



MAULANA AZAD NATIONAL URDU UNIVERSITY
GACHIBOWLI
HYDERABAD - 500032.

NOTICE INVITING e-BID
NIT No: 01/EE/MANUU/2018-19

Name of work: Annual maintenance of Horticulture works attached to
MANUU Campus, Gachibowli, Hyderabad during 2018-19

NIT Amount: Rs.43,72,645/-

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Name of Work: Annual maintenance of Horticulture works attached to MANUU Campus, Gachibowli, Hyderabad during 2018-19

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Certified that this N.I.T contains 1 to 41 pages (Forty one) only.




Supervisor (Horticulture)
MANUU, Hyderabad




Assistant Engineer (Civil)
MANUU, Hyderabad.


Notice Inviting Bid approved for Rs.43,72,645/- (Rupees Forty three Lakhs Seventy two Thousand Six Hundred and Forty Five Only).



Registrar
MANUU, Hyderabad



Executive Engineer
MANUU, Hyderabad

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PART - A

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MAULANA AZAD NATIONAL URDU UNIVERSITY

Notice Inviting e- Bids

The Registrar, MANUU, Hyderabad on behalf of Vice-Chancellor, MANUU invites Percentage Rate Bids from approved and Eligible Contractors of CPWD/MES/Railways /Telangana PWD/HMDA/Central/ State Autonomous bodies/ Undertakings etc. (Horticulture Category) in Single Bid System for the following work:-


NIT No. 01/EE/MANUU/2018-19


Name of Work: - Annual maintenance of Horticulture works attached to MANUU Campus, Gachibowli, Hyderabad during 2018-19

Estimated Cost	:	Rs.43, 72,645/-
Earnest Money	:	Rs.87, 453/-
Period of completion	:	12 Months
Last time and date of submission of bid	:	<u>15:00 hours on 04-10-2018</u>

The registered/enlisted contractor should have up to date valid registration and eligibility to tender for the horticulture works up to Rs. 40.00 Lakhs.

The bid forms and other details can be obtained from the website www.manuu.ac.in or www.eprocure.gov.in

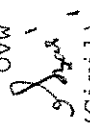

Supervisor (Horticulture)
MANUU, Hyderabad


Assistant Engineer (Civil)
MANUU, Hyderabad


Executive Engineer
MANUU, Hyderabad

Approved by


Registrar
MANUU, Hyderabad

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**INFORMATION AND INSTRUCTIONS FOR BIDDERS
FORMING PART OF BID DOCUMENT AND TO BE POSTED ON WEBSITE**

The Registrar, MANUU, Hyderabad on behalf of Vice-Chancellor, MANUU invites Percentage Rate Bids from approved and Eligible Contractors of CPWD/MES/Railways/Telangana PWD/ HMDA/ Central/ State Autonomous bodies/ Undertakings etc. (Horticulture Category) in Single Bid System for the following work:-

Sl. No.	Description	Details
1	NIT No.	<u>01/EE/MANUU/2018-19</u>
2	Name of Work & Locations	Annual maintenance of Horticulture works attached to MANUU Campus, Gachibowli, Hyderabad during 2018-19
3	Estimated Cost Put to Bid	Rs.43,72,645/-/-
4	Earnest Money (EMD)	Rs.87,453/-
5	Period of Completion	12 Months
6	Last date & time for submission of EMD cover with original EMD and other documents as specified in the NIT in the O/o Executive Engineer, MANUU.	<u>Up to 15:00 hours on 04-10-2018</u>
7	Last date & time for uploading the scanned copy of EMD & other documents as specified in the NIT and submission of financial bid.	<u>Up to 15:00 hours on 04-10-2018</u>
8	Time & date of opening EMD cover with original EMD & other documents.	<u>at 15:30 hours on 04-10-2018</u>
9	Time & date of opening of Online Financial Bids. Financial bids of those bidders are only opened whose EMD & other documents are found in order.	<u>at to 15:30 hours on 05-10-2018</u>
9	Submission of hard copies of EMD.	The original EMD cover should be deposited in the office of Executive Engineer MANUU. After opening the EMD cover, Executive Engineer shall issue a receipt of deposition of earnest money deposit to the bidder in a prescribed format (as per CPWD-6 for e-tendering) uploaded in the NIT. Scanned copy of EMD along other documents as specified in the NIT are also to be uploaded to the e-tendering website by the intending bidder up to the specified bid submission date and time.
10	Original Enlistment order and other Documents if required if any to be submitted in the Office Executive Engineer by the Lowest Tenderer.	To be submitted during office hours within a week from the date of opening of Financial Bid. In case the last day happens to be closed holiday, these documents shall be submitted on the next working day.

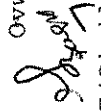
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1. **The intending bidder must read the terms and conditions of CPWD-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.**
2. Information and Instructions for bidders posted on website shall form part of bid document.
3. The contractor submitting the bid should read the schedule of quantities, Special conditions, additional conditions, particular specifications and other terms and conditions given in the NIT and drawings. The bidder should also read the CPWD General Conditions of Contract for Works 2014 with all correction slips issued up to the last date for submission of bid, which is available as a Government of India Publication and also can be seen on CPWD website (www.cpwd.gov.in). Where ever the following words appear in CPWD GCC, they may be read as follows:


For	Read as
i. CPWD	MANUU
ii. Superintending Engineer	Registrar, MANUU
iii. Divisional Officer	Executive engineer, MANUU
iv. Sub-Divisional Officer	Assistant Engineer (Civil), MANUU
v. Engineer-in-Charge	Executive engineer, MANUU
vi. Director General (DGs)/SDG/ADG/ Chief Engineer	Vice-Chancellor/ Pro Vice-Chancellor, MANUU

However, provisions included in the bid document shall prevail over the provisions contained in the standard form. The set of drawings and NIT will be available with the **Executive Engineer, MANUU, Hyderabad**. The contractor should also visit the site of work and acquaint himself with the site conditions before Bidding. The following conditions, which shall form part of the Bid conditions, are specially brought to his notice for compliance while filling the Bid. They are requested to comply with the following instructions.

4. Bids with any condition including that of conditional rebates shall be rejected. Such Bids shall not be entered in the Bid opening register at the time of opening of Bid.
5. The successful Bidder shall be required to submit a Performance Guarantee of 5% (Five Percent) of the Bided amount within **15 days** of issue of letter of intent. This period can be further extended by Engineer-in-Charge up to a maximum period of 7 days on the written request of the contractor subject to payment of late fee @ 0.1% per day of Performance Guarantee amount.
6. **GST on all materials as well as GST on Work Contract etc., or any other taxes applicable in respect of this contract shall be payable by the Contractor. Percentage rate quoted by him shall be inclusive of such taxes, levies etc and Government will not entertain any claim for reimbursement whatsoever in respect of the same. The percentage rates of the contract shall be inclusive of all taxes and levies and nothing extra shall be paid. Further the percentage rate quoted by the contractor shall be inclusive of labour welfare cess and the same shall be recovered from the contractor's bills and will be remitted by the University.**
7. Bid Document consisting of plans, specifications, the schedule of quantities of the various types of items to be executed and the set of terms and conditions of contract to be complied by the contractor whose bid may be accepted and other necessary documents can be seen in the office of the EE, MANUU between **hours of 11.00 AM and 4.00 PM from 25-09-2018 to 04-10-2018** every day except on Saturday, Sunday and public Holidays or can be downloaded from website www.manuu.ac.in or www.eprocure.gov.in.


