

TENDER DOCUMENT

FOR

**PROVIDING LANDSCAPING & GARDEN MAINTENANCE IN
SHILPARAMAM, ARTS, CRAFTS & CULTURAL SOCIETY
MADHAPUR, HYDERABAD**

Name of the Agency :

Address :

.....

Schedule & Tender details:

Cost of Tender Document : Rs.1,000/-

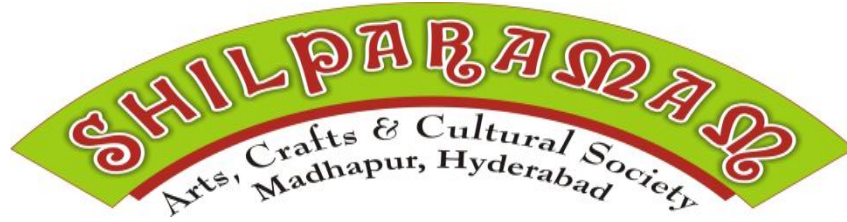
EMD (refundable) : Rs. 50,000/-

Date of issue of Tender Document : 26-06-2024 to 06-07-2024 up to 1.00 PM

Last date and time for filling of Tenders : 06-07-2024 by 3.00 PM

Date and time of Opening Tenders : 06-07-2024 at 4.00 PM

Place of Opening Tenders : O/o. The Special Officer
Shilparamam, Madhapur,
Hyderabad, 500 081



Sealed Tenders are invited from the eligible Agencies / Firms / Contractors in Landscaping & Garden Maintenance in Shilparamam, Madhapur, Hyderabad and Upal, Shilparamam to Maintenance of Lawn, Watering, Weeding, Lawn Moving and Edging cutting of Lawn etc.. and Trimming of Hedge and Shrubs Plants ones in 15 days, Maintenance of individual Plants, Cost of Equipment and Chemicals.

ELIGIBILITY CRITERIA:

1. Agencies / Firms / Contractors having minimum of 10 years experience both in the execution of Landscape and Gardening development and maintenance works having done in Government organizations like Municipality, HMDA and Public Gardens and in the prestigious premises of public undertaking and companies etc., They should produce evidence with the certificates given by such Government Organizations under their seal and signatures.
2. They should have valid a) Registration Certificate, b) Labour Licence, C) EPF Registration, D) ESI Registration, E) GST Registration, F) PAN Card (Certified Copies of all these certificates / licences should be enclosed).
3. They should have an Annual Turnover of not less than Rs. 50.00 Lakhs every year in the last 3 years. (Copies of Audited Statements and IT Returns must be enclosed).
4. Defaulters of Shilparamam or any other Govt. Department / Agency /Institution in not paying the wages or not crediting the amounts like EPF and ESI etc., to the outsourced labour within a week of receiving cheques from the office concerned are not eligible to submit Tenders and will not be considered.

Only such of those categorised agencies fulfilling the above criteria will be considered and others while not fulfilling will be summarily rejected. The persons / Agencies already in the panel will be given preference, provided their work is good and satisfactory.

OTHER TERMS & CONDITIONS:

5. The Successful agency should have to provide interest free Security Deposit of Rs. 5.00 Lakhs which will remain with the Shilparamam during the contract period.
6. EMD for Rs.50,000/- in the shape of DD, drawn in favour of "Special Officer, Shilparamam" shall be enclosed with the Tender Document.
7. The Tender should be submitted in two sealed covers.
 - A) Sealed envelope should be super scribed "Technical Bid (Part-I)", and should contain the following documents.
 - 1) Profile of the Agency / Firm / Contractor in the prescribed format given as Annexure-I.
 - 2) Check list of the Documents.
 - 3) Copy of the Registration of the Firm / Agency / Contractor.
 - 4) Copy of the Labour Licence.
 - 5) Copy of the EPF Registration
 - 6) Copy of the ESI Registration.
 - 7) Copy of the GST Registration.
 - 8) Copy of the PAN Card.
 - 9) Copies of the Audited Statements for the last 3 years i.e., for 2022-23, 2021-2022, 2020-2021.
 - 10) Copies of the IT returns of the last 3 years.
 - 11) Documents in proof of 10 years experience.

