

President's Gardens  
(GA Section)

**NOTICE INVITING TENDER**

No. 36/Gdn/2022-23

03 March, 2023.

**INDEX**

Name of Work: AMC for operation and running of Garden Waste Reprocessor Unit at Dalikhana, President's Estate, New Delhi for 24 Months.

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Certified that this NIT contains pages 1 to 11.

  
(Davinder Kohli)  
Under Secretary (GA)

Copy to:

- (i) SAO, President's Secretariat.
- (ii) Dy. Director General (Hort) CPWD – Room No. 235 A Wing, Nirman Bhavan, New Delhi 110108 - With request for circulation at their Notice Board for information of working contractor/agencies.
- (iii) Director (North), NDMC, 13<sup>th</sup> Floor, Palika Kendra, Parliament Street, New Delhi- 110001- With request for circulation at their Notice Board for information of working contractor/agencies.

President's Gardens  
(GA Section)

**NOTICE INVITING TENDER**

No. 36/Gdn/2022-23

03 March, 2023.

The Under Secretary (GA), President's Secretariat, Rashtrapati Bhavan, New Delhi on behalf of the President of India, invites bids for **“AMC for operation and running of Garden Waste Re-processor Unit at Dalikhana, President's Estate, New Delhi for 24 Months”** from the registered or enlisted contractor of CPWD (Hort.) or State Govt. PSU or Manufacturer/Authorized Dealer in Agriculture Implements and Machinery / Biomass or Organic Green Waste Management Machines who full fill the eligibility criteria as given below and Annexure-I (Technical Bid). Tenderers are advised to follow the instructions for online bid submission regarding e-submission of the bids, through Central Public Procurement Portal for e-procurement at: <https://www.eprocure.gov.in/eprocure/app>. Only on -line bid would be accepted.

S. No.	Name of work	Estimated cost in (Rs.)	EMD	Duration of contract	Time & last date of online submission of bids	Opening date of bids
1.	AMC for operation and running of Garden Waste Re-processor Unit at Dalikhana, President's Estate, New Delhi for 24 Months	45.00 lakh	1.35 lakh	24 Months	27.03.2023 11.00 AM	28.03.2023 11.30 AM On wards

**Eligibility**

1. The firm/company should have Registered with CPWD (Hort.) or State Govt. PSU or Manufacturer/Authorized Dealer in Agriculture Implements and Machinery / Biomass or Organic Green Waste Management Machines. The firm/ company should having experience in AMC for operation and running of Garden Waste Re-processor Unit machine. Supporting documents in support of experience in AMC for operation and running of Garden Waste Re-processor Unit machine containing the following may be uploaded:-
  - (a) Three similar contracts each costing not less than Rs. 18.0 Lakh of the estimated cost.

Or
  - (b) Two similar contracts each costing not less than Rs. 27.0 Lakh of the estimated cost.

Or
  - (c) One similar contracts each costing not less than Rs.36.0 Lakh of the estimated cost.

2. The firm/company should be income tax/GST assesses. Copies of Pan Card and GST registration certificate should be uploaded with technical bid.
3. The average annual financial turnover of the firm/ company for the last 03 financial years ending with 31.03.2022 should be at least **13.50 Lakhs** of the estimated cost. A **certificate** duly certified by **Chartered Accountant** should be uploaded with the technical bid.

  
(Davinder Kohli)  
Under Secretary (GA)

**TECHNICAL BID**

**ANNEXURE-I**

A. Details to be furnished by the bidder in all respect:

1.	Name of the firm/ company	
2.	No. of years of existence/incorporation certificate	
3.	Name of owner	
4.	Business address of the firm/ company	
5.	Telephone No./Mobile No.	
6.	e-mail ID	

B. The bidders will be required to upload scanned copies of following documents/ certificates with technical bid failing which will be disqualified for opening of financial bid Scanned copies to be submitted in the Technical Bid:

Sl. No.	Documents to be uploaded	If uploaded than mentioned Page No.
1.	Scanned copy of EMD	
2.	Registered with CPWD (Hort.) or State Govt. PSU or Manufacturer/Authorized Dealer in Agriculture Implements and Machinery / Biomass or Organic Green Waste Management Machines having GST numbers.	
3.	Pan Card Registration certificate.	
4.	GST Registration certificate.	
5.	EPF Registration certificate.	
6.	ESI Registration certificate	
7.	Experience certificate in running and operation of Garden waste re-processor unit during last 05 years ending with 31.12.2022 (01.04.2017 to 31.12.2022)	
8.	Details of Turnover during last 03 years ending with 31.03.2022 (FY 2019-20, 2020-21 & 2021-22) duly certified by CA as per eligibility criteria.	

I hereby certify that the information furnished above is full and correct to the best of our knowledge. I undertake that in case any deviation is found in the above statement at any stage, the firm/ company will be black-listed and will not have any dealing with the President's Secretariat in the future.

(Signature of authorized signatory)

With seal

### Terms and Conditions

1. The intending bidder must read the terms and conditions 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 instruction for bidders posted on website shall form part of bid documents.
3. The bidder shall quote their rates in the provided BOQ.
4. The rates of the items quoted in the BOQ by the bidder should be including all charges like wages, transportation, Royalty, GST and other taxes etc.
5. Unless otherwise specified in the Schedule of Quantities, the rates of all the items of the work shall be considered as inclusive of all charges like wages, Royalty and other Taxes etc.
6. Tenderer has to furnish earnest money deposit of **Rs. 1.35 lakh** in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any commercial bank drawn in favor of the **Pay & Accounts Officer, President's Secretariat** payable at **New Delhi**. The original EMD in the form of Demand Draft should be deposited at **GA Section, President's Secretariat, Rashtrapati Bhavan, New Delhi** within the period of bid submission failing which the bid submitted will not be considered.
7. The tender shall not be considered without earnest money in the form mentioned above.
8. The successful tenderer shall need to deposit a "Security Deposit" equivalent to **3%** of the tendered cost in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any commercial bank drawn in favour of **Pay & Accounts Officer, President's Secretariat**. **The security deposit will be returned after 60 days of obligations/completion of the work**. The security deposit shall be forfeited in case of the successful bidder refuse or fail to execute the order after the acceptance of tender. No interest on security deposit shall be paid.
9. The Earnest Money deposit during the period of bid submission shall be returned to successful tenderer after receiving the aforesaid security deposit
10. The earnest money of unsuccessful tenders shall be returned after award of the tender. No claim will be entertained for any delay in this regards.
11. No interest on the Earnest Money Deposit shall be paid.

12. The EMD will be forfeited in the following conditions:
  - (a) If at any stage, any of the information/declaration given by the bidder is found false;
  - (b) In case of any lapse/default with regard to the terms and conditions of the NIT at any stage after submitting the bid.
  - (c) In case of final selection, if the bidder fails to furnish Security Deposit in accordance with the terms and conditions of the NIT.
  - (d) if the bidder declared successful for the offer, does not accept the work for any reasons, whatsoever.
13. Conditional tender in any form, will not be accepted.
14. The Department shall be at liberty to discontinue/cancel agreement by serving **one month notice** without assigning any reason thereof. Decision of the President's Secretariat shall be final.
15. The department shall not be responsible for obtaining any traffic permission.
17. The entry of vehicles/ workers into the President's Estate is through temporary entry passes to be made by the Security Office of the Rashtrapati Bhavan for which the contractor shall submit the details in advance. Workers with good conduct record only would be allowed to work.
18. The department shall not be responsible for any injury, or death of any worker at site.
19. No compensation shall be payable to the contractor for any damage caused by natural calamity (Rains, storm, earthquakes and other calamity) during the execution of work.
20. The **L-1** will be determined as **overall rate**.
21. The **operator** will ensure that the machine operates during the period of **9 AM to 5 PM** with **01 hour** lunch break during the day.
22. The **validity** of the **contract** will be **24 months**.
23. The Contractor will ensure that all staff are in complete **secure gear** required for the machine like **helmet, gloves etc**.
24. They should be well dressed and should have their ID displayed prominently.
25. The Contractor will ensure that all the labour welfare measures and compliances are in place at the site. Any untoward events will be responsibility of the contractor.
26. A daily operation and maintenance register will be maintained at the site by the operator.
27. Site In charge of the department will inspect the site as and when required.
28. Department will ensure that Garden Waste is provided at operation site for processing.

