

President's Secretariat  
(General Administration Section)

**NOTICE INVITING TENDER**

No. 38/Gdn/2022-23

03 March, 2023.

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Name of Work: Supply of Selection No. 1 Doob Grass turf and Ficus Long Island (Hedge) plants for lawn of 1 MTC, President's Estate, New Delhi.

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Certified that this NIT contains pages 1 to 10.



(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 110011 - 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 Secretariat  
(General Administration Section)

**NOTICE INVITING TENDER**

No. 38/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 tender for "**Supply of Selection No. 1 Doob Grass turf and Ficus Long Island (Hedge) plants for lawn of 1 MTC, President's Estate, New Delhi**" from eligible contractors registered or enlisted contractors in CPWD (Horticulture), State Govt. or PSU or Autonomous body in horticulture or well settled nursery, who fullfill 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 the Contract	Time & last date of online submission of bids	Opening date of bids
1.	Supply of Selection No. 1 Doob Grass and Ficus Long Island (Hedge) plants for lawn of 1 MTC, President Gardens	455000+ 135000= <b>5,90,000</b>	17700/-	30 days	<b>20.03.2023</b> 11.00 AM	<b>21.03.2023</b> 11.30 AM On wards

**Eligibility**

1. The firm/company should have experience in supplying and planting of Selection No. 1 Doob Grass to Government organization/PSUs during last five years ending with 31.12.2022 (01.04.2017 to 31.12.2022). Supporting documents/ undertaking may be uploaded:-

- (a) Three similar contracts each costing not less than of Rs. 1.82 lakhs of the estimated cost of Rs.4,55,000/-.
- Or
- (b) Two similar contracts each costing not less than of Rs.2.73 lakhs of the estimated cost of Rs.4,55,000/-.
- Or
- (c) One similar contracts each costing not less than of Rs.3.64 lakhs of the estimated cost of 4,55,000/-.

2. The firm/company should have experience in supply and planting of Ficus Long Island (Hedge) to Government organization/PSUs during last five years ending with 31.12.2022 (01.04.2017 to 31.12.2022). Supporting documents/ undertaking may be uploaded:-
- (a) Three similar contracts each costing not less than of Rs. 0.54 lakhs of the estimated cost of Rs.1,35,000/-.
- Or
- (b) Two similar contracts each costing not less than of Rs. 0.81 lakhs of the estimated cost of Rs.1,35,000/-.
- Or
- (c) One similar contracts each costing not less than of Rs. 1.08 lakhs of the estimated cost of Rs1,35,000/-.
3. The Firm must have Goods and Service Tax (GST) Registration Number. A copy of the GST Registration Certificate should be uploaded with the Technical Bid.
4. The bidder must upload scanned copy of PAN No. along with Income Tax Return for last **3 financial years** ending with **31.03.2022 (FY 2019-20, 2020-21 & 2021-22)** with technical bid.
5. The average annual turnover of the firm/ company for the last **03 financial years** ending 31.03.2022 (**FY 2019-20, 2020-21 & 2021-22**) should not be less than **Rs. 1.77 Lakh**. A **certificate** duly certified by **Chartered Accountant** should be uploaded with the technical bid

  
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 bidder will be required to upload scan 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.	Valid registration registered or enlisted contractors in CPWD (Horticulture), State Govt. or PSU or Autonomous body in horticulture or well settled nursery.	
2.	Pan Card registration certificate	
3.	GST registration certificate	
4.	Income Tax return acknowledgement for last 03 financial year ending with 31.03.2022 (FY 2019-20, 2020-21 & 2021-22)	
5.	Experience certificate in supplying of Selection No. 1 Doob Grass turf and Ficus Long Island (Hedge) during last 05 years ending with 31.12.2022 i.e. (01.04.2017 to 31.12.2022)	
6.	Details of turnover during last 03 financial 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 company/ firm will be black-listed and will not be allowed to have any dealing with President's Secretariat in 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. 17,700/- (Rupees Seventeen Thousand Seven Hundred only) 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 **General Administration Section, President's Secretariat, Rashtrapati Bhavan, New Delhi** within the period of bid submission failing which the bid submitted will not be considered.
7. EMD should reach the undersigned before the last date of bid submission, failing which offer will be liable for rejection. Bidders have to attach scanned copies of the Earnest Money Deposit along with e-bid.
8. The tender shall not be considered without earnest money in the form mentioned above.
9. 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 and/ or in case of defective articles supply and unsatisfactory planting of grass and hedge plants.
10. The Earnest Money Deposit shall be returned to the successful bidder after the aforesaid security deposit is received.
11. The earnest money of unsuccessful bidders shall be refunded after the award of the tender. No claim will be entertained for any delay in this regard.