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8. The bid can only be submitted after submitting the EMD cover with original EMD in the office of Executive Engineer MANJU and uploading the mandatory scanned documents such as Demand Draft or Pay order or Banker's Cheque or Deposit at call Receipt or Fixed Deposit Receipts and bank Guarantee of any Scheduled Bank towards EMD in favour of Finance Officer, MANJU as mentioned in NIT in the office of Executive Engineer, MANJU and other documents as specified.
9. Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website.
Online Bid Documents submitted by intending bidders shall be opened only of those bidders, whose EMD deposited with the office of Executive Engineer, MANJU and other documents scanned and uploaded are found in order.
10. The intending bidder must have valid class-II digital signature to submit the bid.
11. On opening date the contractor can login and see the bid opening process. After opening of bids, he will receive the competitors bid sheets.
12. **Contractor can upload documents in the form of JPG format or PDF format.**
13. (a) Contractor must ensure to quote his tender percentage for the Estimated Cost. The column meant for quoting percentage in figures appears in pink colour and when the moment percentage is entered, it turns sky blue. In addition to this, while selecting the designated cell if the cell is left blank the tender shall be treated as invalid.
(b) Contractor should quote the percentage above or below accurate to two places of decimal or zero percentage only. The column should not be kept blank; otherwise the tender shall be treated as INVALID.
14. The bidder should meet the eligibility conditions for the Horticulture works of appropriate class for tendering the work.
15. Applicants are advised to keep visiting the above mentioned web-sites from time to time (till the deadline for bid submission) for any updates in respect of the tender documents, if any. Failure to do so shall not absolve the applicant of his liabilities to submit the applications complete in all respects including updates thereof, if any. An incomplete application may be liable for rejection.
16. The Earnest Money in the form of Treasury Challan or Demand Draft or Pay Order or Banker's Cheque or Deposit at Call Receipt or Fixed Deposit Receipt drawn in favour of **Finance Officer, MANJU, Hyderabad** shall be scanned and uploaded to the e-tendering website within the period of bid submission. **The original EMD should be deposited in the office of Executive Engineer, MANJU within the period of bid submission. The Executive Engineer shall issue a receipt of deposition of Earnest Money deposit to the bidder in a prescribed format.**
17. This work requires engaging more than 20 nos. of labours / workers and therefore all necessary licenses such as Labour license, EPFO and ESI, BOCW welfare registration etc., shall be taken by contractor within the time limits as prescribed under Clause 1 of Schedule- 'F'.

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18. The ESI & EPF contributions on the part of the employer in respect of this contract shall be paid by the contractor. These contributions on the part of the employer paid by the contractor shall be reimbursed by the University to the contractor on actual basis. The applicable and eligible amount of EPF & ESI shall be reimbursed preferably within 15 days of submission of documentary proof of payment provided the same are in order.
19. The document to be physically submitted shall be page numbered and each page shall be signed by authorized signatory.
20. Contractor shall not divert any advance payments or part thereof for any other purpose other than needed for completion of the contracted work. All advance payments received as per terms of the contract (i.e. mobilization, secured against materials brought at site, secured against plant & machinery and / or for work done during interim stages, etc.) are required to be re-invested in the contracted work to ensure advance availability of resources in terms of materials, labour, plant & machinery needed for required pace of progress for timely completion of work.
21. If any information furnished by the applicant is found to be incorrect at a later stage, he shall be liable to be debarred from Bidding/taking up of works in MANUU. The University reserves the right to verify the particulars furnished by the applicant independently.
22. The University reserves the right to accept or reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
23. **Any dispute arising out of this Bid including dispute related to encashment of any Bank Guarantee/ FDR etc., shall be subject to the jurisdiction of courts at Hyderabad only.**


Executive Engineer
MANUU, Hyderabad.

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List of Documents to be placed in the EMD cover and also to be scanned and uploaded in the e-Procurement portal within bid submission period:

1. Treasury Challan /Demand Draft/Pay order or Banker's Cheque / Deposit at Call Receipt/ FDR / Bank Guarantee of any Scheduled Bank against **EMD in favour of "Finance Officer, MANUU, Hyderabad.**
2. **Enlistment Order of the Contractor of appropriate class.**
3. **Valid GST Registration for work contract.**

Note: The Postal address of Executive Engineer, MANUU may be noted as below for correspondence and submission of Bids.

OFFICE OF THE EXECUTIVE ENGINEER
 Room No.15 & 16, Ground Floor,
 Administrative Building,
 Maulana Azad National Urdu University,
 Gachibowli,
 Hyderabad-500032,
TELANGANA STATE.

Phone & Fax No.040-23008468.

**E-mail Id: executive_engineer@manuu.edu.in
executive.manuu@gmail.com**




**Executive Engineer,
 MANUU, Hyderabad.**

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MAULANA AZAD NATIONAL URDU UNIVERSITY
NOTICE INVITING e-BID

The Registrar, MANUU, Hyderabad on behalf of Vice-Chancellor, MANUU invites Percentage Rate Bids from approved and Eligible Contractors of CPWD/MES/Railways/Telangana PWD/ Central/ State Autonomous bodies/ Undertakings etc. (Horticulture Category) in Single Bid System for the following work:-
“Annual maintenance of Horticulture works attached to MANUU Campus, Gachibowli, Hyderabad during 2018-19”

1. The enlistment of the contractors should be valid on the last date of submission of bids. In case the last date of submission of bid is extended, the enlistment of contractor should be valid on the original date of submission of bids.
- 1.1 The work is Estimated to Cost **Rs.43,72,645/-**. This estimate, however, is given merely as a rough guide.
2. Agreement shall be drawn with the successful Bidder on prescribed CPWD 7 Form which is available on website www.manuu.ac.in. Bidder shall quote his Percentage rate as per various terms and conditions of the said form which will form part of the agreement.
3. The time allowed for carrying out the work will be **12 Months** from the date of start as defined in schedule ‘F’ or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the bid documents.
4. (i) The site for the work is available.
(ii) The Architectural and structural drawings shall be made available in phased manner, as mentioned in **Schedule ‘F’ under clause 5.1.**
5. The Bid document consisting of specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be downloaded from website www.manuu.ac.in.
University is adopting CPWD works manual 2014 for tendering process, evaluation and execution in general. The standard CPWD publications like General Conditions of Contract, Delhi Schedule of Rates (H&L) 2016 (for Horticulture), CPWD Specification 2009 Vol. I & II & DSR, DAR and Specification (H&L) 2016 up to the last date of submission of Bid are referred for all purposes and can be seen free of cost from website cpwd.gov.in/publications.
6. After submission of the tender the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
7. While submitting the revised bid, contractor can revise the percentage rate any number of times but before last time and date of submission of tender as notified.
8. Earnest Money in the form of Treasury Challan or Demand Draft or Pay order or Banker’s Cheque or Deposit at Call Receipt or Fixed Deposit Receipt (**drawn in favour of Finance Officer, MANUU, Hyderabad**) shall be scanned and uploaded to the e-Tendering website within the period of bid submission. The original EMD should be deposited in the office of Executive Engineer MANUU.

