



राष्ट्रीय फैशन टेक्नालॉजी संस्थान, कोलकाता केन्द्र

NIT No.: e-18 /2018(Pur-Kol)



NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KOLKATA

(A Statutory Body governed by the NIFT Act 2006 &
set up by Ministry of Textiles, Govt. of India)
(ISO 9000:2008 certified Institute)

e-TENDER

For

“Horticulture Service”

Tender No.: e-18/2018(Pur-Kol)

OPENING DATE FOR ONLINE SUBMISSION OF TENDER	26/03/2018
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER	18/04/2018 up to 2.00 pm.
Date and time of opening of tenders (Technical Bid)	18/04/2018 at 3.00 pm.

Opening Date and Time of Financial Bidding: will be notified to the short listed bidders only

PREAMBLE / INTRODUCTION

National Institute of Fashion Technology is a Statutory Body governed by the NIFT Act 2006 & set up by the Ministry of Textiles, Govt. of India

Note: 1. NIFT Donations are exempted u/s 80 (G) of Income Tax Act.

2. Being registered with DSIR, NIFT is entitled for Custom/Central Excise duty exemption.

(A) TENDER NOTICE

NIFT, Kolkata invites **online** tender under two bid systems for “Horticulture Service” from the eligible reputed Firms/Agencies having at least 03 (Three) years work experience in executing similar kind of services/jobs in Central/State Govt. Department/PSUs/MNCs, Reputed Academic Institutes/Organisations.

The hard copy of the tender alongwith fees (i.e EMD & Tender document Cost), necessary/relevant documents should be placed in a sealed envelope superscribed with **“Horticulture Service (NIT No.: e-18/2018(Pur-Kol))”** and shall be addressed and sent to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 700098 or dropped in the Tender Box kept at the said address on or before 18/04/2018 up to 2.00 p.m. Financial bid should be quoted online only and hard copy need not be sent/submitted.



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(B) SUBMISSION OF BID

- i) The interested firms should apply online and submit their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc/> in from 26/03/2018 to 18/04/2018 up to 2.00 P.M.
- ii) Tender documents are also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in/>
- iii) Applications to this tender will be accepted only in the online mode through the website <https://nifttenders.eproc.in/> . No other mode of application will be considered & accepted.
- iv) For applying online, the prospective bidder/Firm should get itself registered at <https://nifttenders.eproc.in/>
- v) Required DSC token as well as encryption type, Explorer Browser and updated Java version.
 - Registration Charges of Rs 2000/- + (GST) = Rs. 2360/- non-refundable.
 - Bid Processing Fee charges of Rs. 200/- + (GST)=Rs 236/- non-refundable through online payments only.
- vi) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.
- vii) Any further clarifications can be sought from the NIFT office on Telephone No. 033- 23357546, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 700098.

For online Support:

For More enquiries/For Helpdesk officers:- Mr.Sandeep Bhandari,

E-mail:- niftsupport@clindia.com / sandeep.bhandari@clindia.com

Phone No.:- 0124-4302033/36/37

Commencing date of Tender: 26.03.2018

Last date of Submission: 18.04.2018 up to 2.00 PM

Date of opening of Tender (Technical Bid): 18.04.2018 at 3.00 PM

Earnest Money Deposit: Rs 5,000/- (refundable)

Security Deposit: 10% of total bid value (To be submitted by the selected/successful bidder after receiving of work order)



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SCOPE OF SERVICE/WORK:

A) NIFT Campus:

[at Block-LA, Sector-III, Salt Lake City, Kolkata-700098]

Refer Annexure-A for Location & Area Coverage

Maintenance of garden areas/green areas (including playground), Cutting & Dressing/Trimming of grass mechanically, Trimming of hedges and trees, Planting of new ornamental trees, Maintenance of existing and new ornamental trees, pouring water, fertilizer & soiling (if needed). 10 nos. of Flower beds of seasonal flowers/ decorative leaf to be created and maintained across the campus. The gate may have floral vein and along with the path way fence of decorative & ornamental green leaves to be maintained. 20 nos. indoor ornamental plants to be supplied and maintained from the date of commencement of the service. Maintain/plants of carpet grass in the oval garden of old building and in the front poach of both the side of new building gate.

