

**ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG)
BOTANICAL SURVEY OF INDIA, HOWRAH**

NOTICE INVITING TENDERS

Sealed tenders are invited from registered and established agencies/firms for providing the services of cleaning and maintenance of all lakes and canals including their interconnections in Acharya Jagadish Chandra Bose Indian Botanic Garden (AJCBIBG) purely on Annual Contract Basis (AMC).

Name of Work	Earnest Money (Rs.)	Cost of Tender Document (Rs.)	Duration of work/ Contract
Cleaning and maintenance of all lakes and canals including interconnections in Acharya Jagadish Chandra Bose Indian Botanic Garden (AJCBIBG) complex manually or mechanically round the year and simultaneous removal of collected weeds and dumping at designated places as will be decided by the authority.	25,000/-	500/-	One year only

The Tender Documents can be downloaded from the websites (www.moef.gov.in / www.bsi.gov.in / www.tenders.gov.in) and the cost of the Tender Document amounting to Rs. 500/- (Rupees Five Hundred) only must be sent in the form of Demand Draft drawn in favour of the **PAO (BSI/ZSI), Kolkata** along with filled in Tender Document. The downloaded Tender Document will not be entertained without the DD amounting to Rs. 500/- (Rupees Five Hundred) only (non-refundable). The document can also be purchased by post on payment of Rs. 500/- (Rupees Five Hundred) only (non-refundable) in the form of Demand Draft drawn in favour of the **PAO (BSI/ZSI), Kolkata** along with a self-addressed and stamped envelope of S.E.-6 size (12.5 x 28 cm). The authority will not be responsible for postal delay.

A pre-bid conference will be held on **19.07.2010** at **03.00 pm** in the Chamber of the Scientist-'E' & Head of Office, AJCBIBG.

The sealed tenders will be opened at the **Office of the Director, 3rd MSO Building, 5th Floor, CGO Complex, Salt Lake, Kolkata – 700 064** and must reach there on or before **02.08.2010 up to 12 Noon**. Technical Bid (Part-I) will be opened at the same office on **02.08.2010** at **01.00 P.M.** The tenderers should give a demonstration of their proposed manpower, technical expertise, etc. on **03.08.2010** from **10 A.M.** onwards in Acharya Jagadish Chandra Bose Indian Botanic Garden premises. Financial Bid (Part-II) will be opened on **05.08.2010** at **01.00 P.M.** at the **Office of the Director, 3rd MSO Building, 5th Floor, CGO Complex, Salt Lake, Kolkata – 700 064** for those Tenderers who will be declared Technically Qualified and sound in Demonstration.

The Competent Authority reserves the right to accept or reject any or all the Tenders without assigning any reason and for making any change in the Scope of Work.

Scientist-'E' & Head of Office
Acharya Jagadish Chandra Bose Indian Botanic Garden
Botanic Garden, Howrah – 711 003, INDIA
Tel: 033-26680554; *Fax:* 033-26685096
Email : ibg_bsi@rediffmail.com; ibg_bsi@yahoo.co.in



भारत सरकार/Government of India

Form No.

पर्यावरण एवम् वन मंत्रालय/Ministry of Environment Forests

भारतीय वनस्पति सर्वेक्षण/Botanical Survey of India

आचार्य जगदीश चंद्र बोस भारतीय वनस्पति उद्यान, हावड़ा / Acharya Jagadish Chandra Bose Indian Botanic Garden, Howrah – 711 103

TENDER FOR PROVIDING SERVICES OF CLEANING AND MAINTENANCE OF ALL LAKES AND CANALS INCLUDING INTERCONNECTIONS IN ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCIBIG) PURELY ON CONTRACT BASIS

TECHNICAL BID FORM (Part – I)