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A part of earnest money is acceptable in the form of bank guarantee also. In such case, minimum 50% of earnest money or Rs.20 lakhs, whichever is less, shall have to be deposited in shape prescribed above, and balance may be deposited in shape of Bank Guarantee of any scheduled bank having validity for 3 months or more from the last date of submission of bids which is to be scanned and uploaded by the intending bidders.

The contractor whose bid is accepted will also be required to furnish either copy of applicable licenses/registrations or proof of applying for obtaining labour licenses, registration with EPFO, ESIC and BOCW Welfare Board including Provident Fund Code No. if applicable and also ensure the compliance of aforesaid provisions by the sub contractors, if any engaged by the contractor for the said work and Programme Chart (Time and Progress) within the period specified in Schedule 'F'.

Information and instructions to Executive Engineer for e-tendering.

- (i) The Executive Engineer, MANUU should open sealed the original EMD cover and shall issue a receipt of deposition of earnest money to the agency in a given format uploaded by tender and remit to F&A Section.
- (ii) The earnest money given by all the tenders except the lowest tenderer should be refunded immediately after the expiry of stipulated bid validity period or immediately after acceptance of the successful bidder, whichever is earlier.

RECEIPT OF DEPOSITION OF ORIGINAL EMD

(Receipt No...../ Date.....)

Name of Work: Annual maintenance of Horticulture works attached to MANUU Campus, Gachibowli, Hyderabad during 2018-19

NIT No: 01/EE/MANUU/2018-19

Estimated Cost: **Rs. 43,72,645/-**


Amount of Earnest Money Deposit: **Rs. 87,453/-**

Last date of submission of EMD cover: **15:00 hours on 03.10-2018**

1. Name of Contractor.....#
2. Form of EMD.....#
3. Amount of Earnest Money Deposit.....#

Signature, Name and Designation of EMD receiving along with Office stamp.

(# To be filled by EE after opening of EMD cover and receipt issued to intending bidder.)

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9. Copy of Enlistment Order and other documents as specified in the press notice shall be scanned and uploaded to the e-procurement website within the period of bid submission. However, certified copy of all the scanned and uploaded documents as specified in press notice shall have to be submitted physically by the lowest bidder only within a week in the office of tender opening authority.

Online bid documents submitted by intending bidders shall be opened only of those bidders, whose EMD deposited with the office of Executive Engineer, MANUU and other documents scanned and uploaded are found in order.

10. **The bid submitted shall become invalid if:**

- (i) The bidder is found ineligible.
- (ii) The bidder does not deposit original EMD with the office of Executive Engineer, MANUU.
- (iii) The bidder does not upload all the documents as stipulated in the bid document **i.e., Copy of enlistment order, GST registration and the scanned copy of EMD.**
- (iv) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest tenderer in the office of tender opening authority.
- (v) If a tenderer does not quote any percentage above/ below on the total amount of the tender, the tender shall be treated as invalid and will not be considered as lowest.
- (vi) Bids on which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the bidders.
- (vii) The lowest bidder does not deposit all the original documents (except those original documents already submitted) within a week **opening of tender.**
- (viii) The Bidder does not furnish the Performance Guarantee of work as per NIT condition.

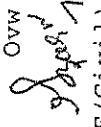
11. The contractor whose bid is accepted, will be required to furnish performance guarantee of 5% (Five Percent) of the bided amount within the period specified in Schedule F. This guarantee shall be in the form of cash (in case guarantee amount is less than Rs.10,000/-) or Deposit at Call receipt of any scheduled bank/Banker's cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay order of any Scheduled Bank (in case guarantee amount is less than Rs.1,00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F', including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. The Earnest Money deposited along with tender shall be returned after receiving the aforesaid performance guarantee. The contractor whose bid is accepted will also be required to furnish either copy of applicable licenses/registrations or proof of applying for obtaining labour licenses, registration with EPFO, ESIC and BOCW Welfare Board including Provident Fund Code No. if applicable and also ensure the compliance of aforesaid provisions by the sub contractors, if any engaged by the contractor for the said work and Programme Chart (Time and Progress) within the period specified in Schedule 'F'.

12. Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools &

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plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

13. The competent authority on behalf of the Vice-Chancellor, MANUU does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
14. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for reject.
15. In case of Non submission of Hard copies within stipulated time by the lowest bidder and or any discrepancy is noticed between the documents as uploaded at the time of submission of the bid online and hard copies as submitted physically in the office of Executive Engineer, then the bid submitted shall become invalid and the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the retendering process of the work.
16. The competent authority on behalf of Vice-Chancellor, MANUU reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.
17. The contractor shall not be permitted to bid for works in the MANUU, in which his near relative is working in Engineering & F&A Section. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer above the rank of Section Officer in the Maulana Azad National Urdu University. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this University.
18. No Engineer of Gazetted Rank or other Gazetted rank Officer employed Engineering or Administrative duties in an Engineering Department of the Government of India or in the University is allowed to work as a contractor for a period of one year after his retirement from service, without the prior permission of the competent authority in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the competent authority as aforesaid before submission of the bid or engagement in the contractor's service.
19. **The bid for the works shall remain open for acceptance for a period of Thirty (30) Days from the date of opening of bids, if any bidder withdraws his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the University, then the Competent Authority shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidders shall not be allowed to participate in the rebidding process of the work.**
20. This notice inviting Bid shall form a part of the contract document. The successful bidder/contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of:-

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- (a) The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as submitted at the time of invitation along with financial bid document with percentage quoted at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
- (b) Standard C.P.W.D. Form 7 or other Standard C.P.W.D. Form as applicable.

21. The person/persons whose Bid(s) may be accepted (herein after called the contractor) shall permit University at the time of making any payment to him for work done under the contract to deduct a sum at the rate of 2.5% of the gross amount of each running and final bill till the sum deducted will amount to security deposit of 2.5% of the Bided value of the work. Such deductions will be made and held by Government deposit by way of Security Deposit unless he/they has/have deposited the amount of Security at the rate mentioned above in cash or in the form of Government Securities of fixed deposit receipts. In case a fixed deposit receipt of any Bank is furnished by the contractor to the Government as part of the security deposit and the Bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the Government to make good the deficit.

All compensations or the other sums of money payable by the contractor under the terms of this contract may be deducted from, or paid by the sale of a sufficient part of his security deposit or from the interest arising there from, or from any sums which may be due to or may become due to the contractor by Government on any account whatsoever and in the event of his Security Deposit being reduced by reason of any such deductions or sale as aforesaid, the contractor shall within 10 days make good in cash or fixed deposit receipt Bided by the State Bank of India or by Scheduled Bank or Government Securities (if deposited for more than 12 months) endorsed in favour of the Engineer-in-Charge, any sum or sums which may have been deducted from, or raised by sale of his security deposit or any part thereof. The security deposit shall be collected from the running bills of the contractor at the rates mentioned above.

