

No.37/2/2017-FFD  
Government of India  
Directorate of Film Festivals, Ministry of I & B

**NOTICE INVITING TENDER FOR** Hiring of Horticulture Services in Directorate of Film Festivals, Office premises/Sirifort Auditorium complex.

The office of the Directorate of Film Festivals, Ministry of Information & Broadcasting, Sirifort Auditorium Complex August Kranati Marg, New Delhi -110049 invites on-line tender through Central Public Procurement Portal (CPPP) for Hiring of Horticulture Services in Directorate of Film Festivals, Office premises/Sirifort Auditorium complex.

Details of Horticulture work Services

<b>S. No.</b>	<b>Nature of Work</b>	<b>No of persons</b>
1.	Helper (Male)  (Number of person will be increased and decreased according to the work)	06
2	Supervisor	01

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**Subject:** Hiring of Horticulture Services in Directorate of Film Festivals, Office premises/ Sirifort Auditorium complex.

Directorate of Film Festivals (DFF), invites on-line tender through **Central Public Procurement Portal (CPPP)** for Hiring of Horticulture Services in Directorate of Film Festivals, Office premises/Sirifort Auditorium complex. The tender document can also be downloaded from DFF website [www.dff.nic.in](http://www.dff.nic.in)

The tenders duly filled in can be uploaded to **Central Public Procurement Portal (CPPP)** up to **3.00 PM on 18/12/2017 which will be opened on 18/12/2017 at 4.00 PM** at Directorate of Film Festivals, Siri Fort Complex, August Kranti Marg, New Delhi in the presence of the Tenderers, desirous to be present.

The Tenderers should submit the Tenders along with EMD amounting to Rs.16000/- (Rupees sixteen thousand only) should be submitted at Directorate of Film Festivals (DFF), Sirifort Auditorium Complex, August Kranti Marg, New Delhi-110049 in form of DD/Pay in favor of **PAY & ACCOUNTS OFFCER (MS), MINISTRY OF I & B, NEW DELHI** before closing the 3.00 PM on 18/12/2017. A scanned copy of DD must be uploaded along with bid documents

## **I INTRODUCTION**

**The Directorate of Film Festivals Ministry of I&B Govt. of India is an organization that initiates and presents the National Film Awards and the Indian Panorama, other film festivals in India and abroad Although the Directorate helps appoint members of the jury panels each year, it has no input on which films are selected for consideration and which films ultimately win awards at the various functions it initiates.**

## **II Tender description,**

### **TERMS & CONDITIONS AND ELIGIBILITY CRITERIA**

- 1. The bidder should have minimum last three years of experience in providing Horticulture Works Services to various organization like Government office/Public sector undertaking office etc. self attested copies of agreement /work order such departments shall be provided as documentary evidence. The work order along with satisfactory certificate for three year from the Department is mandatory.**
- 2. The bidder must have ESI registration, EPF Registration. They must also have goods and service tax Registration. Copies of registration certificates shall be provided.**
- 3. The bidder should be registered with concerned authorities of labour Department under contract Labour (R&A) Act 1970 and Delhi Works contract ACT (wherever applicable)**
- 4. The bidder must have obtained Permanent Account Number(PAN) under income Tax ACT 1961. Copy of PAN shall be provided.**
- 5. Within one month from the date of awarding the contract the successful bidder shall obtain a license under the contract labour (R&A) ACT.1970**
- 6. The Agency should have submitted a copy of registration of GST etc.**
- 7. Copy of the last 3 year income tax Return**

**V. JOB DESCRIPTION: The job description of Sirifort Auditorium complex will be as under:**

- (i) Maintenance of the existing lawns/parks/open areas**
- (ii) Maintenance & development of flower beds of various kinds.**
- (iii) Maintenance & shaping of Exotic plants.**
- (iv) Maintenance of flower pots (approximate 1000 Nos.)**
- (v) Maintenance & development of the Nursery.**
- (vi) Maintaining & cutting of Hedges fortnightly.**
- (vii) Plantation of trees & special plants, seasonal flowers**
- (viii) Development of 1 Rock Garden/Landscaping.**
- (ix) Development of new lawns/parks.**
- (x) Removal of dead leaves shrubs & grass from roads, pavements & walk ways, roof top etc. fortnightly or earlier during rainy season.**
- (xi) Development of potted plants on the row.**
- (xii) Rimming of existing trees as and when required.**
- (xiii) Other Miscellaneous work.**

