



OS/GARDENING CONTRACT/PDO-1

Date: 18.03.2021

NOTICE OF TENDER FOR GARDENING CONTRACT

TO,

Dear Sir,

Reg: AMC CONTRACT OF GARDENING WORK/MAINTENANCE

Sealed Quotations are invited from empanelled vendors for Annual Maintenance Contract for gardening Work, pertaining to the maintenance of existing garden, Trees, Shrubs etc. in the Pune 1 Division office premises and in the Ganesh Khind Office/Staff Quarters. The nature of the gardening work is as under:

1) Beautification of open space near entrance of the Division building

2) Flower pots in the office

Quantity: Small Size (Below 2ft height)
Medium Size (Between 2 to 3 ft height)
Large Size (Above 3ft height)

3) Planting shrubs around Staff Quarter Building in the Ganesh Khind premises.

The maintenance is inclusive of the following:

- Regular watering of Plants, Removal of dead/dried up leaves supplementing the soil with suitable fertilizers.
- Keeping the garden in neat and clean conditions.

General Terms and Conditions of the Contract

- The Contract will be for a period of TWO Years.
- Contractors are requested to inspect the area for gardening before quoting the rates for the work.
- Contractors should ensure that their tenders are submitted before the date and time specified.
- Your Quotation should be correction free and Tenders containing errors are liable to be rejected at the discretion of the Sr. Divisional Manager
- Transportation charges and allied ancillary charges for regular replacement/shifting of the flower pots are to be borne by the Contractor.
- Contractors are requested to put their signature with firm's seal on each page of the tender document as a token of confirmation having agreed all the terms and conditions of the Tender document
- No alterations or additions are to be made by the contractors to the text of the Schedule of these tender papers. Additional information, if any, should be mentioned on separate sheet of paper. Violation of these instructions entails rejection of the tender at the discretion of the Sr Divisional Manager

8. The rates quoted shall be exclusive of Taxes. The Tax shall be reimbursed only to the Contractors who registered with the relevant Tax Authorities and who submit registration number of the same.
9. Rates quoted and finally accepted shall remain same throughout the contract period and extended period of completion irrespective of market fluctuations caused in general or due to any Government orders etc. It shall also include for keeping the premises neat, clean and hygiene from time to time, preventing damages or spoiling of premises.
10. Deduction of Income tax at source shall be made as per the provisions prevailing from time to time from the bills paid and remitted to the concerned authorities on behalf of contractor under whose jurisdiction the work is executed.
11. Penalty will be imposed @1% per week on delayed supply of flower pots and completion of beautification work. Penalty shall also be imposed if the plants are not maintained in good condition. The rate of penalty will be decided by the Sr. Divisional Manager.
12. We reserve the right to cancel all the tenders or postpone the last date for submission of quotation without assigning any reason whatsoever.
13. Sr Divisional Manager is Competent Authority to call the tenders and reserves the right to accept any tender or to accept tenders in part or to reject any or all the tenders without assigning any reasons thereof
14. Successful Bidder(to whom the contract is awarded)has to deposit 10%of annual contract value as Security Deposit which carries no interest*
15. Non Refundable Tender Fee of Rs;100/-to be paid at Divisional Office cash counter/By DD in favour of LIC of India, Payable at Pune.
16. Last date of receiving the tenders is 03.00 Hrs on 25/03/2021. The envelope containing the bid should be superscripted with “**Tender for Gardening Work & Maintenance- Pune DO 1**”. The sealed tenders will be opened and scrutinized at 03.00 Hrs on 26/03/2021.

Sr. Divisional Manager.

Accepted and Agreed all above General Terms and Conditions of Contract.

Contractor's Signature with rubber Seal.

LIFE INSURANCE CORPORATION OF INDIA, Divisional Office, Pune.

Name of the Firm: :

SI No.	Description	Rate
1	Supply & Maintenance of potted plants Small (Below 2 feet Height)	
2	Suply & Maintenance of potted plants Medium (2-3 feet Height)	
3	Supply & Maintenance of potted plants Large (Above 3 feet Height)	
4	Maintenance of Garden at Divisional Office Pune DO!	
5	Maintenance of Garden at Ganeshkhind quarters.	
6	Maintenance of Lawn per sq feet area	
Seal & Signature of Bidder		