

**ODISHA ELECTRICITY REGULATORY COMMISSION  
PLOT NO. 4, CHUNOKOLI, SAILASHREE VIHAR,  
BHUBANESWAR – 751 021  
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**No.Adm/114/2016/624**

**Date: 02.05.2018**

**NOTICE INVITING TENDER**

Odisha Electricity Regulatory Commission (OERC) invites sealed tenders for providing service towards maintenance of lawn, garden in its Office Complex at Chandrasekharpur, Bhubaneswar. Details of the tender are available on OERC's website [www.oriarc.org](http://www.oriarc.org). The last date of submission is 1400 hrs on 15.05.2018 at office of OERC.

Sd/-

**SECRETARY**

## NOTICE INVITING TENDER

Secretary, Odisha Electricity Regulatory Commission [OERC] invites sealed tenders from the service providers for providing service towards maintenance and development of lawn, garden in its Office Complex at Sailashree Vihar, Chandrasekharpur, Bhubaneswar. Details of tenders are as under:

a	Name of the work	Maintenance & development of lawn and garden in OERC office complex at Chandrasekharpur, Bhubaneswar.
b.	Earnest money deposit (Refundable)	2,000 /-(Two Thousand only)
c.	Security deposit	5% of the accepted tendered amount.
d.	Tender document	Can be downloaded from OERC's website, <a href="http://www.orierc.org">www.orierc.org</a>
e.	Pre-bid meeting of the venders	Dt- 10/05/2018 at 16.00 Hrs. at OERC, Plot No. – 4, Chunokoli, Sailashree Vihar, Bhubaneswar – 751021
f.	Last date & time of receipt of tender	Dt – 15/05/2018 at 14.00 Hrs.
g.	Address at which the tenders are to be submitted:	Secretary, OERC, Plot No. – 4, Chunokoli, Sailashree Vihar, Chandrasekharpur, Bhubaneswar – 751021
h	Date & time of opening tenders:	Dt- 15/05/2018 at 16.00 Hrs
i.	Place of opening tenders:	OERC, Plot No. – 4, Chunokoli, Sailashree Vihar, Chandrasekharpur, Bhubaneswar – 751021
j	Validity of offer.	2 (Two ) months from the opening of price bid.

**Eligibility of the bidder :-** The Service Provider should have carried out at least two works of similar nature in last 3 financial years. It should have an office in Bhubaneswar / Cuttack and should have average turnover Rs.2 lakh in last 3 years and the income tax clearances and GSTN No.

Any technical clarification regarding the tender paper may be clarified from OERC, Bhubaneswar. In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time. Odisha Electricity Regulatory Commission has the right to accept/ reject any / all tenders without assigning any reason thereof.

Sd/-  
SECRETARY  
OERC, Bhubaneswar

## TENDERER'S PROFILE

(To be filled in & returned with the documents)

1.	Full Name of the Firm (In Capital letters)	
2.	Firm Address	
3.	Telephone No	Office:-  Residence:-  Mobile :-  Fax No :-
4.	Name / Names of Proprietors Partners / Directors.	
5.	Registration certificate under GST Act must be furnished	
6.	Income Tax account number / PAN Number (Last Income Tax Clearance certificate to be attached)	
7.	Details of similar past work and experience of similar nature. (Certificate from the past employer should be enclosed)	

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

**Signature of the Bidder**

## **Maintenance & Development of Lawn & Garden**

### Terms & Conditions

1. Interested Agencies / Tenderers willing to participate in the development & maintenance & development of lawn, gardens in the premises of new OERC Office Complex at Sailashree Vihar, Bhubaneswar, are requested to visit the site & make themselves acquainted before quoting the rate. If necessary they may discuss with the concerned officer/ consultant before submission of application.
2. The undersigned has right to accept / reject the offer without assigning any reasons.
3. The successful tenderer hence forth called as Service Provider will be issued work order for development and Maintenance of existing lawn & garden, which has to start within 7 days of issue of work order.
4. The period of maintenance of existing lawn & garden in OERC Office Complex at Sailashree Vihar, Bhubaneswar is for a period of one year, renewable further for the like period or any other period on satisfactory performance.
5. The Service Provider should work as per the direction of OSD(P&A) of OERC throughout the period of Development & Maintenance.
6. The Service Provider will replace with new plants/ grass patches in case of casualties at his own cost & risk.
7. Maintenance of lawn includes irrigation, weeding, mowing, top dressing twice a year i.e. 1<sup>ST</sup> week of October & April with a mixture of soil, compost & sand at equal proportion. Fertilizer & pesticides should be applied whenever necessary & advised. Cleaning & Weeding of all types of Plants & Bushes in the premises will have to be done on regular basis.
8. Maintenance of Plants, Seasonal & Perennial flower beds include irrigation, weeding, staking, pruning, trimming & manuring etc.
9. The Service Provider will provide required manpower atleast for 26 days in a month & sufficient quantities of T & P like hose pipe, lawn mower, staking materials, Secateurs, Knife, Hedge sear, bamboo baskets etc. for satisfactory & timely execution of the work.
10. Water & Electric points have been provided by OERC at convenient places will be used for watering & lawn mowing respectively.

