



WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

Karigari Bhavan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-
700 160

Memo no. WBSCTVESD/TED/2024-2025/3503

Dated : 30.01.2025

Notice Inviting eTender (eNIT)

Subject : “Seeking e Tender for Maintenance of Existing Landscaping Plantation, Indoor and Outdoor potted plants and cultivation of Organic Vegetable headge at Karigori Bhavan , Newtown, Rajarhat. “

The Competent authority of the Council for the sake of brevity hereinafter referred to as WBSCT&VE&SD invites sealed quotations for Maintenance of Existing Landscaping Plantation, Indoor and Outdoor potted plants and cultivation of Organic Vegetable hedge at Karigari Bhawan, Newtown, Rajarhat. In view of above bonafide & reputed bidders having experience in Urban Gardening and Landscaping are hereby requested to submit tenders as per the detailed given below

| Sl No. | Name of Work | Earnest Money Deposit | Cost of Tender Document | Duration of Work | Eligibility of Bidders |
|--|--|---|-------------------------|--|--|
| 1 | Maintenance of Existing Landscaping Plantation, Indoor and Outdoor potted plants and cultivation of Organic Vegetable hedge at Karigari Bhawan, Newtown, Rajarhat. | Rs 10,000/- (Rupees Ten Thousand) only | NIL | 1 (one) year from the issuance of work order may continue upto another year on successful completion of another year. | Bonafide & reputed bidders having credentials in similar nature of work at least Rs 10 Lakhs . |
| EMD relaxation as per Financial Rule subject to submission of proper documents | | | | | |

General Terms of Contract :-

I. IMPORTANT DATES: Given below:

| Sl | Activity | Scheduled Date |
|----|--|-----------------------|
| 1 | Date of uploading of N.I.T. Documents (online) | 31.01.2025 |
| 2 | Documents download start date (online) | 04.02.2025 |
| 3 | Bid submission start date (online) | 04.02.2025 |
| 4 | Bid submission closing date (online) | 18.02.2025 at 2:30 PM |
| 5 | Bid Opening date for Technical proposals: Bid A (online) | 20.02.2025 at 4.00 PM |
| 6 | Bid Opening date for Financial proposals: Bid B (online) | 27.02.2025 at 3.00 PM |

- II. In the event of e-filling, intending bidders may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Completed bids, digitally signed, have to be uploaded in the same website. The earnest money of **Rs 10,000/- (Rupees Ten Thousand) only** is to be remitted through Online payable at Kolkata in favour of **WBSCT&VE&SD**. The L1 bidders shall have to submit the hard copy of instruments (Demand Draft/ Banker's Cheque etc.) to this office along with his acceptance letter of the LOI within seven days from the date of issue of LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the <http://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per tender time schedule stated in Item no.-XII of N.I.T. The documents submitted by the bidders should be properly indexed & digitally signed.
- III. Both Technical document and Financial Bid are to be submitted in technical and financial folder concurrently duly digitally signed in the website <http://wbtenders.gov.in>.
- IV. The Technical document and Financial Bid submission: As per Time schedule Provided by Council
- V. The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL Document of the bidder found qualified by the WBSCT&VE&SD.
- VI. The decision of the Council will be final and absolute in this respect. Both the lists of Responsive and Non-Responsive Bidders will be displayed in the website and also in the Notice Board of the office of the WBSCT&VE&SD, on the scheduled date and time.