B) NIFT Girls' Hostel

[at Block-GE, Plot-4, Sector-III, Salt Lake City, Kolkata -700106]

Refer Annexure-B for Location & Area Coverage

Maintenance of garden areas/green areas, pouring water, fertilizer, soiling (if needed), Cutting & Dressing/Trimming of grass mechanically, Trimming of hedges and trees, Planting of new trees/ ornamental trees, Maintenance of existing and new trees/ ornamental trees. 05 nos. of Flower beds of seasonal flowers/ decorative leaf to be created and maintained across the premises. 10 nos. indoor ornamental plants to be supplied and maintained from the date of commencement of the service and also maintain the grass area will carpet grass.

Note:- Any additional requirement would be paid extra.

A) TERMS AND CONDITIONS

1. Only online bids will be considered.
2. Please read the terms & conditions carefully before online submission/filling up the document. Incomplete tender documents will be summarily rejected.
3. Conditional or offline tender will not be accepted or the condition(s) of the bidder may not be considered.
4. The Contract shall be initially for one year and may be extended/renewed for further periods subject to satisfactory service.



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5. The agency/tenderer should have at least three years of relevant experience in executing/rendering such services.
6. The contract for Horticulture Service shall be commercial contract and between NIFT & the successful tenderer. There shall be no employer-employee relationship between NIFT and the Tenderer or the staff/personnel deputed by the said contractor.
7. Tender(s) submitted beyond the scheduled last date & time due to whatever reason including postal delays and without the required fees, Annexure(s) & documents will not be considered.
8. All tenderers are required to submit **Earnest Money Deposit (EMD) of Rs.5,000/-** (refundable) in the form of Demand Draft (should be drawn beyond the date of notification of this NIT) in favour of NIFT Kolkata payable at Kolkata. No interest shall be paid on the said EMD and will be returned after finalization of the tender; however, the EMD of the successful bidder will remain with NIFT and will be forfeited in the following events:
 - a. If information declared/document submitted found false/fake/forged
 - b. If the selected/successful bidder does not accept the W.O., or, unable to provide services
 - c. If the bidder withdraws his bid/quote

However, those who have valid NSIC registration certificate, Tender Cost & EMD may not be required.

9. The successful tenderer shall be required to deposit **Security Money of 10%** of the work order value within 15 days of receiving of Work Order. No interest shall be paid on such security deposit, which shall remain with the Institute during the period of the contract and it shall be released after two months from the date of expiry of the contract after deducting dues, recovery, etc., if any and as applicable. However if the contract is terminated due to any default of the contractor, the said security deposit will be forfeited.
10. The minimum annual turnover of the tenderer for the last two years should not be less than **Rs.25 Lakh** per year which should be substantiated by Trading PL/ IT Returns/Audit report.
11. All the DD(s) are to be submitted along with the Technical Bid only. All bidders should mention their company name and tender/NIT no. at the back of the DD(s).
12. The quote/rates should be valid at least 3 months from the date of opening of the tender; however, in case of the successful tenderer the quote/rate shall be valid for the entire period of contract. Prevailing statutory rates (GST, etc.) as revised by the Govt. from time to time will be considered.
13. The quotes should be valid in the case of all the tenders for at least 3 months from the date of opening of the tender and if tenderer withdraws during the period, the EMD shall be forfeited. In case of the successful tenderer, rates quoted shall be valid for the entire period of contract.
14. All statutory obligations under various laws from time to time will have to be met by the contractor for which no extra payment shall be made to contractor at any time during the contract period. NIFT will no way be responsible for any default with regard to any statutory obligation.



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15. NIFT shall in no way be responsible for default with regard to statutory obligation, if any, related to the manpower deputed by the successful agency/firm to render the said service. It will be the sole responsibility of the successful bidder. Deputing Child Labour to render the said horticulture service is strictly prohibited.
16. No payment shall be made in advance. Payment will be made quarterly in arrear basis against bill in triplicate and based on satisfactory certification by the concerned NIFT official(s), Kolkata. Penalty may be imposed on the bill amount due to non-satisfactory service. Generally the penalty amount will be 5-10% of the bill amount; however, the same may vary based on the level of performance which may be decided by the NIFT authority and decision of NIFT in this regard will be final & binding on the contractor.
17. In case of failure to provide the service or unable to render service within stipulate time, NIFT reserves the right to get the service done from any other source(s) and expenditure in this regard will be borne by the agency/service provider, either the amount will be deducted from the bill amount and/or from the security deposit and/or the agency/contractor will pay the same.
18. If the contractor is responsible for any loss or damage to Institute's moveable or immovable property due to the conduct of the contractor's staff, the same shall be made good by the contractor at their own cost. If it is found that the conduct or efficiency of any person deployed by the contractor is unsatisfactory, the contractor shall replace the staff immediately and depute a new person under intimation to NIFT.
19. NIFT will not provide any mode of transport in respect of manpower or any items/materials required by the contractor for executing the Horticulture Service.
20. All equipments, utensils, necessary fertilizer, materials, etc. including soil (if needed) to render the horticulture service should be provided by the successful tenderer. NIFT will not bear any expenditure for the same. Bid should be quoted accordingly.
21. In case of L-I is more than one, the selection criteria [viz. the past performance, etc.] would be at the discretion of NIFT. The decision of NIFT, in this regard and for selection of successful bidder in such a situation, will be final in all respect and will be binding on all the tenderers.
22. Lowest bid may not be the only criteria for selection; preference shall be given to the other factors, viz. previous relevant experience with other organization(s), turnover, quality of service, reputation, etc. and successful tenderer will be selected accordingly. Decision of NIFT Authority in this regard shall be final and binding on all the bidders.
23. Even after qualifying in the technical bid, the financial bid may be rejected if found not in order.
24. The Contractor shall not engage any Sub-Agent or Sub-Contractor whatsoever for the said Horticulture Service.