11. There should be planting of seasonal flowers thrice in a year i.e. during winter, summer & rainy season as per directions of OSD(P&A).
12. 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.
13. The Service Provider is requested to quote the unit rates in figures & words, of all the items in the original tender documents with seal & signature on each paper. No overwriting will be accepted.
14. The items of work which has not been covered in the tender document can be supplied by the Service Provider on negotiation of rates.
15. Supply / lifting of any type of materials related to the development & maintenance of garden will have to be signed by the security & garden in charge.
16. Selected agency should have adequate arrangements for providing unskilled manpower for misc. works in the campus/inside the building, at one day's notice, chargeable at minimum wages of Govt. of Odisha.
17. Preference will be given to the firms having own nurseries at Bhubaneswar.
18. The following documents in support of his / their expertise in the field garden maintenance may be attached.
  - (i) Annual turnover of last 3 (Three) years as per Audit Report. (Balance Sheet to be attached)
  - (ii) Name of the organizations with whom worked.
19. Copies of the Income tax certificate, Provident fund, ESI Registration, Labour license No. & registration certificate under GST Act are to be attached.
20. 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 violation of these laws.
21. The activities of the firm will be reviewed by OSD(P&A)/Authorised Officer. As per his recommendation due action will be taken for cancellation or continuation of the contract.

**Sd/-**  
**Secretary, OERC**

## TENDER BIDDING

### Maintenance of Existing Lawn & Garden and Seasonal Flowers

Sl.No.	Description of work(*)	No of persons/ Qty	Rate (Rs)	ESI and EPF	Rate including ESI and EPF	No. of working days	Total Cost
1	Labour charges on daily basis .						
2	Extra 4 labours for 2 days on fortnightly basis.						
3	Seasonal flower (3 seasons) 500 nos in each season.						
4	Manure, pesticides fertiliser etc per plant						
5	Manure, pesticides fertiliser etc for Lawn						
6	Charges for lawn cutting Machine, Tools, Transport etc						
7	<b>Total</b>						
8	Service charges (10%)						
9	<b>Total</b>						
10	GST (18%)						
11	<b>Grand Total</b>						
12	<b>Re-lawn of front portion of Building(Apprx 1300 sqft) only with Zyosia grass</b>						

#### **Note on Description of work : (\*)**

- Maintenance of lawn: Regular watering, mowing at regular interval, weeding, top dressing twice a year with soil & compost (4:1) - April & October, PP Chemicals & anti-termite chemicals, fungicides etc.
- Maintenance of Shrubs, fruit tree (new), specimen plants, hedges etc.: Hoeing, weeding, manuring, around base of each plant, pruning, trimming wherever & whenever required or as advised. Besides regular watering is to be ensured.
- Flower Beds (100 sq. mtr.) : Flower beds of 100 sq. mtr. is to be maintained by planning 3 seasons in an year (summer, rainy & winter)
- **Total lawn area in the OERC building premises – 1100 square meter**