## **III DUTIES & RESPONSIBILITIES AND RELATED ISSUES**

- (i) The Agency will indemnify the property of the Directorate against theft, loss, pilferage and fire from the areas entrusted to its control and shall be responsible for all such losses
- (ii) Daily list of Supervisors and Workers on duty should be provided to the Directorate.
- (iii) The directorate reserves the right to increase or decrease the number of Horticulture workers deployed as per need, without assigning any reasons. The contractor shall be under obligation to provide the additional manpower.
- (iv) Changing of Supervisor/Workers should be intimated in writing to the Dy. Director (Admn) in advance. The non –compliance will invite a penalty of Rs. 2000(two thousand only) on each occasion. In the event of frequent non-compliance, the directorate shall be at liberty to terminate the contract.

#### **IV- Scope of Work**

The scope of work shall include the maintenance and upkeep of all the areas/places as specified hereunder but not limited to:

##### **(i) Maintenance of Lawn Area:**

- a. The maintenance of lawns includes cutting, dressing, checking, and mowing of lawns. Further work includes weeding, trimming and pruning of grass. Manures, fertilizers, to be given and sprays of insecticides, pesticides, fungicides, weedicides will be provided at definite intervals.
- b. Sweeping and watering of lawns and other works related to horticulture as per need from time to time.
- c. All the lawn areas have to be uniformly mowed at regular intervals (at least once in a month or as and when required).
- d. It has to be ensured by the Contractor for making lawn area completely free from weeds, before beginning the mowing operation.
- e. The grass cut have to be disposed of outside Directorate campus at the Contractor's cost.
- f. Fertilizers/ Chemicals (such as anti termites) have to be applied uniformly at the recommended dosage or as per the instructions to control diseases.
- g. The grass has to be checked regularly in order to ensure that the lawn is completely free from insects, pests, termites, etc. which may harm the lawn.
- h. Healthy growth of grass and plants needs to be ensured at all times.
- i. **Planted Trees Upkeep:** Planted trees include avenue trees and other trees newly planted within landscaped areas/along the road sides which need to be maintained properly.
- (ii) **Shrubs/Plants** (including those kept in the Sirifort's nursery): All shrubs/plants planted as part of landscape including plants in the nursery maintained in the Campus. The same is to be cut/ pruned as and when required or directed by the Directorate of Film Festivals authority to the Supervisor.

- (iii) **Ground Covers** (including those kept in the Siri fort's nursery): All ground covers planted as part of landscape to be maintained and wherever decayed/withered away should be replaced with. The same is to be cut/pruned as and when required or directed by the Dte. Of Film Festivals authority to the Supervisor.
- (iv) **Indoor Plants** (including those kept in the Sirifort's nursery): All indoor plants within buildings, to be maintained and wherever decayed/ withered away should be replaced with.
- (v) **Hedges along the road side/other areas:** Hedges along all the road sides of the Sirifort Complex and those planted as part of landscape should be maintained and wherever decayed/withered away should be replaced with. The same is to be cut /pruned as and when required or directed by the Siri fort officer in charge.
- (vi) Cleaning pebbles of moss, dust etc. spread over different locations: Cleaning pebbles of moss, dust etc. spread over different locations in the proximity of buildings.
- (vii) **Cutting and pruning of any grass/weeds out side in the Campus:**
- (viii) **Trimming of branches of trees as required:** The branches of trees are required to be trimmed at times/as and when required **along all the road sides of the Campus which hinder free vehicle traffic.**
- (ix) **Pathways in the Lawn Areas:** All concrete pavements in the Sirifort complex lawn areas should be maintained in such a way that no vegetation should be grown over the precast concrete interlocking pavers. However, grass pavers should be having grass duly cut/pruned along with the lawns.
- (x) **Potted Plants:** All the potted plants in the Campus area including those in the Nursery is to be maintained, damaged or broken pots need to be replaced with similar item by the contractor. Watering, manuring, keeping proper height / symmetry of the plants in the pot, re-potting of plants will be required. The pots should be neatly painted in red snocem colour at least once in three months or on important occasions such as Indian Panorama screening, National Film Award Film Festival, and any other Min. of I&B function, visit of ministers/dignitaries as instructed by the representatives of the DFF to the Supervisor.
- (xi) **Maintenance of Horticulture Nursery.** The contractor has to maintain the horticulture nursery and potted plants therein by doing all horticultural operations like weeding, hoeing, watering, mixing of manure and fertilizer including application of plant tool, spraying of insecticides, pesticides, fungicides, etc and preparation of seedlings by sowing of seeds, bulbs, rhizomes, cuttings, grafting, layering, gootying, etc and plantation of seedlings in pots and shifting of potted plants as and when required for replacement at various places in the Campus or as instructed by the representative of the DFF.

