



Dr. Y. S. R. HORTICULTURAL UNIVERSITY

**TENDER DOCUMENT
FOR**

**NAME OF THE WORK:- PROVIDING REGULAR MAINTENANCE (FOR A
PERIOD OF 8 MONTHS) OF CENTRE FOR
RESEARCH & DEVELOPMENT AT Dr.YSRHU,
VENKATARAMANNAGUDEM, WEST GODAVARI Dt.**

NAME OF THE FIRM

& ADDRESS :.....

.....

**Dr. Y. S. R. HORTICULTURAL UNIVERSITY
VENKATARAMANNAGUDEM – 534 101
WEST GODAVARI DISTRICT
ANDHRA PRADSEH**

FIRM/CONTRACTOR

Dr. Y S R HORTICULTURAL UNIVERSITY
Administrative Office - Venkataramannagudem,
West Godavari Dist.

Tender Notice No.03(01)/HU/EO/TN/2019-20

Dt.10.07.2019

DOWN LOADING OF THE TENDER DOCUMENT

Last date for receipt of tenders : 25.07.2019 at 3.30 P.M.

Date of opening of Technical Bids : 25.07.2019 at 4.00 P.M.

Number of Call : 1st Call

ADDRESS FOR COMMUNICATION

O/o The Estate Officer
Administrative Office
Dr. Y S R Horticultural University
Venkataramannagudem-534101
West Godavari District

The tender document containing terms and conditions for the execution of this project along with specifications, Details of Processing fee and EMD to be paid are appended.

PREAMBLE

The university has established a Center for Excellence on Protected Cultivation of Vegetables and Flowers including Automated Plug type Seedling Production Unit under Centre for Research and Development at Dr.Y.S.R.Horticultural University Head Quarters, Venkataramannagudem, West Godavari district, Andhra Pradesh. This project is aimed at supply of healthy seedlings of various vegetables, Research and Demonstration on protected cultivation of high value vegetables and flowers and providing training to extension personnel and farmers on protected cultivation.

This tender is for inviting suitable proposal for regular maintenance for centre for research and development at Dr.Y.S.R.Horticultural University Head Quarters, Venkataramannagudem, Tadepalligudem, West Godavari Dist, Andhra Pradesh, India

The interested specialized organizations/firms who are involved and having experience of taking up polyhouse maintenance works may participate with their best attractive proposals with us.

TERMS AND CONDITIONS

- I) The location of the project is at Dr.YSRHU Campus, Venkataramannagudem, West Godavari district of Andhra Pradesh.
- II) The bidder has to provide man power for regular maintenance and to carryout cultural operations proposed in Annexure-II.
- III) The tenderers are also required to furnish their experience certificate for the similar maintenance works along with details of firm registration documents.
- IV) The tenderers must quote the tender percentage (Excess/Less) on ECV Value in Part- 'B', otherwise tender will be rejected.
- V) Estimated Contract Value (ECV) is excluding all Taxes

- VI) Technical bid should be submitted separately in Cover – ‘A’ along with processing fee, & EMD, Financial bid should be submitted in other cover – ‘B’ both enclosed in a single cover addressed to the Estate Officer.
- VII) The tenders should be submitted within specified time at the office of The Estate Officer, Administrative Office, Dr.YSRHU, Venkataramannagudem along with processing fee and EMD **DD’s** as specified here under against each item.

Sl. No.	Work/Equipment	EMD Amount to be paid (in Rupees)
1	Supply of manpower for regular maintenance which include taking up various cultural operations in 6 naturally ventilated polyhouses, 3 fan and pad polyhouses, 2 screen houses of 580 sqm each, 2000Sqm of open field and maintenance of hi-tech nursery and its premises (for a period of 8Months)	Rs.19,960.00

Tenderers must pay the EMD amount of **Rs.19,960.00** in the form of crossed D.D. drawn **in favour of PAO (W&P), Eluru** payable at Tadepalligudem Any Nationalized Bank, Tadepalligudem and processing fee of **Rs.2,000/- (Rupees Five Thousand Only)** through **DD in favour of The Executive Engineer, Dr.YSRHU, Venkataramannagudem,** Tadepalligudem payable at Andhra Bank/ any nationalized bank, Tadepalligudem which is non-refundable, the tender without Processing fee & EMD will be rejected.