Affix PP Size
photograph of the
tenderer or proprietor
of the firm/agency

1. Cost of Tender Form : **Rs. 500/- only**
2. Date & Time of Pre-Bid Conference : **19.07.2010 at 03.00 pm**
3. Last Date & Time of Submission of Tender Forms: **02.08.2010 up to 12.00 noon**
4. Date & Time of Opening of Technical Bid : **02.08.2010 at 01.00 pm.**
5. Date & Time of Demonstration : **03.08.2010 from 10.00 am onwards**
6. Date & Time of Opening of Financial Bid : **05.08.2010 at 01.00 pm.**
7. Period of License : **One Year only**
8. Names, Addresses of Firm/Agency with Telephone No(s) : _____

9. Registration Number of the Firm/Agency: _____
Date of Validity of Registration: _____
10. Name, Designation, Address and Telephone No(s). of authorised person of Firm /
Agency: _____

11. Status of the Agency (Proprietorship/Partnership/Limited Company) : _____

12. Specify Name, Address and Telephone No(s). of Proprietor/Partners/Managing Director/ Authorised person :

S. No.	Name & Designation	Full Address	Telephone & Mobile No(s)

13. TAN/PAN No.: _____

14. Provident Fund Account No.(if any) : _____

15. ESI No.: _____

16. License No. under Contract Labour (R & A) Act : _____

17. Details of Earnest Money Deposit:

a. Amount: Rs. _____ (in words) _____

b. Bank Demand Draft No. _____

c. Date of issue of Demand Draft _____

d. Name of the issuing Bank _____

18. Details of Manpower to be provided by the Agency along with their Certificate of Experience, if any (separate sheet may be attached) :

19. Plan of work.

20. Details of experience with regard to the similar services. Please, enclose copies of the work order/satisfactory reports/completion certificate, if any:

a. No. of Garden /Organisations/Institutions/Industries where Services of Lake Cleaning have been extended (Please enclose the List with satisfactory certificate):

b. No. of Garden / Organisations/Institutions/Industries where Services of Lake Cleaning under operation (Please enclose the List work order):

c. Detailed scheme of work/working procedures to be followed in AJCBIBG (separate sheet may be attached) :

Any other information: _____

21. DECLARATION:

This is to certify that I/We before signing this Tender Form have read and fully understood all the Terms & Conditions contained in the enclosed ANNEXURE and as mentioned hereunder, and undertake myself/ourselves abide by them:

- a. On account of non-acceptance of the award or on account of non-completion of tender conditions within the prescribed time, I/We shall be debarred by the BSI Authority for further participation in the tenders at AJCBIBG, Howrah, for a period of three years.
- b. On account of furnishing inadequate or wrong information, my/our tender will be liable to be rejected by the BSI Authority without assigning any reason thereof. At latter stage, if any or all the documents submitted by me/us are found to be false, the Contract may liable to be terminated forthwith without prejudice to make one liable for any other (penal) action as deemed fit by BSI authority.
- c. The BSI Authority does not bind itself to accept the lowest bid and/or lowest tender, and reserves to itself the right to cancel any or all tenders or accepting the whole or any part of the tender and the tenderer shall be bound to provide the service at the rate quoted.

Date:

Place:

(Signature of Tenderer)

Name:

Designation:

Address:

Phone No. (O):

Phone No. (R):

Mobile No. :

e-mail :

Website :

Witness:

Name in Full	Address for Communication	Signature



भारत सरकार/Government of India

Form No.

पर्यावरण एवम् वन मंत्रालय/Ministry of Environment Forests

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TENDER FOR PROVIDING SERVICES OF CLEANING AND MAINTENANCE OF ALL LAKES AND CANALS INCLUDING INTERCONNECTIONS IN ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG) PURELY ON CONTRACT BASIS

FINANCIAL BID FORM (Part – II)

1. Amount Quoted for providing services of cleaning and maintenance of all lakes, canals including interconnections in Acharya Jagadish Chandra Bose Indian Botanic Garden (AJCBIBG) complex manually or mechanically round the year and disposing of the cleaned weeds and collected garbage at designated places:

2. Proposed wages for Manpower to be provided by the Agency as per West Bengal Labour

Wages rates :

Sl. No.	Category	Proposed No. of Labourers	Proposed wages for the Labourers @ Rs.							
			Wages	ESI		EPF		Any Other (Please Specify)	Service Charge	Total
				Employer's Contribution	Employee's Contribution	Employer's Contribution	Employee's Contribution			
Total Amount in Rs.										

