



# SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110 007  
Website: www.srcc.edu Phone: 27667905, 27666519

SRCC/AD-137/2021-22/

September 15, 2021

## REQUEST FOR PROPOSAL (RfP) FOR GARDENING SERVICES

Shri Ram College of Commerce is a premier institution of the country imparting education in Commerce and Economics at undergraduate and postgraduate levels. At present, approximately 2700 students are studying and about 200 teaching and non-teaching staffs are working in the Shri Ram College of Commerce (hereinafter termed as College).

The College hereby invites proposals from reputed and experienced agencies/ companies/service providers for providing gardening services initially for a period of one year which may be extended further on satisfactory performance of the services.

### **(A) Eligibility criteria for submission of bid/ proposal:**

The bidder must fulfill the following eligibility conditions to be eligible for tender evaluation of the bid:

1. **Legal entity of the bidder:** The applicant/ bidder shall necessarily be a legally valid entity, viz. Proprietorship/ Partnership Firm/ Registered Company, etc. A proof supporting the legal validity of the bidder is required to be submitted.
2. **Experience:** The applicant/ company/service provider must have experience of at least 5 years of providing gardening services to government departments/ PSUs/Banks/Educational Institutions/ Colleges/ Universities to be eligible to submit bid in response to this notice. List of organizations served during the last 5 years and currently being served along with **Satisfaction Certificates** from the existing and previous clients are required to be submitted.
3. **Location in Delhi/NCR:** The Head Office of the applicant/bidder should be located in Delhi/ New Delhi/NCR. Bidders from outside Delhi/NCR will not be considered. Proof of address to be provided.
4. **Registration and License under relevant laws:** The bidder must be registered under relevant laws, viz. with Income Tax, GST, Professional Tax, etc. as also under various Labour Laws, Employees Provident Fund Organization (EPFO), and Employees State Insurance Corporation (ESIC), etc.

### **(B) Scope of Work for Gardening Services (Upkeep and maintenance of Gardens):**

1. The Contractor will be required to provide/engage adequate number of skilled gardeners/manpower (male and female) as per requirement of the College for providing gardening services in the College campus.
2. The manpower/gardeners deployed by the Contractor will work for all days in the month, except Sundays three National Holidays and other days as declared off day/holiday for the staff deployed for gardening services..
3. The staff deployed shall perform all types of gardening services which shall include, watering lawns, plants, and trees; cleaning lawns and garden areas, clearing weeds and hoeing; cutting grass, pruning trees and hedges, applying manure and fertilizers; applying/spraying insecticides; sowing/raising seasonal flowers and other plants, developing and nurturing lawns, flower beds, nursery and any

work associate with gardening service in the College as per direction of the College. In additions to lawns, the deployed staff shall also maintain and take adequate care of flower pots placed at various locations, viz. gates, corridors, rooms/halls, etc. of the College campus/building.

4. The manpower/gardeners shall be responsible for collecting garden waste, store the same at designate bins in the College. They shall also be responsible to dispose/drop the same at nearby Dhalao/Garbage Bins.
5. The Contractor shall also provide skilled manpower as per requirement of the College for proper functioning and maintenance of Solid Waste Unit of the College.
6. The Contractor shall ensure that there is adequate store/stock of items, equipment, tools, machines, etc. required for rendering proper gardening services. The same shall be requisitioned to the College well in time in writing. The same shall be procured and supplied by the College or by the Contractor as per instructions from the College on separate payment basis.
7. The Contractor shall be responsible for maintaining proper record of garden store/stock—provided by the College—and will be liable to indemnify the College in case of any loss or damage to any of these store/stock items.
8. The Contractor shall also provide special services related to garden, flowers, flower arrangements, plants, pots, preparation for flower shows, etc. as per requirement of the College through its deployed manpower on special occasions.

**(C) Requirement of Gardening Staff:**

Head Gardener	01
Male Gardener	08
Female Gardener	02
<b>Total</b>	<b>11</b>

**Note:** The above requirement of manpower/gardeners may increase or decrease from time to time depending upon requirement as determined by the College.

**Force majeure:** In case, due to any unforeseen reason or curfew/lockdown/movement restrictions in Delhi / NCR when it is not possible to deploy garden staff personally in the College the College reserves right to reduce the number of garden staff as per its requirement till such time situation normalizes.

