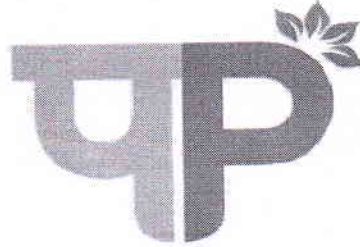


CIPET JAIPUR



CIPET सिपेट
probe • perform • practice • Plastics

TENDER FOR GARDEN MAINTENANCE

TENDER NO: CIPET/JPR/GM/2020/1

LAST DATE FOR SUBMISSION OF OFFLINE BID: 20.03.2020 - 13:00 Hrs.

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

Department of Chemicals & Petrochemicals
Ministry of Chemicals & Fertilizers
Govt. of India

CIPET: CSTS, JAIPUR

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

Notice Inviting Tender (NIT)

Tender No: CIPET/JPR/GM/2020/1

Date: 29.02.2020

CIPET Jaipur invites Tender in two bid system for maintenance of Garden at CIPET Jaipur Centre for period of 12 months at the following address – SP 1298, Sitapura Industrial Area, Phase III, Tonk Road, Jaipur - 302022

Sr. No.	Tender No. & Date	Name of the Item / Work	Estimated Cost (Approx.) Rs.	EMD Rs.	Contract Duration	Tender Fees in Rs.	Last Date & Time of Offline Bid submission
1.	CIPET/JPR/GM/2020/1 Dated: 29.02.2020	Garden Maintenance at CIPET Jaipur Centre (Approx 1,60,710 Square Feet)	3.60 Lakhs Per Annum	5,000	12 Months	5,00/- (Non-refundable)	20.03.2020 13.00 Hrs.

Interested and eligible bidders may view and download detailed tender documents from www.cipet.gov.in. Bidders are requested to submit a hard copy of the Technical & Financial Bid duly sealed and signed to the Director & Head, CIPET Jaipur, SP 1298, Sitapura Industrial Area, Phase III, Tonk Road, Jaipur - 302022 **on or before 20.03.2020 @ 13.00 Hrs.**

The Tender Fee can be paid through Cash/Demand Draft and EMD will be accepted in the form of Demand Draft only drawn through any Indian Nationalized Bank favoring “CIPET” payable at Jaipur and shall be submitted at CIPET Jaipur as specified on or before **20.03.2020 up to 13.00 Hrs along with the tender documents.**

Salient information about the Tender:

- Mode of submission: OFFLINE**
- Who can participate for this Tender:** Experienced Garden Contractor only.
- Date & Time of Technical Bid Opening: 20.03.2020 at 15:00 Hrs.**
- Bid Opening Venue:** CIPET Jaipur, SP 1298, Sitapura Industrial Area, Phase III, Tonk Road, Jaipur - 302022
- Eligibility Criteria:-**
 - Age of the Firm : 03 Years as on 29.02.2020
 - Individual 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.



INTRODUCTION

ABOUT US

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 the 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 national institution under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research (STAR) in all the domains of plastics viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality Assurance. CIPET operates from various locations spread across the country catering the needs of Polymer and allied industries.

A PREMIER INSTITUTE FOR EDUCATION AND RESEARCH IN THE FIELD OF POLYMER SCIENCE & TECHNOLOGY

Post-independence, it became a matter of concern that Plastic Engineering & Technology was a growing science and yet there was not enough human resource to meet the demand. Imperative need was felt to establish CIPET -- the unique institute of its kind in the country and even today the institute holds a premier position. The primary objective of CIPET has been contributing towards the growth of the plastics industry through a combined program of education and research. The Institute has evolved through the years, creating closer ties with industries with the intent to create innovative plastic based solutions which are resource efficient and marketable. This has led to an exponential growth with activities and programs focusing on:

Skill Training
Technology Support
Academics
Research

CAMPUSES

From our first location in Chennai, we now have 37 locations and 5 more are in the process of Establishment. Every campus offers state-of-art facilities, turning out alumni with an innovative mind set and an entrepreneurial spirit. Our campuses are workshops for inventing the future, where students work with award winning faculty and experts to translate learning and research into action.



INFRASTRUCTURE

All the CIPET centres are equipped with state-of-the-art with excellent facilities in the areas of Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics Processing, Testing and Quality Assurance with plan fund support from Government of India. In-line with the ever changing & challenging needs of the plastic industries, we continuously upgrade and modernize machinery, equipment and technology.

NATIONAL AND GLOBAL RECOGNITION

We have gained global recognition for our research & development in the niche areas of Polymer Science & Technology and high quality education & skill development in the field of plastics.

CIPET also plays a pivotal role in generating employment opportunities especially for unemployed and underemployed youth and promoting entrepreneurs through various skill development training programs.

CIPET believes strongly in sustainability and enriching institute-industry interface in accordance with the environment policies of the country while still being fit-for-purpose. Our sustained effort in creating awareness on environmental issues towards plastics and plastics waste management has been very well acknowledged by the industry.