- VIII) Financial bid of the bidders who has qualified in the technical bid will only be opened
- IX) The specifications and other conditions prescribed in tender schedule of this tender document shall also be treated as part of these tender documents for all purposes.

TERMS OF PAYMENT

Payment will be made after satisfactory maintenance of Centre for Research and Development, through Pay and Accounts Officer (W&P) for the concerned month

ELIGIBILITY CRITERIA

- 1) The preference would be given to the company with experience of having under taken maintenance work for a minimum period of 2 years.
- 2) Certificate from the project client for award of contract and stage of satisfactory project completion (in terms of value) in original or its notarized copy for each project claimed to be submitted.
- 3) The company participating in the bidding should be in the industry for at least 3 years in the same field.

Evaluation of Bid:

- 1) The Technical Bid Documents will be opened first and evaluated by the Tender Committee. Financial Bid Documents of only those bidders will be opened who have qualified in Technical Bid.
- 2) The Competent Authority reserves the right to accept or reject any tender without any reason thereof.
- 3) It is necessary to submit all the relevant documents like Pan Card, GST Registration, Certificate of Incorporation / Partnership Deed and valid registration, along with hard copies of EMD and Processing fee DD's.

DISQUALIFICATION:

The authorities may, at its own sole discretion, at any time during the tender process, disqualify any interested party from the tender process if:

- (a) If the tender is submitted after the dead line for submission.
- (b) If the interested entity has made misleading or false representation in the forms, statements, attachments submitted in proof of eligibility.
- (c) If the tender is not accompanied by required documentation, processing fee and EMD.
- (d) If the tenderer failed to provide clarifications related thereto, when sought.

“DECLARATION OF THE TENDERER”

- 1) That I/We am/are the authorized nominee (s) of the firm here by submit tender to Dr. Y S R Horticultural University, West Godavari District for Centre for Research and Development at Dr. Y. S. R. Horticultural University, Venkataramannagudem- 534101, West Godavari district. The copy of the power of Attorney is attached herewith.
- 2) I am to state that the information provided in the tender form is true and correct
- 3) I/We may be punished as per law for any wrong information, misleading facts provided in the tender form besides rejection of my/our tender.
- 4) In case of any dispute, the Jurisdiction will be West Godavari district only.
- 5) I/We have carefully read all the general and specific terms and conditions of the tender and I solemnly declare that the same are acceptable to me/us and binding on me/us.

Place:

Signature of Tenderer:

Date:

Name of Tenderer :

Capacity in which signed :

Full address of the Tenderer :

With seal & stamp:

(Attach Identity card Xerox)

Phone No. :

Mobile No. :

ANNEXURE – I

TECHNICAL BID PROFORMA

The tender shall accompany with the enclosures for components as per Performa prescribed and is attached with the document and details is as under:

S. No.	Intervention/Component	Annexure (With page nos.)
1	Company Profile	
2	Past Experience of the firm with certificates/ work order/ completion certificate etc.	
3	No. of years of experience in this field	
4	Office details	
5	GST registration	
6.	Latest IT Returns & PAN Card	
7	Any others as specified in the general tender document	

The Dr.YSRHU reserves the right to verify the claims made by the tenderer and to carry out the capacity assessment of the tenderer and the Dr YSRHU decision shall be final in this regard.

Annexure- II**FINANCIAL BID PROFORMA****REGULAR MAINTENANCE (FOR A PERIOD OF 8 MONTHS) OF CENTRE FOR RESEARCH & DEVELOPMENT AT Dr.YSRHU, VENKATARAMANNAGUDEM, WEST GODAVARI DISTRICT.**