**(D) How To Apply, Documents Required and Last Date of Submission:**

The applicants are required to submit Two sealed envelopes – one for **Technical Bid (Envelop 1)** and other for **Financial Bid (Envelop 2)** containing the documents mentioned hereunder:

**Mandatory documents required to be attached with the Technical Bid (Envelop 1):**

1. Duly filled, signed and sealed **Technical Bid Proforma** as per **Annexure – A**
2. **Aadhar Card** (for address proof) and **PAN Card** of the Proprietor
3. **Aadhar Card** (for address proof) and **PAN Card** of the Authorized Signatory, if separate from the Proprietor.
4. **Address Proof** of the Organization.
5. **Registration Documents** – Registration with Income Tax (previous 3 year's ITR's), GST, Professional Tax etc, and also under various Labour Laws, Employees Provident Fund (EPF), Employees State Insurance (ESI) etc.
6. **Experience Certificate(s)** from previous/existing organization(s) where provided/providing gardening services with **Satisfactory Work Report**
7. Duly filled, signed and sealed **Undertaking** as per Annexure – C.
8. Duly filled, signed and sealed **Certificate of Non-Black Listing** by any government department/ institution as per Annexure - D.
9. **EMD of Rs.25,000/-** (Rupees Twenty Five only) in the form of Demand Draft drawn in favour of **Principal, Shri Ram College of Commerce**, payable at Delhi.

**Note:** All about stated documents must be submitted along with Annexure-A. Non submission of any of the above stated document will qualify the bidder from the process.

**Documents required to be attached with the Financial Bid (Envelop 2):**

1. Duly filled, signed, and sealed, Financial Bid Proforma as per Annexure - B

**Note:** The above documents should be self-attested/signed, except the Bank Draft.

**How To Address The Envelops:**

The sealed envelopes should be titled and addressed as under:


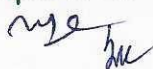
The Bids sent by posts must be packed in single envelop titled as Request for Proposal for Gardening Services at the address given under. The Sender must give his/her details as per format as given under:

<b><u>Technical Bid (Envelop 1)</u></b> <b><u>Request for Proposal for Gardening Services</u></b>	<b><u>Financial Bid (Envelop 2)</u></b> <b><u>Request for Proposal for Gardening Services</u></b>
To The Principal Shri Ram College of Commerce Maurice Nagar Delhi – 110 007	To The Principal Shri Ram College of Commerce Maurice Nagar Delhi – 110 007
From: Name of Applicant/Firm Address of Applicant/Firm Mobile No. Email ID	From: Name of Applicant/Firm Address of Applicant/Firm Mobile No. Email ID

The Bids must be sent by post or submitted in person at the above given address only.

**Last Date of Submission:**

The Sealed envelope must reach to the College as per above given address in person or by post on or before 06.10.2021, Wednesday. Late applications, received, after the expiry date through post/by hand will not be considered and shall be rejected.

  
PRINCIPAL  


## (E) GENERAL CONDITIONS:

### 1. Bids:

#### (i) Submission of Bids and Cancellation of Bidding Process:

- **The Bids** – Technical and Financial must be submitted in the prescribed format as given in **Annexure-A** and **Annexure-B** along with required documents.
- The Bids must be submitted before the last date of submission in person or by post.
- Incomplete Bids, and/or Bids without relevant required documents, and/or Bids with conditions and/or Bids with incomplete/false information, and/or Bids without signature and seal and/or Bids received late by post shall be liable for rejection at the discretion of the College.
- On submitting the Bids the bidder will be deemed to have read and accepted all terms and conditions for award of the contract in entirety.
- The College reserves the right not to open bids after receiving the same and after opening not to award Work Order to any of the party without assigning any reasons. Under such circumstance the College shall cancel the bidding process and shall return all the bids and attached documents to the applicants.
- Once submitted the bids cannot be withdrawn by the applicant.
- The College will schedule the Bid Opening date through its website and/or by intimating through the email at the given email ID of the Bidder/Applicant. Absence of bidders or their authorized representative during the Bid Opening process shall not impair the legality of the bidding process.

#### (ii) **Technical Bids:**

- The Technical Bids shall be required to be submitted in Proforma as given in **Annexure-A** along with the listed documents.
- The Technical Bids of all parties shall be opened first.
- Technical bids shall be evaluated based on the information given in the Technical Bid Proforma and supporting documents submitted by the bidders. During/after examination, evaluation, comparison of the bids and qualification of the bidders, the College may, at its discretion, seek any clarification from the Bidder/Applicant with respect to the information and documents, etc. In case adequate clarification is not submitted by the Bidder/Applicants the College reserves right to reject the Bid submitted by the Bidder/Applicant.
- The Financial Bids of only those Bidders will be opened who qualifies the Technical Bids. Bidder who do not qualify Technical Bids their Financial Bids shall not be opened. Such bidder shall be disqualified from the Tendering process.

