

**OFFICE OF THE SUPERINTENDENT : ODISHA STATE ARCHIVES,  
SACHIVALAYA MARG, BHUBANESWR.**

**TENDER NOTICE**

Sealed tenders for Development of Garden/Lawn of Odisha State Archives, Bhubaneswar are invited by the undersigned on or before 09.02.2016 at 12 noon. The tenders will be opened on the same day i.e. on 09.2.2016 at 3 P.M. by the tender committee in the office of the undersigned in the presence of the tenderers or their authorized representatives. Non-sealed tenders will be rejected. The tenderers should contain all the conditions clearly and no other condition not contained therein, will be entertained in future. The tenderers should furnish Xerox copies of Income Tax & TIN Certificates, experience etc. if any along with the tender. The authority reserves the right to accept or reject any or all the tenders or part thereof without assigning any reason thereof. For more details of tender documents and terms & conditions visit to <http://www.odishaculture.gov.in/advertisement.asp>, <http://www.odishaarchives.nic.in/advertisement.asp>.

Tender should two Bid System (Technical Bid & Financial Bid) from professionals Garden Development agencies/Gardening agencies.

The bidder should submit the tender in two bid system, Technical Bid & Financial Bid. The E.M.D. of Rs. 8,000/- in favour of Superintendent of Odisha State Archives, Bhubaneswar in the form of Demand Draft payable at S.B.I. Govt. Treasury Branch, Bhubaneswar shall be enclosed with the Technical Bid. Both Bids shall be kept in SEPARATE sealed envelopes superscripting "Technical Bid" & "Financial Bid" respectively. These two envelopes should be then put in a large envelope and sealed properly, superscripted "Tender for development of garden/Lawn due on 09.02.2016.

  
Superintendent,

Odisha State Archives, Bhubaneswar.

# **Technical & Financial BID**

## **Development of Garden, Odisha State Archives, BHUBANESWAR**

**BID REF. NO :**

Last Date for Submission of Tender documents:- **Dt. 09.02.2016 up to 3.00 P.M.**

Place of Submission of Bid:- Odisha State Archives, Sachivalaya Marg,  
Bhubaneswar-751 001

Opening of Technical Bid:- **Dt. 09.02.2016 at 03:00 PM.**

**ODISHA STATE ARCHIVES,  
SACHIVALAYA MARG, BHUBANESWAR-751013  
PHONE: 0674-2501636 FAX :91-0674-2501636  
E-MAIL : odishaarchives@gmail.com**

**TECHNICAL BID FORM**  
**(For Development of Garden, Odisha State Archives, Bhubaneswar)**

1 (a) Name of the firm/agency/\_\_\_\_\_

Postal Address\_\_\_\_\_

2 Telephonic/telegraphic

(a) Firm/agency: Land phone(STD) code)-Land line Number)

Fax:-\_\_\_\_\_

Mobile:-\_\_\_\_\_

E.mail:-\_\_\_\_\_

URL (of website) if any\_\_\_\_\_

3 PAN\_\_\_\_\_ Number(Xerox copy to be attached).

4 TIN/Service Tax\_\_\_\_\_ No. (Xerox copy to be attached) (Firm/Agency).

5 Income Tax Assessment Certificates for last 3 financial years. (2012-13/2013-14/2014-15) Xerox copy to be attached.

6 List of client completed or undertaken such type of work during last 3 years.

Place:-

Date:-

Counter signature of Agency/firm

Company Seal

## FINANCIAL BID

### Particulars (Garden Developmental work)

Sl. No.	Particular (Developmental work)	Rate offered per Sq.ft.
1	2	3
1.	Cleaning of unwanted shrubs, stumps, weeds disposing thereof & ploughing etc. to give the area a good look. Clearance debris, broken building materials etc. from the garden area of the premises & disposing outside the premises. Supply & fixation of new bricks along with the border of seasonal/perennial beds without cement and mortar, Supply & planting of Hedge & Edge in the prepared & specified places selected by the Authority i.e. Superintendent of Archives.	
2.	Supply of Soil, Sand, well composed Cow dung manure, Fertile soil, Supply & planting of Flower Plants, trees, Mowing of Grass (Broad leaf grass) including fertilizers, pesticides. (The garden / lawn should be weed free.) Loading unloading, Spreading of soil on ground for leveling Garden/ lawn etc.	
3.	Free maintenance will be provided by the Tenderer/Contractor for three months or till grass, plants & Durand hedges are grown up properly.	