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25. The Contractor shall abide by the Rules and Regulations of the NIFT, as may be enforced from time to time. The Contractor will have to work in close co-operation with others at the site.
26. It is strongly recommended that the tenderer should inspect the site any time during working hours on any working day with prior appointment (ph. 033-2335-7546) before submission of bid; no extra shall be payable for lack of knowledge of the site conditions/items and constraints, if any.
27. The contract may be withdrawn by either side due to any reason by giving a minimum of 30 days' notice. The agreement with NIFT, in such cases, will be treated as cancelled before its expiry. However, NIFT reserves the right to terminate the contract at any point of time at its sole discretion due to non-satisfactory service or violation of T&Cs or due to any applicable reason and NIFT's decision in this regard shall be final and binding upon the contractor.
28. An agreement on Non-judicial Stamp paper containing all the terms and conditions of the service is to be made by the successful tenderer with NIFT within one month from the date of issuing of work order and the same shall be notarised by the contractor at his own cost.
29. Any query/clarification with respect to the tender (T&Cs, etc.) may get cleared prior to submission of bid; concerned NIFT official(s) may be contacted in this regard in between 9.00 am to 5.30 pm on any working day with prior appointment (033-23357546). However, NIFT will not entertain or clarify any such query during post bid.
30. All disputes are subject to Kolkata Jurisdiction only.

NIFT reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at any stage of the tendering process at its sole discretion without assigning any reason whatsoever and decision of NIFT in this regard shall be final and binding. No further correspondence in this regard will be entertained.



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Annexure- I

TENDERER TO FILL UP THIS PAGE

1.

- Name of the tenderer/organization
- Name of the proprietor/partners.....
- Date of Establishment:
- Please specify as to whether Tenderer is sole proprietor/ Partnership firm/ Private or Limited Company.....

2. a. Address (Office):

- Telephone/Phone No.
- Email ID

3. List of reputed clients:

Sl.	Client's Name	Contact Person	Contact number (with email-id, if any)	Remarks, if any

4. Furnish copies of the following documents: [Please ✓]

- Trade License
- PAN Registration
- GST Registration
- ITR (AY 16-17, 17-18)

5. DD [enclosed] details:

ii. DD no._____, dtd._____, amt._____, bank_____ [EMD]

ANNEXURE-II



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TECHNICAL BID
for
Horticulture Service

Sl.	<u>Particulars</u>	<u>Mention</u> <u>'Yes' or</u> <u>'No'</u>
01	Whether Demand Draft of Rs. 5,000/- in favour of NIFT, KOLKATA is enclosed as EMD (to be submitted with the Technical Bid).	
02	Whether capable and agreed to deposit Security Money of 10% of AMC value within 15 days of receiving of Work Order.	
03	Whether document in support of having minimum 03 (Three) years experience in executing of similar kid of works alongwith a list of organizations (Govt., PSU, reputed MNCs/Educational Institutes/organisations) where the Tenderer is currently providing/ has earlier provided this kind of service, submitted.	
04	Whether Trade License for this kind of jobs submitted	
05	Whether copy of PAN submitted	
06	Whether copy of GST Registration submitted	
07	Whether minimum Annual turnover is Rs. 25 Lakh per year during the last two years [i.e. <u>Financial Year</u> : 2014-15, 2015-2016 & 2016-2017] (any two consecutive yrs.) [Please attach relevant documents (any one), viz. Trading, PL & Balance Sheet (audit report from authorized chartered Accountant), etc. as a proof]	
08	Whether Copy of Income Tax Return for last 2 (two) years submitted (<u>Assessment Year</u> : 2015-16, 2016-17 & 2017-18) (any two consecutive yrs.)	
09	Whether agreed to abide by all the terms & conditions of this tender	
10	Whether DD, Annexure-I, II & III duly filled has been submitted with "Technical Bid"	

All above enclosures must be valid



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ANNEXURE-III

UNDERTAKING

I/We hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me/us.

