



**BHARAT HEAVY ELECTRICAL LIMITED
ELECTRICAL MACHINES REPAIR PLANT**

NOTICE INVITING TENDER

Sub: Tender for Horticulture services

Ref. No.: BHEL/EMRP/HR/Horticulture/RC-13-15

Date: 31.01.2013

VENUE FOR TENDER SUBMISSION AND OPENING

**BHARAT HEAVY ELECTRICALS LIMITED
ELECTRICAL MACHINES REPAIR PLANT,
Plot No.D-1, Cross Road 'C', Road No.16, MIDC, Andheri (East),
Conference hall, ground floor.
MUMBAI – 400 093**

Bids shall be submitted in TENDER BOX only.

Last Date for tender submission: 21/02/2013 up to 1430 hours.

Date for opening of tender : 21/02/2013 at 1500 hours onwards

Note: Clarification if any can be sought from the office during any working day between 2 pm to 4 pm.

**Susmita Borkar
Executive (HR)
Phone no.: 022- 2835 8706/12**

Dear Sir,

BHEL EMRP Invited offers in sealed envelop in two part i.e. technical bid & commercial bid for entering into a Rate Contract for providing Horticulture services for a period of 2 years in our office premises and D.N.Nagar Township as directed.

1. Scope of work:

Providing horticulture services for approximate area of 800 sq. mts., within the factory premises at Andheri (E) and in D.N.Nagar Township in Andheri (W) which includes:

- i) Weeding grass - Once a week
- ii) Watering the plants - Daily
- iii) Maintaining the flowers pots – Aprox. 60 nos. daily basis.
- iv) Pruning the bushes - Once a week
- v) Removing the dead/dry leaves - daily
- vi) Planting of the seasonal flowers as and when required.
- vii) Supplying and applying manure/soil for plants time to time.
- viii) Pest and decease control
- ix) Providing services of supervision and consultancy twice in a month.

The bidder shall be required to deploy adequate number of experienced garden personnel on need basis for proper upkeep and maintenance of the garden/ plant. The personnel has to attend the work preferably in 1st half at our factory premises and in 2nd half at our D N Nagar township. The scope also includes top dressing of garden area with 2cm good red soil and 2 cm manure once in a year. Services for horticulture as mentioned above shall be provided on all working days.

NOTE: Tentative details of available plants are enclosed at Annexure III.

2. Prequalification Criteria:

2.1 The bidder should have experience in the field of Garden maintenance / horticulture activities during last 3 years ending on 31.12.2012 with any Govt/ Pvt organization.

2.2 The bidder should possess following documents and submit along with the Bid in sealed cover:

- a) Establishment registration certificate / license under shops and establishment act.
- b) PAN no.
- c) Service Tax Registration No. (if applicable).

NOTE: The bidder shall be required to submit documentary evidence like work orders/ completion certificate in support of their past experience.

3. Terms and conditions

3.1 Successful Bidder shall bring all the tools and equipment required for maintenance of gardens. Any pesticides, if required shall be used by contractor within the charges for regular maintenance.

3.2 Successful bidder will have to comply with all applicable labour legislations, towards his employees. Minimum wages, PF, ESI, HRA, Leave with wages, Bonus, Labour welfare fund contributions; Gratuity, etc are to be complied by contractor.

3.3 Bid evaluation will be done on basis of lowest submitted offer, for items mentioned in price bid at landed cost to BHEL.

3.4 **Earnet Money Deposit: EMD of Rs. 10,000 is required to be submitted in the form of DD payable in the name of BHEL along with tender in a separate envelop.**

3.5 **Security Deposit(S.D.):** Successful bidders have to deposit 10 % amount of contract value as security deposit. S.D shall be refunded upon one month of successful completion of contract.

3.6 **Payments terms:** Bills shall be submitted once in a month for services rendered. Payment shall be made with in 15 days of receipt of bills

3.7 Service Tax as applicable shall be payable @ statutory rates in force from time to time.

3.8 Payment shall be made by ECS/RTGS; successful bidders have to provide their bank details like A/c No, A/c Type, Bank Name, Branch Name, MICR Code, IFSC Code, etc to enable payment. Copy of cancelled cheque may be given to submit above details.

3.9 TDS at applicable statutory rates will be deducted and a certificate for deductions made will be issued at the end of financial year. Successful bidders have to provide their PAN nos. to enable us remit the TDS amount against the PAN.

3.10 **Contract validity:** For a period of 2 years from date of award of contract with a provision to extend the contract at the same rates, terms and conditions for a further period of one year with due consent of the contractor.

3.11 **Delivery terms:** Services shall be started within one week of award of contract /issue of letter of Intent.

3.12 **Validity of price:** Prices offered shall be valid for a period of 3 months from date of opening of price bid.

3.13 BHEL may Increase or decrease the area required for maintenance and no. of flower pots, etc as and when required.

3.14 **Penalty:** Failure to provide prompt service, i.e services mentioned in scope of work on any day, except Sundays and holidays, leads to a penalty of non-payment of services charges for one day (for this purpose 26 days will be taken per month).

3.15 Any condition not stated above shall be settled mutually.

3.16 Any disputes arising out of this enquiry shall be referred to sole arbitration of General Manager / Additional General Manager I/C, BHEL/EMRP Mumbai-93. Or any officer nominated by him and his award shall be binding on the parties.

3.17 The venue of arbitration in all cases shall be Mumbai only.

3.18 **You are required to submit offer in sealed cover, subscribing “Tender for providing Horticulture services” tender reference No. and due date should be mentioned on cover.**

3.19 **Procedure for submission of Bid:**

Tender Ref. No.: BHEL/EMRP/HR/Horticulture/RC-13-15

Vender shall submit their offer in two different sealed covers i.e. part “A” Techno-Commercial Bid and Part “B” price bid. Tender enquiry No. & date and due date should be mentioned on each cover. These two covers should be placed in another large cover & sealed. This cover should also have Tender Enquiry no. & date and due date with subject clearly written on the top.

Techno-Commercial Bid Part “A”:

The following documents to be submitted in the Techno-commercial bid -

1. No deviation certificate
2. Certificate of Service Tax No.
3. PAN No.
4. EMD amount of Rs.10,000/- .
5. Singed copy of entire NIT documents as a token of acceptance of terms & conditions along with un-priced price bid.

Price Bid Part “B”:

Vendor shall submit price only in the price Bid as per the Price Proforma duly signed and sealed.

For BHARAT HEAVY ELECTRICALS
LIMITED

Susmita Borkar
Executive (HR)
Phone no.: 022- 2835 8706/12

PRICE BID**Annexure I**

SNo.	Description	Quantity	Unit	Rate	Total
1	Providing services for maintenance of garden as per scope defined in terms and conditions and as per direction of BHEL per month.	Lumpsum	Per Month		
2	Rate for truck load (Nine ton) of manure/soil	Indicative	Per Truck		
3	Rate for flower pot of Roses, Bouganvilla, Hibiscus, Marigold, decorative plants and other mix flower plants	Indicative	Per Pot		

Indicative- Rate to be quoted and this will not be considered for bid evaluation.

Signature & Seal of Bidder.

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Annexure II

Certificate of Acceptance of NIT Terms and Conditions

This is to certify that I/we have read and understood the terms and conditions mentioned in the NIT Ref. No.: BHEL/EMRP/HR/Horticulture/RC-13-15 Date: 31.01.2013

and I/we hereby agree to all terms and conditions without any deviations. I/we have submitted the price bid in sealed condition. I/we have quoted for all items mentioned in price bid.

Signature & Seal of Bidder.