- VII. Eligibility criteria for participation in the tender:
- a. The prospective bidders shall have satisfactorily completed as a prime agency during the last 5 (five) years from the date of issue of this Notice at least three work of similar nature under authority of State/ Central Govt., State/ Central Govt. undertaking/ Statutory Bodies Constituted under the Statute of the Central/ State Govt. The prospective bidder should have to submit testimonials of credentials in support of working experience in the last 5 (five) years having a work order value of **Rs. 10 lakh** each per year and **Rs. 50 Lakhs** in last 5 years.
 - b. **N.B.:- Completion certificate should contain a) Name of work, b) Name and address of Client, c) Amount put to tender, d) Date of commencement of work e) Date of completion of work. BOQ for the respective work should be uploaded along with completion certificate.**
 - c. Valid up to date submission of Income Tax return / Professional Tax Registration Certificate /Pan Card / GST Registration Certificate / Voter ID Card (of the person responsible for submission of bid) for self identification to be accompanied with the Technical documents [Non statutory Documents]. Income Tax Acknowledgement Receipt for assessment year 2019–2020 to 2021 – 22 to be submitted. Valid certificate of license to engage in the business of Gardening in West Bengal, issued by Government Deptt. are to be submitted.
 - d. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partner of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the **Registration Act, 1908**
 - e. Declaration regarding Structure and Organization duly digitally signed by the applicant to be submitted along with application.
 - f. Registered Co-operative Societies are required to furnish valid Bye Law; (Bye Law should indicate the works listed in the tender as a part of Society's activity) , Current Audit Report, Minutes of last A.G.M.
 - g. The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.
 - h. The organization must have office in Kolkata.
 - i. The organization must have managed such operations in at least 3 or more sites under State/Central Govt undertaking managing all operations without subcontracting the same. A declaration is to be submitted.
 - j. The organization must be carrying out the business directly through staffs on rolls and can not sub contract any activity (specified in the scope of work for this tender).
- VIII. Bids shall remain valid for a period not less than 120 (one hundred twenty) days after the closing date for Financial Bid/ Sealed Bid submission. Bid valid for a shorter period shall be rejected by the Council, as non-responsive. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- IX. All Bidders are requested to be present in the office of Council, during opening the financial bid.
- X. **Intending bidders may inspect the sites of Karigari Bhavan for assessment of nature of work and the duties & the responsibilities to be taken up during execution. No claim in this regards will be entertained.**

- XI. Earnest Money: As mentioned in the table at page-1.
- XII. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of bidding documents shall be reimbursable by the Council. The Council reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding..
- XIII. **Performance Guarantee:**
- a. The organization has to submit performance bank guarantee @ 5 % of the total bid value . Work Order will be issued only after submission of Performance Guarantee.
 - b. Forfeiture of the Performance Guarantee for
 - i) Nonperformance on consecutive 3 (three) working days There will be deduction of 0.5% of the value of work for the month.
 - ii) Two such non performance may result in deduction of 2% of value of work.
 - iii) Total 5% deduction of the value of the work will result in cancellation of contract and forfeiture of performance guarantee.
 - iv) Penalty will be imposed @ doubled that of the prevailing rate for the default period due to non-performance from the bill of the agency.
 - c. The organization will create a daily/ weekly/ monthly checklist of work and get it signed by those who would certify the work done as decided by the concerned authority at the regularity mentioned.
- XIV. **Prospective applicants are advised to adhere to the minimum qualification criteria as mentioned in 'SPECIAL TERMS& CONTRACT' before tendering the bids.**
- XV. **Conditional/Incomplete tender will not be accepted under any circumstances.**
- XVI. The intending bidders are required to quote the rate online.
- XVII. In case of ascertaining authority of intending bidders at any stage of tender process or execution of work, necessary registered irrevocable power of attorney is to be produced as and when asked for by the Tender Inviting & Accepting Authority.
- XVIII. During the scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper submitted by bidder is incorrect/manufactured/fabricated, then that bidder would be not allowed to participate in the tender and that application will be out rightly rejected without any prejudice. The Council reserves the right to cancel the NIT due to unavoidable circumstances without assigning any reason, whatsoever, to the bidders and no claim in this respect will be entertained.
- XIX. In case there is any objection regarding prequalifying the Agency that should be lodged to the Council within 02(two) day from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Council.
- XX. Before issuance of the **WORK ORDER**, the tender inviting authority may verify the credential and other documents of the lowest bidder if necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the said bidder under any circumstances and the Earnest Money deposited by the bidder will be forfeited by the Tender Inviting Authority without assigning any reason thereof.
- XXI. Where there is a discrepancy between the unit rate & line item total resulting from multiplying the unit rate by the quantity , the unit rate quoted shall govern.

