



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), कल्याणी  
All India Institute of Medical Sciences (AIIMS), Kalyani  
राष्ट्रीय राजमार्ग -34, बसंतपुर, सगुना, कल्याणी, जिला- नदिया, पश्चिम बंगाल-741245  
NH-34, Basantapur, Saguna, Kalyani, District- Nadia, West Bengal-741245

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NIT No.: 450/ENGG/PROC/NGEM/17/2024-ENGG/ET-29

Date: 04.12.2024

**Notice Inviting E-Tender**  
**for**  
**Comprehensive Annual Maintenance of Landscaping and Gardening**  
**at AIIMS Kalyani for 1 year**

Certified that this tender document contains 29 (Twenty-Nine) pages only.

**A.P. Shrivastava**  
**Superintending Engineer**  
**AIIMS, Kalyani**

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS), KALYANI**

**Name of Work:** - Comprehensive Annual Maintenance of Landscaping and Gardening at AIIMS Kalyani for 1 year

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**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, KALYANI**

**NOTICE INVITING E-TENDER**

The Superintending Engineer, AIIMS, Kalyani, on behalf of Executive Director, AIIMS, Kalyani, invites Item Rate Tender in Two (02) Bid system (Technical & Financial respectively) from eligible contractors having successfully completed works of similar nature as per eligibility conditions, for work as per the following details: -

(a)	Name of Work	Comprehensive Annual Maintenance of Landscaping and Gardening at AIIMS Kalyani for 1 year
(b)	NIT No.	450/ENGG/PROC/NGEM/17/2024-ENGG/ET-29 Dated:04.12.2024
(c)	Contract Period	12 Months
(d)	Estimated Cost	Rs. 16814807 (One crore sixty eight lakh fourteen thousand eight hundred seven Rupees only )
(e)	Earnest Money Deposit (EMD)	Rs. 504444 (Five Lakh Four Thousand Four Hundred Forty Four Rupees only) (No exemption or price preference will be given to MSME/Start-up firms for this tender.
(f)	Performance Security (Bank Guarantee) / Security Deposit	5 % of contract amount ( to be known after acceptance of tender)
(h)	Tender documents will be Issued From	Download from Institute Website. (i.e. <a href="http://www.aiimskalyani.edu.in">www.aiimskalyani.edu.in</a> , <a href="https://aiimskalyani.ewizard.in/">https://aiimskalyani.ewizard.in/</a> )
(i)	Pre-bid Meeting time, date & Place	03.00 PM, 13.12.2024 at Welcome Hall, Administrative Block, AIIMS Kalyani-741245
(j)	Last Date, Time of Submission	Date: 26.12.2024 Time: 17:00 Hrs.
(k)	Date, Time for opening of Technical Bid	Date:26.12.2024 Time: 17:30 Hrs.

1. The starting date of submission of Tender is 04.12.2024. The intending bidder must read the terms & conditions of AIIMS, Kalyani carefully. He should submit his bid only if he finds himself meeting all eligibility criteria and being in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid document.
3. The Bid documents consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms & conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website [www.aiimskalyani.edu.in](http://www.aiimskalyani.edu.in) Or <https://aiimskalyani.ewizard.in/>

A.P Shrivastava  
Superintending Engineer  
AIIMS, Kalyani

## **INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING**

### 1. Timelines:

Ser. No.	Description	Details
a	Time and date of opening of Online Financial Bids	To be intimated later through website
b	Period during which documents of EMD (in Original), Registration/Enlistment Certificate, Undertaking and other Documents to be submitted to the FIC Procurement, AIIMS Kalyani. -	<ol style="list-style-type: none"><li>1. Scanned copies are to be uploaded at the time of bid submission.</li><li>2. Hard copies of all documents (ink sign self-certified by the bidder) to be submitted within 1 week of bid closing date for confirmation of authenticity of uploaded documents.</li><li>3. In case of some ambiguity regarding appropriate document, one-week time after notice date may be given by AIIMS for submission of appropriate document.</li><li>4. However, the EMD document must be physically prepared and dated prior to bid closing date.</li></ol>

2. The intending bidder must read the terms and conditions of Tender document carefully. He should submit his bid only if he considers himself eligible and he is in possession of all the certificates/documents required.
3. Information and Instructions for bidders for e-tendering posted on web site shall form part of bid document.
4. The bid document consisting of NIT, plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from <https://aiimskalyani.ewizard.in/> or [www.aiimskalyani.edu.in](http://www.aiimskalyani.edu.in) free of cost.
5. The intending bidders must have valid class-III digital signature to submit the bid.
6. The bidder has to fill his rate in the schedule of quantities- cum- price bid format. This will be done online only and no printed copy of this price bid should be attached with the bunch of hard copies of different documents submitted as per Point No 13.
7. The tendered amount will be calculated by adding the quoted costs of material and labour as per price bid format.
8. The bid can be submitted only after depositing e-tender Processing Fee As applicable and displayed on <https://aiimskalyani.ewizard.in/> and uploading the mandatory scanned documents as specified with in the period of bid submission.
9. Copies of eligibility documents and EMD as specified in the notice inviting tender shall be scanned and uploaded on the e-tendering web site within the period of tender submission. Bidders can upload documents in the form of JPG format, PDF format and any other format as permissible by thee-tendering portal.
10. After submission of bid online, it can be revised any number of times before specified time on last date of submission of bid. While submitting the revised bid, bidder can revise the rate of one or more item(s) any number of times (he need not re- enter rate of all the items) but before last time and date of submission of bid as notified.
11. Financial bids shall be opened online only for bidders for whom EMD and other documents are found in order and who are found to be eligible to bid for work. On opening date, the bidder can login and see the bid opening process. After opening of bids, he will receive the competitor bid sheets.
12. If any discrepancy is noticed between the eligibility documents as uploaded at the time of submission of bid

and hard copies as submitted physically by the bidder, the bid shall be come invalid and.