Signature of witness

Date:-

Place:-

Signature of the Tenderer  
(With Company/Firm seal)

Date:-

Place:-

**REPRESENTATIVE AUTHORIZATION LETTER**

To,

**SUPERINTENDENT,  
ODISHA STATE ARCHIVES,  
SACHIVALAYA MARG,  
BHUBANESWAR-751 001**

Ms. /Mr. \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the company in dealing with financial bid reference No. OSA..... She /He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory

Representative Signature

Signature attested

Company Seal

**Self Declaration**

To,

**SUPERINTENDENT,**  
ODISHA STATE ARCHIVES,  
SACHIVALAYA MARG,  
BHUBANESWAR-751 001.

In response to the invitation No.....Ms. /Mr.

\_\_\_\_\_, as a \_\_\_\_\_, I / We hereby  
declare that our company \_\_\_\_\_ is having  
unblemished past record and have not declare blacklisted by any Central/State  
Government institution and there has been no pending litigation with any  
government department on account of similar services. I/We further declare that  
our company have not defaulted in executing any Government order in the past.

Signature of witness  
Date:-  
Place:-

Signature of the Tenderer  
Date:-  
Place:-

Company Seal

**ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE  
TENDER DOCUMENTS AND FINANCIAL BID DOCUMENTS**

To,

The Superintendent,  
Odisha State Archives,  
Sachivalaya Marg Bhubaneswar – 751001  
Odisha.

Sir,

I have carefully gone through the Scope of work, Terms & Conditions contained in the Tender Document and financial bid document regarding For Selection of Agencies for Development Archives Garden, Odisha State Archives, Bhubaneswar.

I declare that all the provisions/terms and conditions/Clauses of the Tender Document and financial bid document are acceptable to my Company/Organization. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Date:-

Place:-

Signature of the Tenderer

Date:-

Place:-

**TENDERER'S PROFILE**

Development of Garden/ Lawn of Odisha State Archives.  
(To be filled in & returned with the documents)

1	Full Name of the Firm (In Capital letters)	
2	Firm Address	
3	Fax No Telephone No	Office:- Residence:- Mobile :-
4	4 Name/ Names of Proprietors Partners/ Directors.	
5	Clearance Certificate must be furnished). The Tax clearance must cover transactions against printing by the firm.	
6	Income Tax Clearance certificate to be attached)	
7	Details of similar nature. (Certificate from the past employer should be enclosed) employer should be enclosed)	

I do hereby certify that the above mentioned particulars are true and correct.

Signature of the bidder  
(With seal)