22. In case of reduction in scope of work no claim on account of reduction in value of work, loss of expected profit, consequential overheads etc shall be entertained.

23. The bidder has not been black listed by any State/Central Governments/University or PSU or Autonomous bodies.

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MAULANA AZAD NATIONAL URDU UNIVERSITY**PERCENTAGE RATE BID & CONTRACT FOR WORKS**

(A) Bid for the work of: -

Name of Work: Annual maintenance of Horticulture works attached to MANUU Campus, Gachibowli, Hyderabad during 2018-19

(i) **EMD Cover: To be submitted by 15:00 Hrs on 03-10-2018** in the office of Executive Engineer, MANUU, Gachibowli, Hyderabad (Telangana State).
e-Bid: To be submitted by 15:00 Hrs on 03-10-2018

(ii) To be opened in presence of qualified bidders / their authorized representatives who may be present at **15:30 Hrs on 04-10-2018** in the office of **Executive Engineer, MANUU, Gachibowli, Hyderabad-500032.**

(iii) Agency:-..... (Contractor)



**Executive Engineer,
MANUU,
Hyderabad (Telangana State).**

Cor	NIL	Ins	NIL
Oml	NIL	Ovw	NIL
		<i>Shah</i>	
AE (CIVIL)			

BID

I/We have read and examined the notice inviting Bid, schedule, A, B, C, D, E & F Specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the Bid document for the work.

I/We hereby Bid for the execution of the work specified for the MANUU within the time specified in Schedule 'F' viz., schedule of quantities and in accordance in all respect with the specifications, designs, drawing and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respect of accordance with, such conditions so far as applicable.

We agree to keep the Bid open for thirty (30) days from the due date of its opening and not to make any modification in its terms and conditions.

A sum of **Rs. 87,453/-** is hereby forwarded in receipt treasury challan / deposit at call receipt of a scheduled bank / fixed deposit receipt of scheduled bank/demand draft of a scheduled bank as earnest money. If I/We, fail to furnish the prescribed performance guarantee within prescribed period. I/We agree that the said Vice-Chancellor, MANUU or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/We fail to commence work as specified, I/We agree that Vice-Chancellor, MANUU or the successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely. The said Performance Guarantee shall be a guarantee to execute all the works referred to in the Bid documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 12.2 and 12.3 of the Bid form. Further, I/We agree that in case of forfeiture of Earnest Money & Performance Guarantee as aforesaid. I/We shall be debarred for participation in the re-Bidding process of the work.

I/We hereby declare that I/We shall treat the Bid documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated:**Signature of Contractor****Witness:****Postal Address****Address:****Occupation:**

Cor	NIL	Ins	NIL
Omi	NIL	Ovw	NIL
<i>[Signature]</i>			
AE (CIVIL)			

ACCEPTANCE

The above Bid (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the Vice-Chancellor, MANUU for a sum of Rs. _____ (Rupees _____)

The letters referred to below shall form part of this contract Agreement:-

- (i)
- (ii)
- (iii)

For & on behalf of Vice-Chancellor, MANUU.
Signatures

Dated: _____
Designation : _____

Cor	NIL	Ins	NIL
Omi	NIL	OVW	NIL
		<i>[Signature]</i>	AE (CIVIL)

SCHEDULES

SCHEDULE 'A' Schedule of Quantities for Horticulture (Enclosed)

SCHEDULE 'B'

S.No	Description of Item	Quantity	Rates in figures & words at which the material will be charged to the contractor	Place of Issue
1	2	3	4	5
-NIL-				

SCHEDULE 'C'

Tools and plants to be hired to the contractor

S.No	Description	Hire charges per day	Place of Issue
1	2	4	5
-NIL-			

SCHEDULE 'D'

Extra schedule for specific requirements / documents for the work, if any

-NIL-

SCHEDULE 'E'

Reference to General Conditions of Contract:

GCC for CPWD Works 2014 modified and amended up to the last date of submission of bid.


Name of work: Annual maintenance of Horticulture works attached to MANUU Campus, Gachibowli, Hyderabad during 2018-19

1.1. Estimated Cost Put to Bid : Rs.43, 72,645/-

1.2. Earnest money : Rs.87, 453/- (To be returned after receiving Performance Guarantee).

1.3. Performance Guarantee : 5% of accepted Bided value

1.4. Security Deposit : 2.5% of accepted Bided value

Cor	NIL	Ins	NIL
Omi	NIL	Ovw	NIL
			
AE (CIVIL)			

SCHEDULE 'F'
General Rules & Directions:

Officer inviting Bid

: Registrar,
MANUU, Hyderabad
or successor thereof.
See below under Clause 12

Maximum percentage for quantity of items of work to be executed beyond which rates are to be determined in accordance with Clauses 12.2 & 12.3

Definitions

2(v) Engineer-in-Charge

: Executive Engineer,
MANUU, Hyderabad
or successor thereof.

2(viii) Accepting Authority

: Registrar,
MANUU, Hyderabad
or successor thereof.

2(x) Percentage on cost of materials and labour to cover all overheads and profits.

: 15%
DSR (H&L) 2016 with correction slips up to date.

2(xi) Standard schedule of Rates

2(xii) Department/University

: Engineering Section/
National Urdu University

9(ii) Standard CPWD contract Form

: Maulana Azad
GCC for CPWD Works 2014 modified and amended up to the last date of submission of bid.

Clause I

(i) Time allowed for submission of performance Guarantee Programme Chart (Time and Progress) and applicable labour licenses, registration with EPFO, ESIC and BOCW Welfare Board or Proof of applying thereof from the date of issue of letter of acceptance

7 days

Maximum allowable extension with late fee at 0.1% per day of performance Guarantee amount beyond the period as provided in (i) above

3 days

Clause 2

Authority for fixing compensation under Clause-2.

: Registrar,
MANUU, Hyderabad
or successor thereof.
Not Applicable

Clause 2A

Whether clause 2A shall be applicable

Clause 5

Number of days from the date of issue of letter of acceptance for reckoning date of start

10 days

or date of handing over of site whichever is later


Cor	NIL	Ins	NIL
Omi	NIL	Ovw	NIL
 AE (CIVIL)			

Table of Mile Stone(s) : NOT APPLICABLE

S.No.	Financial Progress	Time allowed in days (from date of start)	Amount to be withheld in case of non achievement of milestone.
1	1/4th of Bid Amount.	NIL	
2	2/4th of Bid Amount.	NIL	
3	3/4th of Bid Amount.	NIL	
4	Full Bid Amount.	NIL	

Note 1. The amount so withheld may be released, if specifically requested by the contractor, on submission of Bank Guarantee in prescribed proforma.

Authority to decide:

- (i) Extension of time : Registrar, MANUU, Hyderabad.
(ii) Rescheduling of mile stones : Not applicable
(iii) Shifting the date of start in case of : Registrar, MANUU, Hyderabad.
or successor thereof.