**13. List of Eligibility Documents to be scanned and uploaded within the period of bid submission:-**

- (a) Demand Draft for Earnest Money
- (b) Form A,B,B-1,C ,C1 , and Form 1,2,3 duly filled in and signed.( Form 4 and 5 will be filled only by the bidder finally selected for award of work, at the time of award of work.
- (c) Certificates of Work Experience & Completion Certificate of Similar Work from Client by an appropriate rank officer, as mentioned in Eligibility Criteria.
- (d) Certificate of Registration for GST and acknowledgement of up to date filed return if required.
- (e) Copies of Balance Sheets
- (f) Copies of ESI Registration.
- (g) Copies of EPF Registration.

14. The Financial Bid(s), of those tenderers whose Technical Bid's are found eligible, will be opened later for which intimation will be given through Website. After the evaluation of the Bid(s) AIIMS, Kalyani will award the contract to the Lowest Evaluated Responsive Tenderer. Conditional Bid(s) will be treated as unresponsive and will be rejected.

15. Information & Instruction for Contractor will form Part of NIT.

**16. Broad outline of activities from Bidders prospective:**

- a. Procure a Class III Digital Signature Certificate (DSC).
- b. Register on the e-Procurement portal <https://aiimskalyani.ewizard.in/>.
- c. Create Users on the above portal.
- d. View Notice Inviting Tender (NIT) on the above portal.
- e. Download Official Copy of Tender Documents from the above portal.
- f. Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by AIIMS, Kalyani.
- g. Bid-Submission on the above portal.
- h. Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part.
- i. Post-TOE Clarification on the above portal (Optional) – Respond to AIIMS, Kalyani's Post-TOE queries.
- j. Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part (Only for Technical Responsive Bidders).

17. **Digital Certificates:** For integrity of data and authenticity / non-repudiation of electronic records, and to be complaint with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

18. **Registration:** To use the Electronic Tender portal <https://aiimskalyani.ewizard.in/> vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable. (Rs 2000+ GST as applicable)

**Note:**

- i. After successful submission of Registration details and Annual Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/ activated.
- ii. The Bidder must ensure that after following above, the status of bid submission must become - "Submitted".
- iii. Please take due care while scanning the documents so that the size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However, it shall be sole responsibility of bidder that the uploaded documents remain legible.

- iv. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.
  - v. The Financial part/BOQ may be downloaded and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.
19. **Bid Submission:** The entire bid-submission would be online on the Tender wizard portal i.e. <https://aiimskalyani.ewizard.in/> Broad outline of submissions are as follows:-
- i. Submission of Bid Parts (Technical & Financial).
  - ii. Submission of information pertaining to Bid Security/ EMD.
  - iii. Submission of signed copy of Tender Documents/Addendums.
20. **TECHNICAL PART** shall consist of Electronic Form of Technical Main Bid and Bid Annexure. Scanned/Electronic copies of the various documents to be submitted under the Eligibility Conditions, offline submissions, instructions to bidders and documents required establishing compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.
21. **FINANCIAL PART** shall consist of Electronic Form of Financial Main Bid and Financial Bid Annexure, if any. Scanned copy of duly filled price schedule (Section VII) for both packages are to be uploaded. If required, additional documents in support of taxes, quoted duties etc. may also be uploaded.
22. **Public Online Tender Opening Event (TOE):** The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted, the salient points of the Bids are simultaneously made available for downloading by all participating bidders. The medium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. The portal a unique facility of 'Online Comparison Statement' which is dynamically updated as each online bid is opened. The format of the Statement is based on inputs provided by the Buyer for each Tender. The information in the Comparison Statement is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Statement enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.
- Important Note:** In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service-provider's end (in the server, leased line, etc.) due to which all the bidders face a problem during critical events, and this is brought to the notice of AIIMS Kalyani by the bidders in time, then AIIMS, Kalyani will promptly reschedule the affected event(s).
23. **Other Instructions:** For further instructions, the vendor should visit the home-page of the portal. The complete help manual is available in the portal for Users intending to Register / First-Time Users, Logged-in users of Supplier organizations. Various links are also provided in the home page.
- Important Note:** It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.

***The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:***

1. Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.

2. Register your organization on the portal well in advance of your first tender submission deadline on the portal
3. Get your organization's concerned executives trained on the portal well in advance of your first tender submission deadline on the portal
4. Submit your bids well in advance of tender submission deadline on the portal (There could be last minute problems due to internet timeout, breakdown etc.).

➤ While the first three instructions mentioned above are especially relevant to first-time users on the portal, the fourth instruction is relevant at all times. Minimum Requirements at Bidders end Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP) Broadband connectivity. Microsoft Internet Explorer 8.0 or above. Digital Certificate(s) Vendors Training Program Necessary training to each registered bidder under this portal shall be impacted by the ASP, M/s. ITI, Kalyani, if required, before participation in the online tendering.

➤ For any further assistance, please contact Mr. Saikat Pal (09355030620), Mr. Sk. Tariq Anwar (09355030608), Helpdesk-01149606060, E-mail ID for mailing communication:

[eprochelpdesk.38@gmail.com](mailto:eprochelpdesk.38@gmail.com) , [eprochelpdesk.35@gmail.com](mailto:eprochelpdesk.35@gmail.com), [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com)

## GENERAL RULES & DIRECTIONS

### Name of Work: **Comprehensive Annual Maintenance of Landscaping and Gardening at AIIMS Kalyani for 1 year**

1. The time allowed for carrying out the work will be 12 (Twelve) months from the Date of Start (which shall be reckoned from **10<sup>th</sup>** day of issue of letter of acceptance).
2. Pre-Qualification criteria  
Intending Bidder would be eligible to submit the bid provided he complies with the following conditions:
  - a. He should have satisfactorily completed similar works in **last 07 (Seven) Years** ending 31<sup>st</sup> Mar 2024 as follows:  
“**for this tender** similar work” means Horticulture, Gardening or landscaping work. The experience of similar work should be from Central Govt./State Govt./Centre PSU/State PSU and Autonomous Body
    - Three (03) similar works each of value **not less than 40%** of estimated cost put to tender  
Or
    - Two (02) similar works each of value **not less than 60%** of estimated cost put to tender  
Or
    - One (01) similar work of value **not less than 80%** of estimated cost put to tender

**Note:** The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 07% per annum, calculated from the date of completion to the last date of submission of bid.