Development of Archives Garden/Lawn

## Terms & Conditions

1. Interested Agencies / Tenderers willing to participate in the development of Garden & Lawn in the premises of **Odisha State Archives, Infront of BDA, Unit-IV, Bhubaneswar** are requested to visit the site & make themselves acquainted before quoting the rate, if necessary they may discuss with the concerned officer before submission of the application.
2. The successful tenderer hence forth called as contractor will be issued the work order i.e. Development of garden & lawn which should be started immediately.
3. Works like lawn development, plantation of tree, shrubs etc. have to start the work within seven days of issue of work order.
4. Complete the new assigned work within a month. After completion the lawns & other plantation should be maintained for 3 Months from the date of completion till the grass & plants are establish hedge grow to proper size.
5. The contractor should work as per the direction of the Superintendent of Archives throughout the period of Development.
6. The contractor will replace with new plants/ grass patches in case of casualties at his own cost & risk.
7. Development of Plants, Seasonal & Perennial flower beds include irrigation, weeding, staking, pruning, trimming & manuring etc.
8. The contractor will provide required manpower & sufficient quantities of T & P like hose pipe, lawnmower, staking materials, Secateurs, Knife, Hedge sear, bamboo baskets etc. for satisfactory & timely execution of the work.
9. Water & Electric points have been provided at convenient places for easy watering & lawn mowing respectively.
10. The contractor should be develop three time planting of seasonal flower beds i.e. during winter, summer & rainy season as per the recommendation of the Superintendent.& planting the current seasonal flower plants in the newly developed flower beds.
11. The items of work which has not been covered in the tender document can be supplied by the contractor on negotiation of rates
- 12. Preference will be given to the firms having own nurseries.**
13. Appropriate Court at Bhubaneswar under the control of Orissa High court shall have exclusive jurisdiction over all matters related to this contract in case of dispute.
14. The firm shall at his own cost comply with the provision of labour laws, rules and orders and notification as of central & State Govt. as applicable to this contract from time to time and will be liable for penal action in case of violating of these laws.

15. The activities of the firm will be reviewed through a committee to be constituted for this purpose .As per the recommendation of the committee, due action will be taken for cancellation or continuation of the contract.

16. Tenders not properly filled mutilated with incorrect calculations or generally not complying with the condition may be rejected and the decision of the competent authority of Odisha State Archives shall be final.

17. Tenderers should quote their rates both in figures and in words. The schedule or quantities must be fully priced and the total of each trip / sq.ft. along with carried over figures of the previous page shall be given in ink and signed by the tender. No blank spaces shall be left.

18. If the tender is made by or on behalf of a company incorporated under the companies act it shall be signed by the Managing Director or by one of the Directors duly authorized on that behalf. If it is made by a partnership firm it shall be signed with the co-partnership name by a member of the firm who shall sign his own name and give the name and give the name and address of each partner of their firm and attach copy of Power of attorney with the tender authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted with the tender.

#### **19. ACCEPTANCE PERIOD**

The tender shall remain valid for acceptance for a period of 15 days from the date of opening of tender.

#### **20. SITE INSPECTION**

Every tenderer is expected to inspect the site of the proposed work before quoting his rates. He must also go through and see the site before quoting his rates.

#### **21. SCHEDULE OF QUANTITIES**

A schedule of work with all specification of various items accompanies this tender. It shall definitely understood that the owner does not accept any responsibility for the correctness or completeness of the schedule in respect of items and specification. This schedule is liable to alterations by omissions, deductions or additions at the discretion of the owner without affecting the terms of the contract.

#### **22. CONTRACTORS' RATES**

The rates shall be inclusive of all height, taxes & transporting.

The quoted rates shall be valid and applicable for petty/small work like execution of work.

### **23. ACCEPTANCE OF TENDER**

Technical bid consisting of all technical details along with commercial terms & conditions and Financial bid indicating item wise price for the items mentioned in the technical bid. The technical bids are to be opened by the committee at the first. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

The acceptance of the tender will rest with the Superintendent of Odisha State Archives who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders, and also authorize to award the work to any contractor/other than the lowest bidder without assigning any reason (s).

### **24. SITE SUPERVISION**

The work shall be carried out under the direction and supervision of the Superintendent or In-charge of work. On accepting of the tender, the contractor shall intimate the name of his representative who would be supervising the work and should be responsible for taking instructions for carrying out the work.

### **25. QUALITY**

The decision of the Superintendent, Odisha State Archives regarding the quality of the material and workmanship will be final and binding. The Superintendent, Odisha State Archives or his authorized person shall during the progress of the work have power to order in writing form time to time the removal of the any material which in the opinion of Superintendent, Odisha State Archives or her authorized person is not accordance with specification or instructions.

### **26. COMMENCEMENT**

The Contractor shall commence the work on site within 7 days from the date of receipt of work order/Letter of Intent.

