



केंद्रीय पेट्रोसायन अभियांत्रिकी एवं प्रौद्योगिकी संस्थान (सिपेट)  
Central Institute of Petrochemicals Engineering & Technology (CIPET)  
(Formerly Central Institute of Plastics Engineering & Technology)  
Department of Chemicals & Petrochemicals,  
Ministry of Chemicals & Fertilizers,  
Govt. of India

**GeM TENDER**

**FOR**

**GARDEN MAINTENANCE**

**TENDER NO: CIPET/JPR/GM/2025/1**

**LAST DATE & TIME FOR SUBMISSION OF ONLINE GeM BID: As per GeM**

**CIPET - JAIPUR**

SP-1298, Sitapura Industrial Area,  
Phase III, Tonk Road,  
Jaipur - 302022

## **Notice Inviting Tender (NIT)**

**Tender No: CIPET/JPR/GM/2025/1**

**Date: 05.05.2025**

CIPET Jaipur invites Tender in two bid system for maintenance of Garden at CIPET Jaipur Centre for period of 03 years at the following address – SP 1298, Sitapura Industrial Area, Phase III, Tonk Road, Jaipur – 302022. Interested and eligible bidders may view and download detailed tender documents from GeM portal or [www.cipet.gov.in](http://www.cipet.gov.in) . Bidders are requested to submit bids on GeM portal only.

### **Important Information**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Purchaser	CIPET Jaipur
2.	Tender No	CIPET/JPR/GM/2025/1
3.	Issue of Tender document on GeM	05.05.2025
4.	Last date & time for download of Tender Document	As per GeM
5.	Online Tender bid submission	05.05.2025
6.	Date & Time of opening of Technical Bids	As per GeM
7.	Date & Time of opening of Financial Bids	As per GeM
8.	Venue of opening of Technical & Financial Bids	CIPET Jaipur
9.	Tender Fee	As per GeM
10.	Earnest Money Deposit (EMD)	As per GeM
11.	Performance Security Deposit	As per GeM

### **Salient information about the Tender:**

1. **Mode of submission: ONLINE Through GeM**
2. **Who can participate for this Tender:** Experienced Garden Contractor only.
3. **Date & Time of Technical Bid Opening: As per GeM**
4. **Technical & Financial Bid Opening Venue: CIPET Jaipur**
5. **Eligibility Criteria: -**

Age of the Firm	:	03 Years as on 30.04.2025
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.
6. Turnover – 25 lakh per year
7. Office establishment – Jaipur, Rajasthan
8. Blacklisting declaration to be submitted by the garden Contractor.

## **INTRODUCTION**

Central Institute of Petrochemicals Engineering & Technology (CIPET) (*formerly known as 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 this specialized 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 Academic institution for higher & technical education under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted in all the domains of plastics viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Production Engineering, Testing and Quality Assurance. CIPET operates from various locations spread across the country to cater the needs of the Polymer and allied industries.

## **SCOPE OF WORK**

**Name of the Work: Garden Maintenance at CIPET Jaipur Centre (CSTS & IPT).**

**1) Lawn:**

- **REMOVALS OF WILD GRASS FROM ALL AREAS OF THE CIPET CAMPUS (Approximately 23 Acres).**
- Cutting of wild grass in garden area.
- Cutting from time to time.
- Creating Side line (dhore) in All Plots.
- Watering from time to time/ alternate days.

**2) Flowers and Pots:**

- Removal of all birds waste and wild grass.
- Cutting and saving all the plants in the pots.
- Watering from time to time in all corners/ alternate days.

**3) Large Plant & Tree:**

- Need basis cutting and pouring water from time to time/alternate days.

**4) Other:**

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

**5). Other Terms:**

- CIPET Jaipur will provide Garden tools, water pipe for the Garden, electric lawn mower machine, pesticides, fertilizers, new plants, colour, lawn and other material and equipments as per requirement for maintenance of Garden area in CIPET campus.
- TDS will be deducted according to Govt. of India rules and regulations.
- 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 other related work which has been assigned by CIPET Jaipur authorities has to be fulfilled by the Garden Contractor also.
- 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 Jaipur campus.