- 12) EMD for Rs.50,000/- in shape of DD drawn in favour of "Special Officer, Shilparamam".
- B) The second sealed envelope super scribed '**Financial Bid**' (Part-II) should contain only rates which are to be quoted Maintenance Charges for Month.
- C) Both the sealed covers should be placed in the main sealed envelope super scribed '**Tender for Landscaping & Garden maintenance**'. **to be addressed to THE SPECIAL OFFICER, SHILPARAMAM, MADHAPUR, HYDERABAD- 500 081** and submitted by **03:00 P.M. on 06th July, 2024.**
8. Tenders received after the due date and time will and summarily be rejected. The Incomplete filled and not fulfilled documents and any conditional tenders shall not be accepted and summarily be rejected.
9. The Technical Evaluation Committee will scrutinise the tenders with reference to the qualifications assess and the ability of the agencies to render the requisite services based on its past record, profile, relevant experience and on such other criteria as it may fix.
10. Submission of more than one Tender by a Tenderer for a particular work will render the bid liable for rejection.
11. The bidders may assess about the nature and quantum of work before quoting their charges.
12. The bidders are required to quote their rates both in words and figures and put their signature. They should also sign on any overwriting or any correction made in the rate quoted.
13. EMD deposit of unsuccessful bidders will be refunded within 15 days after finalization of Tender without interest.
14. **After submitting of the Tenders, the selection of Tenderer will be made on the basis of experience in Landscaping services profile Agency .**
15. **Special Officer, Shilparamam reserves the right to reject any or all the Tenders without assigning any reason thereof.**

16. **RIGHT TO ACCEPTANCE OR REJECTION OF TENDERS:**

A. The tender is liable to be rejected inter-alia:

- a) If it is not in conformity with the conditions mentioned in the tender document.
- b) If it is not properly signed by the bidder.
- c) If it is received by telex or Email.
- d) If it is received after the expiry of the due date and time.
- e) If it is not accompanied by the requisite EMD and relevant documents.

B. Special Officer, Shilparamam reserves the right to:

- a) Accept / Reject any of the tender in full or part thereof giving reasons thereof.
- b) Maintenance terms and conditions for the service providers and schedules are enclosed to go through before submission of tenders with their acceptance

SCOPE OF WORK: Maintenance of Lawn, Watering, Weeding, Lawn Moving and Edging cutting of Lawn etc. and Trimming of Hedge and Shrubs Plants ones in 15 days, Maintenance of individual Plants, Cost of Equipment and Chemicals. for Landscaping & Garden maintenance to Shilparamam Madhapur, Uppal & Shilpakalavedika Hyderabad during the period of contract.

1.The successful bidder shall furnish a security deposit of Rs.5,00,000/- (Rupees Five Lakhs Only) in the form of an account payee demand draft drawn in favour of the "SPECIAL OFFICER SHILPARAMAM" payable at HYDERABAD from a nationalized bank in an acceptable form safeguarding the interest of Shilparamam Society in all respects. The security deposit shall remain with Shilparamam Society during the currency of the Agreement period. However, it will not carry any interest.

17. The successful bidder will enter into an agreement with Shilparamam Society for supply of suitable and qualified manpower as per requirement of Shilparamam Society on these terms and conditions on non judicial Rs. 100/-stamp paper. The above stamp paper will be arranged by the successful bidder for execution of agreement. The agreement will be valid for a period of One year.

18. The service provider Agency shall not assign, transfer, pledge or sub contract let the performance of services.
19. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then the Security Deposit and any other amount due to the Service Provider Agency from the office shall be forfeited.
20. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
21. In the event, if any dispute arises touching any of the clauses of the agreement, the matter will be referred to the Executive Body of the Shilparamam, whose decision shall be binding on both the parties.
22. If any amount is found payable by the Service Provider Agency towards, wages, allowances and statutory dues in respect of personnel or any loss to this office property, the same shall be adjusted from the security deposit of the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.
23. The Service Provider Agency shall have to obtain the required license from the licensing authority of respective Department/Circle/Division/Other units before deployment of personnel in the Society.
24. The Service Provider Agency should comply with all instructions issued by the Government/ Shilparamam, from time to time for the Welfare Personnel.
25. Any Statutory revision in Taxes will be allowed by the Shilparamam. Every month, the Agency has to produce proof duly showing the remittance of GST,
26. The work shall be carried out in all the days including Sundays and all Public holidays based on the requirement of the Shilparamam.

