

06.05.2017

[CENTRAL INSTITUTE OF PLASTICS ENGINEERING &
TECHNOLOGY (CIPET)]

CIPET AHMEDABAD



TENDER FOR GARDEN MAINTENANCE

TENDER NO: CIPET/AHD/GM/2017

LAST DATE FOR SUBMISSION OF OFFLINE BID: 29.05.2017 - 13:00 Hrs.

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

**Department of Chemicals & Petrochemicals
Ministry of Chemicals & Fertilizers
Govt. of India**

Plot No 630, Phase IV, G.I.D.C Vatva, Ahmedabad - 382445

E-mail: cipetahmd@gmail.com

Website: www.cipet.gov.in

Ph. No.: +91-79-40103910/03 **Fax:** +91-79-40083906

Notice Inviting Tender (NIT)**Tender No: CIPET/AHD/GM/2017****Date: 06.05.2017**

CIPET Ahmedabad invites Tender in single bid for maintenance of Garden at CIPET Ahmedabad Centre for period of 12 months at the following address – Plot No 630, Phase IV, G.I.D.C Vatva, Ahmedabad – 382445, Gujarat India.

Sr. No.	Tender No. & Date	Name of the Item / Work	Estimated Cost (Approx.) Rs.	EMD Rs.	Contract Duration	Tender Fees in Rs.	Last Date & Time of Offline Bid submission
1.	CIPET/AHD/GM/2017 Dated: 06.05.2017	Garden Maintenance at CIPET Ahmedabad Centre (Approx 82,000 Square Feet)	2.40 Lakhs	10,000	12 Months	5,00/- (Non-refundable)	29.05.2017 13.00 Hrs.

Interested and eligible bidders may view and download detailed tender documents from www.cipet.gov.in & www.eprocure.gov.in Bidders are requested to submit a hard copy of the Technical & Financial Bid duly sealed and signed to the Principal Director & Head, CIPET Ahmedabad, Plot No 630, Phase IV, G.I.D.C Vatva, Ahmedabad – 382445 **on or before 29.05.2017 @ 13.00 Hrs.**

The Tender Fee can be paid through Cash/Demand Draft and EMD will be accepted in the form of Demand Draft only drawn through any Indian Nationalized Bank favoring “CIPET” payable at Ahmedabad and shall be submitted at CIPET Ahmedabad as specified on or before **29.05.2017 up to 13.00 Hrs along with the tender documents.**

Salient information about the Tender:

1. **Mode of submission: OFFLINE**
2. **Who can participate for this Tender:** Garden Contractor only.
3. **Date & Time of Technical Bid Opening: 29.05.2017 at 15:00 Hrs.**
4. **Bid Opening Venue: CIPET Ahmedabad, Plot No 630, Phase IV, G.I.D.C Vatva, Ahmedabad – 382445, Gujarat**
5. **Eligibility Criteria:-**

Age of the Firm	:	05 Years as on 30.04.2017
Individual Work Order	:	Similar Experience of Garden Maintenance in Corporate Offices/Institutions/Central Autonomous Body/Central Public Sector Undertaking etc. Please enclose copy of work order of last 3 Financial years (2014-15, 2015-16 & 2016-17).

INTRODUCTION

Central Institute of Plastics Engineering & Technology (CIPET) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of the institute was to develop manpower in different disciplines of Plastics Engineering & Technology as no similar institute was in existence in the country. International Labour Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier national institution under the aegis of the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research (STAR). CIPET operates on hub & spokes model with 28 locations - 5 High Learning Centres, 12 Other Learning Centres, 3 Specialized Centres, 2 R & D Wings, 5 Vocational Training Centre, 1 Petrochemical Data Services spread across the country catering to the needs of Polymer and allied industries. 11 more centres are in the process of establishment.