- XXII. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one
- XXIII. Tender document to be submitted in the following sequence.
- a. Tender Application Form
 - b. NIT
 - c. Special terms & conditions
 - d. Technical Bid
 - e. Financial Bid
- XXIV. Qualification criteria:- The bidders shall have to meet all the minimum criteria regarding:
- a. Financial Capacity
 - b. Technical Capacity comprising of personnel & equipment capability
 - c. Experience/Credential

SPECIAL TERMS OF CONTRACT

1. **Location :-** The whole premises known and termed as 'Karigari Bhawan' including open space garden, building, stairs and roof at Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

2. Scope of Work:

Maintenance of Existing Landscaping with seasonal flowers, foliage plants, Plantation, Indoor and Outdoor potted plants and cultivation of Organic Vegetable hedge with seasonal and perennial vegetables at Karigori Bhavan , Newtown, Rajarhat. Kolkata 700160 including Supply and all (Materials, Plants, Vegetable Seed) etc. all Complete for the tenure of 1 Year detailing below the works

1. Bush cutting within and outside the boundary of the Karigari Bhavan.
2. Cleaning of bushes , Rubbishes etc in and around the open area as and when required.
3. Tilling, fertilizing the gardens whenever required. (Only organic fertilizer can be used)
4. Watering Flower/plant Tubs at the chambers of Dignitaries and other places kept for beautification.
5. Maintenance of planters both inside and outside the building.
6. Watering the Plants and Flower/vegetable garden of the Building.
7. Shifting and reshuffling of Flower/plant planters at the chambers of Dignitaries frequently.
8. Total maintenance work of gardening during intervening period of Tender for gardening.
9. Other related works as the administration thinks fit for green beautification from time to time.
10. The Vendor has to supply all the seeds/plants/saplings/fertilizers(Organic)/ pesticides(if need be), gardening tools and other materials to keep the garden healthy and beautiful.

3.Submission of Bid:

The intending bidders shall have to deposit their rates in BOQ [Bill of Quantity] attached with Tender document for Online submission through digital signature. The vendor should be

registered agency and working in other Govt./ semi Govt /autonomous bodies for last 3 years. They should have a registered office in Kolkata. **The Vendors has to engage at least 20% of the people with skilling in Garden maintenance.**

Tender will be 2 Bid system. Technical bids will be submitted in the Folder of Technical bid Documents. The bid should be addressed to the CAO, WBSCT&VE&SD at above mentioned address on or before schedule date & time. No bid shall be accepted after the due date and time. Detailed NIT will be available at www.webscte.co.in & wbtennders.gov.in .Corrigendum and addendum, if any, will only be available in that websites.

Technical bids will be opened on the schedule date and Schedule time of Karigari Bhavan and financial bids will be opened after notifying the valid technical bidders in the website . Any participating bidder or his/her authorized representative (authorized in writing by the tenderer) may remain present when such tender paper is opened. For any queries, intended agency may contact the office through mail wbsctvesd.ted@yahoo.com.

4. Eligibility Criteria :-

- i. Self-Attested copy of Valid Trade License
- ii. Self-Attested copy of PAN Card of Company
- iii. Self-Attested copy of Professional Tax Clearance Certificate
- iv. Self-Attested copy of GST Registration Certificate.
- v. Credential of Similar Kind of Work
- vi. Submit document that the Vendor or the supervisor to be engaged with the work is trained in Urban gardening/ Forestry and/or landscaping and/or Roof top gardening.

5. An EMD amounting Rs.10,000/- (Rupees Ten Thousand) Only is to be submitted through online favouring WBSCT&VE&SD payable at Kolkata.

Successful bidder has to submit 5% of bid value as bank guarantee before issue of work order .The Council reserves the right to cancel any or all the tenders if so required without assigning any reason thereof.

6. Payment Criteria :- Payment will be made quarterly on submission of Bill.

7. Termination of Contract :-

i) The agency will not be entitled to withdraw the agreement without serving a notice of withdrawal to the tender inviting authority at least 3 Months in advanced.

ii) The tender inviting authority reserves the right to terminate the agreement any time without assigning any reason there on and even for non-performance of any clause mentioned in the tender document after serving a notice of 1 (one) month advance.

iii) During the period of the notice as explained in clause ii)above the contractor agency will be bound to carry on his duties and responsibilities as defined and explained in all the clause of "Scope of Work" failing which the, works will be assigned to the next lowest bidder at the cost of the defaulting contractor/agency without any further intimation/notice to him.