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

Total; Campus area – Approximately 23 Acres – Removal of wild grass from the campus.

<b>Sr. No.</b>	<b>Lawn area of CIPET Jaipur</b>	<b>Location</b>	<b>Square Feet</b>
1.	Backside the Guard Room – Adjoining with Girls Hostel	CSTS	16,500
2.	Front side the Guard Room till Gate No. 2	CSTS	21,250
3.	In front – surrounding the Girls Hostel	CSTS	25,460
4.	Left Side corner of campus	CSTS	12,000
5.	Right Side corner of campus	CSTS	14,000
6.	Basket Ball Ground	CSTS	14,000
7.	In front of C V Raman Boys Hostel	CSTS	20,000
8.	Flag Garden	CSTS	7500
9.	Other Side Portion of Garden	CSTS	30,000
10	IPT Garden Area	IPT	45,000
<b>TOTAL LAWN AREA</b>			<b>2,05,710 Approx</b>

## **TERMS AND CONDITIONS**

1. CIPET Jaipur will examine all the bids of the Tender. Failure to furnish all information shall lead to cancellation of the bid.
2. The garden contract is for period of 03 years. The rates will be fixed for period of 03 years. 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 Jaipur.
4. The bids shall remain valid for period of 180 days from the date of GeM tender.
5. The bidder/contractor has to provide services to the satisfaction of CIPET Jaipur.
6. In case of work not completed satisfactory or in case of delay, CIPET Jaipur reserves the right to forfeit the Security Deposit or impose penalty as decided by CIPET Jaipur's management. The decision of CIPET Jaipur's management shall be final in all matters and binding on the bidder.
7. The bidder has to comply with all the rules and regulation with respect to labour act.
8. The contractor shall indemnify CIPET Jaipur against any payment and for non-observance of the Contract Labour (Regulation & Abolition) Act'1970.
9. Applicable taxes shall be deducted as per prevailing rules and regulations of the Government of India, if applicable. TDS shall be deducted as per prevailing rate from the monthly bill as per Govt. of India norms.
10. The contractor is advised to conduct site visit and quote accordingly. The pre-bid meeting is scheduled as per GeM.
11. Financial Bid should be submitted as per GeM and only on GeM portal.
12. The payment will be made within 15<sup>th</sup> days of every subsequent month on receipt of bills on 1<sup>st</sup> of every month.
13. The contract has to ensure payment of minimum wages to the staff as notified by Department of Labour, Government of Rajasthan. The contractor will be solely responsible for payment of Minimum wages, PF, ESI and GST. All the matter related to legal, labour and other will be taken care solely by the contractor only. The bidder should not quote below the minimum wages of Department of Labour, Government of Rajasthan.
14. The contractor should have office in Jaipur city for the past 03 years. The contractor should be providing similar services in Jaipur city.
15. CIPET Jaipur 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.
16. The number of workers will be deployed as per requirement of CIPET - Jaipur.

## **TECHNICAL BID**

**TENDER No: CIPET/JPR/GM/2025/1**

**DESCRIPTION: Garden Maintenance at CIPET Jaipur Centre.**

<b>Sr. No.</b>	<b>PARTICULARS</b>	
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.	GST 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.	
12.	Bid Security Declaration	
13.	Work orders (Last 03 years)	
14.	Blacklisting Declaration	
15.	Office in Jaipur city for last 03 years	
16.	Performance Certificates (Last 03 years)	
17.	No of Manpower required for Garden Maintenance	06

**Date:**

**Seal & Sign. of bidder**

## **CHECK LIST**

### **E-TENDER No.: CIPET/JPR/GM/2025/1**

1. Registration certificate of the firm -
2. PF No -
3. ESI No -
4. PAN No -
5. GST No. -
6. Similar work Order (Last 3 Years) -
7. Performance certificate. (Last 03 Years) -
8. Office in Jaipur city -