Delay in handing over of site

Clause 6, 6A : Clause 6A - Applicable

Clause 7

Gross work to be done together with net : Rs. 2.75 lakhs

Payment / adjustment of advances for material collected, if any since the last such payment for being eligible to interim payment

Clause 7A

No Running Account Bill shall be paid for the work till the applicable labour licenses, Registration with EPFO, ESIC and BOCW Welfare Board, whatever applicable are submitted by the contractor to the Engineer-in-charge.

Whether Clause 7A shall be applicable

Clause 10A : Applicable.

List of testing equipments to be provided by site

: Any equipment required at site as the contractor at per item of execution.

Clause 10 B (ii)

Whether clauses 10 B (ii) shall be applicable


Clause 10C

Components of labour expressed as percent of value of work

Clause 10CA

Clause 10CC

: Not Applicable
: Applicable.
: 70%
: Not Applicable
: Not Applicable

Cor	NIL	Ins	NIL
Omi	NIL	Ovy	NIL
		 AE (CIVIL)	

- Clause 11**
Specification to be followed for execution of work. : CPWD Specifications 2009 Vol.I, II & Horticulture with up to date correction slips.
- Clause 12**
Type of work: : MAINTENANCE WORK.
- 12.2 & 12.3 Deviation limit beyond which clauses 12.2 & 12.3 shall apply for building work : 50% (Fifty Percent)
- (i) Deviation limit beyond which clauses 12.2 & 12.3 shall apply for foundation work (except earth work). : 50%(Fifty Percent)
- (ii) Deviation limit for items in earth work sub head of DSR or related items. : 100% (Hundred Percent)
- Clause 16**
Competent Authority for deciding reduced rates : Registrar, MANUU, Hyderabad or successor thereof.
- Clause 18**
List of mandatory machinery, tools & plants to be deployed by the contractor at site : T & P and Garden equipment required at site as per site Condition and as per item of execution.
- Clause: 25 (DRC)** : Constitution of Dispute Redressal Committee


Place of Arbitration : Hyderabad

(a) For total claims up to Rs. 25.00 Lakhs

Dispute Redressal Committee		
Chairman	Member I	Member II
Superintending Engineer HCC-I, CPWD, Hyderabad	Dy. Registrar, F&A, MANUU	University Engineer HCU, Hyderabad
		Presenting Officer Executive Engineer, MANUU

(b) For total claims more than Rs. 25.00 Lakhs

Dispute Redressal Committee		
Chairman	Member I	Member II
Chief Engineer SZ-II, CPWD, Hyderabad	Finance officer, MANUU	University Engineer HCU, Hyderabad
		Presenting Officer Registrar, MANUU

Cor	NIL	Ins	NIL
Omi	NIL	Ovw	NIL
 AE (CIVIL)			

Clause: 31 : Yes, Applicable
 Clause: 31 A : Not Applicable
 Clause 36 Requirements of Technical Representative (s) and Recovery Rates:

Sl. No.	Minimum Qualification of Technical Representative	Discipline	Designation (Principal Technical/ Technical representative)	Minimum experience	Number	Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of clause 36 (i) (per Month)	
						Figures	Words
1.	SSC or X Standard		Supervisor (horticulture)	5 Years	1	Rs.15,000/-	Rupees Fifteen Thousand Only.

Clause 42

- (i) (a) Schedule / statement for determining theoretical quantity of cement & bitumen on the basis of Delhi Schedule of Rates 2016 printed by C.P.W.D with correction slips issued upto date.
- (ii) Variations permissible on theoretical quantities.
- (a) Cement for works with estimated cost put to Bid not more than Rs. 5 lakhs and for works with estimated cost put to Bid more than 5 lakhs
 : 3% plus /minus
 : 2% plus/minus
- (b) Bitumen for all works
 : 2.5% plus only & nil on minus Side
- (c) Steel Reinforcement and structural steel sections for each diameter, section and category
 : 2% plus/minus
- (d) All other materials
 : Nil

RECOVERY RATES FOR QUANTITIES BEYOND PERMISSIBLE VARIATION

Sl. No.	Description of Item	Rates in figures and words at which recovery shall be made from the contractor	
		Excess beyond Permissible Variation	Less use beyond the permissible variation
1.	Nil	Nil	Nil
2.			

Executive Engineer
 MANUU, Hyderabad

Cor	NIL	Ins	NIL
Omi	NIL	OWW	NIL
		<i>[Signature]</i>	
		AE (CIVIL)	

ANNEXURE I

**Form of Earnest Money
(Bank Guarantee)**

WHEREAS, contractor..... (Name of contractor) (hereinafter called "the contractor") has submitted his Bid dated (date) for the construction of (name of work) (hereinafter called "the Bid")

KNOW ALL PEOPLE by these presents that we (name of bank) having our registered office at (hereinafter called "the Bank") are bound unto (Name and division of Executive Engineer) (hereinafter called "the Engineer-in-Charge") in the sum of Rs. (Rs. in words) for which payment well and truly to be made to the said Engineer-in-Charge the Bank binds itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this day of 20....

THE CONDITIONS of this obligation are:

If after Bid opening the Contractor withdraws, his Bid during the period of validity of Bid (including extended validity of Bid) specified in the Form of Bid;

If the contractor having been notified of the acceptance of his Bid by the Engineer-in-Charge:

fails or refuses to execute the Form of Agreement in accordance with the Instructions to contractor, if required;

OR

fails or refuses to furnish the Performance Guarantee, in accordance with the provisions of Bid document and Instructions to contractor,

We undertake to pay to the Engineer-in-Charge either up to the above amount or part thereof upon receipt of his first written demand, without the Engineer-in-Charge having to substantiate his demand, provided that in his demand the Engineering- Charge will note that the amount claimed by him is due to him owing to the occurrence of one or any of the above conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date* after the deadline for submission of Bid as such deadline is stated in the Instructions to contractor or as it may be extended by the Engineer-in-Charge, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE.....

WITNESS.....

(SIGNATURE, NAME AND ADDRESS)

*Date to be worked out on the basis of validity period of 90 days from last date of receipt of Bid.

SIGNATURE OF THE BANK

SEAL

Cor	NIL	Ins	NIL
Om	NIL	Ov	NIL
		<i>[Signature]</i>	
AE (CIVIL)			

ANNEXURE II

Form of Performance Guarantee / Bank Guarantee Bond

In consideration of the Vice-Chancellor, MANUU (hereinafter called "The University") having agreed under the terms and conditions of agreement No. _____

Dated, _____ made _____ between _____ and _____ (hereinafter called "the said contractor(s)") for the work _____

_____ (herein after called "the said Agreement") having agreed to production of a irrevocable Bank Guarantee for Rs. _____ (Rupees _____)

_____ only) as security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We, _____ hereinafter referred to as "the Bank") (Indicate the name of the Bank) hereby undertake to pay to the University an amount not exceeding Rs. _____ (Rupees _____ Only) on demand by the University.
2. We _____ do hereby undertake to pay the amounts (Indicate the name of the Bank) due and payable under this Guarantee without any demure, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to _____ an _____ amount _____ not _____ exceeding _____ Rs. _____ (Rupees _____ only).
3. We, the said Bank further undertake to pay to the University any money so demanded notwithstanding my dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, out liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

4. We _____ further agree that the guarantee herein (Indicate the name of the Bank) contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-charge on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

Cor	NIL	Ins	NIL
Omi	NIL	Ovw	NIL
<i>[Signature]</i>			
AE (CIVIL)			

5. We _____ further agree with the University (Indicate the name of the Bank) that the University shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor(s) and to for-bear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We _____ lastly undertake not to revoke this
(Indicate the name of the Bank)
guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid up to _____ unless extended on demand by Government. Notwithstanding any mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees) _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the _____ day of _____ for _____
(Indicate the name of the Bank).

