

NOIDA SPECIAL ECONOMIC ZONE AUTHORITY
Noida Dadri Road, Phase-II,
Noida –201305

NOTICE INVITING TENDER

Chairman & CEO, Noida SEZ Authority invites tenders from eligible companies/firms having 5-6 years experience in the field of maintenance of parks/Lawns/ horticulture in Government / Semi Government departments or individual Township/Companies for maintenance of parks & central / side verges of Noida Special Economic Zone spread over 310 acres of land.

The companies/firms interested in undertaking landscaping activities and maintenance of horticulture in Noida SEZ may submit their detailed proposal including plants proposed to be planted giving therein inter-alia (1) details of their turnover with documentary evidences regarding financial position (Audited financial statement for last 3 years), previous experience (Experience certificate of Head of Personnel Deptt. of the organization to be enclosed) and ability to execute Annual Maintenance, (2) Proof of residence i.e. photocopy of passport, voter ID card etc. The Companies/ Firms having turn over more than Five Crores will only be eligible to submit proposal. Technical & Financial bids should be in separate envelopes. No form has been prescribed. Firms may apply on their Letter head upto 3.00 pm on 16/03/12 to the following address or may put their tenders in the tender box placed in the service centre of NSEZA.

The scope of works would include:

- A. Maintenance, beautification & upkeep of all parks in NSEZ, and
- B. Maintenance & beautification of Central / Side Verges, Security Roads, staff qtrs, all SDFs , green belts etc.

The major work would involve: -

1. Plantation & Maintenance of grass, flowers, trees etc.
2. Altering of grass, plants and trees on regular basis.
3. Removal of vegetation/ excavation of earth/ soil filling/ leveling etc. where required
4. Application of fertilizers & manures/pesticides on the plants/trees twice a year.
5. Pruning & cutting of grass, plants and trees.
6. Making available 150 potted ornamental plants and 150 potted flowering plants for decoration purpose at all time in addition to 300 nos. of seasonal flowering plants as per choice of Zone Administration on a six monthly basis.

No equipment, machinery or transport shall be provided by the NSEZ.

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Interested companies/firms are advised to inspect the area on any working day between 10.00 am – 05.00 pm. They may get in touch with Shri R.P. Verma, Secretary, NSEZA at Phone No. 0120-2567270 for taking any further clarification in the matter.

Bidder must submit earnest money deposit (EMD) of Rs. One Lac in the form of DD in favour of "NSEZ Authority" payable at Noida/ Delhi along with the Bid to be submitted in a sealed envelope. Bids found open are liable to be rejected. No tender document has been prescribed. Bidders may submit their proposals on their letter head.

Last date and time for submitting the proposal is 16/03/12 by 3.00 p.m. The proposals complete in all respects may be sent in a sealed cover mentioning all details and minimum quotation to:

The Secretary,
Noida Special Zone Economic Zone Authority
Noida Dadri Road, Phase-II,
Noida-201305

Schedule of Services

The scope of works would include:

- A. Maintenance, beautification & upkeep of parks in NSEZ, and
- B. Maintenance & beautification of Central, Side Verges & Security Roads staff qtrs, SDFs, green belts etc.

The major work would involve: -

1. Plantation & Maintenance of grass, flowers, trees etc.
2. Watering of grass, plants and trees on regular basis.
3. Removal of vegetation/ excavation of earth/ soil filling/ leveling etc. where required.
4. Application of fertilizers & manures/pesticides on the plants/trees twice a year.
5. Pruning & cutting of grass, plants and trees.
6. Making available 150 potted ornamental plants and 150 potted flowering plants for decoration purpose at all time in addition to 300 nos. of seasonal flowering plants as per choice of Zone Administration on a six monthly basis.
7. No equipment, machinery or transport shall be provided by the NSEZ.

