



No. ILGUS/1M-1/2021/009

Date: January 08, 2021

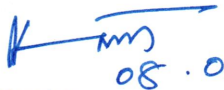
NOTICE INVITING TENDER

Name of the Work: Maintenance of Garden including Landscape, Lawns and existing trees etc.,
at ILGUS Bhavan, Block - HC ; Sector-III ; Bidhannagar, Kolkata - 700 106.

Sealed Tenders are invited by the Director, ILGUS from the reputed, reliable agencies experienced in similar type of work as noted above. The agency shall have to apply in their respective letter head addressing to the Director, ILGUS and rate shall be submitted in the Annexure -A. The Terms & Conditions of the abovenoted maintenance are as follows:

TERMS & CONDITIONS

1. The price to be quoted on monthly basis (inclusive of all materials and labour charges) and as per 'Scope of Work as mentioned in Annexure 'A'.
2. The price shall be quoted exclusive of GST. GST as applicable shall be mentioned separately.
3. Intending applicants or their authorised representatives may inspect the site on any working day between 11 am to 4.00 pm during 14.01.2021 to 22.01.2021 (both days included).
4. The agency shall be sole responsible for proper maintenance of entire Garden, Open Space, Landscape, existing Trees etc. in the campus of ILGUS Bhavan.
5. The bill shall be submitted after the end of each month and shall be accompanied by a 'Work Done Satisfactorily' Certificate signed by the authorised person of ILGUS at the end of the month.
6. The payment shall be made on monthly basis and preferably through WBIFMS and the successful agency shall have to maintain the formalities and submit the necessary documents as per guidelines of WBIFMS.
7. Normally the period of term for maintenance will be one year w.e.f. 01.02.2021 and no request for escalation of price under any circumstances shall be entertained during the contact period.
8. Decision on acceptance of the quotation will rest with the Director, ILGUS. He does not bind himself to accept the lowest offer and reserves the authority to reject any or all quotations received without assigning any reason thereof.
9. Last Date of Submission of Quotation at the office of ILGUS : up to 02.00 pm of 28.01.2021.
10. Date of opening of Tender at the Office of ILGUS : at 04.00pm of 28.01.2021



08.01.2021
Director

No. ILGUS/1M-1/2021/009/1(6)

Date: January 08, 2021

Copy forwarded for information and wide circulation to:

1. The Director, State Urban Development Agency, West Bengal.
2. The Director of Local Bodies, West Bengal.
3. The Chief Engineer, Municipal Engineering Directorate.
4. The Executive Officer, Nabadiganta industrial Township Authority.
5. The Member Secretary, West Bengal Valuation Board, Poura Prashasan Bhavan, Salt Lake, Kol-64
6. Notice Board of ILGUS, ILGUS Bhavan, Bidhannagar; Kolkata - 700 106.


08.01.2021
Director





ANNEXURE -A

SCOPE OF WORK

- 1) The Agency shall have to maintain the existing trees, lawns, flower beds etc. in the campus of ILGUS Bhavan.
- 2) The Agency shall have to make the landscape in the open spaces (except the road) in the campus. Besides this, haze (approx. 600 Sq. Ft.) shall have to be made by the Agency.
- 3) The Agency shall have to make the Flower Bed (at least 26 in number) with the seasonal flowers as per following details:
 - a) 08 (Eight) Nos. (04 Nos. in each side) in front of the Administrative Building of ILGUS.
 - b) 08 (Eight) Nos. in front of the Administrative Building (Road side) of ILGUS.
 - c) 10 (Ten) Nos. (including Rose Bed) in the adjacent areas of inner lake of ILGUS Bhavan.
- 4) The Agency shall have to supply at least 200 (Two Hundred) Nos. Earth Flower Pot (12") with various seasonal flowers and decorative leaves. The said pots shall have to be painted once in a year.
- 5) Regular cutting of grasses, bushes, branches of trees and shaping of trees shall have to be made by the Agency.
- 6) All sorts of sapling, manures, insecticide and other materials, various tools, lawn mower etc. required for gardening and its maintenance are to be supplied by the Agency.
- 7) The Agency shall provide at least one labour (26 days in a month) for proper maintenance of the Garden, Open Space, Lawn and plantation of flowers etc., in the campus of ILGUS Bhavan.
- 8) The Agency shall provide skilled Mali (one or more) as per requirement of proper maintenance of Garden, Open space, Landscape existing Trees, Haze etc., and also for plantations of seasonal flower, decorative leaves etc.
- 9) The entire calendar year shall be divided in following manners:
 - i) Winter Season: September to February and
 - ii) Summer Season: March - August
- 10) Following are the minimum requirements for maintenance of the Garden, Open Space, Landscape etc., Throughout the entire season :


(I) Winter Season (September – February)

a) Chandramallika	:	400 Nos.
b) Merry Gold	:	200 Nos.
c) Petunia	:	200 Nos.
d) Dalia	:	200 Nos.
e) Rose	:	50 Nos.

(ii) Summer Season (March – August)

a) Sunflower	:	400 Nos.
b) Zinnia	:	200 Nos.
c) Cosmos Flowers	:	200 Nos.
d) Kochi Jehu	:	200 Nos.

Besides above, adequate and good quality of Manures, Bone Dust, Oil Cake, Insecticides, Medicines etc., as per requirement for proper maintenance and beautification of the entire Garden, Landscape, Flower Beds etc., are to be provided. The applicant shall mention the list of flowers including Insecticides and other Medicines etc., to be used for maintenance of the Garden.


08.01.2021

Director



I/we accept the abovenoted Scope of work and the Terms & Conditions mentioned in the NIT No.ILGUS/1M-1/2021/009 dated 08.01.2021 and upon agreed I / We offer our rate as given below:

<i>Specification and Place of Work</i>	<i>Amount / Month</i>
Maintenance of Garden, Landscape, Open space, Haze, New Plantation of Flower & Decorative Leaves, Making of Flower Bed including maintenance of existing Trees etc., At ILGUS Bhavan, Block-HC; Sector-III; Bidhannagar; Kolkata - 700106. [<i>Rate is inclusive of one Labour for whole month and one skilled Mali as per requirement</i>]	

Date:

Authorised Signatory with Seal