**(xiii) Miscellaneous:**

- (b) All other landscaping maintenance works which are not specifically mentioned in the tender document but are relevant as per the standard horticultural practices shall be carried out as instructed by the DFF to the Supervisor.
- (c) All the landscaped areas have to be kept clean from dried & decayed materials and other unwanted materials.
- (d) The landscaped areas should be kept free from weeds, wild grasses other unwanted growth and other foreign growths by rooting them out.
- (e) The scope of work enumerated above is not exhaustive but indicative.

**(xiv)** Following are the tentative description of the work:

Sl. No.	Description of Workload
1.	Maintenance of lawns
2.	Maintenance of open space/lawns
3.	Maintenance of hedge
4.	Maintenance of potted plants
5.	Maintenance of trees below 4 years
6.	Maintenance of trees over 4 years
7.	Removal of Malwa/Scrap/Leaves of Trees etc. as per the actual basis

**(xv)** Technical specification for Horticulture Work General

Type of grasses planted in the lawn areas: **Approximate area 3.0 acres** - Carpet grass

(B) Plant categories

(1) Trees (2) Shrubs (3) Flowering Plants (4) Foliage/Ornamental Plants (5) Ground Covers

Types of Hedge to be planted

Variety of seasonal Flowers

Types of flower beds in lawns

**V- IMPORTANT NOTE:**

Bidder should ensure that the following documents are part of the TECHNICAL BID

1. Annexure-1 (dully filled in )
2. Copy of PAN CARD
3. Copy of Goods and Service Tax Registration Certificate;
4. Copy of Registration certificate with EPF
5. Copy of Registration certificate ESI
6. Any other proof required in the tender document.
7. Tender Document(all pages signed with seal)
8. EMD(Rs,16000/-) 2% of total estimate cost of the tender Rs.8.00lakh In favor of PAY 7 ACCOUNTS OFFICE (MS) Ministry of I&B, New Delhi;
9. Annual turnover Rs.10.00lakh.
10. Service provider/agency will have valid registration certificate including registration with labour Department and requirement of minimum annual turnover.

## **VI. FINANCIAL BID:**

- A) Duly filled in Annexure II and its enclosure.
- B) In case it is found that any agency submitted the fake documents in his tender his EMD will be forfeited.
- C) All columns (PF, ESI, Goods and services Taxes etc. and Services charges of the firm) should be filled should be filled up by the tenderer. If a firm quotes NIL. Charges the bid shall be treated as unresponsive and will not be considered.
- D) The agency should clearly mention the total working hours in a day for which the rate is quoted a rate thus quoted should not be less than the minimum wage at the prevailing rate as fixed under the Minimum wages Acts. Prescribed by the NCT of Delhi Government.

**Rates and Prices:** the bidders shall quote their rates for personnel to be employed per months (in both words and figures) in **Financial Bid**.

