



ITI LIMITED: KANJIKODE (West): PALAKKAD: 678 623

**TENDER NOTICE**

Ref: TN/CIVIL/818

05.05.2016

Sealed item rate tenders in the prescribed form are invited from contractors who are experienced for the following works at ITI Limited, Palakkad.

Sl. No	Name of Work	EMD Rs.	Cost of Tender documents	Tender Document Available	Last date for Receipt & Opening of Tender	Period of Completion
1	Work contract for maintenance of garden and lawns in Factory at Kanjikode and Officer's colony at Chandranagar including grass cutting (Labour portion only).	30600.00	Rs. 525.00 including VAT @ 5%	From 09.05.2016 Upto 19.05.2016	2 PM on 20.05.2016	One year

The tender forms with schedule of quantities and terms and conditions can be downloaded from our Web site [www.itilt-d-india.com](http://www.itilt-d-india.com) or can be had from the Civil Engineering Department, ITI Limited, Kanjikode west, Palakkad-678 623 during the working hours from 9.00 AM to 5.00 PM on all working days. Those who down load the tender document from our web site should attach the cost of tender document along with the tender.

The sealed tenders / quotations duly **filled in the rate and amount (in figures & words)** with the name of work and reference on the envelope along with required EMD should reach the Chief Manager - CC& P on or before date 20/05/2016 at 2.00 p.m.

Tenders will be opened in the office of the Chief Manager (CC& P), ITI Limited, Palakkad in presence of the tenderers who choose to be present in the office on date 20/05/2016 at 2.30 p.m.

The earnest money deposit (EMD) and cost of tender document should be paid separately by cash payment at ITI Cash counter between 1.30 PM and 3.30 PM or by Bank draft or Banker's pay order drawn in favour of ITI Limited, Palakkad-678 623 payable at Palakkad issued by a Nationalised Bank / Scheduled Bank. Other modes of payment are not acceptable. The details of the Bank draft / Banker's pay order should be clearly indicated on the tender covers. The Earnest money deposit will be returned to the tenderer if the tender is not accepted, without any interest on the amount.

Contd.2.

Tenders/ quotations shall remain firm and valid for acceptance for a period of **Three Months** from the last date of receipt of the tenders.

ITI has no binding to accept the lowest tender and reserves the right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.

ITI reserves to himself the option to allot the work partly or wholly to single or different contractors.

The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a tender and for entering into a contract and must examine the drawing if any and must visit the site and inspect the site of the work and acquaint himself with all the local conditions means of access to the work, nature of work, and all matters pertaining thereto. The tenderer is deemed to have studied and fully acquainted himself with the working conditions etc. Once he tenders for the work. No claim at a later date on account of lack of knowledge of the site and working conditions will be entertained.

The tender submitted on behalf of a firm shall be signed by all the partners or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender is liable to be rejected.

All erasures and alterations made while filling the tender must be attested by the initials of the tenderers. Over writing of figures is not permitted. Failure to comply with either of these conditions will render the tender void. No advice of any change in rate or conditions after the opening of the tender will be entertained.

The rates quoted by the prospective Tenderers shall include in the statutory levies prevailing on date of opening like Works Contract Tax (WCT), Service Tax etc as applicable. The contractor shall be registered with concerned authorities in this regard.

The contractors should quote the Permanent Account Number (PAN) for Income Tax.

The other terms and conditions shall be as per the enclosures herein.

CHIEF MANAGER (CC& P )

M / S ITI LIMITED,

KANJIKODE (West),

PALAKKAD – 678 623

0491 2566070

### ANNEXURE III

#### IT I LIMITED KANJIKODE WEST - PALAKKAD- 678 623

Name of work:- Work contract for maintenance of Garden and lawns in Factory at Kanjikode and Officer's colony at Chandranagar including Grass cutting (Labour portion only)

#### Schedule of Quantities

SN	Particular	Unit	Qty	Rate	Amount
1	Maintenance of Garden and lawns in Factory at Kanjikode and Officer's colony at Chandranagar including Grass cutting (Labour portion only)				
	(a) Skilled labours	Man days	903		
	(b) Semi skilled labours	Man days	2536		
	Contractor's profit and Over head charges	Months	12		

Total

( Rupees.....)

Note: The rate quoted for the skilled labour/ semi skilled labour shall not be less than the minimum wages as per the latest notification from Labour commission with necessary provisions like contribution to ESI, PF, and provision of Holiday wages and bonus , provision of providing working coat for the workmen engaged.