3. DECLARATION:

This is to certify that I/We before signing this Tender Form have read and fully understood all the Terms & Conditions contained in the enclosed ANNEXURE and as mentioned hereunder, and undertake myself/ourselves abide by them:

- a. Earnest Money Deposit of Rs. _____ /- (Rupees _____)
_____) only is liable to be forfeited by BSI Authority, if on award of the License I/We do not accept the award or do not fulfill any of the conditions stipulated in tender documents within the prescribed time.
- b. On account of non-acceptance of the award or on account of non-completion of tender conditions within the prescribed time, I/We shall be debarred by the BSI Authority for further participation in the tenders at AJCBIBG, Howrah, for a period of three years.
- c. On account of furnishing inadequate or wrong information, my/our tender will be liable to be rejected by the BSI Authority without assigning any reason thereof. At latter stage, if any or all the documents submitted by me are found to be false, my License is liable to be terminated forthwith without prejudice to make one liable for any other (penal) action as deemed fit by BSI authority.
- d. The BSI Authority does not bind itself to accept the lowest bid and/or lowest tender, and reserves to itself the right to cancel any or all tenders or accepting the whole or any part of the tender and the tenderer shall be bound to provide the service at the rate quoted.

Date:

Place:

(Signature of Tenderer)

Name:

Designation:

Address:

Phone No. (O):

Phone No. (R):

Mobile No. :

e-mail :

Website :

Witness:

Name in Full	Address for Communication	Signature

TENDER FOR PROVIDING SERVICES OF CLEANING AND MAINTENANCE OF ALL LAKES AND CANALS INCLUDING INTERCONNECTIONS IN ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG) PURELY ON CONTRACT BASIS

Proposition:

- (i) Services for cleaning and maintenance of all Lakes, canals including interconnections and simultaneous removal of the collected weeds and dumping at designated place in the Acharya Jagadish Chandra Bose Indian Botanic Garden.
- (ii) A pre – bid conference will be held between the BSI officials and prospective tenderers to discuss terms & conditions, scope of work, guidelines to be followed, etc., on the date prescribed in the advertisement.
- (iii) The tender would be awarded on the basis of competitive bidding through open tender process.
- (iv) The accepted bid amount is payable in prescribed number of installments.

Activities prohibited in AJCBIBG campus:

- a. Carrying/consumption of alcohol/intoxicants
- b. Carrying of plastic/poly bags (The garden has been declared as a Plastic Free Zone).
- c. Lighting and Cooking in open.
- d. Any other activity prohibited in the standing Rules of 1961 and By-laws of the Acharya Jagadish Chandra Bose Indian Botanic Garden.
- e. Any other points that are deemed necessary by the sub-committee constituted for the development of the Garden.

Scope of work:

1. Cleaning of floating as well as submerged aquatic weeds from all Lakes and Canals in Acharya Jagadish Chandra Bose Indian Botanic garden and maintaining/keeping all the Lakes properly cleaned throughout the year.
2. The cleaned weeds should be carried away by the Agency on daily basis to a designated place or ‘manure pit’ as would be decided time to time by the Authority.
3. The fallen / rotten trees or branches should be removed from the Lakes and be deposited and kept at the designated place as would be decided by the Authority.
4. The islands within the lakes would also be kept clean by the Agency as would be guided by the Authority.
5. The bank of the Lakes and Canals, at least 3 (three) meters from the level of water upward should be kept clean and maintained as would be guided by the Authority to keep the Lakes presentable to the visitors.
6. Every care should be taken while cleaning the areas of Lakes where aquatic plants are introduced and maintained by the Authority, so that no damage is caused to the part or parts of the plants during the cleaning operations.
7. The Canals and interconnections of the Lakes should be kept cleaned to maintain free flow of water to and fro.