In case the work executed by the agency is of mixed nature in which Horticulture and Gardening works are also included, a separate certificate from the tendering department is required regarding quantum of work therein under Horticulture and Gardening category.

If such certificate is not issued, the certified copy of final bill with ink sign and seal of the tendering authority or his representative may be submitted. In such case, the calculation of Horticulture and Gardening works portion as done by AIIMS Kalyani shall be final and binding on the bidder.

- b. Turnover: Average annual financial turnover on construction works should be **at least 30% of the estimated cost** put to tender during the immediate last three consecutive financial years. The value of annual turnover figures shall be brought to current value by enhancing the actual turnover figures at simple rate of 7% per annum.
  - c. He should have registration with Employee Provident Fund (EPF) Commissioner and Employee State Insurance (ESI) Corporation.
  - d. He should have positive net worth and should not have incurred loss in last 03 (Three) years ending 31st March 2024, for which he would submit documentary proof duly certified by a Chartered Accountant.
  - e. No exemption/ preference will be given for Start-up firms and MSMEs
3. **Bid related directions:**
    - a. Agreement shall be concluded with the successful bidder in prescribed format. Bidders shall quote their rates as per various terms and conditions of the said form which will form part of the agreement.
    - b. The bid document consisting of plans, specifications, the schedule of quantities of the various type of items to be executed and the set of terms & conditions of the contract to be complied with and other necessary documents would form part of agreement.

**Preparation & Submission of Tender through Online:** The Tender should be submitted in 02 (Two) Parts i.e. Technical Bid and Financial Bid Respectively. The Technical Bid & Financial Bid should be submitted by the Bidder through online portal. **Scanned copy of financial bid should not be uploaded with technical bid.**

4. **Earnest Money Deposit:** The bidders shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 336297 (Three lakh thirty-six thousand two hundred ninety-seven only) by way of Demand Drafts only (In favor of “**All India Institute of Medical Sciences, Kalyani**”) and Scanned **Copy of the Demand Drafts must be uploaded / attached** with the Technical Bid. The EMD of the successful Bidder shall be returned after the successful submission of Performance Bank Guarantee/ Performance Security Deposit. For unsuccessful bidder(s) it would be returned after award of the contract to the successful bidder. Bid(s) received without Demand



Drafts of EMD will be rejected.

5. **Performance Guarantee/ Performance Security Deposit:** The successful bidder will be required to furnish a Performance Guarantee of 5% of contract amount after receiving notification of award, in the form of either Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of the "All India Institute of Medical Sciences, Kalyani" which should have its validity for a period of minimum 60 days beyond completion of all the contractual obligations.
6. In case the contractor fails to deposit the PSD, it will be deducted from the amount of his first running bill after making allowance for already deposited EMD.
7. The security deposit can be forfeited or utilized for rectification etc. by order of this Institute in the event of any breach or negligence or non-rectification of defects or non-observance of any condition of contractor. Performance Security will be released after completion of contractor's obligations (including Warranty/Guarantee period) under the contract.
8. Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances, which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed.
9. The contractor shall be responsible for arranging and maintaining at his own cost, all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents.
10. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions.
11. **Signing of Contract:** The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 100/- (Rs. One Hundred only) within fifteen (15) days of the issue of the Letter of notification of award. In the event of failure to sign the Contract, the institute may cancel his order.
12. The Tender paper/documents can be seen/downloaded from Official website. For any query, Superintending Engineer, Phone: 8902499295 or Procurement Cell, AIIMS Kalyani Phone no.- 03329991575 may be contacted.
13. The Competent Authority, the Executive Director, AIIMS KALYANI does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
14. Canvassing whether directly or indirectly, in connection to bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable to rejection.
15. The contractor shall not be permitted to bid for works in AIIMS, Kalyani if his near relative is posted as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the AIIMS, Kalyani. Any breach of this condition by the contractor would render him liable to be disqualified from this tender and be removed from the approved list of contractors of this Department.
16. No Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India will be allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
17. The bid for the works shall remain open for acceptance for a period of 180 days from the date of opening of bids.

18. This agreement begins when both the parties have legally sign edit. It expires for the Contractor/Vendor 12 months after the completion of work. This period of 12 months will be the defect liability period to be followed in accordance with Clause 17 of CPWD GCC for maintenance work,2023.
19. Rate quoted by the bidder shall be inclusive of such taxes (eg. GST) levies etc. and institute will not entertain any claim for reimbursement whatsoever in respect of the same.
20. Deduction from the contractor's bill will be made for electricity charges (if applicable) (c) Income tax @ 2% and will not be reimbursed. GST would be deposited by the contractor and will not be reimbursed since it is included in the quoted rate.