CIPET stands tall not only as a premier institute in the country but also emerged as a global institution renowned for its research & development in the niche areas of Polymer Science & Technology and high quality Education & Skill development in the field of plastics. CIPET has been accredited with ISO 9001:2008 QMS, ISO/IEC - 17025, ISO/IEC - 17020 certification on Design, Development and Conduct of specialized training courses in Plastics Engineering & Technology and rendering technical /consultancy services in design, tooling, plastics processing & testing for the benefit of plastics & allied industry. Besides, STAR activities, CIPET also plays pivotal role in generating employment opportunities especially for unemployed and underemployed youth, promoting entrepreneurs through various skill development training programs.

Headquartered in Chennai, CIPET has centres at Ahmedabad, Amritsar, Aurangabad, Baddi, Balasore, Bhopal, Bhubaneswar, Chennai, Gurgaon, Guwahati, Gwalior, Hyderabad, Hajipur, Haldia, Imphal, Jaipur, Kochi, Lucknow, Madurai, Murthal, Mysore, Raipur, Valsad and Vijayawada. All the state-of-the-art centers are equipped with excellent infrastructure facilities in the areas of Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality Assurance with plan fund support from Government of India. The infrastructure facilities in terms machinery, equipments and technology are continuously upgraded and modernized in tune with needs of plastics & allied industries.

CIPET renders Technology Support Service in the areas of design, tooling, plastics processing and testing and quality assurance in India and abroad. CIPET has been in the forefront of strengthening the technological capabilities and has been constantly building capacities and leveraging its expertise, caliber and skill sets to meet the emerging and evolving needs of the industries.

CIPET works in close liaison with industries to implement its initiatives in the areas of Polymer and allied industries in accordance with the environmental policies of the country. CIPET's sustained efforts in creating awareness on environmental issues towards plastics and plastics waste management has been very well received by the industry.

SCOPE OF WORK

Name of the Work: Garden Maintenance at CIPET Ahmedabad Centre.

1) **Lawn:**

- Removal of wild grass from all areas of the CIPET Campus area.
- Cutting of wild grass in garden area.
- Cutting from time to time.
- Creating Side in All Plots.
- Watering from time to time.

2) **Flowers and grains:**

- Removal of all bedding and wild grass.
- Cutting and saving all the pots of the Plot.
- Watering from time to time in all corners.

3) **Large Plant & Tree:**

- Tempering and pouring water from time to time.

4) **Other:**

- Spraying pesticides in all plants and pots in 15 to 20 days.
- To make necessary arrangement of plants & Pots.
- All Pots should be painted on time.

5) **Other Terms:**

- CIPET Ahmedabad will provide Garden tools, water pipe for the Garden, electric lawn mower machine, pesticides, fertilizers, new plants and lawn as per requirement.
- Labor and Material Charge and Maintenance Charges will be given separately for future development of additional garden area.
- TDS will be deducted according to its rules and regulations.
- The bidder has to deposit security deposit of Rs. 20,000 within 2 days on receipt of work order.
- The payment of contract will be done as per the attendance of the workers in the garden area.
- Apart from this, in addition to the above works, if the other related work which has been assigned by CIPET Ahmedabad has to be fulfilled by the Garden Contractor.
- There is a provision to impose penalty in case of non satisfactory work by the garden contractor.
- The contractor has to dispose garden waste outside CIPET Ahmedabad campus at his own cost.

The Garden area at CIPET Ahmedabad is as per the following:

Sr. No.	Lawn area of CIPET Ahmedabad	Square Feet
1.	Volley ball ground lawn area	8,800
2.	Lawn area near to volley ball ground	11,000
3.	In front of the Administration Building	2,300
4.	Opposite Security Cabin	4,100
5.	Lawn Area Near Administration Building	3,200
6.	Lawn Area of HLC Fountain	4,000
7.	HLC Parking Side lawn area	5,000
8.	Staff parking area	1,800
9.	In front of HT / LT nearby Borewell Lawn area	14,200
10.	Lawn area of library entrance	200
11.	Processing Building Lawn Area	21,000
12.	Flag Circle lawn area	1,800
13.	Lawn area in front of Tool Room	2,500
14.	Lawn area in front of staff canteen	2,100
TOTAL LAWN AREA		82,000