## **VII. SPECIAL TENDER TERMS AND CONDITIONS**

- (i) The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
- (ii) The contractor shall abide by and comply with all the relevant laws and statutory requirements like Minimum Wages Act, Payment of Wages Act, Contract Labour (Regulation & Abolition) Act, 1970, EPF Act etc. with regard to the personnel engaged by him for providing the services in question. It will be the responsibility of the contractor to provide details of manpower deployed by him, to the institute and the authorities prescribed in the relevant laws and Rules. Relevant forms of EPF for each worker will have to be submitted to the Directorate for information.
- (iii) The tenderer shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same.
- (iv) The tenderer shall be responsible for the conduct and behavior of its workers employed by the agency.
- (v) The DFF shall have the right, to have any person removed who is considered unacceptable due to the reasons of security, efficiency etc. Similarly contractor reserves the right to change the staff with prior intimation to the Directorate.
- (vi) The Directorate shall not be responsible for any compensation, which may be required to be paid to the worker(s) of the tenderer consequent upon any injury/mishap.
- (vii) The earnest money of the tenderers whose tender are not accepted will be refunded after the tender has been finalized.
- (viii) The earnest money of the successful tenderer will be refunded after the bank guarantee is furnished. The successful bidder will have to furnish bank guarantee/Demand Draft/FDR of an amount of Rs. 80,000/- (Rupees Eighty thousand) with validity of sixty days beyond the date of contract period.

- (ix) The successful tenderer will have to sign an agreement with the Directorate on a non-judicial stamp paper of **Rs.100/-** before taking over the contract.
- (x) The Supervisors shall be paid wages applicable to Semi-Skilled category. Workers will be paid wages applicable to unskilled category.
- (xi) **DIRECTORATE OF FILM FESTIVALS RESERVES THE RIGHT TO ACCEPT OR REJECT ANY/ALL TENDER(S) WITHOUT ASSIGNING ANY REASON.**
- (xii) Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of the bid, in addition to other punitive measures.
- (xiii) On termination/expiry of the contract, the Horticulture Agency will immediately remove all its personnel from the premises of the DFF and handover premises to the designated officer of the Institute as per norms.
- (xiv) If it becomes necessary to effect any amendments/ additions/ deletions to the terms and conditions, the same shall be published on the website of the Institute, before the expiry of the deadline of the tender.
- (xv) The agency shall deploy 6 workers & 1 supervisor from Monday to Saturday and 4 workers and 1 supervisor on Sunday. This number may change as per requirement of the Directorate of Film Festivals.
- (xvi) The officers authorized by Directorate, including will conduct surprise checks. If any deficiencies/violations of the terms and conditions are noted during the surprise checks, a penalty of Rs. 2,000/- per day (the day of surprise check) shall be imposed on the contractor. If deficiencies/violations are noted for more than three occasions, the contract shall be liable to be terminated.

In case of company, firm or agency the PAN card has to be in the name of the company, firm or agency. However in case of a sole proprietorship firm, the PAN card can either be in the name of the firm or its sole proprietor. Minimum average Annual turnover of agency should be minimum ten lacs per year ( Rs. 10,00,000) during the last three financial years; The company must submit last 3years income tax return along with tender document.

Self attested copy of valid Registration certificate registered under any incorporation/ registrar office of Central Government./ State government/ Union territory or any other authority established under Govt. rules.

The company should have been in existence for more than three years and should have its registered office in Delhi or NCR. only. In case Horticulture agency is blacklisted by any government organization, the Tender will be rejected.



### **VIII -MINIMUM TOOLS AND EQUIPMENTS REQUIRED**

Following minimum equipment will be required for horticulture work at Sirifort Auditorium Complex:

- (i) Powered Lawn Mower-2 Nos.
- (ii) Manual lawn mowers-2 Nos.
- (iii) Grass Cutters-4 Nos.
- (iv) Hedge Shears-5 Nos. (2 Nos. powered & 3 Nos. manual operated)
- (v) Scoffer-8 Nos.
- (vi) Khurpi-18 Nos.
- (vii) Spray Pumps-4 Nos (minimum) with electric make of 4 HP.Baskets-10 Nos.
- (viii) Patti-10 Nos.
- (ix) Engine operating grass cutting machine – 2 Nos.
- (x) Water motor pumps of 2 HP – 2 Nos (with the two set of water pipe & sprinklers)
- (xi) Rikshaw for garbage- 2 Nos.
- (xii) Water piped for watering purpose

Any other equipment need to be arranged **by the agency** as per requirement from time to time as per Instructions of Directorate of Film Festivals and Maintenance Officer. The bidder is expected to thoroughly examine all instructions, Forms, Terms and conditions in the tender document or submission of a tender not substantially responsive to the tender document will be at the bidder's risk and may result in rejection of his bid.