#### (iii) **Financial Bids:**

- The Financial Bids shall be required to be submitted in Proforma as given in **Annexure-B**.
- Financial Bid must be indicated in both figures and words.
- Cutting and overwriting is not permissible /accepted. Bidders are advised to fill a fresh Financial Bid form in case of any cutting or overwriting. Bids with overwriting or cutting shall be rejected at the discretion of the College.
- The quoted amount shall be inclusive of all charges and overheads at which the Bidder/Applicant agrees for award of Work Order. The quoted amount shall not include any taxes that would be chargeable extra as per rates prescribed by the government.
- The Work Order/Contract shall be awarded to the bidder who would quote the lowest amount for the work.

(iv) **Validity of Bid:**

- The Bid shall be valid for a period of three months from the last date of receipt of Bids during which work will be awarded to the lowest bidder. No change in the bids shall be admissible after the last date of submission of bids. **Quoted rate shall be valid for the entire period of the Contract from the date of starting the services by the contractor.**

2. **Work Order and Acceptance of Work Order:**

The Work Order will be given to the Bidder/Applicant who qualifies the Technical Bid and Quotes the lowest amount in the Financial Bid for the award of work. The Work Order must be accepted and started within one month from the date of issue of Work Order. The College reserves right to extend the date at its discretion. After issue of Work Order, if the Bidder/Applicant does not accept the work or after accepting the Work Order does not start the work the College shall be at liberty to cancel the Work Order and forfeit the EMD. In such case the work shall be awarded to the Bidder/Applicant with next lowest Bid.

3. **Contract:**

- (i) The contract for gardening services shall remain for a period of one year. However, in order to evaluate performance and service of the contractor, the contractor will have probationary period of three months. The contract for the remaining 9 months will be confirmed only if the services provided by the contractor are found satisfactory during the probationary period.
- (ii) In case the performance and services of the contractor are not found satisfactory during the probationary period of the 3 months, the College reserves the right to cancel the contract and award the work to the L-2 bidder.
- (iii) **Renewal of Contract:** The contract will be for a period of one year. The period of contract may be extended on a yearly basis up to a maximum of 3 years, on request of the agency at sole discretion of SRCC on the basis of the performance of the agency.
- (iv) **Termination of Contract:** The College reserves right to terminate the contract by giving notice of 15 days with or without assigning any reasons. The Contractor has to give at least three months' notice before termination of contract. In case of absence of valid notice parties have to pay for such short notice which will be calculated as per monthly value of the contract.
- (v) **Subletting of Contract:** The contractor shall not sublet, transfer or assign the contract fully or any part thereof to any other person or agency. In case of breach the contractor shall be liable for termination of Contract and adequate penalty shall be imposed by the College on the Contractor. -
- (vi) In the event of any dispute arising out in connection with the interpretation of any clause and the terms and conditions of the Contract/Agreement/Work Order the matter shall be referred for Arbitration. The arbitrator to be appointed by Chairman, Governing Body of the College. The Chairman, Governing Body of the college shall have jurisdiction in connection with any dispute/ litigation arising out of this contract.

4. **Manpower, its Engagement &Deployment, Service Terms, Wages/Salary and other benefits:**

- (i) The contractor will deploy staff as per requirement of the College at desired locations/units/department within the College. The College reserves right to ask Contractor to remove/replace any of the manpower deployed at any location of the College.
- (ii) A list and details (in a prescribed format) of manpower/staff deployed by the Contractor in the College must be provided to the College along with required documents – Aadhar Card, Voter Card, Certificate of Education, and will also ensure verification of antecedents of such personal through Police.

