



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Zonal Training Centre, 'Jeevan Vidya', 4/2-C, Ho-Chi-Minh Sarani, Muchipara,
Kolkata – 700 061. Tel (033) 24522052; e-mail ez_ztc@licindia.com

Ref: ZTC/OS/Gardening

Date : 05.10.2023

Re: TENDER FOR HORTICULTURE SERVICES-OUTCOME BASIS.

LIC, ZTC, Kolkata desires to float Tender from Vendors for Gardening work at its premises,4/2C
Ho-Chi Minh Sarani,Kolkata-700061.

The terms and conditions for the job as well as the job description are attached herewith.

Rate quoted shall be inclusive of all taxes and charges and shall be valid throughout contract period.
Initially the contract will be for two years(from 01.01.2024 to 31.12.2025) and the extension for two
half yearly term is subject to the satisfactory performance of the Vendor and approval by the Competent
Authority.

Penalty clause shall be operative as per terms and conditions.



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Description of work.

- 1) Approximate Gardening Area is 9000 Sq. Ft.
- 2) There is nearly 650 pots containing different plants in our Campus which are to be maintained properly.
- 3) Preparing of Beds, weeding out of grasses in the available vacant premises for plantation of seasonal flowers etc.
- 4) The corporation insists on highest quality of service. The contractor should attend the meeting whenever called upon to do so. This is mainly to keep a check on the quality of service. If the quality of service rendered by the contractor is not satisfactory at any point of time, The Director or any one authorised by him or the corporation is entitled to withhold the contractor's bills, demand compensation from the contractor, the quantum of which may be decided from time to time by the competent authority (Ambience Committee) of ZTC, Kolkata, impose penalties or take any other action deemed necessary including termination of contract with due notice.
- 5) The Contractor has to provide all the tools for maintaining the garden.
- 6) The uprooted grasses, cutting shrubs branches of trees are to be removed from the campus by the Contractor.
- 7) Various seasonal plants and trees will be supplied by ZTC Authority for plantation as per their discretion and advice of the supervisor/horticulturist.



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Terms and conditions of AMC

- 01) The contractors are requested to inspect the site of work before quoting the rates.
- 02) The contract will be of two years but the contract will be reviewed and extension for two halfyearly term will be granted on satisfactory performance of the contractor.
- 03) Rate quoted by the contractor shall be valid throughout the currency of the contract period (including the extension of time, if any granted).
- 04) The rate quoted to cover the charges of labours, materials like manures, fertilizers, vitamins, insecticides, fungicides, barricading by bricks/bamboos.(Excluding GST), But the cost of bricks/bamboos will be provided by ZTC.
- 05) Requirement of plant and trees will be given to ZTC Authorities at least two months before the plantation.
- 06) The contractor shall submit the bill in triplicate to the authority every month.
- 07) The Competent Authority of LIC reserves the right to terminate the contract by giving one month notice.
- 08) The contract may be withdrawn by the Vendor on submission of three months notice in writing to the Corporation.
- 09.) The payment will be made by NEFT. NEFT mandate should be mandatory.
- 10) All statutory compliance is to be completed by the contractor.
- 11) A security deposit of 3% of bid estimate value will have to be deposited by the finally selected L1 bidder. In case, there are multiple L1 bidders, the AUTO L1 mode will be invoked. The selected L1 bidder will have to deposit the security deposit money within 10 days from awarding the contract in favor of buyer in the form of Demand Draft, Banker's cheque or Bank guarantee through scheduled Bank.
- 12) Any legal dispute between the buyer and vendor will be addressed by competent court of law within Kolkata jurisdiction
- 13) At the termination of tender, the vendor will remove his belongings from premises in a hindrance-free manner

14) The Contractor shall carry out the entire work having full regard to the safety of his own personnel as well as Corporation's staff and officers in the complex. All safe practices shall be strictly adhered to by the Contractor. Despite observing safe practices if any unfortunate incident occurs, the Contractor shall bear all expenses or claims towards treatment or compensation.

15) During tender tenure, the vendor will be bound to render service in a courteous and decent manner. A clean and hygienic environment in the premises must be maintained

16) The Contractor shall not cause or allow any of his personnel to act in any manner, which may cause unnecessary disturbance or inconvenience to the Corporation, employees of the Corporation, owners/tenants/occupants of nearby properties or to the general public.

17) Nothing in this tender shall by implication or expression be taken to mean or imply that any of the persons deployed by the Contractor for rendering gardening services are employees of the Corporation or deployed by the Corporation. The Contractor shall deploy workers who shall be in his sole employment and he shall be solely and wholly responsible for their acts, salaries, wages, remunerations or any other statutory liabilities or other payments.

18) All bills/invoices should be uploaded by the contractor in GST portal immediately after generation with proper invoice no. and date. Latest rules and provisions related to GST must be adhered to. Failure to upload the invoices in GST portal which will result in non receipt ITC by EZTC will be viewed seriously and may result into termination of contract.

19) The bidder must have an operational office in Kolkata/Greater Kolkata and rent agreement deed/property Tax receipt/trade license/electric bills/land line bills in the name of the bidder is to be uploaded. *500000/- (Five lacs Only) 9/10/23*

20) Estimated tender value shall be RS ~~720000~~ for two years excluding GST.

22) NEFT details, Trade license, PAN Card, Aadhar card, GST registration Certificate, Cancelled Cheque leaf, IT return for last two years, Experience Certificate of working in any Govt./PSU or reputed organization in the field of Horticulture for last at least two years and any other documents applicable to this business.

Placed before Stores Committee for recommendation

The committee recommends to upload the above tender in GEM Portal with above terms and conditions.

Draft tender is approved. Please proceed for uploading the tender in GEM Portal.

Director

Member
340719

Member
(No. 1)

337426

B.B. KAR
SR No. 645251

Director
9/10/2023

335092