29. **Electricity / required load** shall be provided by the department **free of cost**.
30. The entry of workers into the President's Estate is through temporary entry passes to be made by the Security Office of the Rashtrapati Bhavan for which the contractor shall submit the details (name, father's name, proof of residential address & photograph) in advance. Workers with good conduct records only would be allowed to work.
31. Payment will be made by ECS/RTGS only on monthly basis subject to successful execution of work/quality against bill submitted by the agency. No advance payment will be made.
32. The Contractor shall have to pay the **minimum wages** to the labour as per prevailing rates prescribed by **NCT Delhi /Government**, which shall be considered for justification of cost of tender and revised time to time. Any bidder quoting the rates below prescribed/ prevailing minimum wages shall be summarily rejected. If the lowest bidder had quoted 'NIL' charges over and above the minimum wages, the tender without consideration becomes null and void and shall not be considered. No increase in the rates regardless of the nature will be entertained during the tenure of the contract except due to statutory increase in minimum wages.
33. The Department shall not be responsible for **any injury partial or permanent or death** any worker at site due to accident or malfunctioning of the equipment or by negligence the staff.
34. 05 workers (1 skilled + 4 unskilled) will be required on daily basis to execute the work. The work shall be carried out (26 Days) during the month.
35. TDS and other taxes as applicable will be deducted from each bill. The documents as per the prevailing laws shall be submitted in time like GST, EPF/ESI etc.
36. The contractor should maintain the attendance register of staff deployed by him caring out the work and should be got countersigned by the Officer-in-charge on day to day.
37. The contractor has to submit to the officer-in-charge, the documentary evidence of payments/deposits to appropriate Govt. Authority/Individuals as applicable in respect of statutory requirement i.e. EPF, ESI etc. in favor of his employee engaged at the work at every alternate month.
38. The contractor shall provide the uniform to his each worker/labour as per prescribed dress code in Rashtrapati Bhavan, which is mandatory, failing which the worker shall not be allow to enter in the premises for which the contractor shall be fully responsible.
39. In case of failure of providing stipulated labour in any of the day a recovery of **Rs.750/-** per head/per day shall be recovered from the bill.

40. The contractor should not employ any worker below the age of **18 years** on the work.
41. If due to any reasons the date of opening of tender has been declared holiday by the Govt. of India then tender will be opened on next working day.
42. The contractor shall be responsible for to keep the working site clean and free from plastic bags/glass etc.
43. All applicable and prevailing taxes will be recovered from the contractor's bill as per Government orders.
44. **The scanned copies of following documents/certificates should be uploaded on e-procurement portal are mandatory for considering the valid bid:**
  - (i) EMD (ii) Registered with CPWD (Hort.) or State Govt. PSU or Manufacturer/Authorized Dealer in Agriculture Implements and Machinery / Biomass or Organic Green Waste Management Machines having GST numbers. (iii) PAN Card (iv) Turn over certificate for last 3 years ending 31.03.2022 duly certified by Chartered Accountant (FY 2019-20, 2020-21 & 2021-22) (v) GST Registration certificate (vi) EPF Registration (vii) ESI Registration.
45. If any damage caused for public convenience/ services, the same shall have to be repaired instantly, failing which necessary recovery shall be made from the contractor's bill.
46. The contractor has to work in restricted area and in restricted time due to security reason. He shall be bound by the instructions of security staff and officer-in-charge in this respect.
47. The President's Secretariat reserves 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.
48. In case of termination of contract on account of unsatisfactory/substandard Services, President's Secretariat shall be at liberty to get the job completed from alternative sources at the risk and cost of the firm.
49. **The contract duration may be extended for a period not exceeding three months with existing rate, terms and conditions subject to accept once by firm/ agency/ vendor.**
50. In case of any dispute or differences arise in between the contractor and the President's Secretariat, the decision of the Secretary to the President, Rashtrapati Bhavan shall be final and binding to both the parties.