ESI Code Number :  
EPF Registration Number :  
PAN :  
Service Tax Registration Number :

Place : Signature of Contractor

Date : Name and Address

#### **ITI Limited, Kanjikode West, Palakkad**

Name of work: Work contract for maintenance of Garden and lawns in Factory at Kanjikode and Officer's colony at Chandranagar including Grass cutting (Labour portion only)

#### **TERMS & CONDITIONS**

The ITI Limited Palakkad has a Factory Complex at Kanjikode having an area of around 26 acres and Officer's colony and Guest house at Chandranagar with an area of 2.95 acres. Scope of the work is to maintain the garden, vegetation and

factory premises as per Annexure I & II.

1. The contract is for a period of 12 months from the commencement of the work.
2. The contractors are required to inspect the site before submitting their offers and it will be deemed that they are fully conversant with the locations and work content.
3. The work engaged by contractors shall be under the supervision of the contractor and they have to observe strict factory discipline and rules.
4. The nature of work and contract details is explained in Annexure I and II.
5. Quote must be per day with estimated manpower as per Annexure III.
6. Payment will be made on monthly basis after considering the actual attendance.
7. Contractor must follow all legal formalities like minimum wages act, bonus act, holiday wages, EPF etc.
8. All safety precautions required to be followed while executing the job.

## **ANNEXURE – I**

### **Scope of work**

Maintaining the garden, vegetation and lawn at ITI Factory and the Guest house at Chandranagar including the grass cutting.

1. The entire area inside the factory (from main gate to transport section) including lawn, Hedges, Flowerbeds, Plants in grounds and plants in pots.
2. Garden areas including Flower beds ,Plants in ground and plants in pots and new areas added by ITI management in future for the beautification of premises.
3. The drainages on the sides of road and other areas inside factory premises and Chandranagar guest house should be cleaned periodically by Gardener and his assistants.
4. All important roads **inside Factory area** required to be cleaned periodically as per the direction of Engineer-in-charge.

5. The entire area inside ITI Chandranagar Guest house including GMs house, open yards, terrace of building.
6. Jungle clearance, uprooting rank vegetation, grass cutting etc. including burning of rubbish carefully at safer area.
7. Arrangement of flowering pots inside building (indoor arrangement) including maintenance.
8. Sweeping and cleaning of the roads and premises in Chandranagar Guest house.
9. Pumping and storing water in existing tanks for watering by operating the bore well pump in the colony as and when required.
10. Cleaning of open drains and dust bin.
11. The estimated average manpower requirement for doing other miscellaneous works the scope of the work is **TWO gardeners** and **8 Assistants** as per normal day for both ITI Garden and lawn and ITI Chandranagar Guest house. **One grass cutting machine operator/ skilled labour** exclusively required for grass cutting work at Factory and Chandranagar.
12. The requirement of assistants (unskilled) may vary in certain specific days and the contractor should be in a position to supply more persons if required to complete the work in time.
13. The contractor should maintain the estimated number on all working days to ensure smooth completion of work.
14. On holidays and Sundays minimum two persons are required for the work.
15. In order to ensure the minimum wages act any increases or decreases in wages will be worked out for the actual number of workmen/ workwomen engaged for this work will be calculated and paid as an extra amount. The contractor should ensure to pass their wage difference to the workmen. The contractor should pay the necessary PF, ESI for the wage difference accordingly.
16. The statutory order as in force from time to time shall be applicable to the contract and the contractor shall be solely responsible to comply with all the statutory requirements envisaged there under. **The contractor shall affect minimum wages as per rules to all the employees engaged by the contractor for this work.** The requirements envisaged under the contract labour "Regulation and Abolition" Acts shall fully be complied with and requisite register and records maintained by the contractor and shall be furnished to the welfare

officer ITI Limited or any other authorities whenever called for. Penalty if any imposed by the authorities shall be borne by the contractor.

17. The contractors shall be liable to pay his contribution and the employees contribution to the state insurance scheme and to the RPFC under the EPF in respect of all workers employed by him for the execution of the contract, in accordance with the provision of "The Employees State Insurance Act 1948" as in force from time to time. In case the contractor fails to submit full details of his account of his workers employed and the contribution payable, the ITI Ltd, shall recover from the bills of the contractor as assessed by him. The amount so recovered shall be adjusted against the actual contribution payable for ESI & EPF.
18. All necessary recoveries such as income tax etc. as applicable will be effected as per rules in force.