**Superintending Engineer**  
**AIIMS KALYANI**

# **SCOPE OF WORK, EXECUTION, ACCEPTANCE, PENALTY AND PAYMENT**

## **(A) Area of work**

This work shall be carried out in the following green areas:

- The entire area of AIIMS Kalyani surrounded by boundary walls in most areas and riverside embankment in remaining areas= 179.82 Acres.
- Minus the areas covered by buildings, parking, hard stands, tennis/basketball courts, drains, roads, transmission towers, water bodies and other cemented/covered areas. These are roughly marked in google map drawing and enclosed as Annexure 2 for conceptual purpose. Approximate area = 75 acre
- Horticulture and landscaping part of Director's Bungalows are included in contractor's liability
- Any new area developed by any agency or the lawns, flower vats, shrubs vats installed at upper floors in different locations in the buildings and the plants or trees planted by AIIMS or guest officers or students within the maintenance period would add to the liability of the agency (from the date of plantation) so long as these additional areas taken together do not exceed 5 percent of total maintainable area( approx.  $179.82-75=104.82$  Acre) .

## **(B) Nature of work**

1. For purpose of deciding nature of work, the entire maintainable area mentioned above, may be classified in two categories:
  - i. Category- I areas: These are the areas where HSCC or AIIMS agencies have not yet developed horticulture or landscaping. Approximate area = 79.82 acre. In these areas, the agency will only do grass cutting and general cleaning. The height of grass should at no point of time exceed 6 inch anywhere in this category of areas. This includes all playground areas also. In playground areas, the agency would restrict his job to maintenance of grass and will not be doing the jobs of levelling, rolling, earth filling, marking, fencing etc.
  - ii. Category- II areas: These are the areas where HSCC or AIIMS agencies has developed horticulture or landscaping or plantation and they are to be maintained. Approximate area = 25 acre
2. For Category- II areas, the agency would do the following jobs:
  - i. Where weeds or wild grass has grown up, he will either take out wild grass by picking or by destroying the entire greenery with chemicals and will plant new grass (Selection 1) by seeding.
    - The detail of Selection 1 item is as follow:

“Providing and laying Selection 1 grass turf with earth 50 mm to 60 mm thickness on existing ground prepared with proper level and ramming with wooden tools and then rolling the surface with light roller making the surface smooth and light watering the same as per direction of engineer in charge.”
    - Such areas will be identified by the agency by site visit prior to tendering and the agency should also keep due margin for further addition of this type of areas during the period from tendering to start of work.
    - However, the complete change of new grass will be done in phases so that on any given day, the overall look of the campus remains presentable. The work shall be planned in such a manner that within first 6 months, the entire area will be made almost free from wild grass and weeds.
  - ii. Where original grass type (Selection 1) is existing and there is no such growth of weeds or wild grass, he will maintain it in original form. These areas include all remaining areas of landscaping and gardening not covered in 2(i)
  - iii. Where plants have been planted by HSCC but some plants have died/ dried up, he will replenish the plants. For details of planted plants and shrubs, drawing no (Annexure to HSCC/AIIMS Kalyani/2023-24/366 dated 17-11-2023) will be referred to.
  - iv. Where plants planted by HSCC have not have died/ dried up dried up, he will maintain them in original form.

- v. Any plant accidentally cut by the grass cutting machine or other means would be immediately replaced by similar plant.
- vi. Uniformity in grass species would be maintained and intermittent weeds to be removed and destroyed permanently by the agency.

### **(C) General Conditions of work**

1. The agency would supply required labour, material, tools, ladders, scaffoldings, trolleys/Wheel Barrows, **consumables**, insecticide, pesticide, fertilizers, safety devices, grass cutting machines and their fuel as and when required for maintaining all lawns, flower pots, flower beds, landscapes, Islands, open levelled lands, trees, shrubs, hedges and grass in the entire area under his maintenance.
2. The source of water from irrigation will be mainly recirculated water from STP/STP or flushing water as decided by AIIMS. No water connection will be provided on demand. The agency has to arrange irrigation of all areas with the available tapping points only.
3. The agency would provide his workers, with necessary safety arrangements and PPEs like safety ladder up to 7 meter height, safety shoe, safety jacket, helmet, safety belt WORK IN PROGRESS sign as road barrier, gum boots, gloves, umbrella, hats etc. as and when required.
4. There is no maximum number of labour designated for the job. The agency would himself assess the requirement of highly skilled, Skilled, semi-skilled and unskilled labour as per occasion, season, weather and situation and deploy them accordingly. AIIMS Kalyani would make payment based on lump sum monthly rate quoted for the job with suitable deduction for some recorded area/s not maintained properly for a recorded period.
5. For estimate purpose total 35 labourers including 20 unskilled helpers, 14 semiskilled gardeners and 1 semiskilled supervisor has been taken in calculation. However, this is an assessed figure based on observation and analysis of the ongoing gardening work in some selected areas being maintained in present times. This does not restrict the number of labourers to be deployed by the contractor nor does provide him any relaxation from his liabilities as per this tender and as per prevailing govt rules. Similarly, the cost of material has been roughly assesses at 20% of labour cost which does not restrict the materials, tools and chemicals etc to be deployed by the contractor.
- 6. However, the contractor will not be permitted to engage lesser than above mentioned manpower (20 unskilled helpers, 14 semiskilled gardeners and 1 semiskilled supervisor).In case of short/supply of labour deduction of labour charges will be done in due proportion of his quoted rate.**
- 7. In addition to this, details ( Item name, quantity and cost) of all material brought at site by the contractor shall be recorded in a register for purpose of future planning which will have no relation with his payment under this contract.**
8. Proper accounting of workmen would be kept through an attendance cum payment register.
9. The contractor and/or his authorized agent should see the site order book every day and get the compliance of instruction given by the JE/AE/Engineer-in-charge as per time schedule.
10. Complaint register/ Site order book, attendance register and other records will have to be produced either daily according to the requirement or when asked to do so by the Engineer-in-charge or his authorized representative.
11. When a register gets completed, it will be handed over to the concerned J.E or his superior officer, it will not be returned to the contractor and the same will remain the property of the department.
12. All required register will be issued by Engineer-in-Charge/Executive Engineer duly marked in chronological order but the contractor will have to arrange all such registers/stationery etc. Nothing extra shall be paid on this account.
13. Monthly review of wages payment in the workers bank accounts, their EPF, ESI and PVR status would be made and it will be a necessity for releasing monthly Job Completion Certificate.