**IX- PERFORMANCE GUARANTEE:** The successful bidder has to submit 10% of the value of contract and with a validity period of 60 days beyond the completion of contractual obligations of the supplier. Performance guarantee deposit in the form of Bank Guarantee form a Nationalized Ban/ Fixed Deposit receipt before awarding contract. The performance guarantee shall be released to the selected bidder within one month from the completion of the contract period.

### **X - Duration of contract:-**

The contract will be in force for a period of 12 month from the commencement of contract which will be declared on completion of tender process. However, three months from the date of award of contract will be treated as probation period and if the performance of the contractor is not satisfactory during the period of probation, the services of the contractor will be terminated without further notice. This office reserves the right to extend the duration of the contract for further period on one year subject to the satisfactory performance if agreed mutually as per the terms & conditions. However the contract shall be annually increased by 10% the contract can be terminated by giving full 3months notice by either side.

## **XI. DISPUTE RESOLUTION**

Any dispute arising out of the terms of this contract on the interpretation of any clause herein shall be settled by mutual discussions between the Nominated authorities of the DFF and the authorized representatives of the agency.

The Director, DFF, will be final authority in resolving such disputes and his decision will be binding on the Agency. In case the Director decision as refer to in clause no.2 is challenged the dispute will be referred to arbitration. Any dispute arising out of the contract agreement shall come under the jurisdiction of the Hon. Courts in Delhi.

## **XII. JURISDICTION OF COURT**

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all Disputes, if any, arising out of the agreement between the parties.

## **XIII. BRIEFING TO SUCCESSFUL BIDDER**

On acceptance of the offer the contractor will be invited for detailed briefing by the Directorate of Film Festivals to take over charge from the previous agency.

## **XIV. SELECTION OF THE AGENCY FOR ANNUAL CONTRACT OF HORTICULTURE SERVICES IN SIRIFORT AUDITORIUM COMPLEX**

- (i) While selecting the contractor, due consideration will be given to Work experience Certificates and Site visit report submitted by the Committee constituted by the Director.**
- (ii) The final selection of the agency would be made after taking into account all relevant and other terms and conditions specified in the Tender Document. Mere Lowest factors like past performance, credentials, responsible business practices, competency to execute such contracts, credentials of fulfillment of provisions of labour laws with past contract rate is not the sole criterion of selection.
- (iii) The Directorate will appreciate if a bidder proposes to charge a reasonable sum as service charges. But the non-payment of prescribed minimum wages and the statutory dues is not acceptable. The firms which do not pay the prescribed minimum wages to employees and complying with the statutory requirements like the payment of EPF/ESI contribution etc. are not eligible.
- (iv) Tender submitted by the bidders will be examined by the Directorate's Technical Evaluation Committee. Further Site visit committee of the Directorate will visit the present site of technically qualified bidders. Price bids will be opened of only those bidders who qualify in technical bids.

## **XV - PAYMENT CONDITIONS**

- (i) The bidder/contractor shall make the payment to its employees as per the minimum wages act in force in the National Capital Territory of Delhi from time to time. The payment to contractual employees shall have to be made directly with under intimation to DFF.

The payment to the contractual employees should be made by ECS/Account Payee Cheque or cash by the 7<sup>th</sup> day of the month, following the month for which wages are to be paid. The payment of statutory contributions like EPF and ESI should be made to the concerned authority within the prescribed time-limit. After making the payment to the contractual employees, the contractor shall submit the bill to DFF latest by the 10<sup>th</sup> day of the month following the month for which wages are paid. The Directorate shall make payment to the contractor as far as possible within fifteen days of the receipt of the bill complete in all respects. If the contractor fails to make the payment by the date mentioned here, the directorate shall be at liberty to make the payment to the workers on its own (including supervisors). In that case the directorate shall make deduction of the amount paid to the workers from the bill or other dues of the contractor.