S. No	Type of Work	Quantity/ Period
1	Naturally Ventilated Polyhouses (580sqm.) Crops: Tomato, capsicum, cucumber, carnations, gerbera & rose etc., Taking up bed preparation, transplanting, weeding, staking, bending, spraying, harvesting, grading, packing etc.,	6 nos. For 8 months
2	Fan & Pad Polyhouses (580 sqm.) Crops: Tomato, chrysanthemum, carnations, gerbera etc., Taking up bed preparation, transplanting, weeding, staking, pinching, spraying, harvesting, grading, packing etc.,	3 nos. For 8 months
3	Screen Houses (580sqm.) -Various cultural operations like bed preparation, transplanting, weeding, staking, pinching, spraying, harvesting, grading, packing etc.,	2 nos. For 8 months
4	Hitech Nursery (1075+2112 sqm.) Preparation of media, tray filling, seed sowing, irrigation, plant protection, shifting of trays, packing and general cleaning in its premises Aimed at production of 50,00,000 seedlings	1 no. For 8 months
5	Open field (2000 sqm) Taking up bed preparation, transplanting, weeding, staking, bending, spraying, harvesting, grading, packing etc., in various vegetable and flower crops	1 no. For 8 months
6.	Technical expert in the field of Protected cultivation	1 no / 8 months

Annexure- III

(General Conditions)

Submission of Tender and Deposit of earnest money

- 1) Quoted Percent should be written legibly in ink or type written. No alterations should be made to any of the terms and conditions of the tenders by scoring out, altering or overwriting; similarly no alterations are permitted in the rates quoted by them. No alterations will be allowed after this Office receives the tender. Ambiguity must be avoided in filling the tenders. However, any corrections etc., made will have to be duly attested with dated signatures and official seal. The tenders not complying with these conditions will be rejected summarily.
- 2) The tenders not conforming to the prescribed terms and conditions of the Horticultural University or conditional Tenders or Tenders which cannot adhere to the prescribed time schedule are liable for rejection.
- 3) Tenders with an excess of above 5 % of the estimated contract value shall summarily be rejected. For tenders with less in excess of 15% of the estimated Contract Value of work, the difference between the tendered amount and 85% of the estimated contract value, shall be paid by the successful tenderer at the time of concluding agreement (As per the Instructions of the Estate officer) IMPORTANT NOTE: After uploading the technical bid / Price bid / the original Demand Drafts in respect of Processing Fee are to be submitted by the tenderer to this office as mentioned, failing which, the tender shall be rejected. The university shall not hold any risk on account of postal delay or non receipt.

Validity of rates and other Conditions:

1. Tenders shall remain valid for a period of 90 days from the date of opening of the tender prescribed. In exceptional circumstances, the University may solicit the tenderer's consent for an extension of the period of validity. The request and response shall be made in writing / cable / telex / fax / e-mail.

2. The bid document (Annexure-I & II) should be sealed in separated covers and sent to the undersigned along with all the relevant document of proof.
3. The inner and outer envelop shall bear the following address:

**THE ESTATE OFFICER
ADMINISTRATIVE OFFICE
Dr. Y. S. R. HORTICULTURAL UNIVERSITY
VENKATARAMANNAGUDEM-534101,
WEST GODAVARI Dist., ANDHRA PRADESH**

4. The inner envelops should also contain the Name and Address of the bidder
5. Telex, cable, e-mail or facsimile tenders will be rejected.
6. Tender Documents must be received by the University at the address specified not later than the time and date specified in the invitation (Notification) for tenders. In the event of the date specified being declared as a holiday for the University, the tenders will be received up to the appointed time on the next working day.
7. The tenderer's representatives who are present shall sign in the register evidencing their attendance.
8. During evaluation of tenders subsequent to opening, the University may at its discretion, to ask the tenderer for clarification of its tender. The request for clarification and the response shall be in writing and no change in the tender will be entertained.
9. The evaluation of the tender will take into account, the past experience in addition to the tender price. Such price should include all duties and taxes to be paid or payable on components of works.
10. The successful tenderer(s) will be intimated by letter (s) or other means of communication and the tenderer (s) so informed shall be bound from the time of transmission of such acceptance by the University. Formal acceptance of the tender (s) will be forwarded to successful tenderer (s) in due course but it will serve merely as a confirmation of the initial information and shall not affect the time from which the offer is/are bound by the contract(s).

11.The University is not bound to accept the lowest tender. Any or all the quotations may be rejected without assigning any reasons. It reserves the right of acceptance in whole or part of the offer made. The decision of the Dr. YSR Horticultural University in the matter shall be final and binding on the tender.

TENDER EVALUATION

Tender Evaluation:

The tender percent quoted by the tenderer would be considered for financial tender evaluation.