#### **(D) Payment Conditions**

1. Monthly payment shall be made on production of bill based on monthly rate and submission of all documents related to wages and deductions etc followed by certificate of satisfactory completion issued by the engineering department.
2. The payment is based on acceptance criteria as given below:
  - i. All trees are in green and healthy condition all the time and are adequately watered.
  - ii. All fallen tree leaves, tree branches, bird droppings and foreign objects within maintenance area (excluding roads but including garden pathway) are cleaned several times a day.
  - iii. All shrubs and hedges including all plants planted in flower pots or flower beds are maintained green, healthy and properly dressed on all days. All decayed shrubs and hedges should be replenished immediately without charging any extra amount and without leaving the area looking ugly for any day. No frequency of cutting is specified. It should be decided and fixed by the agency as per season, occasion and requirement.
  - iv. The grass should be cut to 1 ½ (one and a half) inch height and re cut before it could attain 3 ½ (three and a half) inch height.
  - v. The width and height will be decided on the spot for each hedge line individually through a site order book by AIIMS Kalyani supervisory officer which will be maintained within 2-inch accuracy and full uniformity at all times.
  - vi. Missing hedges would be replaced. For this a nursery would be maintained in house within AIIMS Kalyani.

#### **(E) Fines and penalties:**

- I. The work would be subjected to weekly inspection for purpose of finding out defects and giving 2 days' time for rectification. After lapse of 2 days if the rectification is not confirmed in the site order book by the AIIMS inspecting officer (Junior Engineer), the penalty would start on per day basis. The first inspection would be carried out by allowing initial period of 3 weeks for completion of pending works if any.
- II. In case any overgrown grass or overgrown or untrimmed/ irregular shrub/hedge is noticed, it will be recorded by the AIIMS supervisory officer and the agency has to rectify it within 2 working days failing which a penalty of Rs.5 per meter per day for shrub/ hedge and Rs.5 per sqm. per day for grass/landscape will be imposed and deducted from the bill/security of the agency till the recorded date of rectification. The rectification date will be recorded in the site order book and signed by firm's representative/any semi-skilled labour of the firm if representative is not available.
- III. In case any weeds in the grass or missing stretch in the shrub/hedge is noticed, it will be recorded by the AIIMS supervisory officer and the agency has to rectify it within 7 working days failing which a penalty of Rs.50 per meter per day for shrub/ hedge and Rs. 50 per sqm per day for weeds area will be imposed and deducted from the bill/security of the agency till the recorded date of rectification. The rectification date will be recorded in the site order book and signed by agency's representative/any semi-skilled labour of the agency if representative is not available.
- IV. In case due to inefficiency of agency some work on urgent occasion is got done by engaging labour from AIIMS side, the sum equal to twice the wages paid to the labour would be recovered from the agency.
- V. The sum total of all types of penalties shall be restricted to 10% of the value of work. However, if AIIMS authorities find that imposition of penalty is not causing any improvement in the performance, the work order would be cancelled and the firm shall be debarred / blacklisted as per rules
- VI. In case of repeated lapse and failure to comply the requirements, the work order would be cancelled and the firm shall be debarred / blacklisted as per rules.

**ANNEXURE -1 (Total area of AIIMS Kalyani campus-Rough Representation)**



## ANNEXURE- 2

(Rough Representation of Areas of buildings ,parkings ,roads,cemented areas ,pathways)



ANNEXURE-3 (Horticulture and landscaping area: Rough Representation)





**ANNEXURE-4 (Undeveloped Area Rough Representation)**



### **Special conditions:**

1. The area given is approximate and must be ascertained by the agency by site visit. No extra charges will be paid for site visit.
2. In case of delay in tendering for next year or due to some other reason, the period of this contract may be extended by 6 months beyond the stipulated 12 months period. For this extended period, same rates will be payable irrespective of change in material and labour rates.
3. The rate quoted by the firm shall be firm and fixed for the entire contract period should be such that any revision in Minimum wages or extension up to 6 months are duly absorbed by the contractor.
4. Contractor shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as wages, allowances, compensations, EPF, ESIC, Bonus, Gratuity, etc. relating to personnel deployed by them at AIIMS, Kalyani site or for any accident caused to them. The institute shall not be liable to bear any expense in this regard.
5. The Contractor shall specifically ensure compliance of various Laws / Acts, including but not limited to with the following and their re- enactments / amendments / modifications: -
  - I. The Payment of Wages Act 1936.
  - II. The Employees Provident Fund & MP Act, 1952.
  - III. The Contract labour (Regulation) Act, 1970.
  - IV. The Payment of Bonus Act, 1965.
  - V. The Payment of Gratuity Act, 1972.
  - VI. The Employees State Insurance Act, 1948.
  - VII. The Employment of Children Act, 1938.
  - VIII. The Motor Vehicle Act, 1988.
  - IX. Minimum Wages Act, 1948
6. **Termination of Contract:**

AIIMS, Kalyani would have the right to terminate the contract, in case the work performance is not up to the standard, or in case there is any violation of AIIMS, Kalyani rules & regulations, or if there is any lapse in compliance of any labour legislation. If there is any incident of indiscipline on the part of the Tenderer or his staff the agreement may be terminated. The decision of AIIMS, Kalyani's management in this regard would be final and binding on the Tenderer. In such an event, AIIMS, Kalyani shall have the right to engage any other tenderer to carry out the task.
7. **Deviation of quantities of Contract:**

The contractor would be required to execute the quantities with deviation up to 50% on either side if so desired by the department at the same quoted rate.
8. **Dispute Settlement:**
  - a. The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.
  - b. It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Executive Director, AIIMS, Kalyani whose decision shall be final and binding on both the parties.
  - c. The Arbitration shall be held in accordance with the provision of the Arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Kalyani. The decision of the Arbitrator shall be final and binding on the both parties.

