their views on such incident and Member Secretary would be the final authority to decide upon it.
- It is expressly understood and agreed to between the parties to this tender that the persons deployed by the contractor periodically for the above works shall be employees of the contractor for all intents and purposes & in no case, a relationship of employers and employee between the said persons and ERPC shall accrue implicitly and/or explicitly.
- The bidder/Contractor shall indemnify ERPC under Workmen's Compensation Act 1923, Personal Insurance Act 1963 etc. and or other Industrial Legislation in force from time to time. The contractor shall be responsible for any violation/ non-compliance of the Labour Laws and ERPC shall stand indemnified against any claim or compensation of whatsoever nature in this regard.
- The contractor shall ensure the regular supervision and control by the contractor himself or his supervisor on the personnel deployed by him/her for the works and necessary direction should flow from the contractor/supervisor for the workforce for undertaking the contractual obligations.

Right to Terminate the contract-

ERPC has the right to cancel the contract without assigning any reason at any point of time giving a notice period of 2 months to the vendor.

Timely Completion of Job-

Timely completion of the assigned work is the essence of a contract. Delay in execution may attract penalty as decided by ERPC subject to maximum of 0.5% of monthly gross bills.

Jurisdiction-

The Courts of Kolkata shall alone have jurisdiction to decide any dispute arising out or in respect of this AMC.

Following document to be enclosed in the tender document-

To
The member Secretary,
ERPC, 14 Golf Club Road,
Tollygunge Kolkata- 700033,

Sub : NIT for annual maintenance of horticulture and landscaping works in
ERPC Office complex and Residential Complex.

Ref Tenders No.: Tender/ERPC Estab./2023/2024/3

Sir,

I/we, the undersigned certify that I/we have carefully gone through and clearly understood the terms & conditions of the tender document, the work requirements and undertake to comply with them. I/we further undertake to execute and complete the works as per tender's terms and conditions and the bids submitted by us.

We have signed and sealed every page of the tender document as token of our acceptance of all the terms and conditions of the tender.

I/we also undertake to abide by all the labour laws/acts including minimum wages etc and to deposit due amounts to Provident Fund authorities and pay ESI contributions and applicable service tax etc. for the workers to be employed by me/us on regular basis.

I/we will be responsible for death and injury, if any, caused to the workers while working and for the behaviour & conduct of the workers. I/we certify that no criminal/income tax/service tax /black listing case are pending against my/our firm/company. My/our offer includes component of applicable wages to my/our workmen (semi-skilled or skilled Malis), cost of required pesticides, insecticides, fungicides, weedicides, manures, tool, tackles, etc., provident fund, statutory charges, ESI contribution, taxes, duties, royalties, octroi levies etc. but excludes applicable service tax.

All the statutory payments along with service tax will be paid by me/us to concerned authorities on due dates/time

My/our offer shall be valid for a period of 60 days from the date of opening of the Tender.

Thanking you,

Yours faithfully,
Signature _____
For M/s. _____
Date _____
Name _____
Address _____
Seal of Contractor/Tenderer

Financial bid to be submitted as given below-

S.No.	Description	Quantity	Unit	Rate in Rs	Total Amount in Rs.
1.	Maintenance of Horticulture and landscaping work at- 1. ERPC Office complex located at 14 Golf Club Road, Tollygunge Kolkata – 700033 2. ERPC Residential Complex located at 1/B Golf Club Road, Tollygunge Kolkata – 700033 As per the Tender No – Tender/ERPC Etab./2023/2024/3	12 Months	Months		

Amount in words Rs.

Date:

Signature/Seal of the Contractor

-End-