Committee:

- a. The committee shall do the above evaluation based on the quoted prices. The committee shall determine the approach and methodologies for the issues, which may arise during the above, referred evaluation process and their decision is final. The decision of the committee to reject or accept shall be final and binding on all the tenderers.
- b. The successful tenderer shall be responsible for the supply of all the inputs

Other contractual obligations

1. The contract shall not be deferred/ modified except by written consent by both the Dr. YSRHU and the tenderer.
2. The tenderer shall not sublet or delegate this contract or part thereof without the written consent of the Horticultural University.

Consequence of non-supply and damages

1. Assuming that the tenderer fails to deliver any service covered by the contract, the Horticultural University reserves the right in addition to other legal remedies, to cancel the contract or any portion thereof and hold the tenderer liable for all damages sustained by the university by virtue of the tenderer failing to perform the contract and consequent cancellation of the contract.
2. The time allowed for delivery of services shall be deemed to be the essence of the contract. The University also reserves the right to cancel the work order in case any service is delayed beyond the scheduled date of operation and to make such arrangements as it may think fit for the completion of activity on account and at the risk of the successful tenderer. The additional expenses thus incurred together with the consequential losses and also the liquidated damages shall be recovered from the successful tenderer out of his / their security deposit / earnest money deposit and any other amount due to him / them. The balance still, if any, payable by the successful tenderer shall be paid by him/them within 7 days of notice by the Dr. YSR Horticultural University.

FORFEITURE/REFUND OF THE EARNEST MONEY DEPOSIT (EMD)

1. Earnest Money of the unsuccessful tenderer (s) shall be refunded within three months from the date of decision regarding the tenders. No interest is payable by the University on such deposit.
2. On due performance and satisfactory completion of the order in all respects during the contract periods, the Earnest Money Deposit(Security Deposit) will be refunded to the Contractor(s) without interest within a period of 3 months with effect from the date of receipt of a request to this effect from the tenderer.

SETTLEMENT OF DISPUTES

1. Any difference or dispute arising out of or in connection with this tender or acceptance thereof or the contract that may be entered in consequence thereof, shall be decided by arbitration. The Chairman of the committee for purchase of the inputs, Dr. YSR Horticultural University or his nominee shall be the sole arbitrator and the arbitrator's decision shall be final and binding on the parties. The tenderer (s) will have no objection to such appointment on any ground whatsoever including that such nominee, in his official capacity dealt with this matter at any stage.
2. The parties hereby agree that in the event of any dispute no cause of action shall arise in their favor to approach any court unless they have restored to and exhausted the remedy of arbitration as envisaged above.
3. The parties also do hereby agree that the contract envisaged by these terms and conditions shall be deemed to have been entered into at Dr.YSRHU, Venkataramannagudem and the courts at Eluru, West Godavari District alone will have jurisdiction to try and legal proceedings which may arise out of this contract. Neither party shall file any proceedings in any other Court.

TENDER FORM

(Should be included in Technical bid only)

From :

To

The Estate Officer
Administrative Office
Dr Y.S.R.Horticultural University
Venkataramannagudem
534 101.(A.P)

Ref: 1.Your TENDER Notice No: 03(01)/HU/EO/TN/2019-20 Dated:10.07.2019

2.EMD D.D details

3. Processing Fee DD details

I/We have read the contents of the terms and conditions mentioned in your tender schedule and its enclosures and agree to abide by the same.

I/We hereby offer for Regular technical maintenance at Centre of Excellence on Protected Cultivation under Centre for Research and Development at Dr.Y.S.R.Horticultural University Head Quarters, Venkataramannagudem, Tadepalligudem, West Godavari Dist, Andhra Pradesh for a period of 06 months prescribed in the schedule (or such portion thereof as you may specify on the acceptance of tender) at the price given below.

I/We agree to hold this offer open for a period of 90 days from the date of acceptance of TENDER and shall be bound by communication of acceptance dispatched within a period of 15 days from the date of accepting the tender of the tenderer.

I/We have carefully considered all terms and conditions in Annexure I, II and III and particulars regarding settlement of disputes and we have signed the same in token of consciously accepting the same and do hereby state that we accept them without any reservations and accordingly I/We quote the rates inclusive of all taxes, duties, transportation, insurance etc., as below.