TERMS AND CONDITIONS

1. CIPET Ahmedabad will examine all the instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information shall lead to cancellation of the bid.
2. The garden contract is for period of 12 months. The rates will be fixed for period of 12 months. No escalation in monthly maintenance charges will be allowed for any reason.
3. Necessary items like tools for cutting, watering and others will be provided by CIPET Ahmedabad.
4. Any Tender received by the CIPET Ahmedabad after the deadline will be rejected.
5. The bids shall remain valid for period of 90 days from the date of tender.
6. The bidder/contractor has to provide services to the satisfaction of CIPET Ahmedabad.
7. In case of work not completed satisfactory or in case of delay, CIPET Ahmedabad reserves the right to forfeit the EMD and impose penalty as decided by CIPET Ahmedabad's management. The decision of CIPET Ahmedabad's management shall be final in all matters and binding on the bidder.
8. The bidder has to comply with all the rules and regulation with respect to labour act.
9. The contractor shall indemnify CIPET Ahmedabad against any payment and for observance of the Contract Labour (Regulation & Abolition) Act'1970.
10. Applicable taxes shall be deducted as per prevailing rules and regulations of the Government of India, if applicable.
11. Financial Bid should be submitted in the prescribed format as given in the tender document.
12. The payment will be made within 15th of every subsequent month on receipt of bills on 1st of every month.
13. CIPET Ahmedabad reserves the right to accept or reject any tender or all tenders at any time prior to award of contract without assigning any reasons whatsoever and no correspondence shall be entertained in this regard.

TECHNICAL BID**TENDER No: CIPET/AHD/GM/2017****DESCRIPTION: Garden Maintenance at CIPET Ahmedabad Centre.**

Sr. No.	PARTICULARS	
1.	Name of the contractor	
2.	Postal address	
3.	Telephone No. with STD code	
4.	Identity of the firm	
5.	Name of Contact person	
6.	Registration No.	
7.	Provident Fund No.	
8.	ESIC No.	
9.	PAN (Permanent Account Number)	
10.	Service Tax No.	
11.	Similar Experience of Garden Maintenance to Corporate Offices/Institutions/Central Autonomous Body/Central Public sector undertaking etc. Please enclosed copy of work order of last 3 financial years (2014-15, 2015-16 & 2016-17)	
12.	Cash Receipt No/Demand Draft No of Tender Fee of Rs. 500	
13.	Demand Draft No. & Date of E.M.D of Rs. 10,000	
14.	Validity of offer	
15.	No of Manpower required for Garden Maintenance	

Date:**Seal & Sign. of bidder**

CHECK LIST**E-TENDER No.: CIPET/AHD/GM/2017**

1. Tender Fee Cash Receipt/Demand Draft
2. EMD Demand Draft
3. Registration certificate of the firm
4. PAN No
5. Service Tax
6. Similar work Order (Last 3 Years)

FINANCIAL BID**[To be submitted in a separate sealed cover on Letter Head]**

Date:.....

Tender No.: CIPET/AHD/GM/2017

To,
M/s. Central Institute of Plastics Engineering & Technology (CIPET)
 Plot No 630, Phase IV,
 G.I.D.C Vatva,
 Ahmedabad – 382 445
 Gujarat India

Dear Sir,**Subject: Financial Bid for Garden Maintenance at CIPET Ahmedabad.**

In response to tender enquiry cited above, we are pleased to enclose the following as our financial bid for your kind consideration.

Sr. No.	Description of the Item/Work	No of Manpower for Garden Maintenance	Rate Per Month	Taxes	Rate Per Month Inclusive of all Taxes
1.	Garden Maintenance at CIPET Ahmedabad (Approx Garden Area 82,000 Square Feet) & Removal of wild grass from CIPET Ahmedabad campus.				

Place:**Sign. of Bidder with Stamp**