8. Fishing is strictly prohibited in the Lakes and Canals in AJCBIBG. During cleaning operations, if fishes or any other animals are caught alive, these should be released back into the respective lakes or if accidentally caught dead, these are to be handed over to the Caretaker, Security Supervisor or officer in the Curator Office, AJCBIBG.
9. The Lakes should be cleaned manually and mechanically, and not by applying any chemical or other material, which would damage the water quality that in turn might be detrimental to the growth of natural flora and fauna.
10. The cleaning operation should be carried out at daytime only between **6.00 am to 2.00 pm**.
11. The Agency may employ supervisors to look after the smooth operations.

Terms & conditions:

- 1) The AGENCY shall take all possible care to ensure the safety of its staff during the lake cleaning operation. The AGENCY must possess requisite number of rescue equipments needed in case of any mishap for the personal safety of the personnel working on the job.
- 2) The AGENCY shall bear all expenses relating to proper cleaning of lakes including canals and the interconnections and disposal of the garbage thereof at the spot designated by the AJCBIBG Authority.
- 3) The AGENCY shall be fully responsible for any accident/untoward incident caused to any person during the work undertaken by the person deployed by it and there will be no liability on the part of BSI in this regard.
- 4) The AGENCY shall not sublet this contract either in part or in whole by any means whatsoever to any other party or person.
- 5) The A. M. C. will be valid for one year subject to satisfactory operation (certified by the concerned officials of the Curator Office of AJCBIBG) as per the agreed terms and conditions. This A. M. C. is liable to be cancelled at any time within the period of tenure, if the AGENCY fails to abide by the agreed terms and conditions or involve in any activity detrimental to the ecology, environment, development and security of the garden.
- 6) The establishment of the AGENCY shall be separate from the establishment of the AJCBIBG for all purposes and in all respects, and in no case any kind of liability to the AGENCY will be borne or shared by the AJCBIBG Authority.
- 7) In respect of all persons engaged for rendering the services directly or indirectly by the AGENCY for the concerned work, the AGENCY shall be considered as principal employer as per Contract Labour Regulation Act. The AGENCY shall not pay less than minimum wages as notified from time to time and shall abide by all and every kind of legislation that are incidental to and concerned with such deployment of persons for the time being for carrying out and rendering such services. The AGENCY shall observe duly at all times the provision of the Employment of Children Act and any other enactment made in this regard.
- 8) The AGENCY is liable to pay compensation for any damage to the AJCBIBG properties caused by the proprietor himself or his staff. The authority of AJCBIBG shall determine the extent of such compensation and such decision shall be final and binding on the Agency.
- 9) The AGENCY including all persons deployed or engaged by the AGENCY in any manner shall abide by the security arrangements of AJCBIBG, and shall be liable for scrutiny, physical or otherwise, by the security men of the AJCBIBG Authority. The AGENCY and all his staff should strictly observe the rules and regulations, laws and bye laws of the garden and as will be amended time to time. The staff of the AGENCY shall not reside inside the campus

except in special cases emerging out of exigency when the AJCBIBG authorities specifically instruct in writing such staff members to do so temporarily.