Terms & Conditions

1. The contractor shall follow the Terms & Conditions as under.
2. It shall be the sole liability of the Contractor (Including the contracting the firm/company) to obtain and to abide by all necessary licences/permissions from the concerned authorities as provided under the various labour legislations including the labour licence obtained as per the provisions of the contract labour (Regulation and Abolition) Act 1970.
3. The contractor shall discharge obligations as provided under various applicable status including the Employees State Insurance (ESI) Act, 1948, the contract labour (Regulation of Employment & Conditions of Service) Act, 1979, the minimum wages act 1948, the payment of wages Act, 1936, the workmen's compensation Act, 1923 and other relevant acts, Rules and Regulations enforced from time to time.
4. The contractor shall be responsible for required contribution towards PF, Pension, ESI or any other statutory payment to be made in respect of the contract and the personnel employed for tendering service to NSEZ and shall deposit these amounts on or before the prescribed dates. The Contractors shall submit the proof of depositing the employees and employers contribution.
5. The contractor shall solely be responsible for the payment of wages and other dues to the personnel deployed by him latest by 7th of the subsequent month.
6. The contractor shall provide uniform to the entire person engaged by the contractors to work at NSEZ.
7. The Contractor shall ensure regular and effective supervision and control of the personnel deployed by him and gives suitable direction for undertaking the contractual obligations.
8. The contractor shall not employ any person below 18 years of age.
9. The Contractor shall deploy 15 Skilled Malies & 20 support labour & in case of shortage on any day, rate @ Rs. 250/- per Mali and Rs. 200/- per labour shall be deducted per day.
10. One water tanker shall be made available at all time failing which Rs. 500/- per day shall be deducted from the monthly bill.
11. In case of lack of manure/pesticides etc is observed, an amount of Rs. 50000/- shall be deducted after every six months.
12. At least 4 types of summer/winter seasonal shall be developed in all beds of lawns/parks. In case of failure, the same shall be purchased by this office from market at the cost of contractor.

13. The contractor shall deposit security money amounting to Rs. 20,00,000/- (Rs. twenty lacs only) in favour of NSEZ Authority either in the shape of DD or Bank Guarantee before execution of work. EMD may be adjusted in Security Money.

14. The contractor or his employee deployed in the NSEZ shall not cause any nuisance/ inconvenience of whatsoever nature resulting in disturbance/inconvenience to allottees/worker of units/ visitors. The contractor shall be liable for such action on the part of his employees deployed in the NSEZ.

2. Payment

The payment shall be made against monthly running bills as per attendance of malies & support labour on satisfaction of the Competent Authority.

3. Contract Period and termination of Contract:

The contract shall be initially of one year extendable for a further period of two years at the same terms & conditions, at the option of D.C. NSEZ after evaluation of their services, if found satisfactory and such extension shall be binding on the contractor. Notice of intention of extend the contract will however, be given 30 days before expire of the contract. DC NSEZ reserves the right to terminate the full contract or a part of at any time without assigning any reason therefore by giving 30 days notices in writing. The contractor shall not be entitled for any compensation on account of such termination.

Security deposits will be forfeited in case of termination of contract due to poor performance by the contractor. The penalty imposed, if not possible to be deducted against the work done, shall be adjusted against the Security Deposit.

4. Provision of all Materials/consumable:

All material/consumable required for maintenance shall be provided by the contractor at his own expense. However, the quality of the materials/consumables has to be certified by the concerned ADC, NSEZ.

The requirement of (T&P) (Such as Tractor, Trolley, Tools, Fixtures etc.) shall be the responsibility of the contractor.

Contractor shall also provide services on Saturday, holidays including Sunday s (if required) and no extra chares shall be payable on this account. The contractor shall make his own arrangement for housing himself for his staff. NSEZ will not provide any accommodation.

The details given in the special condition of contract are tentative only and not exhaustive. NSEZ will issue further necessary details as per requirement during executions from time to time and the maintenance work will be done in accordance therewith.

5. Self Assessment of Work:

The quoted rates shall be deemed to have been arrived after first hand self assessment of the work front by the contractor by visiting the sites (NSEZ Complex) prior to submission of their offer and shall give no reason whatsoever to request for any increase / revision in their quoted /awarded rates on account of any increase either on labour or on consumable cost.

The contractor shall be responsible for total upkeep in order to present near and clean look. The contractor shall take up any of the work related with the maintenance of horticulture of entire NSEZ Complex as per instructions of the NSEZ Admn.

All employees of Contractor are required to follow adequate safety and will be responsible for any breakage thereof. Security personnel are required to check each and every accompanied baggage brought by contractor's own personnel. All personnel are requested to maintain logbook with them. NSEZ and submit to ADC concerned.

Contractor must ensure that his workmen should bear uniforms regularly, while on duty. Contractor will issue Identity Card to all workmen showing their photographs. The contractor must ensure that the supervisors are traceable on mobile phone and report daily to the NSEZ Admn. The contractor of his authorized representative will be subject to police verification regarding their antecedents.

6. Safeties and Security:

The contractor's staff shall abide by the existing security rules/ regulations precautions as per instructions given from time to time. NSEZ is a Customs

bonded area and entry and exit would be from the main gate only, goods and vehicle coming in and going out of NSEZ shall be liable for checking by NSEZ Security/Customs staff.

7. Penalty Clause:

In case, the maintenance work is not undertaken properly and found unsatisfactory, a penalty as imposed by the Development Commissioner/ CEO NSEZA shall be deducted from the monthly bill.