8. Penalty :- i) Penalty @ 10 % of the yearly bill value will be imposed if the company fail to maintain the garden Properly.

ii) 3 such failure would result in blacklisting of the company and debarring the agency from participating in any further tender of WBSCT&VE&SD.

9. Settlement of Dispute :- Any dispute arising in this regard will be settled under jurisdiction of Barasat Court, West Bengal.

10. Force Measure :-

If the performance as specified auction may be prevented, restricted, delayed or interfered by reason of:

Fire, explosion, cyclone, floods;

War revolution, acts of public enemies, blockage or embargo

Any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrictive trade practices or regulations;

Strikes, shutdowns or labor disputes which are not instigated for the purpose of avoiding obligations herein, or; Any other circumstances beyond the control of the party affected;

**Chief Administrative Officer,
WBSCT&VE&SD**

**Annexure- I
APPLICATION FORM**

To

The Chief Administrative Officer,
West Bengal State Council of Technical & Vocational Education & Skill Development.
Karigori Bhavan, 4th Floor,
Plot No. B/7, Action Area-III, Rajarhat, Newtown, Kolkata-700 160

Sub:- Notice Inviting Tender for Garden Maintenance of Created Landscaping & Plantation Work at Karigari Bhawan, Newtown-Raiarhat

Ref:- N.I.T. No vide Memo no. dated _____

Sir,

Having examined the pre-qualification documents , I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of ----- in the capacity of -----duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of Firms for Application and for completion of the contract documents is attached herewith.

We are interested in providing the personnel services mentioned in the Bill of Quantities.

We understand that:

(a) Tendering Authority can amend the scope & value of the contract bid under this project.

(b) Tendering Authority reserves the right to reject any/all applications without assigning any reason thereof.

RATES SHOULD BE QUOTED AS PER THE FOLLOWING TABLE

| Sl.No. | Description | No. of unit | Unit | Rates Offered in Rupees | Total Amount in Rs. |
|---------------|---|-----------------|------|-------------------------|---------------------|
| 1. | Cost of regular maintenance by watering, mowing of grass, grass cutting, removing of garbage, sweeping, pruning, hedge cutting forking of soil manuring raised of season flower in bed etc. Total Area = 3514.35 Sq.mt. | Month | 12 | | |
| 2. | Cost of Infilling of damaged greenery portion within entire landscaped area. | Lump sum | | | |
| 3. | Cost of special Maintenance of Existing Fruits Plants by watering, removing of grass, forking of soil, pruning & manuring etc complete. | month | 12 | | |
| 4. | Cost of engaging necessary garden accessories e.g. bushes cutter, Petrol, secateurs, kodal , khurpi etc. | Month | 12 | | |
| 5. | Cost of supply organic manure, insecticides, fungicides and growth hormones etc. including fuel charges for machines. | Month | 12 | | |
| 6. | Cost of creation season flower bed including supply of plants and necessary arrangements complete on contact | Times (Seasons) | 4 | | |
| 7. | Cost of supply decorative potted plants including loading-unloading and carriage up to the site on contact. | Nos. | 200 | | |
| 8. | Cost of supply 10" decorative ornamental pot for use of Indoor plants. | Nos. | 100 | | |
| 9. | Cost of Supply of Decorative ornamental Plate for use of ornamental plants. | Nos. | 100 | | |
| 10. | Cost of cleaning, painting Existing Earthen pot which are displaying of outside and inside of building. Approx over 400 No's Earthen potted plants | Month | 12 | | |
| 11. | Cost of regular maintenance by watering, removing of grass, pruning, forking of soil and manuring of Existing potted plants etc all complied over 400 No's Earthen potted plants. | Month | 12 | | |
| 12. | Cost of fair charges of 107 mini Truck for carriage of garbage from working site to NKDA garbage staking Zone (as per requirement) including loading, unloading, Driver & oil etc all complite. | Month | 12 | | |
| 13. | Cost of supply PVC pipe for watering purpose etc. 8 bundle. | Times | 2 | | |
| 14. | Cost of wages towards regular manpower to be deployed | | | | |
| | | Total (Rs.) | | | |
| | | Add GST 18% | | | |
| | | Subtotal | | | |
| RS in word: - | | | | | |

Date : _____

Signature of applicant including title & capacity in which application is made.