- 10) A fine of Rs. 1.0 lakh will be imposed if any employee of the Agency is caught harvesting fish or encouraging fishing activities in any form.
- 11) The successful AGENCY shall have to submit the duplicate copy of the work order duly signed with stamp as a proof of acceptance and shall have to execute an Agreement/Deed of license governing the terms and conditions of the license on non – judicial stamp paper of **Rs.50/-** only (proforma for which is enclosed) within three days from the date issue of work order.
- 12) The AGENCY shall comply with all and every requirements of the various statutory authorities/norms for rendering services for cleaning and maintenance of the Lakes and Canals including interconnections in AJCBIBG.
- 13) The AGENCY should submit a declaration to the effect that none of the partner, if applicable, of the AGENCY is related to any staff member of AJCBIBG/BSI.
- 14) The AGENCY should have a local office at Howrah/Kolkata with telephone facilities.
- 15) No accommodation will be provided to the staff of the agency for staying in the AJCBIBG campus. All the employees deployed by the agency must leave the garden after schedule working hours.
- 16) The successful Agency/Tenderer will adhere to the observance of all statutory requirements by way of timely payment of wages to the staff deployed at the prescribed rates, etc.
- 17) All staff of the AGENCY must strictly abide by the laws and standing rules of the garden and other rules as will be amended from time to time.
- 18) While the grave violation of the terms of contract will result in cancellation of the contract, minor violations may result in imposition of penalty to be paid by the AGENCY. The nature of violation(s) and the result, and/or the quantum of penalty will be decided by the competent authority (BSI) which shall be final and binding on the Agency.
- 19) The competent authority (BSI) reserves the right to ask for replacement of any employee/staff deployed by the AGENCY in public interest or if found detrimental to safety, security and environment of AJCBIBG/BSI which the Agency will comply with forthwith.
- 20) The AGENCY will vacate the possession forthwith after completion of the contract period or cancellation of the contract due to gross violation of a term. In case it is not vacated by the AGENCY after completion of the contract period or cancellation of the contract, the BSI authority will be vested with the power to break open the lock and vacate the possession of the Agency following due procedure.
- 21) Some lakes are supposed to be de-silted and would be kept out of AMC for the period under renovation and during such period proportionate amount will be deducted from the contact amount. In such case the AGENCY will be bound to accept the decision of the competent Authority.
- 22) The AGENCY shall submit the progress report of the cleaning and maintenance work fortnightly to the office in the prescribed format.
- 23) The Competent Authority reserves the right to reject any or all the tender applications without any prejudice and assigning any reason thereof.

Security Deposit:

1. The successful AGENCY must submit a Security Deposit equivalent to 15% of the accepted bid amount within three days from the date of issue of work order failing which the work order will be cancelled and the E. M. D. will be forfeited.
2. Security Deposit and/or Indemnity Bond/Fidelity Bond is to be paid in the form of Bank Guarantee drawn in favour of the **PAO (BSI/ZSI)** payable at **Kolkata** from a nationalized Bank where the tenderer has his own account.
3. The AGENCY is liable to pay the full compensation for any loss and damage of the flora and fauna of lakes caused due to negligence by the proprietor himself or by the labourers engaged/deployed by him. The authority of AJCBIBG shall determine the extent of such compensation. In the event of non-payment of such compensation by the Agency within the stipulated period, the full amount as determined would be deducted / realized from the Security Deposit and the Agency has to submit a fresh Security Deposit again within three days failing which the CONTRACT will be cancelled.

Mode of payment

- The payment of contract amount will be made by Cheques in 6 (six) equal installments and payable by the last day of 2nd, 4th, 6th, 8th, 10th & 12th month after getting the satisfactory cleaning certificates from the competent authority in AJCBIBG.
- Due to non-cleaning, very unsatisfactory cleaning of all Lakes or part cleaning, etc., during the period of two months as specified above, the bimonthly installment for the respective period may not be released and the amount will not be carried forward for payment afterwards.

Tenure & validity :

1. The CONTRACT will be valid for one year subject to satisfactory operation (certified by the concerned officials of AJCBIBG) as per the agreed terms and conditions.
2. The CONTRACT may be extended for further period/term based on satisfactory performance of the Agency and approval of the competent authority on the same Terms and Conditions and/or addition or deletion of any point with full agreement of the Agency and acceptance of paying the existing bid amount. The right for extension of CONTRACT terms is completely vested with the Competent Authority of BSI.
3. This CONTRACT is liable to be cancelled at any time within the period of tenure, if the service is found unsatisfactory due to non-compliance of term(s) and condition(s) and/or the agency or any of its staff is found engaged personally or found indulging in any other activity detrimental to the environment of the garden the Contract may liable to be terminated forthwith without prejudice to make one liable for any other (penal) action as deemed fit by BSI authority.