- (iii) Any substitution against leave or change in manpower supply must be reported to the head of the Concerned unit/department.
- (iv) No person below the age of 21 years and above the age of 50 years shall be deployed by the Contractor.
- (v) The contractor will give a certificate to the College that manpower deployed him/her have not been convicted under any law and have no criminal records.
- (vi) The staff deployed by the Contractor shall mark their attendance in the Attendance Register maintained by the College as well as in the biometric machine for In and Out entry.
- (vii) The Contractor shall provide a valid Identity Card to its staff at its costs and a sample copy of such card must be submitted with the College.
- (viii) The contractor and all its staff deployed for gardening services will work under the supervision and control of Principal of the College, appointed Committee and/or official designated for the purpose.
- (ix) The Contractor shall ensure that staffs deployed by it are physical and mentally fit. The Contractor will not allow any person to work who is suffering from any short term or long term illness making the manpower incapable of performing duties in adequate manner.
- (x) The contractor will deploy staff who are skilled, understand their roles and responsibilities and fully capable of executing their roles and responsibility with dedication, diligence, sincerity and honesty.
- (xi) The manpower deployed by the contractor must be well mannered, courteous, polite, maintain discipline and secrecy, and must be well versed with the local language.
- (xii) The manpower deployed by the contractor will not engage himself/or herself with any personal work/assignment of any College staff members during or beyond College working hours.
- (xiii) The manpower deployed by the Contractor will not consume/use any type of intoxicants, liquor, tobacco products and involve in gambling or playing cards.
- (xiv) The contractor shall be responsible for the conduct of the manpower deployed by it and shall make good or compensate for any loss/damage to the College, its staff and students by the act of the manpower deployed by the Contractor.
- (xv) The contractor shall pay at least a minimum wage/salary prescribed by the Government to its manpower for rendering gardening services in the College by seventh day of next month. It shall be the responsibility of the Contractor to provide the deployed staff, benefits of provident fund, insurance, ESI, etc. as required by the law. The contractor shall be responsible for non-compliance of any such breach in payment of wage/salary and providing due wage/salary related perquisites and compensation.
- (xvi) The contractor shall cover its personnel under insurance for accidents and/or death while on duty and the College undertakes no liability or obligation in this regard. The manpower deployed by the Contractor shall remain its employee and shall not be treated employees of the College in any manner. By virtue of Contract/Work Order, no relationship will be created between the manpower deployed by the Contractor in the College and (Shri Ram College of Commerce).
- (xvii) The College shall not be liable for making any additional payment, allowance or compensation arising out of rendering garden services to the College. The College shall not be under any obligation for providing employment to the manpower deployed by the Contractor after termination /expiry of Contract.

**1. Payments for Rendering Services, Taxes and Other Deductions:**

- (i) The contractor will raise monthly bill(s) for rendering services which must be submitted in the next month with the College Office.
- (ii) The bill must contain all necessary details and the attendance of the Staff Deployed with their names along with any substitute staff, if any, deployed in the absence of any existing staff deployed for rendering services.

The Contractor will also provide details of payment made to the deployed staff, remittance to the government towards statutory deductions, viz. provident fund, insurance, ESI, etc. in respect of deployed manpower, taxes charged in the bill for the previous month with the bill of current month.

- (iii) The College shall make payment to the Contractor against the Monthly Bill within 12 working days of submission of bill after applicable statutory deductions and taxes at rates prescribed by the government. The amount for bill and the same shall be transferred by the College through the electronic mode into the bank account of the contractor. The Contractor is required to submit its bank details for receiving the payment against monthly bills to the College at the time of acceptance of Work Order.
- (iv) It shall be the responsibility of the Contractor to fulfill its obligations towards payment of taxes to the government charged in the bills and filling returns within scheduled timings.
- (v) The College reserves right to withhold the payment, in full or part, and make appropriate deductions from the monthly bill of the Contractor towards recovery for any penalties on account of non-compliance of the conditions of Work Order/Contract, unsatisfactory performance of work, and loss or damage made to the College, its staff or students by the manpower deployed by the Contractor.

## 2. Others:

### (i) **EMD Amount:**

- The draft submitted towards EMD amount by the Bidder/Applicant will be returned in case the contract is not awarded to the Bidder/Applicant, within 15 days of the opening of Financial Bids.
- The EMD amount of Bidder who is awarded Work shall be adjusted against the Performance Guarantee.

### (ii) **Performance Evaluation and Performance Guarantee:**

- For the quality assurance of the gardening services the College reserves right to make performance evaluation of gardening services during the Contract period at suitable intervals through the appropriate committee. The contractor shall be invited during or at the outcome of performance evaluation process at the discretion of the College. The College reserve right to terminate the Contract or impose a suitable penalty for inadequate performance at the recommendations of the Committee.
- The successful bidder who is awarded Work Order will be required to deposit Rs.50,000/- (Rupees Fifty Thousand only) towards refundable **Performance Security** deposit in the form of Demand Draft/ Pay Order drawn in favor of the **Principal, Shri Ram College of Commerce**, payable at Delhi, at the time of accepting the Work Order. The Performance Security shall be returned within 30 working days of termination/expiry of Contract. No interest shall accrue on the refundable performance security deposit. Appropriate penalty shall be deducted from the Performance Guarantee in case penalty amount is not deposited within scheduled time.