TENDER SCHEDULE

NAME OF THE WORK : PROVIDING REGULAR MAINTENANCE (FOR A PERIOD OF 8 MONTHS) OF CENTRE FOR RESEARCH & DEVELOPMENT AT DR.YSRHU, VENKATARAMANNAGUDEM, WEST GODAVARI DISTRICT

a) The quantities given here are those upon which the lump sum cost of the work is based, but they are subject to alterations, omissions, deductions or additions, as Provided for in the conditions of the contract and do not necessarily show the actual quantities of work to be done. The unit rates noted below are those governing Payment for extras or deductions or omissions according to the conditions are as set forth in the PS to APSS and other conditions or specifications of this contract.

b) It is to be expressly understood that the measured work is to be taken net (not withstanding, any custom or practice to the contrary) according to the actual quantities placed and finished according to the drawings or as may be ordered from time to time by the Executive Engineer and calculated by measurement or weight at the respective prices without any additional charge for any necessary or contingent works connected there with. The rates quoted are for works in site and complete in every respect.

S.No.	QUANTITY		DESCRIPTION OF ITEMS	APDSS NO	Unit	RATE (Rs.)	RATE IN WORDS	AMOUNT IN (Rs.)
1	48.00	Job work (Fourty Eight)	Providing man power for Naturally Ventilated Polyhouses (580sqm.) Crops: Tomato, capsicum, cucumber, carnations, gerbera & rose etc.,Taking up bed preparation, transplanting, weeding, staking, bending, spraying, harvesting, grading, packing etc., complete as one job	SS	1 Job	10725.00	(Rupees One thousand seven hundred and twenty five only)	514800.00

FIRM/CONTRACTOR

2	24.00	Job work (Twenty Four)	Providing man power for fan & Pad Polyhouses (580 sqm.) Crops: Tomato, chrysanthemum, carnations, gerbera etc., Taking up bed preparation, transplanting, weeding, staking, pinching, spraying, harvesting, grading, packing etc., complete as one job	SS	1 Job	10725.00	(Rupees One thousand seven hundred and twenty five only)	257400.00
3	16.00	Job work (Sixteen)	Providing man power for Screen Houses (580sqm.) of Various cultural operations like bed preparation, transplanting, weeding, staking, pinching, spraying, harvesting, grading, packing etc., complete as one job	SS	1 Job	10725.00	(Rupees One thousand seven hundred and twenty five only)	171600.00
4	8.00	Job work (Eight)	Providing man power for Hitech Nursery (1075+2112 sqm) for Preparation of media, tray filling, seed sowing, irrigation, plant protection, shifting of trays, packing and general cleaning Aimed at production of 50,00,000 seedlings and general cleaning in the premises complete as one job	SS	1 Job	80000.00	(Rupees Eighty thousand only)	640000.00
5	8.00	Job work (Eight)	Providing man power for Open field (2000 sqm) taking up bed preparation, transplanting, weeding, staking, bending, spraying, harvesting, grading, packing etc., in various vegetable and flower crops, complete as one job	SS	1 Job	21450.00	(Rupees Twenty one thousand four hundred and fifty only)	171600.00

6	8.00	Nos (Eight)	Providing TECHNICAL SUPPORT i.e Horticulturist / Technical expert in the field if Protected cultivation Complete as one job	SS	1 No.	30000.00	(Rupees Thirty thousand only)	240000.00
				Total ECV				1995400.00
TOTAL ITEMS SIX (06) ONLY								
<i>(Rupees Nineteen Lakhs Ninty Five Thousand Four Hundred only)</i>								

PRICE BID

PART -B

NAME OF THE WORK: **PROVIDING REGULAR MAINTENANCE (FOR A PERIOD OF 8 MONTHS) OF CENTRE FOR RESEARCH & DEVELOPMENT AT Dr.YSRHU, VENKATARAMANNAGUDEM, WEST GODAVARI DISTRICT**

.....

I offer to undertake the execution of the above work at an overall percentage of

<p>.....% (In figures) on Estimate contract value (ECV)</p> <p>.....(In words)</p> <p style="text-align: center;">Excess / Less / At Estimated Rates</p>

Over Estimate contract value of the work shown in Tender Schedule Part – A

Please strike down which is not applicable

Note: If there is any difference between the figures and wording, the percentage quoted in words will be prevailing.

FIRM/CONTRACTOR