Arbitration :

1. In case of dispute(s), which cannot be solved through negotiation shall be referred to the Ministry of Environment & Forests, Government of India in the first instance for resolution, and with an Arbitrator to be appointed by the Ministry, if so required. All legal disputes will lie under the jurisdiction of Kolkata / Howrah Court.
2. Employees of the agency in no way will have the claim for regularization in Indian Botanic Garden/Botanical Survey of India and/or in no way will have the claim to be rated at par with Indian Botanic Garden/BSI staff.

OFFER FORM

SUBJECT: SERVICES FOR CLEANING AND MAINTENANCE OF ALL LAKES AND CANALS INCLUDING INTERCONNECTIONS IN ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG) PURELY ON CONTRACT BASIS

I/We have read, understood and accepted all the terms and conditions applicable for providing services for cleaning and maintenance of all lakes and canals including their interconnections in Acharya Jagadish Chandra Bose Indian Botanic Garden(AJCBIBG) purely on contract basis as laid down by AJCBIBG authority in the relevant tender document.

I/We hereby offer to work as per the terms and conditions laid down in the agreement made for this purpose.

My/Our business particulars are as follow:

i). Name of the Agency/Society:

ii). Registration No.:

iii). Name (s) of the Tenderer:

iv). Permanent address:

v). Police Station:

vi). Telephone Numbers:

a. Office:

b. Residence:

c. Fax :

vii). Name and address of our Bankers:

I/We hereby confirm that all the information stated above is true.

Date:

Place:

Signature of the Tenderer/
constituted Attorney with office seal:

DECLARATION

This is to certify that I/We have no close relative (Father, Mother, Brother, Sister, Son, Daughter and Spouse, etc.) as an employee of the Acharya Jagadish Chandra Bose Indian Botanic Garden, Botanical Survey of India nor any such close relatives are associated with us as proprietor/partner/share holder/director and like.

1. Signature of the tenderer(s):
2. Address:
3. Office seal with date:

**GENERAL TERMS AND CONDITIONS FOR PROVIDING SERVICES OF
CLEANING AND MAINTENANCE OF ALL LAKES AND CANALS INCLUDING
INTERCONNECTIONS IN ACHARYA JAGADISH CHANDRA BOSE INDIAN
BOTANIC GARDEN (AJCBIBG) PURELY ON CONTRACT BASIS**