- (ii) It shall be the duty of the contractor to get EPF and ESI code number allotted to the employees and deposit the employees' contribution alongwith the employer's contribution within the prescribed time limit. If the contractor fails to remit employee/employer's contribution towards EPF and ESI within the stipulated time, the directorate shall be at liberty to cancel the contract.
- (iii) If any penalty is imposed on the directorate or its officer (s) or the directorate is directed to make any payment, by any Govt. authority including the Labour Authorities, due to non-compliance by the contractor with any provisions of the law, the amount of the penalty shall be recovered from the bills, EMD and/or performance security submitted by the contractor. The contractor shall also be under obligation to pay to the directorate the amount paid by the directorate due to violation of laws/rules by the contractor, within 15 days of the receipt of communication of the directorate demanding the payment.
- (iv) The agency shall submit to the directorate copies of returns submitted to the ESIC/EPFO from time to time.
- (v) If as a result of post audit any overpayment is detected to the contractor, it shall be recovered by the directorate from the bills, EMD and/or performance security etc. The contractor shall also be under obligation to refund to the directorate any amount received from the Directorate, which is found to be an overpayment, by the audit, within 15 days of the receipt of communication of the directorate demanding the refund.
- (vi) The successful bidder will be required to submit the details of ESI, EPF and police verification of the workers deployed by them, within two months from date of award of the tender. Police Verification of the workers will be the sole responsibility of the agency.

The Directorate will deduct T.D.S. from the monthly payment made to the agency as per rules.

**XVI- PROCEDURE OF TENDER SUBMISSION**

- (i) The bidder should submit the prescribed documents as per technical bid. The tenderers should submit the tenders online through CPPP up to 3.00pm on 18/12/2017 which will be opened on 18/12/2017 at 4.00pm at Directorate of Film Festivals, Sirifort Auditorium Complex, New Delhi.

The EMD of Rs. 16000/-(Rupees sixteen thousand only) should be submitted at DFF, Sirifort Auditorium Complex in form of DD/Pay order in favour PAO(MS)Ministry of I&B, New Delhi before **3.00 PM on 18.12.2017**. A scanned copy of DD must be uploaded along with bid documents.

- (ii) The Tender will be opened by the committee at **4.00 PM on 18.12.2017** in the presence of available bidder or their Representatives.
- (iii) Validity of the bid will be three months from the closing date of the tender.

## Annexure I

### FINANCIAL BID DOCUMENT

Performa of price BID for contract of Horticulture services to be provided to Directorate of Film Festivals Min. of I&B , Sirifort Auditorium complex New Delhi.

1. Name of the Agency-----
2. Address (with tel. No. Fax No. -----Name of the official/ Location for which-----  
-----

3. Rates Quoted

Sl. No.	Nature of Horticulture work	Rate per month per person with ESI, EPF, GST, Service Charges of contractor.	Extra Hours rate per hour

(Signature of Tenderer with seal)

Name \_\_\_\_\_

Seal \_\_\_\_\_

## Annexure-II

Name of the work: Supply of Material required for Horticulture service in the Sirifort Auditorium Complex However, the payment will be made to the agency **as per actual**.