27. The Service Provider Agency shall not enter into sub-contracts or appoint any other agent to perform the obligations arising under this agreement.
28. The Shilparamam reserves the right to impose penalty for any irregularity committed by the person appointed by the Service Provider Agency.
29. In case of any over payment or wrong payment made to the Service Provider Agency, due to wrong interpretation of the provisions of this Agreement or otherwise due to over sight or calculation error etc., such payment will be deducted in the subsequent bills or failing that from the bill or bills and if any balance amount is left over the same would be adjusted from the Security Deposit of the Agency available with the Society.
30. The Service Provider Agency is alone responsible to meet any claims of the Landscape Labourers supplied by it under any of the Labour Enactments such as Workmen's Compensation Act etc.
31. It is further agreed between the parties hereto that the Courts in Hyderabad alone shall have Jurisdiction to try and or entertain any proceedings, suits, complaints or any other matter arising out of or touching or concerning this Agreement.
32. All the Garden maintenance Tolls, Equipment, Chemicals and Pesticides supplied by the Agency.
33. If the Tenderer quotes same rate, requisite services based on its past records, Firm Profiles, Experience in the Landscaping services.

Landscape Maintenance Methodology

A. TURF MAINTENANCE - Mowing, Edging and Trimming

1. All trash and debris shall be policed prior to mowing.
2. Mexican/ Bermuda grass shall be mowed at no less than 1.0 inch to no more than 2.5 inch height. No more than 1/2 of the green leaf areas shall be removed at any one mowing. The turf is mowed once every 15days.
3. All areas bordering the turf shall be edged at each cutting. This includes all curbs boarding all roadways. A Brush Cutter will be used to edge. Waste from edging shall be removed from the area.
4. Mowing equipment shall be well maintained and cutting blades shall be sharpened quarterly.
5. Mowers and other Land scape equipment shall not be used close to the stems or trunks of shrubs and trees.
6. To ensure that turf clippings are not left in planting beds, tree rings, streets, sidewalks.
7. All turf areas around structures or trees rings shall be string trimmed (Brush Cutting) to mowing height each time the turf is mowed. Mowing shall precede string trimming.

Weed Control

1. Turf areas shall be kept weed-free at all times.
2. Pre-emergent herbicides and insecticides– Preventive sprays used once in 45 days for example Bavistin, Bayer Advanced and Glyfos41
3. Post-emerge the besides-Timed to treat young actively growing weeds, use of Sunrise for effective control of nutgrass.
4. Manual De-weeding – Done once a week to keep the turf clean.

Aeration

All Turf areas shall be aerated one time per year before the onset of winter i.e. between mid-October and Late November.

Leaf, Branches and other Litter

Turf areas shall be kept litter-free.

B. PLANTMAINTENANCE

Top Dressing

Application of 1 inch of Vermicompost or Horse Manure to all beds, planters and tree rings twice a year. 2 inches of soil shall be loosened before Vermicompost is applied.

Soil Loosening

1. Top soil is to be porous for sufficient breathing for the roots of Trees, shrubs, ground covers and vines. This activity will also ensure good water percolation.
2. The top 2 inches of soil shall be loosened once a month in all plant beds and the top 2 inches of soil shall be loosened for top dressing once in 6months.

Weed Control

1. All beds, tree rings, and planting areas shall be kept weed-free at all times. Weeds shall be manually removed or treated with an approved herbicide and all dead vegetation removed.
2. Post-emergent herbicides shall be applied as needed.
3. Pre-emergent herbicide shall be used for ornamental trees shrubs and perennials monthly/ once in 45days.
4. Herbicides shall be applied according to the label directions. Applications shall not be made under windy conditions and shall not be applied to wet vegetation. The public shall not be exposed to the materials during applications.

Pruning

1. Hedges shall be pruned depending upon plant growth to maintain a neat and trim appearance,. Hedges shall be maintained at an exact and equal height for the entire length of the hedge. Hedge height may not be drastically altered at any time unless and until lower branching is reduced, in case of this condition a hard pruning will bed one
2. Hedges shall be pruned to maintain a neat appearance, improve sight distance, remove dead wood and/or improve plant condition. Woody plants that are massed in beds and not pruned into a hedge shall not be sheared unless directed otherwise.
3. Creepers and groundcovers shall be pruned by hand regularly, at least once per month, in an effort to maintain a neat and manicured appearance. They shall be pruned at the nodes, with the cut hidden. Groundcovers shall be maintained within the bed boundaries and not allowed to grow over paved areas or on structures, unless directed. Creepers and groundcovers shall be maintained 4-6 inches away from the trunks of all trees and shrubs. String trimmers and shearing equipment shall not be used to prune vines, ivy, or ground cover.
4. Trees shall be pruned to remove co-dominant leaders, crossed branches, and/or sprouts to elevate the canopy as needed, improve sight distance, eliminate hazardous condition, and/or improve appearance and condition of the trees. Structural pruning (crossing branches, removing

Co-dominant branches, thinning) shall be performed periodically on each tree as directed. Deadwood, broken and damaged branches shall be removed immediately, and shall be performed as needed.