I accept all the terms and conditions as laid down above.

(Signature of the bidder)



Financial bid

Name of work												
AMC for operation and running of Garden Waste Re-processor Unit at Dalikhana, President's Estate, New Delhi for 24 months												
S. No.	Description of items	Item Description	Qty	Unit	Wages Rate per month/ per head in figures to be entered by the bidder	EPF Charges	ESI Charges	Service Charges/ Contractor profit	GST Charges	Uniform charges	Total Amount per head/ per month (26 days) with taxes	Total amount for 24 months with taxes
1	Complete AMC including operation of the decentralized Garden Waste Re-processor Unit for 24 months by providing skilled and unskilled man power by engaging minimum of 01 operator skilled and 04 unskilled labour per day including providing consumable items like Mobile oil, Grease, Blade etc).											
1.01	Skilled and experienced labour	Nos.	1	Per head/ per month								
1.02	Unskilled labour for collection feeding storage of by product	Nos.	4	Per head/ per month								
1.03	Providing and supplying application of consumable items like Hammer Roll, Plate Bearings, Grease, Gear Oil and other items of day to day need for weekly and monthly servicing and maintenance on job/ considering	Months	24	Each per month								

  
 (Davinder Kohli)  
 Under Secretary

**Instruction to the Contractors/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement.**  
<http://eprocure.gov.in/eproucre/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the "Click here to Enroll" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id provided.
- 3) Bidder need to login to the site thro' their user ID/password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificated (Class II or Class III Certificate with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/Smart Card, should be registered
- 5) The DSC that is registered only, should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested
- 7) After downloading/getting the tender document/schedules, the Bidder should go thro' them carefully and then submit the documents as asked.
- 8) If there are any clarifications, this may be obtained online thro' the tender site, or thro' the contract details. Bidder should take into account of the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site though the secured log in by giving the users id/password chosen during enrollment/registration and then by giving the password of the e-Token/Smart Card to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my favorites' folder.
- 11) From the 'my favorites' folder, he selects the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked, otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidder can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

- 16) Bidder should be uploaded Earnest Money Deposit Declaration in the prescribed proforma as specified in the tender in terms of OM No. F.9/4/2020-PPD, dated 12<sup>th</sup> November, 2020 issued by Ministry of Finance, Department of Expenditure, P.P. Division.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable.
- 19) The details has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements.
- 20) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 21) If the price bid format is provided in a spread sheet file like BOQ.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/BOQ template must not be modified/replaced by the bidder, else the bid submitted is liable to be rejected for this tender. Vide OM No. 29(1)/2014-PPD, dated 28<sup>th</sup> Jan, 2014 issued by Ministry of Finance, Department of Expenditure, P.P. Division, "If a firm quotes NIL charges/consideration the bid shall be treated as unresponsive and will not be considered."
- 22) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 23) After the bid submission, the acknowledgement number, given by the e-tendering system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 24) The bidder should ensure / see that the bid documents submitted should be free from virus and if the documents could be opened, due to virus, during tender opening, the bid is likely/liable to be rejected.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30) For any queries regarding e-tending process, the bidders are requested to contact through the modes given below:  
E-mail : [usga-tpt@rb.nic.in](mailto:usga-tpt@rb.nic.in)  
Contact Telephone Numbers : 011-23015321 -Ex. 4381/ 4523/ 4506.