Cor	NIL	Ins	NIL
Omi	NIL	Gvw	NIL
		<i>[Signature]</i>	
AE (CIVIL)			

Sample letter for Acceptance of Bid

By Registered Post

No. _____ Dated: _____

To _____
(Name and Address of the contractor)

Subject: _____
(Name of work as appearing in the Bid for the work).

Dear Sir(s)

Your Bid for the work mentioned above has been accepted on behalf of the Vice-Chancellor, MANUU at your Bided / negotiated Bid amount of Rs.(Rupees.....) which is% below / above the estimated cost of Rs.(Rupees.....)

1. You are requested to submit the performance guarantee of Rs.(Rupees.....) within 7 days of issue of this letter. The Performance Guarantee shall be in any of the prescribed form as provided in Clause – I of the General Condition of Contracts for MANUU Works and shall be valid up to On receipt of prescribed performance guarantee necessary letter to commence the work shall be issued and site of work shall be handed over to you thereafter.
2. Please note that the time allowed for carrying out the work as entered in the Bid days, will be reckoned from days subject to maximum allowable extension under Clause 1(ii), from the date of issue of this letter.

Yours faithfully,

Registrar
For & on behalf of Vice-Chancellor
MANUU

Cor	NIL	Ins	NIL
Omi	NIL	O&W	NIL
		<i>[Signature]</i>	
AE (CIVIL)			

Sample letter for Commencement of works**By Registered Post**

No. _____ Date: _____

To _____
(Name and Address of the contractor)

Subject: (Name of work as appearing in the Bid for the work).

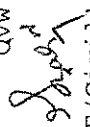
Ref: 1. Performance guarantee submitted by you vide your letter
No Dated for above work.
2. This office letter of intent/ acceptance of Bid No.....dt.....

Dear Sir(s)

1. In continuation to the letters referred above, you are requested to attend this office to complete formal agreement within 15 days from stipulated date of start.
2. You are requested to contact the Executive Engineer, MANUU, Gachibowli, Hyderabad for taking possession of site and starting the work on or before days from the date of letter of acceptance of Bid. Please note, that the time allowed for carrying out the work as entered in the Bid () days, will be reckoned from to days subject to maximum allowable extension under Clause 1(ii), from the date of issue of acceptance letter

Yours faithfully,

Registrar
For & on behalf of Vice-Chancellor
MANUU

Cor	NIL	Ins	NIL
Omi	NIL	Qvw	NIL
 AE (CIVIL)			

• BLANK •

Cor	NIL	Ins	NIL
Omni	NIL	Ovw	NIL
		<i>Stacy</i>	
AE(Civil)			

PART - B Horticulture Work

Name of work: Annual maintenance of Horticulture works attached to MANUU Campus, Gachibowli, Hyderabad during 2018-19

CoF	NIL	Irs	NIL
OmI	NIL	OVW	NIL
		<i>Sapna</i> AE(Civil)	

• BLANK •

Cor	NIL	Ins	NIL
Om	NIL	Ovw	NIL
		<i>Shafiq</i>	
AE (Civil)			

Terms & Conditions for Original & Maintenance Horticulture Work


1. The work shall be executed as per approved design and drawings, CPWD specifications 2009, particular specifications, special conditions and the specifications of Bureau of Indian Standards. Where the aforesaid provisions and conditions are silent, relevant specialized literature and manufacturer's specification shall be followed for execution of work.
2. Before tendering, the contractor shall inspect the site of work and shall fully acquaint himself about the conditions prevailing at site, availability of materials, availability of land and suitable locations for construction of godowns, stores and camp, transport facilities, the extent of leads and lifts involved in achieving the completion of work.
3. The contractor shall at his own expense and risk arrange land for accommodation of labour, setting up of office, the storage of materials, erection of temporary workshops, construction of approach roads to the site of the work including land required for carrying out of all jobs connected with the completion of the work. However, the departmental land, to the extent available may be allowed to be used for the purpose free of rent without accepting any responsibility for the delay, if any, on this account. The contractor shall have to abide by the regulations of the authorities concerned and the directions of the Officer-in-charge for the use of the land available at the site of work. If during construction, it becomes necessary to remove or shift the stored materials shed workshop, access roads, etc, to facilitate execution of any other work by any other agency, the contractor shall carry out the removal of shifting as directed by the Officer-in-charge and no claim whatsoever, shall be entertained on this account.
4. It shall be deemed that the contractor has satisfied himself as to the nature and location of the work, transport facilities, availability of land for setting up of camp, etc. the department will bear no responsibility for lack of such knowledge & the consequences thereof.
5. The contractor shall have to make approaches to site, if so required and keep them in good condition for transportation of labour and materials as well as inspection of works by the Officer-in-charge. Nothing extra shall be paid on this account.
6. Materials used on work without prior approval and testing (where testing is necessary) by the Officer-in-charge are liable to be considered unauthorized, and not acceptable. The Officer-in-charge shall have full powers for removal of any or all of the materials brought to site by contractor which are not in accordance with the contract specifications or do not conform, in character or quality to the samples approved by the Officer-in-charge. In case of default on the part of the contractor in removing rejected materials, the Officer-in-charge shall be at liberty to have them removed at the risk and cost of the contractor.
7. The work shall be carried out in such a manner so as not to interfere / or adversely / or disturb other works being executed by other agencies, if any.
8. Any damage done by the contractor to any existing work or work being executed by other agencies shall be made good by him at his own cost.
9. The contractor shall maintain in good condition all work executed till the completion of entire work entrusted to the contract under this contract.
10. No payment shall be made to the contractor for damage caused by rain, flood and other natural calamities whatsoever during the execution of works and any damage to the work on this account shall have to be made good by the contractor at his own cost.