12. No interest on the Earnest Money Deposit shall be paid.
13. 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.
14. Conditional tender in any form, will not be accepted.
15. **The requirement may vary as per actual requirements of the President's Secretariat and requirement shall not be increased/decreased beyond 25% of contract value.**
16. The department shall not be responsible for any traffic permission.
17. The contractor shall not employ any person below the age of 18 years on the work.
18. 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.
19. The department shall be liberty to discontinue/ cancel agreement by serving notice without assigning any reason thereof. Decision of President's Secretariat shall be final.
20. **The scanned copies of following documents/certificates should be uploaded on e-procurement portal are mandatory for considering the valid bid:**
  - (i) EMD
  - (ii) Registration/enlistment certificate with Central Govt. or State Govt. or Autonomous Body or PSU in horticulture or well settled nursery
  - (iii) Documents like completion certificate/supply order for supply of Selection No. 1 Doob Grass and Ficus Long Island (Hedge) plants by the bidder in support of year of experience during last 5 years i.e. from 01.04.2017 to 31.12.2022
  - (iv) Pan Card
  - (v) ITR acknowledgement for last 3 financial year ending with 31.03.2022 (FY 2019-20, 2020-21 & 2021-22)
  - (vi) Certificate duly certified by Chartered Accountant with regards to Annual turnover of the Firm during last 3 years ending with financial year 2021-22 i.e. 31.03.2022 (FY 2019-20, 2020-21 & 2021-22)
  - (vii) GST Registration
21. **The L-1 will be determined as per overall lowest quoted rates.**

22. The department shall not be responsible for any injury, or death of any worker at site.
23. 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.
24. The contractor will ensure the supply of Selection No. 1 Doob Grass and Ficus long Island (Hedge) plants free from weeds. Supply of rejected and substandard material, if any, will not be accepted and may entail cancellation of the contract immediately.
25. The rejected and substandard material should be removed from the site of work immediately, the Department shall not be responsible for damage/loss of rejected material.
26. If the material supplied is found of sub standard quality and/or the work done is not as per the specification mentioned in the tender documents, no payment will be made to the contractor. Additionally, the security deposit deposited by the contractor will also be **forfeited**.
27. All applicable and prevailing taxes will be recovered from the contractor's bill as per Government orders.
28. The contractor shall be responsible to keep the working site clean and free from plastic bags/glass/garbage etc.
29. 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
30. 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.
31. 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.
32. 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.
33. In case of any dispute or differences arising 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)

## SCHEDULE OF QUANTITY

Name of Work: Supply of Selection No. 1 Doob Grass turf and Ficus Long Island (Hedge) plants for lawn of 1 MTC, President's Estate, New Delhi.

Sl. No.	Item of Work	Unit	Qty.	Rate	Amount
1.	Supply and stacking of Selection No. 1 Doob grass turf at site fresh and free from weeds having proper roots in green including loading, unloading, carriage and all taxes paid etc. and as per direction of officer-in-charge.	Sqmt	9100		
2.	Providing and stacking of Ficus Long Island of height 15-20 cm, full of branches and foliage in 20 cm size of polybag.	Nos.	3000		

  
(Davinder Kohli)  
Under Secretary (GA)



**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, 4506 and 4523.