FINANCIAL INFORMATION

I. Financial Analysis - Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five financial years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached). The contractor may fill fist box if data for 4<sup>th</sup> box not available with him till the date of his application.

	Financial year 2019-20	Financial year 2020-21	Financial year 2021-22	Financial year 2022-23	Financial year 2023-24
Gross Turn Over on similar works →					
Profit/Loss( standalone financial statement and consolidate d financial statement both).					

II. Financial arrangements for carrying out the proposed work.

Signature of Chartered Accountant with Seal

Signature of Bidder(s)

FORM "B"

BANKER’S CERTIFICATE FROM A COMMERCIAL BANK

This is to certify that to the best of our knowledge and information that M/s./ Sh.....  
 ..... having marginally noted address, .....as a Customer of our bank are/ is  
 respectable and can be treated as good for any engagement up to a limit of Rs.....  
 (Rupees.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature) For the Bank

NOTE

1. Banker’s Certificates should be on letter head of the Bank, addressed to tendering authority.
2. In case of Partnership firm, certificate should include names of all partners as recorded with the Bank.

FORM-B1

FORM FOR CERTIFICATE OF NET WORTH FROM CHARTERED ACCOUNTANT

"It is to certify that as per the audited balance sheet and profit & loss account during the financial year ....., the Net Worth of M/s ..... (Name & Registered Address of individual/firm/ company), as on ..... (the relevant date) is Rs. .... after considering all liabilities. It is further certified that the Net Worth of the company has not eroded by more than 30 % in the last three years ending on (the relevant date)."

Unique Document Identification Number (UDIN) .....

Signature of Chartered Accountant .....

Name of Chartered Accountant .....

Membership No. of ICAI

Date and Seal

FORM 'C'

DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING THE LAST SEVEN YEARS ENDING PREVIOUS DAY OF LAST DAY OF SUBMISSION OF TENDERS

S.No	Name of work/project And location	Owner or sponsoring organization	Cost of Work in crores of rupees	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation / arbitration cases pending/ in progress with details*	Name and address/ telephone number of officer to whom reference may be made	Whether the work was done on back to back basis Yes/ No
1	2	3	4	5	6	7	8	9	10

\* Indicate gross amount claimed and amount awarded by the Arbitration Tribunal.

(Authorized Signature of the Bidder with Seal)

FORM-C1

PROJECTS UNDER EXECUTION

S.No.	Name of work/ Project And location	Owner or Sponsoring organization	Cost of work in crores of rupees	Date of commencement as per contract	Stipulated date of completion	Upto date percentage progress of work	Slow progress if any and reasons thereof	Name and address/ telephone number of officer to whom reference may be made	Remarks

Signature of Bidder(s)

FORM FOR DETAILED INFORMATION BY BIDDER

Name of Firm/Contractor/Supplier	:
Complete Address and Telephone Number	:
Name of Proprietor/Partner/Managing Director/Director	:
Phone Number	:
Mobile Number	:
e-Mail ID	:
Name and address of service Centre nearby Kalyani	:
PAN Number. (enclose the attested copy of PAN Card)	:
Service Tax Number. (enclose the attested copy of VAT Certificate)	:
GST Number (enclose the attested copy of VAT Certificate)	:
Whether the firm has Uploaded the Bank Draft/Pay Order/ Banker's Cheque of Earnest Money Deposit (EMD).	:
Whether the Firm/Agency as signed Each &Every page of Tender/NIT	:
EPF No. (Enclose the attested copy of EPF Registration Certificate)	:
ESI Code.	:
Any other information, if necessary.	:

(Authorized Signature of the Bidder with Seal)

**All India Institute of Medical Sciences**  
**(Bidder Undertaking Against item Rate Bid for Work)**

e-Tender for the work of: Comprehensive Annual Maintenance of Landscaping and Gardening at AIIMS Kalyani for 1 year

**To be submitted online by:**

- (a) Time and date of online Opening of Technical Bids. : \_\_\_\_\_
- (b) Time and date of opening of Online Financial Bids. : **To be intimated later.**

**T E N D E R**

I/We have read and examined the notice inviting tender, schedule along with Appendices A, B, C and E as per Specifications applicable, Drawings & Designs, general Rules and Directions, Conditions of contract, Clauses of Contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender documents for the work.

Rs504444 (Five Lakh Four Thousand Four Hundred Forty-Four Rupees only) is hereby forwarded in Bank Guarantee of scheduled Bank/Demand Draft of a scheduled Bank/Bank Guarantee issued by a scheduled Bank as **Earnest Money**. If I/We, fail to furnish the prescribed Performance Guarantee within prescribed period, I/We agree that the said Director, AIIMS, KALYANI or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely. Further, if I/We fail to commence work as specified, I/We agree that Director, AIIMS, KALYANI or the successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said Performance Guarantee absolutely. The said Performance Guarantee shall be a Guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in the tender form. Further, I/We agree that in case of forfeiture of Earnest Money & Performance Guarantee as aforesaid. I/We shall be debarred for participation in the retendering process of the work.