Cor	NIL	Ins	NIL
Oml	NIL	Qvw	NIL
		<i>[Signature]</i>	
AE (CIVIL)			

11. Unless otherwise specified in the Scheduled of Quantities, the Rates of all the items of the work shall be considered as inclusive all charges like Transportation, Royalty and other Taxes etc.
12. The Contractor shall take instructions from the Officer-in-charge regarding collections and stacking of materials at site.
13. The Contractor shall be responsible to arrange at his own cost all necessary Tools and plants required for execution of original and maintenance works.
14. The contractor shall make his own arrangements for obtaining Electric connection, if required and make necessary payment directly to the Department concern.
15. Water for executing the work will be supplied by the department for free of cost.
16. The operating cost of Machinery i.e. Petrol/ Kerosene Oil/ Mobile Oil etc, and proper repair and maintenance of Lawn Mowers and Pumps shall be borne by the contractor.
17. The Department shall not be responsible for any injury partial or permanent or death of any workers at site due to accident or mal functioning of the equipment or by negligence of the staff.
18. No compensation shall be payable to the Contractor for any damage caused by rains, storms, earthquakes and other calamity during the execution of work.
19. All applicable and prevailing taxes will be recovered from the contractor bills as applicable from time to time.
20. If any damage caused for public conveniences/ services, the same shall have to be repaired instant, failing which necessary recovery shall be make from the Contractors bill.
21. If any Building, Road and Channels will be damaged by the Contractor the same will have to repair by the Contractor at his risk and cost, otherwise the complete cost will be recovered as intimated by the Engineer-in-charge.


CONTRACTOR

EXECUTIVE ENGINEER, MANUU

Cor	NIL	Ins	NIL
Oml	NIL	Ovw	NIL
 AE (CIVIL)			

Conditions for Horticulture Maintenance Work


1. The work shall be carried out as per CPWD specification-2009 Vol.-I & II & CPWD, specification-2016 (Hort.) with up to date correction slips and as per CPWD Yard stick.
2. The Contractor shall take instruction from the officer-in-charge regarding supply and stacking of material at site. He shall bear all charge for storage and safe custody of materials.
3. The location for storing and stacking of material shall be got approved from Engineer in charge.
4. Any work carried out without the approval of the Engineer-in-Charge/ at the site of work shall not be accounted and will not be paid.
5. All malba/rubbish/waste/garbage etc. generated due to any operation from Horticulture works and in lawn areas whatsoever shall be disposed off on daily basis by the contractor to the specified common disposal point and nothing extra shall be paid on this account. After the collection of full truck load of the said malba, the same shall be disposed off by the contractor to the authorized municipal dumping ground in case of non-removal/disposal in the specified period, a sum of Rs. Two Thousand per day shall be recovered from the contractor.
6. The agency shall provide proper uniform to the workers with half jacket (fluorescent material), which bears the name of MANUU (Horticulture) prominently; Design to be got approved from officer-in-charge. Nothing shall be paid to the agency on this account.
7. S/R works are to be carried out as per direction of officer-in-charge.
8. The contractor or his supervisor will regularly meet with the site officer in charge for taking the direction.
9. In case of any causality of shrubs, trees or any other plants has been found during maintenance of the contractor, he has to replace the trees/shrubs/other plants of the same height and specification by another at his risk and cost and nothing extra shall be paid for the same in this regard or recovery of the Rs. 60/- per shrubs, Rs. 250/- tree plants, Rs. 140/- for other foliage/decorative plants and Rs. 100/- per Sqm. for lawns shall be made. The decision of the Registrar, MANUU shall be final and binding in this regard.
10. The rejected and substandard material should be removed from the site of work immediately, the Department shall not be responsible for any damage/loss of rejected material. If the same will not be removed within five days after issuing notice in writing by Engineer-in-charge then necessary recovery shall be made @ Rs. 200/- per day.
11. The staff deployed for horticulture work must have good knowledge about horticulture works operations like hedge cutting, mowing plantation of plants/seeding, lawn maintenance, potted plants maintenance etc. the supervisor should be well behaved to communicate with the clients, occupants, staff and officer.
12. Non compliance of directions for replacement of casualties to trees/shrubs/hedge plant, lawn area/ seasonal flower beds and any other garden features may also attract a penalty of Rs. 1000 to Rs. 10000.
13. Time period allowed for the work **12 (Twelve) Months**.
14. The field staffs are to be engaged as per approved yard stick. The yard stick for reference are as given below:- (As applicable)
 - a. Garden area @ 1 Mali / 1.00 Acre (prestigious garden)
 - b. 1 Mali / 1.25 Acre (for Office Building garden)
 - c. 1 Mali /1.35 Acre (for M.P. flats garden)
 - d. 1 Mali /1.55 Acre (for M.P.'s Bungalow garden)
 - e. Lawn area (For mowing) @ 1 Mali / 20 Acre.

Cor	NIL	Ins	NIL
Omi	NIL	Qvw	NIL
		 AE (CIVIL)	

- f. Slow growing trees up to 4 years old and fast growing trees up to 3 years old @ 1Mali / 250 Nos.
 g. Slow growing trees up to 4 to 8 years and fast growing trees 3 to 6 years @ 1 Mali /300 Nos.
 h. Slow growing trees beyond 8 years and fast growing trees beyond 6 years @ 1 Mali / 1200 Nos.
 i. Shrubs @ 1 Mali / 1200 Nos.
 j. **Earthen** Potted plants @ 1 Mali / **3000** Nos.(for Nursery)
 k. **Earthen** Potted plants @ 1 Mali / **750** Nos.(for ground floor in flat)
 l. **Cement** potted plants @ 1 Mali / **300** Nos. (for ground floor in flat)
 m. **Earthen** Potted plants @ 1 Mali / **250** Nos.(for multi storied)
 n. Hedge length @ 1 Mali / 12000 Rft.
15. **Good earth, manure, fertilizers, insecticide, pesticide, will be provide by the department and lawn mower, brush cutter with fuel other T&P material/articles shall be provided by the contractor.**
16. The contractor shall maintain the attendance of staff / labour deployed at site through bio-metric system / authentic evidence of attendance. Nothing shall be paid to the agency on this account.
17. **The contractor shall comply with the provisions of the Payment of minimum Wages Act, 1948 and the Contractor's Labour (Regulation and Abolition) Act 1970, or the modifications thereof or any other laws relating thereto and the rules made there under from time to time**
18. **The contractor shall deduct worker subscription towards EPF and E.S.I.C. as per rules, he shall deposit the same along with his contribution in to the respective account of the worker / labour / staff deployed by him on the work and submit the details to the University for verification. After due verification, the amount will be reimbursed to the contractor.**
19. The contractor is bound to distribute the salary / wages to his worker by 7th of each month by RTGS/ cheque or cash, as feasible.
20. The contractor shall take all precautions to avoid accidents and damages. He shall be responsible for all accidents and damages caused due to negligence on his part
21. Contractor shall submit the bill, 'on monthly basis' with the following documents:
 a) Documentary proof of disbursement of wages to the workers, The copy of salary wage register in the format as appended in annexure shall be produced with the R/A or Final bills.
 b) Proof of deposit of EPF and E.S.I.C. contribution to the respective authorities.
 c) Copy of relevant period attendance register.
 d) Copy of Identity card / Gate pass of the staff deployed by him on the work.
22. **Minimum number of Labour to be employed as per yardstick: 24 Nos. per day on an averages calculated on monthly basis.**
23. **In case of Non-deployment of average minimum number of labour per day calculated on monthly basis, recovery at the rate of Rs. 750/- (Rs. Seven hundred and fifty only) per labour per day shall be made from the running bill.**

CONTRACTOR

EXECUTIVE ENGINEER, MANUU

Cor	NIL	Ins	NIL
Omi	NIL	Oyw	NIL
 AE (CIVIL)			

Special Condition for Horticulture works:

1. GOOD EARTH

- 1.1 The good earth should be free from rubbish, sandy loam, well drained, fertile, having the pH value in the range of 6 to 8.5.
- 1.2 If good earth is rejected due to certain reasons, the same should be replaced immediately by the Contractor at his own risk and cost.