5. All ornamental grasses shall be cut back to the ground in June/July of each year. Flowering perennial plants shall be pruned as necessary during the growing season to maintain a neat appearance.

Removal of Diseased or Dying Plants

1. All diseased, dying, or dead trees, shrubs, groundcover, and perennials shall be removed upon approval. Removal of trees shall include grinding the entire crown of the tree to ground level. The contractor shall properly dispose of all associated debris.
2. All hazardous conditions shall be corrected or removed in trees located within the contract area. Hazardous conditions are any parts of a tree (branches, trunk, roots), which may be structurally compromised due to disease or injury, and pose a risk to property or the public if these parts failed.

Application of Fertilizers

1. Fertilizers shall be applied once a month for shrubs, ground covers and young vines. For trees, tall shrubs and mature vines fertilizers will be applied once in 2 months.

Installation and Care of Annuals/Seasonals

1. On supply of seedlings, careful planting in allocated seasonal beds will take place as directed by the team at Bowring Institute.
2. The flowers shall be fertilized with NPK 17:17:17 immediately after installation.
3. Flowerbeds shall be irrigated as needed to keep the plants flourishing.
4. The flowerbeds shall be kept free of weeds.

Litter

All beds, tree rings, and planting areas shall be kept litter-free.

C. PESTCONTROL

An Integrated Pesticide Program is essential for proper Landscape Maintenance. We will be responsible for all pesticide applications. We shall recommend which pesticide is to be used, how and when to apply it. We shall have full responsibility for pesticide applications. The following listed process will be followed by us for effective landscape maintenance

1. Inspect plants for insect egg masses and remove as necessary.
2. Pesticides shall be applied according to the methods, rates and precautions described on the manufacturer's label.
3. We shall submit records of pesticide applications, 48-hours after completion of the pesticide application.
4. Pesticide applications shall be stopped immediately if it is determined that the application poses a safety hazard to the public or property.

D. RESPONSETIMES

1. When notified of a landscape related issue, we shall respond to the site within 24hours.
2. When notified of a groundslitterrelatedissue, weshallrespondtothesitewithin1 hour during contract duty hours.

WEEKLY CHECKLISTS TO BE MAINTAINED

1. Whether the irrigation is free from damages/clogs
2. Turf is free of weeds
3. Landscape is free of weeds
4. Hedges are as per shape and required standards
5. Groundcovers are restricted to assigned areas and are not invasive
6. Trees, shrubs, groundcovers and vines are free of pests/diseases
7. Turf is free of pests and diseases
8. Fertilizers are sprayed/drenched/applied as per schedule
9. Top soil is loose and there is good water percolation
10. Landscape is Litter free
11. The entire landscape is watered as per schedule

The Contractor has to engage the following manpower as per the norms:

For Shilparamam, Madhapur

- 1 Supervisor
- 8 skilled labour
- 3 semi skilled labour
- 3 unskilled labour

For Shilpakalavedika

- 2 semi skilled

For Shilparamam, Uppal

- 1 Supervisor
- 4 skilled labour
- 2 semi skilled labour
- 2 unskilled labour

The plans of the areas are mentioned

Areas of Landscaping Maintenance at Shilparamam, Madhapur, Hyderabad, Premises			
Sl.No	Particular	Qty	Unit
1	Lawn Areas	16,027	Sqm
2	Shrubs & Hedge	4,344	Sqm
	Total Area in Sqm	20,371	
	Area in Acres.	5.03	
3	Individual Plants	3,476	No's

Areas of Landscaping Maintenance at Shilpakalavedika			
Sl.No	Particular	Qty	Unit
1	Lawn Areas	1,068	Sqm
2	Shrubs & Hedge	542	Sqm
	Total Area in Sqm	1609.480762	Sqm
	Area in Acres	0.40	Acres
3	Individual Plants	150	No's

Areas of Landscaping Maintenance at Mini Shilparamam Uppal			
Sl.No	Particular	Qty	Unit
1	Lawn Areas	6,756	Sqm
2	Shrubs & Hedge	2,945	Sqm
	Total Area in Sqm	9,701	Sqm
	Area in Acres	2.40	Acres
3	Individual plants	4079	No's