I/We undertake and confirm that eligible similar work(s) mentioned by me have not been got executed through another contractor on and, if such a violation comes to the notice of AIIMS, KALYANI, then, I/We shall be debarred for tendering in AIIMS, KALYANI in future forever. If such a violation comes to the notice of AIIMS, KALYANI before date of start of work, the Administrative Officer shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

I/We hereby declare that, I/We shall treat the tender documents, drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated:

Signature of Contractor with full Postal Address

Witness: \*

Occupation: \*

Address: \*

\* To be filled in by the Contractor

**DECLARATIONS**  
**(TO BE GIVEN BY THE TENDERERS)**

It is to certify that: -

NOTE: - (To be certified by all the partners in case of partnership firms, by all the directors in case of companies).

a. “I/We undertake and confirm that eligible similar Work(s) have not been got executed through another contractor on back to back basis. Further, it is stated that, if such a violation comes to the notice of Department, then I/We shall be debarred for bidding in AIIMS Kalyani in future forever. Also, if such a violation comes to the notice of AIIMS, Kalyani before date of start of work, the Executive Director shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee”.

Date: \_\_\_\_\_

Signature of the Tenderer

b. “The Original Instrument for EMD (Demand Draft) and Self Certified copies of other Eligibility Documents shall be deposited by me/us with the FIC Procurement, AIIMS, Kalyani before the scheduled time and date of opening of technical bid failing bid failing which AIIMS Kalyani shall reject the Bid.

Date: \_\_\_\_\_

Signature of the Tenderer

c. I/We undertake and confirm that I/ we have not been blacklisted in any government/semi government department/PSU for the period of this contract. In case this information is found in correct I/We may be subjected to due penalty and legal action.

Date: \_\_\_\_\_

Signature of the Tenderer

**FORM OF PERFORMANCE SECURITY (GUARANTEE)**

1. In consideration of the Executive Director, AIIMS, Kalyani (hereinafter called "the Government") having offered to accept the terms and conditions of the proposed agreement between and (hereinafter called "the said Contractor(s)") for the work (hereinafter called "the said agreement}") having agreed to production of an irrevocable Bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as a security/guarantee from the contractor(s) for compliance of his obligation in accordance with the terms and conditions in the said agreement.

I/We (hereinafter referred to as Bank) hereby (Indicate the name of the Bank) undertake to pay to the Government a amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) on demand by Government.

2. I/We do hereby undertake to pay the (Indicate the name of the Bank) amount due and payable under this Guarantee without any demur, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

3. I/We the said bank undertake to pay to the Government any money so demanded not withstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating there to, our liability under this present being absolute and unequivocal.

4. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

5. I/ We further agree that the guarantee herein contained (Indicate the name of Bank) shall remain in full force and effect during the period that would be taken for the performance of the said agreement and it shall continue to be enforceable till all the dues of the Government under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till Engineer-in-charge on behalf of the Government, certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) accordingly discharges this guarantee.

6. I/We further agree with the Government that the (Indicate the name of Bank) Government shall have the fullest liberty without our consent, and without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor(s) and to forebear or enforce any of the terms and conditions relating to the said agreement & we shall not be relieved from our liability by reasons of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on that part of the Government or any indulgence by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

7. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).

8. We lastly undertake not to revoke this (Indicate the name of Bank) guarantee except with the previous consent of the Government in writing.

9. This Guarantee shall valid up to \_\_\_\_\_ unless extended on demand by Government, notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this Guarantee all our liabilities under the Guarantee shall stand discharged.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ for \_\_\_\_\_

(Indicate the name of Bank)



**AGREEMENT**

**Format for Agreement**

(to be made on Rs 100/- Non- Judicial Stamp Paper)

This agreement is made at Kalyani on the \_\_\_\_\_ day of \_\_\_\_\_ Month of \_\_\_\_\_ 20\_\_\_\_ (Two Thousand \_\_\_\_\_) *between the Executive Director, All India Institute of Medical Sciences, Kalyani acting through Superintending Engineer, AIIMS, Kalyani having its Office at AIIMS, Kalyani-741245 (herein after called 'Client' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, Legal Representatives and assigns) of the First party,*

**and**

M/s \_\_\_\_\_ (Second party) having its registered Office at \_\_\_\_\_ (Here in after called the 'Agency' which expression unless repugnant to the Context shall mean and include its successors-in-interest assigns etc.) of the Second Party.

WHEREAS the "Client" is desirous to engage the "Agency" for the work "Comprehensive Annual Maintenance of Landscaping and Gardening at AIIMS Kalyani for 1 year", as per the terms and conditions stated below: -

- (a) All the Terms & conditions of the Tender document will form as the part of this Agreement.
- (b) The agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other Laws applicable and all Statutory Obligations such as Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed in AIIMS, Kalyani. The client shall have no liability in this regard.
- (c) The Agency shall be solely responsible for any Accident/Medical/Health related Liabilities/Compensation for the personnel deployed at it at AIIMS, Kalyani site. The Client shall have no liability in this regard.
- (d) Any violation of Instructions/Agreement or Suppression of facts will attract cancellation of Agreement without any reference or any notice period.
- (e) The Contract can be terminated by giving 01 (One) Month Notice by the AIIMS, Kalyani.
- (f) In case of Non-Compliance with the contract, the Client reserve sits right to Cancel/Revoke the contract.
- (g) Performance Security amounting to @5% of the Annual Contract Value, in the form of Fixed Deposit Receipt or Bank Guarantee form a scheduled Bank shall be furnished by the Agency at the time of signing of the Agreement.
- (h) The Agency Shall be fully responsible for timely monthly payment of wages i.e. by 07<sup>th</sup> of every month without fail and any other dues to the personnel deployed at AIIMS, Kalyani as per rates mentioned in the schedule without any deductions except PF& ESI as admissible.
- (i) The personnel provided by the Agency will not claim to become the employees of AIIMS, Kalyani and there will be no employee and Employer relationship between the personnel engaged by the Agency & AIIMS, Kalyani.
- (j) There would be no increase in rates payable to the Agency during the Contract Period.
- (k) The Agency also agrees to comply with annexed Terms & Conditions of the Tender and amendments thereto from time to time.
- (l) Decision of Client in regard to interpretation of the Terms& Conditions of the Tender shall be final and binding on the Agency.
- (m) The Agency shall ensure full compliance with Tax laws of India with regard to this contract and shall be solely responsible for the same the Agency shall keep client full indemnified against liability of Tax, Interest Penalty and any other legal Liability etc. of the Agency in respect thereof, which may arise. No Service Tax will be paid by AIIMS, Kalyani. The Books of Accounts of the Agency as regards this outsourcing work shall be open for examination by the Institute as and when required.