2. PLANTS

- 2.1 The entire quantity of plants as mentioned in Schedule of Quantities will be taken as and when required at different site.
- 2.2 The plants should be free from all pest and disease.
- 2.3 The plants should be very healthy and vigorous growth and as specified in the Schedule of Quantity.
- 2.4 The foliage plants should be well measured leaving the root portion.
- 2.5 The plants should be true to the variety and the named varieties should be tagged.
- 2.6 The supply will be taken at site of work.
- 2.7 The quantities may be increased or decreased as per actual requirements at site.
- 2.8 The rates are net and inclusive of all taxes and transportation etc., and nothing extra shall be paid than the quoted rate
- 2.9 The work shall be executed as per the direction of the officer's-in-charge

CONTRACTOR

EXECUTIVE ENGINEER, MANUU

Cor	NIL	Ins	NIL
Omi	NIL	Ovw	NIL
		<i>[Signature]</i>	
AE (CIVIL)			

SCHEDULE OF QUANTITIES / ABSTRACT OF COST

Name of Work : Annual maintenance of Horticulture works attached to MANUU Campus, Gachibowli, Hyderabad during 2018-19

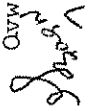
Sl. No.	DSR2016 (H&L) code No.	Sub Heads and item of Works	Period in months	Quantity	Rate i/c CI	Unit	Amount
1	2.40	Complete maintenance of entire garden features in the garden area i.e. lawn, trees, shrubs, potted plants, hedges etc. and job like weeding, watering, cutting of hedges, mowing of lawn, pruning of tree / shrubs clipping of hedge, edge and replacement of potted plants. Top dressing of lawn with good earth & manure once/twice a year as per requirement and removal of garden rubbish from the garden area including application of insecticides, pesticides, fungicides & fertilizers according to the requirement (excluding the cost of materials which shall be supplied by the department or shall be paid separately) for the period of 12 months.					
	2.40.2	Lawn area	12	10.42	10891.11	acre/ month	13,61,824.00
2	2.41	Complete maintenance of trees (outside garden features) jobs like making of basin at regular interval i.e. watering, weeding, pruning & application of fertilizer etc. (excluding the cost of material which shall be supplied by the department) and as per direction of officer in charge.					
	2.41.3	a. Beyond 8 year	12	2387	10.97	each/ month	3,14,225.00

Cor	NIL	Ins	NIL
Omi	NIL	Ovw	NIL

[Signature]
AE (Civil)

Sl. No.	DSR2016 (H&L) code No.	Sub Heads and item of Works	Period in months	Quantity	Rate i/c CI	Unit	Amount
3	2.43	Complete maintenance of Shrubs(Outside garden features) job like making of basin at regular interval i/e watering, weeding, pruning & application of fertilizer etc.(excluding the cost of material which shall be supplied by the department) and as per direction of officer in charge.	12	12631 Nos.	10.97	each/month	16,62,745.00
4	2.36	Cutting of Hedge/edge including removing of cut material, cleaning, hoeing of hedge/edge bed watering, manuring & applying insecticides and fungicides etc.(excluding the cost of material which shall be supplied by the department) and as per direction of officer in charge.	12	1934 sqm	13.05	Sqm/month	3,02,864.00
5	2.45	Maintenance of Earthen/Plastic potted plants in displayed at ground floor only in Bungalow, Office complex including application of good earth, manure, insecticides, pesticides and fertilizer, removing of dry parts by pruning, cleaning of dry leaves and displaying in appropriate places with fresh plants as and when required (Material provided by the department) as per direction of officer in charge.	12	800 Nos.	17.56	each/month	1,68,576.00
					Total for 12 month		38,10,234.00

PART-A


Cor	NIL	Ins	NIL
Omi	NIL	Ovw	NIL
		 AE (Civil)	

Sl. No.	DSR2016 (H&L) code No.	Sub Heads and item of Works	Period in months	Quantity	Rate i/c CI	Unit	Amount
1	A/R	Supplying and stacking of Good Earth at site including royalty and carriage with all leads and lifts (earth measured in stacks will be reduced by 20% for payment).		125 cum	1046.32	cum	1,30,790.00
2	A/R	Supplying and stacking of well decayed cow dung manure at site including royalty and carriage with all leads and lifts(Cow dung manure measured in stacks will reduced by 8% for payment.)		297 cum	937.18	cum	2,78,342.00
3	LMR	Supply of Organic Manure Bio degraded compost (in 25 kg bags)		127 Qtl	827	Per Qtl	1,05,029.00
4	LMR	Supply of Chemical fertilizers					
4.1		a) Urea		17 Qtl	800	Per Qtl	13,600.00
4.2		b) DAP		11 Qtl	3150	Per Qtl	34,650.00
		PART -B			Total		5,62,411.00
					Total Part -A +B		43,72,645.00
					Grand Total		43,72,645.00

CONTRACTOR



EXECUTIVE ENGINEER

Cor	NIL	Ins	NIL
Omi	NIL	Ovw	NIL
		 AE (Civil)	

ABSTRACT OF SCHEDULE SHOWING

Name of Work :		Annual maintenance of Horticulture works attached to MANUU Campus, Gachibowli, Hyderabad during 2018-19			
NIT No :		01/EE/MANUU/2018-19			
Estimated Cost Put to Bid:		Rs.43,72,645/- (Rupees Forty three Lakhs Seventy two Thousand Six Hundred and Forty Five Only)			
Name of Contractor:					
Sl. No.	Name of Component	Estimated Cost	Percentage above / below or at par the Estimated cost	% in Figures	Total Cost
1	Horticulture	Rs. 43,72,645/-			
	Total				

Important Notes:

1. The Estimated Cost Put to Tender has been worked out by taking into consideration the Cost Index of Hyderabad (Thereby Enhancing by **18.63%** for Civil Component only for DSR 2016 items) and considering Market Rates for NSR items.
2. The Tenderer is requested to quote a single consolidated percentage only above/below Estimated Cost put to tender to cover all the items under the schedule of composite tender. This column should not be left Blank.
3. The percentage shall be typed only in figures upto 2 (two) places of decimals along with algebraic sign.
4. The tenderer shall enable the macros before entering the figures to see the quoted percentage and amount in words.
5. If the percentage quoted both in words and figures are not clear, or if the rate is not quoted in percentage, the offer will be treated as invalid

Signature of Contractor :

Name :

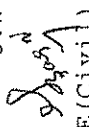
Date :

Postal Address :

E-mail ID :



**Executive Engineer
MANUU, Hyderabad**

Cor	NIL	Ins	NIL
Oml	NIL	~Ovw	NIL
			
		AE (Civil)	