**Chief Manager (CC &**

**P)**

**Annexure - II  
Special Conditions of Garden Contract**

1. The responsibility of upkeep of gardens, hedges, lawns, and other plants in ground shall rest with the contractor, which shall include taking necessary steps such as
  - a. Jungle clearance of uprooting rank vegetation, grass cutting etc. including burning of rubbish carefully at safer area.
  - b. Watering the garden plants, flower beds etc. as many times as required.
  - c. Manuring, deweeding, potting, repotting, multiplication of the plants, clearing of the fallen leaves in trenches and drainages in surrounding areas.
  - d. Arrangement of flowering pots inside buildings (indoor arrangement). Arrangement of pots for August 15, January 26 celebration and any other day for important occasions such as VIP visit etc.
  - e. Carrying out the job of maintenance and development activities on all days and during Sundays and holidays and as and when required without extra amount for such services.
  - f. Supervision of the work carried out by the workmen/ workwomen providing proper direction and

guidance to them regarding manuring, applying pesticides. The contractor has to consider proactively treatment of plant diseases and taking such other actions not as and when required for the well being and healthy development of the Horticulture plants in the said premises.

- g. The treatment should be happened in regular intervals say every fort nightly or as per Horticulture guidelines.
2. Water will be supplied free of cost but the contractor should have self-judgment to control use of the water considering the importance of water.
3. It shall be the responsibility of the contractor to see that no damage occurs to the plants and Company's properties like water supply pipe lines, telephone cables and other service lines etc during the work. In case of any damages to the same, the contractor shall be liable for payment of appropriate compensation as fixed by the Company free repair.
4. Tools and implements required for the gardening work will be arranged completely by ITI.
5. Manure, Fertilizers, Pesticides, Chemicals, seeds, pots etc. required for the work shall be supplied by ITI as per need basis.
6. The contractor shall arrange his authorised representatives as and when he is personally absent from the site for supervising the work and receiving instructions from time to time.
7. The Engineer-in-charge of the premises has the right to monitor the day to day activities and any suggestions/ improvements/ modifications of the Engineer shall be strictly adhered to may be carried out by the working personal and the contractor.
8. The payment will be made through monthly bills based on the actual attendance and satisfactory work executed.
9. Plucking of palms and coconuts and removal of dried leaves etc. from coconut trees and palm trees carefully without breaking the telephone lines etc. as and when required.
10. Pumping and storing water in existing tanks for watering by operating the bore well pump in the colony as and when required in Chandranagar Guest house.
11. The contractors are advised to get themselves registered with Sales Tax and Service Tax authorities.
12. The contractor should quote the Permanent Account Number (PAN) for Income Tax deduction etc.
13. The attendance will be taken as per our ITI main security and Guest house security actual marked attendance.
14. The Gardener and assistants who are all working for the maintenance of loans and company garden and Chandranagar Guest house should have creative mind to increase the beauty of premises.
15. The man power either full or part will be utilised by the management other than the gardening work inside the factory premises or at its Essential quarters or Yakkara quarters premises to meet any exigency of work there.

- The contractor should not demand the ITI management any extra amount.
16. The Unit head of ITI Palakkad or any other officer authorised by him will be the final authority to decide over any likely dispute arising during the currency of the contract period and the contractor shall have no right to question the decision so taken by him after having given due consideration to all aspects of the contract.
17. All necessary recoveries such as Income Tax, Service Tax etc applicable shall be borne by the contractor and proof of the tax paid has to be submitted along with bill.
18. The ratio of male to female should be maintained equal or more than 50%.
19. To ensure the Gardening work efficiently and effectively as per contract, the personal should be physically healthy, energetic and also able to be exposed to direct sunlight.
20. Security Deposits:  
The contractor shall deposit EMD mentioned as per NIT along with the tender either by cash or bank draft, which would be retained by the Company as part of the security for the due and faithful fulfillment of the contract by the contractor. This will be refunded without interest at the end of the contract subject to satisfactory completion of work.
21. The contractor is responsible for any accident or other compensation payable to the workmen/ workwomen employed by and working under the control of the contractor that the Company has no sort of liability in the matter and that if any payment made by the Company the same shall be reimbursed by the contractor.
22. Company can terminate the contract by giving an advance notice of one month without assigning any reason thereof.
23. For any points not covered in the above, the provision under Company's general terms and conditions will be applicable if occasion arises for such clarification.
24. A proper working coat shall be provided by the contractor to the garden maintenance persons during the working hours.

**Chief Manager (CC & P)  
contractor**

**Signature of  
Name and address**