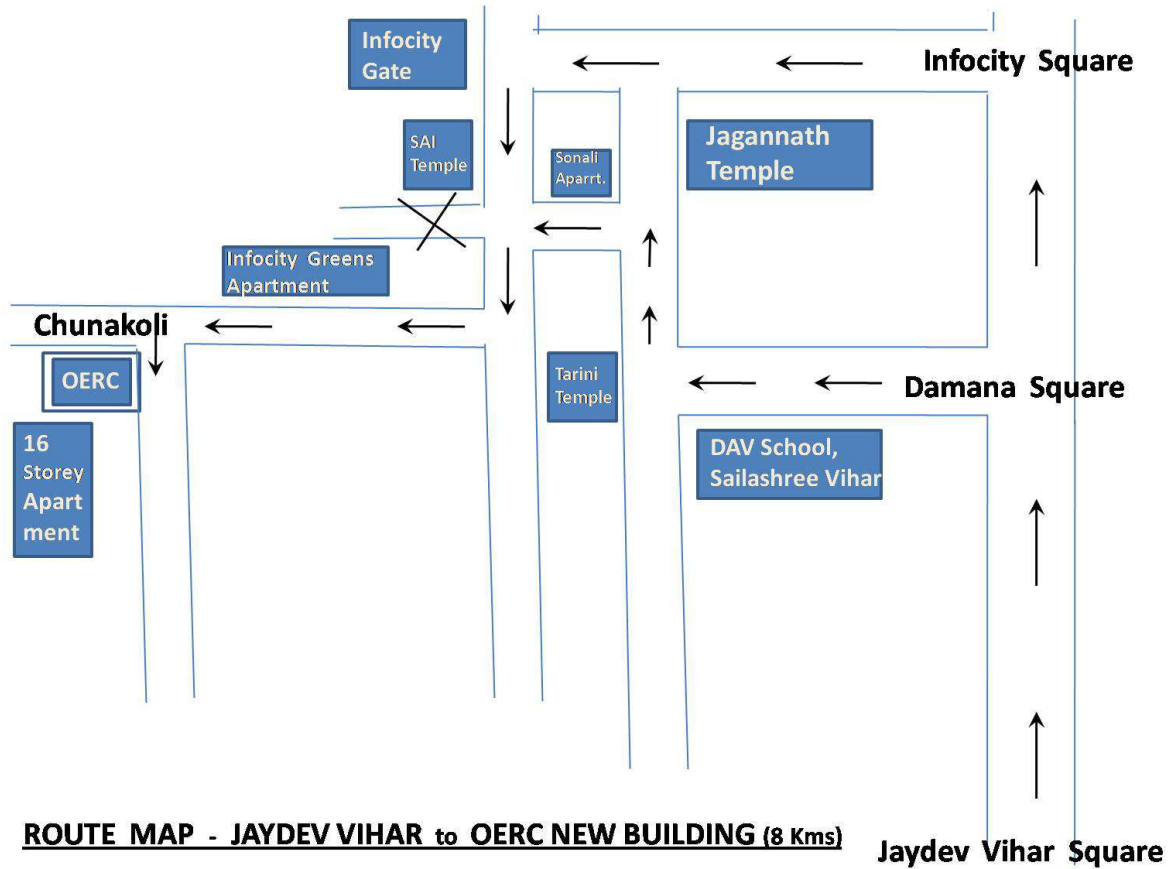
Signature of the Bidder

## **General Terms and Conditions**

1. The firm should be registered under GST-ACT.
2. Attested copies of valid GST Certificate should be furnished along with the tender paper.
3. Rs. 2,000/- (Rupees Two thousand only) as EMD in shape of Bank Draft / Banker's Cheque favouring '**OERC FUND**' should be submitted along with the tender paper. The EMD deposited along with the tender documents will be refunded to the unsuccessful tenderers soon after completion / finalization of the tendering process.
4. The authorization letters, if any, are to be enclosed in the tender with due attestation.
5. The quoted rate will be inclusive of all Taxes.
6. No conditional tender will be accepted by the authority from the tenderers.
7. No advance payment will be made to the party after acceptance of tender or execution of order.
8. Delivery of the items should be made in the office of the Secretary, Odisha Electricity Regulatory Commission, Bhubaneswar, after getting proper requisition order within a day or two and minimum 1 day well in advance.
9. Selection of items will be followed after screening by the purchase committee of the OERC
10. Original documents are to be produced for verification by the members of the committee.
11. If any information/document furnished by the tenderers with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof
12. It is the responsibility of the tenders for timely delivery of the articles to the OERC, Bhubaneswar at their own cost.
13. The tenderers should furnish in a sealed cover duly super scribed as "TENDER FOR GARDEN MAINTENANCE".
14. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
15. The undersigned/committee reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The undersigned/committee is not bound to accept the lowest rates.
16. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
17. All pages of the bid are to be signed & stamped by the tenderer.
18. Selection of the items will be followed on finalization of samples whenever is necessary.
19. The duly filled in Tender's Profile as enclosed is to be submitted along with tender.
20. For any services / supply, the firm / organization should not have been blacklisted by any Government organization. If found later on, the action deemed fit, will be initiated against the firm as per the law.

21. The Secretary reserves the rights to terminate the contract at any time without notice if the supplier / firm fails to make the supply/provide service within the specified time or in accordance with the specifications & samples.

22. The Route map for the OERC's office complex is given below.



Sd/-  
Secretary