Sl. No.	Description	Unit	Qty (Approx.)	Rate (Rs)	Amount
1.	Manure (Okla Khad/Gobar Khad),	Cum			
2.	Good Earth	Cum			
3.	Fertilizer	Kg.	1		
4.	Fungicide	Ltr.	1		
5.	Weedicide	Ltr.	1		
6.	Insecticides/pesticides	Ltr.	1		
7.	Ant termite chemicals	Ltr.	1		
B.	Planting Material seeds (Annual) for Winter session (At least 10-15 different varieties)				
a.	Summer session (At least 10-15 different varieties)	Pkt.	1		
b.	Rainy session (At least 10-15 different varieties)	Pkt.	1		
c.	Sapling (perennial shrubs) (At least 10-15 different varieties)	Pkt.	1		
d.	Bulbs , Rhizomes, corms etc.	Sapling	1		
	FLOWER PLANT				
D	1. Rose Plants different colours (Two feet height), Mogra, Havicus chandni,Guldabri,Chemeli,Sadab ahar, kuchia, Fatula, Haveliya, Karandola,, Flox, Antreman, Pitonia,dentus.	Each No.	1		
	2.Gudhal plants of different colours (two feet height)	No.	1		
E.	Flower Pot (make-soil) A. 12 inch B. 15inch C. 20 inch	No. No. No.	1 1 1		
F.	Carpet Grass ( selection)	Sq. ft.	1		
G.	Palm tree	No.	1		
H.	Arica palm	No.	1		
I.	Hedge Plant CLERODENDRONE ENERMI	No.	1		
J.	Hedge Plant	No.	1		
K.	DURANTA GOLDEN	No.	1		
L.	HEDGE PLANT	No.	1		
M.	MURRYA	No.	1		
N.	Removal of malba/ Scrap/ leaves of trees etc. per truck (standard Dumper Size)	Standard dumper	1		
	Grand Total				

Signature of the authorized representative of the Bidder

Mobile No. Telephone no./Email ID-----

## CHECK-LIST (TECHNICAL BID)

### SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl. No	Description of requirement	Yes/No	Page No.
1	Self Attested Copy of Valid License No. under Contract Labour (R&A Act 1970)	Yes/No	
2	Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA	Yes/No	
3	Registration certificate of provident fund commissioner enclosed PF registration code allotted by the Regional Provident Fund Commissioner, Govt. of NCT of Delhi	Yes/No	
4	Copy of Registration certificate/allotment letter of service tax number	Yes/No	
5	Copy of Registration Certificate/allotment letter PAN from Income Tax Department	Yes/No	
6	Registration certificate of ESI enclosed	Yes/No	
7	Proforma containing details of other organization where such contracts were/are undertaken (attach supportive documents)	Yes/No	
8.	DD of Rs. 16,000/- as EMD in favor of Pay & Accounts Officer (MS) Ministry of I&B, New Delhi, 2% of estimated cost Rs.800000/- per year	Yes/No	
9	Price bid proforma completed & sealed in separate envelope	Yes/No	
10	List of Arbitration cases (if applicable) Do not leave it blank. If there are no Such cases, write "Not Applicable".	Yes/No/Not Applicable	
11	Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for deployment at CL	Yes/No	
12	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	Yes/No	
13	Copy of last income tax return	Yes/No	
14	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contracts.	Yes/No	
15	Office address is NCT of Delhi	Yes/No	
16	At least two currently valid contracts for similar work	Yes/No	

#### Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

- Encls: 1. DD/Pay Order No.....  
 2. Terms & Conditions (each page must be signed and sealed)  
 3. Financial Bid.

(Signature of Tenderer with seal)

Name \_\_\_\_\_

Seal \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone No. (O) \_\_\_\_\_

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory, Non submission of any of the information above may render the bid to rejected

ANNEXURE-III

Details of other organizations where such contracts undertaken during last three years (enclose supporting documents).

Sl. No.	Name & Address of the organization, contact No.	No. of personnel Supplied. Period of contract	Whether Govt./Semi Govt./Autonomous Body/PSU/Private. (please specify)	Amount of contract

Reason for termination (if any)

- 1.
- 2.
- 3.

Signature of the authorized representative of the Bidder



## UNDERTAKING

- A) I, the undersigned certify that I have gone through the terms and condition mention tender document and undertake to comply with them.
- B) The rates quoted by me are valid and binding upon me for the entire period contract.
- c) The earnest money of Rs.-----To be deposited by me has been herewith vide demand Dreaft/ Bank Guarantee No.----- drawn on-----  
-----branch.
- d) I/we give the right to the competent Authority of Directorate of Film Festivals, Min. of I&B to forfeited earnest Money /Security Money deposited by me/ us if any delay occur on my part to render service within the stipulated period.
- e) I hereby had undertaken to render the service as per direction given in the tender document.
- f) I shall be vacating any space that may be provided to me by the competent authority carry out the job or otherwise, before I put up the last bill of the contract period for payment

Signature of the Bidder

Full Name

(Office seal of the bidder)

Date

Place