(n) In case of any dispute between the Agency and Client, Client shall have the right to decide. However, all matters of jurisdiction shall be at the Local Courts of Kalyani.

(o) The Agency will provide Police Verification Certificate of each Employee within a period of 03 (Three) Months from the date of deployment exception respect of Ex-Servicemen and retired Government Employees. Failing this, the deployment shall be liable for cancellation.

(p) THIS AGREEMENT will take effect from the \_\_\_\_\_ day of \_\_\_\_\_ Month of \_\_\_\_\_ 2024 (Two Thousand Twenty-four) and shall be valid for 01 (One) Year and extendable for another 6 months) year as desired by AIIMS Kalyani.

This day of \_\_\_\_\_ 20\_\_\_\_, both the parties here to have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year mentioned above in Kalyani in the presence of the witness: -

.....  
(For and on behalf of Bidder/Contractor)

.....  
(For and on behalf of Principal/Owner)

WITNESSES:

.....  
(Signature, Name and address)

.....  
(Signature, Name and address)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Place: \_\_\_\_\_

Evaluation Criteria

The technical bids would be evaluated as per the following evaluation table:

<b>ALL INDIA INSTITUTE OF MEDICAL SCIENCES, KALYANI</b>				
<b>Checklist for bid documents of Comprehensive Annual Maintenance Of Landscaping And Gardening at AIIMS Kalyani for 1 year.</b>				
<b>NIT No. ::</b>				
		<b>Estimated Cost</b>	Rs.16814807 (One crore sixty eight lakh fourteen thousand eight hundred seven only)	
		<b>EMD Rs.</b>	Rs.504444 (Five Lakh Four Thousand Forty Four Rupees only)	
		<b>Average annual Turnover required= 30%</b>	Rs.5044443(fifty lakh forty four thousand four hundred forty three only)	
		<b>80% value</b>	Rs.13451846(One crore thirty four lakh fifty one thousand eight hundred forty six only)	
		<b>60% value</b>	Rs.10088885(One crore eighty eight thousand eight hundred eighty five only)	
		<b>40% value</b>	Rs.6725923(Sixty-seven lakh twenty-five thousand nine hundred twenty-three only)	
<b>Closing date of bid submission :</b>				
<b>Ref. Nomination of committee on case file note sheet on</b>				
		<b>NAME OF AGENCIES</b>		
<b>Sl. No.</b>	<b>LIST OF DOCUMENTS</b>	<b>AGENCY 1</b>	<b>AGENCY 2</b>	<b>AGENCY 3</b>
1	EMD in favor of AIIMS,Kalyani by Demand Draft of any scheduled Bank			
2	Copies of Contractor's License of appropriate class and category as per the tender work.			
3	Balance sheet for balance sheet 3 years			
4	Profit and loss account for last 3 years			
5	FORM-A Financial information			
5a	He should have average Annual Financial Turnover during the immediate last 03 (Three) consecutive Financial years ending 31st March 2024 of Minimum 30% of EC			

5b	He should have positive net worth and should not have incurred loss in last 03 (Three) years ending 31st March 2024, for which he would submit documentary proof duly certified by a Chartered Accountant. ( see Form B-1)			
5c	Whether Financial arrangements for carrying out the proposed work has been submitted and certified by CA( see Form A, para II)			
6	Whether bankers Certificate as per form B is submitted and found satisfactory			
7	Whether Form for certificate of net worth from CA as per form B-1 is submitted and found satisfactory			
8	Form C : Whether Projects Details of eligible similar nature of works completed during the last seven years ending previous day of last day of submission of tenders as per form C is submitted and found satisfactory			
8a	If "FORM-C" submitted then correctness of "FORM-C" to be checked with :			
	Certificate of Work Experience & Completion Certificate of Similar Work from Client issued by an officer of appropriate level.			
9	Form C-1 Whether Projects under execution as per form C-1 is submitted and found satisfactory			
10	Similar works completed			
a	Three (03) similar works each of value <b>not less than 40%</b> of estimated cost put to tender. <b>OR</b>			
b	Two (02) similar works each of value <b>not less than 60%</b> of estimated cost put to tender. <b>OR</b>			
c	One (01) similar works each of value <b>not less than 80%</b> of estimated cost put to tender.			
11	Certificate of Registration for GST			
12	Form -1 : Detailed information of the Bidder			
13	Form-2 : Bidders undertaking against Item Rate Bid for Work			
14	Form-3 "DECLARATIONS"			
15	Copies of ESIC Registration			
16	Copies of EPF Registration.			

**Schedule of Quantities and Price Bid format**  
**(to be upload online only and no hard copy to be forwarded)**

**AIIMS, Kalyani**

**Name of Work:** Comprehensive Annual Maintenance of Landscaping and Gardening at AIIMS Kalyani for 1 year

Ser. No.	Description of Item	Unit	Quantity	Rate in Figures in Rupees Per month Including material, labour, equipment, overheads, service charges wages, EPF, ESI, GST and other charges as per tender conditions..	Amount Rs.	Remarks
1	Comprehensive Annual Maintenance of Landscaping and Gardening at AIIMS Kalyani for 1 year as per conditions of tender.	Per month	12 months			

-----End-----