

TEL. No. 282294725 / 28244613 FAX: 28291385/ 28291754.

E-mail - [dcseepz-mah@nic.in](mailto:dcseepz-mah@nic.in), Website - [www.mail.gov.in](http://www.mail.gov.in)

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**TENDER NOTICE FOR ANNUAL MAINTENANCE CONTRACT FOR FLOWER  
POTS AT CENTRAL VERGE OF MAIN ROADS, LAWN, SHRUBBERY IN  
SEEPZ-SEZ PREMISES FOR THE YEAR 2014-15.**

Sub:- Comprehensive Annual Maintenance Contract for flower pots at central verge of main roads, lawn, shrubbery in SEEPZ-SEZ premises.

Sir,

Sealed quotation(s) are - invited by the Office of Development Commissioner, SEEPZ-SEZ, Ministry of Commerce & Industry, Govt, of India on behalf of the President of India for Comprehensive Annual Maintenance Contract **for a period of one year** from the date of awarding the Contract for the items installed in the Office of Development Commissioner, SEEPZ-SEZ, **Annexure-A.** However, the numbers may vary.

2. The terms and conditions are as follows
  - (i) The firm(s) should have a minimum of three years experience in Annual Maintenance Contract field, duly supported by documentary evidence as regards competence and goodwill. The firm should have adequate qualified manpower having experience in the field.
  - (ii) The firm (s) may send their quotation using separate, envelopes for technical as well as financial basis. The word technical bid/financial bid for maintenance of computers etc, shall be prominently marked, on the top of each envelope. Sealed quotations should be duly super scribed as "**Quotation for Comprehensive Annual Maintenance Contract for flower pots at central verge of main roads, lawn, shrubbery in SEEPZ-SEZ premises.**" The sealed quotation will be received by this office upto **5.00 P.M. on 15.02.2015.** Quotation received after stipulated date and time shall not be entertained. The technical bids will be opened on the same date at **5.30 P.M.** in the presence of the representatives of the firms who may like to be present. After scrutiny of technical bids, the financial bids will be opened on the same day or on some other day for which the notice will be issued afterwards.
  - (iii) Incomplete or conditional quotation will not be entertained. The quotation must be accompanied by an account payee Demand Draft amounting to Rs. 10,000/- (Ten Thousand Only) drawn in favour of "Pay & Accounts officer, SEEPZ-SEZ" as security deposit, Cash payment, cheques and other mode of payment shall not be accepted. The quotation without the security deposit

- refunded, if this department does not accept the quotation.
- (iv) Technical bid should also include the complete profile of the firm a above mentioned certificates/proof. The firm should also furnish the details of Govt. Depth where they have completed the AMC.
  - (v) The AMC rates mentioned in this contract will be valid for a period of one year from the date of awarding the Contract. This contract may be renewed for further period of one year on the same terms and conditions, provided the department is satisfied with the services of the compa Jay or on the terms' and conditions mutually agreed upon by the department and the Company. Either party can terminate the contract at any time by giving one month's notice in writing.
  - (vi) To monitor the maintenance activity and to discuss other related matters, a monthly meeting between the department and the Company will be held.
  - (vii) Whenever the system cannot be repaired on site within the specified time limits, the Company will have the option to take the equipment to their workshop premises, with prior approval and provide the alternate equipment of matching specification. This department equipment in any case will have to be repaired/ set right within 15 clays and returned to the Office of DC, SEEPZ-SEZ, The firm will arrange their own transport for which no extra payment will be made.
  - (viii) The personnel of the Company will comply with all the security regulation in SEEPZ-SEZ premises.
  - (ix) The firm shall provide maintenance/service through qualified experienced and competent persons.
  - (x) The payment will be released on quarterly basis after completion of the quarter. The Company will submit quarterly bill along with the downtime statement and Preventive Maintenance Reports within one week of completion of the quarter to Office of Development Commissioner, SEEPZ-SEZ. This office will endeavor to make the payment at the earliest on receipt of a clear and correct bill. No advance payment will be made.
  - (xi) The Office of Development Commissioner, SEEPZ-SEZ shall reserve the right to cancel any or all quotation without assigning any reason.
  - (xii) In case the successful bidder(s) found with breach of any of the condition (s) of the agreement at any stage, the legal action as per rules/laws shall be, initiated against the agency concerned, In that case security money deposited shall be forfeited after giving proper opportunity through show cause notice.

scope of work in the contract are as below:

1. Maintenance of the flower pots at central verge 85 footpath along with the main roads & maintenance of lawn, shrubbery in SEEPZ premises by- means of removing damaged old leaves, cleaning of lawn area by moping, removing of debris, cutting lawn, trimming/pruning/cutting of shrubs where required & collecting. Conveying & disposing, off the spoils/rubbish/surplus earth around plants, including all required labour, tools & plants, all leads & lifts, loading & unloading upto common dustbin at SEEPZ premises & including labour charges & required tools / plants for garden maintenance (water will be supplied by MIDC free of cost within SEEPZ premises). The rate should be includes all labours, plants & supply & application of materials like pesticides, insecticide, fungicide, garden soil & cow dung manure as specified in detailed specifications.
2. Supply & plantation for. requirement / replacement of shrubs, trees, damaged lawn during the year.
  - a. For Trees (Big Size)
  - b. For shrubs (Big Size)
  - c. Replacement of damaged lawn - cake
3. Flower/plant pots kept along the central verge of road side 8s along footpath from Gate No. to the dustbin end 8s from Gate No. III to the well point 85 at SEEPZ Service Centre .Maintenance of hedge/plants in both side of road as existing.
4. Maintenance of shrubbery at Gate No. I, Gate No. III.
5. Supply & planting as per direction of Engineer-in-charge.
6. Replacement/development of green lawn wherever required including soil, manure, labours, material etc.
7. One supervisor & 6 gardeners/mail shall be deployed daily for maintenance of the work under this item.
8. Three truck load of soil (18 Cum) & 3 truck load of manure (18 Cum) shall be supplied by the contractor during initial 4 months period for maintenance of lawn & garden.
9. The unit rate includes cost of all labour, supervisor & specialist Gardener as required for the work. This item is inclusive of provision of all tools, plants, equipments such as lawn movers, spray pumps etc. complete. The working hours of the labour/supervisor/Gardner shall be 8.00 to 16.00 Hrs. all round the year recording the attendance by the Contractor,
10. The work shall be executed for 12 Calendar Months Jobs with all requirements for the same. The item includes providing relievers during all holidays, weekly off etc. without any extra claims. Maximum mortality of 5% trees/plants/shrubs is allowed. For mortality more than 5%, a recovery of Rs. 100/- per shrub/plant 8s Rs. 500/- per tree will be made.
11. Mode -of Measurement; Contract rate shall be per Job Basis

The payment made shall be recoverable in full, if the above items do not show satisfactory growth,

- (xiii) The firm (s) must be registered with the Service Tare Dept. and they must submit the latest Service Tax Clearance Certificate. In absence of these documents, the quotation will not be entertained.
- (xiv) All the firms participating must submit a list of their owners/partners etc. along with their contact telephone numbers and a Certificate/Undertaking to the effect that the firm is neither blacklisted by any Government Dept. nor any criminal case is registered against, the firm.
- (xv) A Committee will be constituted to scrutinize /finalize the Contract. The Committee reserves the right to reject any or all the quotation without assigning any reason thereof.
- (xvi) Quoting lowest rate does not entitle a firm to get the contract. The technical competence/infrastructure facilities of the firm shall be ascertained, before awarding the contract.
- (xvii) The firm (s) may represent themselves personally or through authorized representative, if any, at the time of opening of quotation.
- (xviii) The Committee in order to satisfy itself, may conduct a spot enquiry to verify soundness, capability and viability of the firm.
- (xix) The period of contract can be extended for, a further period, if required, on the mutually agreed terms and conditions.
- (xx) A copy of the terms and conditions duly signed by the firm(s) in token of having understood and agreed to the same should be attached along with the quotation.

**NOTE:-**

- A) The following documents should be submitted with the Technical bid. failing which the quotation shall be rejected:-
- i) Copies of PAN/Service Tax Number, Income Tax Clearance certificate of Firm of Last three years.
  - ii) Performance Certificate issued by the Government of India department (s) where the AMC was carried out by the firm (s).
  - iii) The address of the Service Centers with Contact Person Name, Telephone and fax numbers at Mumbai.
  - iv) Annual Turnover for services only.
  - v) Security deposit for Rs. 10,000/- in the form of Demand Draft in favour of "PAY & ACCOUNTS OFFICER, SEEPZ-SEZ".
  - vi) A copy of the acceptance of terms and conditions duly signed by the firm (s) In token of having understood and agreed to the same should be attached, along-with the quotation.
- B) Financial Bid shall contain amount of AMC only and no other documents shall be, enclosed with the financial bid.

  
(M. J. Kulkarni)

Asstt. Development Commissioner  
SEEPZ-SEZ.

Tel. Phone No. 28294749