1. The tenderers must have a local office with regular telephone at the office and residence.
2. The tenderers shall not be a close relative of any employee of AJCBIBG/BSI (close relative means – Father, Mother, Brother, Sister, Son, Daughter and Spouse) nor where any such close relatives are associated with the tenderers as proprietor/partner/share holder/director and like of the tenderers.
3. Successful tenderers shall be required to enter into an agreement with AJCBIBG/BSI governing the terms and conditions of the license on non-judicial stamp paper of **Rs.50/-** only.
4. The tenders should accompany a demand draft, which shall be **Rs. 25,000/- (Rupees Twenty Five Thousand)** only drawn in favour of **PAO (BSI/ZSI)**, payable at Kolkata towards Earnest Money Deposit. The Earnest Money shall be refunded to unsuccessful tenderers for which no interest shall be payable.
5. The successful tenderer shall submit the following documents within 3 (three) days from the date of placement of the work order:
 - a. Duplicate copy of the Work Order shall be duly signed and stamped by the tenderer as a token of acceptance of the terms and conditions of the contract.
 - b. Copy of the Registration certificate of the Agency/ Society.
 - c. Original copy of this Agreement/Deed of License governing the terms and conditions of the Contract on non-judicial stamp paper of **Rs.50/-** only as per the proforma.
6. The tender forms [Part – I (Technical) and Part – II (Financial)] duly filled in along with necessary documents have to be dropped in the sealed tender box, kept in the **Office of the Director, 3rd MSO Building, 5th Floor, CGO Complex, Salt Lake, Kolkata – 700 064** within the stipulated date and time.
7. The bids will be obtained following ‘Two Bid’ system i.e. Technical Bid (Part – I) and Financial Bid (Part – II) separately.
8. The Technical Bids will be opened first and evaluated by the ‘Consultancy Evaluation Committee’ constituted in BSI to evaluate the credentials submitted by the Tenderer/Agency like the experience of the manpower possession, their expertise and stock of cleaning items, etc. The decision of the Committee so constituted will be final regarding acceptance or rejection of the Technical Bid(s).
9. The Financial Bids of only those Bidders/Tenderer/Agency who have been declared technically qualified by the ‘Consultancy Evaluation Committee’ will be considered for further analysis or evaluation or ranking and selecting the successful bidder for recommendation of the Contract (AMC). The decision of the ‘Consultancy Evaluation Committee’ will be treated as final.
10. The competent authority, AJCBIBG/BSI who does not bind itself to accept the lowest bid and/or lowest tender, reserves the rights to accept or reject any or all tenders or partially accept any of them without assigning any reason.
11. Canvassing in any form, political or otherwise, in connection with the tender is strictly prohibited and the tenders submitted by the tenderers who resort to canvassing will be liable to rejection on that ground alone.

**SERVICES FOR CLEANING AND MAINTENANCE OF ALL LAKES AND
CANALS INCLUDING INTERCONNECTIONS IN ACHARYA JAGADISH
CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG) PURELY ON
CONTRACT BASIS**

INSTRUCTIONS FOR FILLING THE TENDER

1. The instructions and terms and conditions given herein in the tender document will be strictly binding on the tenderers and deviation, if any, make the tender or tenders liable to be considered invalid. Tenders incorporating additional conditions by the tenderer are liable for rejection.
2. Tenderers are requested to submit their offers as per the General Terms and Conditions, the proforma of agreement and a declaration duly signed on all the pages with official seal in token of their acceptance.
3. Technical Bid (Part – I) and Financial Bid (Part – II) should be sealed separately and placed in double sealed covers, super-scribing **“TENDER PAPERS FOR PROVIDING SERVICES OF CLEANING AND MAINTENANCE OF ALL LAKES AND CANALS INCLUDING INTERCONNECTIONS IN ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG) PURELY ON CONTRACT BASIS”**– Technical Bid (Part – I) and Financial Bid (Part – II) as the case may be.
4. The two sealed envelopes [Technical Bid (Part – I) and Financial Bid (Part – II)] be placed in a bigger envelop duly sealed and super-scribing **“TENDER PAPERS FOR PROVIDING SERVICES OF CLEANING AND MAINTENANCE OF ALL LAKES AND CANALS INCLUDING INTERCONNECTIONS IN ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG) PURELY ON CONTRACT BASIS”**
5. The tenderer shall fill up the offer form in addition to general terms and conditions, declaration and submit the same along with their offer in sealed envelop duly signed with official seal in all pages as token of their acceptance of the terms and conditions for their offers.
6. Incomplete offer i.e., offer received without prescribed offer form, general terms and conditions and declaration duly signed with official seal on all pages will be rejected straightaway without any reference to the tenderer.
7. Telegraphic and conditional offer shall not be accepted.
8. Tenderers shall submit along with the offer the following documents:
 - a. Copy of License under Contract Labour (R & A) Act.
 - b. Copy of valid Income Tax Clearance Certificate (PAN No. of the Agency, etc.).
 - c. Copy of documents in support of their working experience.
9. Overwriting in the offer form is not permitted and shall be rejected straightaway without any reference.