INDUSTRY ALLIANCES

CIPET has an enviable interface with its business and industry partners. We provide technical / consultancy services in design, tooling, plastics processing & testing for the benefit of plastics & allied industry. We have been in the forefront of strengthening technological capabilities and have been constantly building capacities and leveraging our expertise, calibre and skill sets to meet the emerging and evolving needs of the industry.

Over the span of 50 years, CIPET has been recognized for our work with a large number of industry clients for our Technology Support Services in the areas of design, tooling, plastics processing and testing and quality assurance. This includes governmental agencies as well as public and private sector industries, both in India and abroad.

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SCOPE OF WORK

Name of the Work: Garden Maintenance at CIPET Jaipur Centre.

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 in All Plots.
- Watering from time to time/ alternate days.

2) Flowers and grains:

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

3) Large Plant & Tree:

- Tempering 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 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 bidder has to deposit security deposit of Rs. 20,000 within 2 days on receipt of work order.
- 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 the other related work which has been assigned by CIPET Jaipur has to be fulfilled by the Garden Contractor.
- 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 at his own cost.


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

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

Sr. No.	Lawn area of CIPET Jaipur	Square Feet
1.	Backside the Guard Room – Adjoining with Girls Hostel	16500
2.	Front side the Guard Room till Gate No. 2	21250
3.	In front – surrounding the Girls Hostel	25460
4.	Left Side corner of campus	12000
5.	Right Side corner of campus	14000
6.	Basket Ball Ground	14000
7.	In front of C V Raman Boys Hostel	20000
8.	Flag Garden	7500
9.	Other Side Portion of Garden	30000
TOTAL LAWN AREA		160710

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TERMS AND CONDITIONS

1. CIPET Jaipur will examine all the instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information shall lead to cancellation of the bid.
2. The garden contract is for period of 12 months. The rates will be fixed for period of 12 months. 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. Any Tender received by the CIPET Jaipur after the deadline will be rejected.
5. The bids shall remain valid for period of 90 days from the date of tender.
6. The bidder/contractor has to provide services to the satisfaction of CIPET Jaipur.
7. In case of work not completed satisfactory or in case of delay, CIPET Jaipur reserves the right to forfeit the EMD and 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.
8. The bidder has to comply with all the rules and regulation with respect to labour act.
9. The contractor shall indemnify CIPET Jaipur against any payment and for non-observance of the Contract Labour (Regulation & Abolition) Act' 1970.
10. Applicable taxes shall be deducted as per prevailing rules and regulations of the Government of India, if applicable.
11. The contractor is advised to conduct site visit and quote accordingly. The pre-bid meeting is scheduled on 13.03.2020 – 03:00 PM
12. Financial Bid should be submitted in the prescribed format as given in the tender document.
13. The payment will be made within 15th days of every subsequent month on receipt of bills on 1st of every month.
14. 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.
15. The contractor should have office in Jaipur city for the past 03 years. The contractor should be providing similar services in Jaipur city.
16. 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.

TECHNICAL BID

TENDER No: CIPET/JPR/GM/2020/1

DESCRIPTION: Garden Maintenance at CIPET Jaipur Centre.

Sr. No.	PARTICULARS	
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.	Cash Receipt No/Demand Draft No of Tender Fee of Rs. 500	
13.	Demand Draft No. & Date of E.M.D of Rs. 5,000	
14.	Validity of offer	
15.	No of Manpower required for Garden Maintenance	05

Date:

Seal & Sign. of bidder


A handwritten signature in blue ink is written over a date stamp that reads '20/07/2020'.

CHECK LIST

E-TENDER No.: CIPET/JPR/GM/2020/1

1. Tender Fee Cash Receipt/Demand Draft
2. EMD Demand Draft
3. Registration certificate of the firm
4. PAN No
5. GST No.
6. Similar work Order (Last 3 Years)
7. Performance certificate. (Last 03 Years)
8. Office in Jaipur city

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FINANCIAL BID

A. GARDENER (EXPERT) – 02 No's

Sr. No.	PARTICULARS	Rs. Per Month	Rs. Per Month For 02 No's
1.	Base Rate		
2.	PF		
3.	ESIC		
4.	Service Charge		
5.	Sub Total		
6.	GST		
7.	Grand Total Inclusive of All		

B. GARDENER (HELPER) – 03 No's

Sr. No.	PARTICULARS	Rs. Per Month Per Person	Rs. Per Month For 03 No's
1.	Base Rate Per Month		
2.	PF		
3.	ESIC		
4.	Service Charge		
5.	Sub Total		
6.	GST		
7.	Grand Total Inclusive of All		

Grand Total (A+B) = Rs. _____ Inclusive of All Per Month.

1. The bidder should not quote below the minimum wages of Department of Labour, Government of Rajasthan.
2. EPF, ESIC, GST shall be paid as per Govt. of India norms.
3. TDS shall be deducted as per prevailing rate from the monthly bill as per Govt. of India norms.
4. The number of workers can be increased/ decreased as per requirement of CIPET: CSTS, Jaipur.

Place:

Sign. of Bidder with Stamp