### (iii) **Penalty:**

The College reserves right to impose a suitable amount of penalty on the recommendation of a committee for non-compliance of any of the clause/conditions of the Work Order/Contract, continuous/repeated absence or dereliction of duties by the manpower deployed by the Contractor, and/or any damage or loss caused by the manpower deployed by the Contractor to the College property, faculty, staff and students of the College and/or its property. Repeated breach of the conditions of Work Order/Contract shall lead to termination of Work Order/Contract.

Annexure – A

**REQUEST FOR PROPOSAL (RfP) FOR GARDENING SERVICES**

**TECHNICAL BID**

(To be kept in separate sealed cover superscribing 'Technical Bid' on the top)

S. No.	Description	Particulars		
1	Name of the bidder firm/ company			
2	Legal status of the firm/ company (i.e. sole proprietorship/ partnership firm/ registered company)			
3	Full Address with email and phone contacts			
4	Name of the authorized representative			
5	Designation/ capacity (Proprietor/ Director/ Official)			
6	Contact Number			
7	Email			
8	Details of EMD paid (DD No./ Date/ Drawee Bank)			
9	Details of registration under the EPF, ESI, Labour Laws License etc.			
10	Month and Year of Commencement of Service/Business			
11	Details of registration under PAN/ TIN/ GST etc.			
12	Total manpower of the company ( <i>specific count under each designation to be given</i> )			
13	Details of organizations served/ presently being served ( <i>certificates to be attached</i> )			
	<b>Period</b>	<b>No. of personnel deployed</b>	<b>Details of the organization served</b>	<b>Annual value of the contract (in Rs.)</b>
	<b>From</b>	<b>To</b>		
(a)				
(b)				
(c)				
(d)				

Date \_\_\_\_\_

Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal of the firm/ company



**Annexure – B**

**REQUEST FOR PROPOSAL (RfP) FOR GARDENING SERVICES**

**FINANCIAL BID**

(To be kept in separate sealed cover superscribing 'Financial Bid' on the top)

S. No.	Description	Particulars				
1	Name of the bidder firm/ company					
2	Full Address with email and phone contacts					
3	Name of the authorized representative					
4	Designation/ capacity (Proprietor/ Director/ Official)					
5	Contact Number					
6	Email ID					
7	<b>Cost of services - Wages etc.</b>  •Number of personnel to be deployed _____ •Total Wages per person Rs. _____ p.m. •Total wages per month for all personnel to be deployed Rs. _____  •Service Charges per month Rs. _____ •Any other charge Rs. _____ •GST as applicable Rs. _____ •TOTAL CHARGES Rs. _____	<b>Wages per worker per month (in Rs.)</b>				
		Min. Wages	EPF	ESI	other allowance, if any	Total wages

Rupees -----

Date \_\_\_\_\_

Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal of the firm/ company

**Annexure – C**

**REQUEST FOR PROPOSAL (RfP) FOR GARDENING SERVICES**

**UNDERTAKING**

The Principal  
Shri Ram College of Commerce  
Maurice Nagar  
Delhi-110 007

Madam,

I/We, the undersigned, certify that I/we have gone through the details, terms and conditions mentioned in the tender document and hereby undertake to agree and comply with them in entirety.

I/ We understand that in case of breach of any of the terms and conditions committed on our part, the contract for Gardening services, if awarded to us, will be liable to be terminated.

Date:

Signature of Authorized Representative

Name:

Designation:

Seal of the firm/ company

Annexure – D

REQUEST FOR PROPOSAL (RfP) FOR GARDENING SERVICES

SELF-CERTIFICATE OF NON-BLACKLISTING

To Whom It May Concern

This is to certify that M/s \_\_\_\_\_ (name and full address of the firm/company) is neither blacklisted by any Government Department/ Ministry/PSU/Institution from participation in the tender process nor any criminal case is registered against the firm/ company or its authorized representative till date.

Date:

Signature of Authorized Representative

Name:

Designation:

Seal of the firm/ company

## SCHEDULE OF EXPRESSION OF INTEREST (EoI)

<b>Bids Inquiry Number</b>	<b>SRCC/AD-137/21-22(5) GARDENING SERVICE</b>	
Date time of release of bids through College/University Website	15/09/2021, Wednesday	11:00 am
Last date of submission of bids	06/10/2021, Wednesday	04:00 pm
Date time of opening technical bid	08/10/2021, Friday	11:00 am
Date time of opening of Financial bid	Will be notified later	
Validity of offering of Bids	90 days from the opening of Bids	

Corrigendum or any other relative notices, if any, will only be put up on the College Website [www.srcc.edu.in](http://www.srcc.edu.in)

Bidders are advised to check the Website regularly.

The desirous parties can download bids documents from the College Websites.