### **27. GUARANTEE PERIOD/DEFECTS LIABILITY PERIOD**

Guarantee period for Development of garden/lawn should be till the grass & plants are grown up with effect from completion of the work. Any development work within 'Defect Liability period' that is at least two months from the date of COMPLETION will have to be rectified by the contractor. In case of failure to do so the competent authority of Superintendent, Odisha State Archive shall get the rectification work done by any other agency at the risk and cost of the contractor.

## **28. PART OCCUPATION**

If owner want to occupy areas in part, the contractor shall have to complete the work of the areas in conjunction with the owner and hand over the same to the owner without affection any of the Clauses of the contract agreement.

## **29.CONTRACT SINGING**

After acceptance of the tender the tenderer shall sign the necessary contract papers within 7 days of the intimation. Expenses for the agreement including cost of stamp papers etc. shall be borne by the contractor. In case of delay by 5 days the 'Earnest Money' may be forfeited and the tender cancelled or the contract enforced as per terms of the tender and the tenderer shall thus be bound even though the formal agreement has not been executed and signed by the tenderer.

## **30. E.M.D./RETENTION MONEY**

- (a) E. M. D of **Rs. 8000/-** only (Indian Rupees only) in the form of demand draft payable at SBI Govt. Treasury Branch, Bhubaneswar favour of Superintendent, Odisha State Archives, Bhubaneswar shall be submitted along with the tender. The tender received without E. M. D. or in any other form than as stated above may be rejected.

## **31. REFUND OF DEPOSIT**

The E. M. D. may be return after completion of codal formalities. But no interest shall be payable.

## **32. SUPPLY OF MATERIALS**

Fertile soil, Cow dung manure, Sand, Flowers plants, trees, Mowing of Grass (Broad leaf grass), Bricks, Ornamental Hedges , , including fertilizers, pesticides & Durand hedges.

## **33 RATE CONTRACT**

No increase in rates offered during the garden development period.

## **34. PAYMENTS**

No advance payment will be made. Bill shall be prepared based upon the joint measurement by the contractor and work in charge for the area actually developed. Contractor shall submit 3 copies of the bill and measurement area. Payment will be released within 30 days after submitting and proper check of the bill by the in-charge of work.

### **35.SAFE STORAGE OF MATERIALS**

The contractor shall be responsible of the safe storage of material lost or damaged or unaccounted. Odisha State Archives shall not be responsible in any manner.

### ***36. Preference will be given to the firms having own nurseries.***

- i) Annual turnover of last 3 years as per Audit Report  
(Balance Sheet to be attached)
- ii) Name of the organizations with whom worked

**37.** Please attach the copies of the Service Tax clearance certificate, Income tax certificate, Provident fund,ESI Registration, Labour license No. & VAT Clearance Certificate.

### **GENERAL SPECIFICATION**

All work shall be executed strictly in accordance with the following specifications. For such items, which are not covered or clarified in these specification the work shall be carried out as per instruction of In-charge of work.

Selection of items will be followed after screening by the committee of institute

1. The work shall be carried out simultaneously with the other services and in co-operation with the contractor for the above services. The contractor shall inform well in advance of the proposed programme of the work and shall give adequate time to enable the department to deploy any authorized person for execution of work.
2. The work shall be related to the site condition for that the contractor is presumed to have studied; nothing extra will be paid for any item on account of its size, location or other difficult circumstances.
3. All materials and workman shall be of the respective kinds described in the contract and in accordance with the user and site requirement. The contractor shall provide assistance instruments, machines, labour and materials, as are normally required for garden development work.
4. The material shall be good quality.
5. The rates shall be inclusive of all.
6. The contractor shall keep close liaison with the head of office i.e. Superintendent of Archives and follow the instructions issued by Superintendent of Archives time to time.
7. The contractor shall be responsible to carry out the whole work without hindrance of normal working of the office.

8. The In-charge of work or representative of competent authority may approve any of material for the work other than that specified in the tender and contractor shall be bound to use the approved material without any extra cost.
9. Free maintenance will be approved for two months or till grass & plants are grown up.
10. The lawn/garden will be weed free & well designed.

**Contractor's Sign & Address**