Date:

**(Signature with full name, Designation &
Seal of the Tenderer)**



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ANNEXURE-IV

FINANCIAL BID
for
Horticulture Service

Sl.	Particulars	Area	Rate (Per Month) (Rs.)	GST (Rs.)	Total (Per Month) (Rs.)
			A	B	(A+B)
01.	Horticulture Service at NIFT Campus (at NIFT Campus, Block-LA, Sector-III, Salt Lake City, Kolkata-700098.)	As per Annexure- "A" (enclosed)			
02.	Horticulture Service at NIFT Girls' Hostel (at Block-GE, Plot-4, Sector-III, Salt Lake City, Kolkata - 700106.)	As per Annexure- "B" (enclosed)			
Grand Total (Rs)					

NOTE: GST should be mentioned specifically. Vague offer like "duties as applicable" "Taxes Extra", "all inclusive", etc. shall not be considered.

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Annexure-“A”

National Institute of Fashion Technology, Kolkata

Measurement of Location/ Area to be covered under Horticulture Service: NIFT

Campus

(NIFT Campus at Block-LA, Sector-III, Salt Lake City, Kolkata-700098)

Sl. no.	Area/ Location		Measurement (ft. x ft.)
1	Playground		150 x 66
2	Outside Entrance of the old Campus	Right Side (ATDC side)	150 x 4
		Left Side	165 x 4
3	Canteen Backside (Temp. Shed, boundary wall side)		30 x 5
4	Outside of <u>circular portion</u> Back side of gr floor faculty room, opposite of canteen, 3 step beds, back side of old JD room etc.		60 x 3.5 + 20 x 10 + 65 x 7
5	Bed : Reception (Song of India)		8 x 2 + 5 x 1
6	Golden Duranda hedge / Jhaoo hedges (Right side) (Badminton Court side)		43 x 21
7	Carpet grass near Coffee house (Right side)		31 x 7
8	Golden Duranda hedges/Jhaoo/Few Debdaru (Left side, Behind Faculty Room)		50 x 10
9	Kamini Hedges round and Hebe plant (main Entrance)		17 x 7
10	Rectangular area [Phase I & II] <u>Inner central court yard</u> in between LIFT, LD GC/PM lab and FD GC lab & new faculty room(old metal lab)		135 x 40 + 33 x 20 + 30 x 25
11	Circular area [Phase I] Inner front court yard in between Director room side and old library side		30 x 25 + 40 x 25
12	Bed [under 'Rabindranath Statue']		19 x 2
13	Extra Area [various Beds/ spots etc.]		100 x 10
	<u>Old Building Backside</u>		
14	Golden Duranta bed [above underground reservoir]	In between two blocks	35 x 2
15	Old building Drecena/ Croton etc. [behind Faculty Rm.(old metal lab)]		56 x 4
16	Bed: Infront of substation (LT)		7 x 7
	<u>New Block</u>		
17	Right Side [boundary,-adjacent Arannya Bhawan]		115 x 2
18	Left Side [boundary,-adjacent Assam House]		115 x 2

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19	Court Yard [Round bed (Acolita)]	10 x 10
20	Entrance / Outside of Front Wall	Right 60x 6
		Left 55x 6
21	Front (Inside)	Kamini bed (Right side) 47 x 2
		Kamini bed (Left side) 30 x 2

Annexure-“B”

National Institute of Fashion Technology, Kolkata

Measurement of Location/ Area to be covered under Horticulture Service: NIFT Girls' Hostel

(NIFT Girls' Hostel at Block-GE, Plot-4, Sector-III, Salt Lake City, Kolkata -700106)

Sl. No.	Area	Measure (ft. x ft.)
1	Main Entrance	Right 35 x 7
		Left 40 x 7
2	Reception	Right 20 x 7
		Left 30 x 7
3	Boundary wall (opp. Guest House)	85 x 1
4	Back side boundary wall (Transformer side)	125 x 3
5	Middle Area (Grass Carpet)	20 x 25
6	Right side of Boundary wall	30 x 1