

Issued to:

NATIONAL CENTRE FOR BIOLOGICAL SCIENCES



**Name of Work: Annual Maintenance Contract for
Maintenance of Landscape and Horticulture Works at
NCBS, CB Site and CCAMP Campus for the year of 2016-
2017**

TENDER DOCUMENTS

PRICE BID (PART – II)

SCIENTIFIC & ENGINEERING SERVICES
2015

Tender Notice No: NCBS/Maint(Civil)/498/NIT-47/2016 dated 02/02/2016



NATIONAL CENTRE FOR BIOLOGICAL SCIENCES

Tata Institute of Fundamental Research
GKVK Campus, Bellary Road, Bangalore - 560 065.
Phone: 23666352 Fax: 23636662

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GENERAL ABSTRACT

Annexure – F

Rs. _____

TOTAL AMOUNT

Rs. _____

Amount in Words:

(Rupees.....)

.....Only)

Date:

Place:

Signature of Tenderer



NATIONAL CENTER FOR BIOLOGICAL SCIENCES
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NATIONAL CENTRE FOR BIOLOGICAL SCIENCES
Tata Institute of Fundamental Research
Annexure - F
Schedule of Quantities

Name of work : Annual Maintenance Contract for Maintenance of Landscape & Horticulture Works at NCBS, CB Site and CCAMP Campus for the year of 2016-2017

Sl. No.	Description	Unit	Qty	Rate	Amount
				In figures & words	
1	<p>Maintenance of soft landscape of area of about 43000 sqm as detailed below: Attending on daily basis maintenance works of lawns, ground covers, creepers, flower beds, shrubs, hedges, in and around the lawn area, inside the Entire NCBS academic campus including court yards, 'U' shaped approach road connecting NCBS campus and Housing gate, approach roads to offices, internal roads including the berms, open yard of the UG sump of 8.0 lakh litres capacity, located 2 kms from NCBS campus, (near the GKVK main gate), DHRH ,New clinic site, CB site (Mandara Campus) and CCamp etc involving various jobs explained in more detail below including cost of all tools and equipments, consumables, labour required, complete all as per instructions by Engineer-In-Charge.</p> <p>i) Cleaning daily the entire area earmarked for maintenance by removing fallen dry leaves and all types of waste materials laying in the garden area conveying and disposing collected wastes in a place of 100 mtrs, away from the edge of Garden/Lawn/Boundary of flower beds etc with all necessary tools and plants.</p> <p>ii) Watering the whole area of lawns/garden, turfs, flower beds under the contract daily at the rate of 4 to 5 liters per sqm area, uniformly including all tools and tackles like rubber hose, sprinkler. Water will be made available at watering points.</p> <p>iii) Applying manure (Supply of manure measured separately) by properly diluting and making into thin solution all as per direction of Engineer-in-charge, once in a month or as directed by EIC.</p> <p>iv) Applying composite manure or fertilizer as the case may be to pits once in a month all as instructed by the Engineer-in-charge (Manure supply shall be measured and will be paid separately. Fertilizers will be supplied by the Department free of cost.</p> <p>v) Removal of undesirable weeds and the like from the lawns, turfs, flower beds, pits and hedge pits etc. vi) Schedule of maintenance works are to be carried out zone wise at site schedule shall be followed as directed by EIC.</p> <p>vii) Maintenance of about 4200 potted plants both indoors and outdoors available at NCBS & CB site (Mandara campus) as per detailed specification, all including watering daily, changing the location of indoor pots as required or directed, maintenance of pots at nursery all as per specifications and directions of EIC etc complete.</p> <p>viii) Jungle clearance activity: Clearing jungle, including uprooting of rank vegetation, grass, brush wood, removal of parthenium weeds and other unwanted plants/tall weeds, at ground level, clearing trees/saplings of girth upto 30 cms measured at a height of 1m above ground level, removal of vegetation in rain water drains of roads, dressing the berm of road side etc., including disposal of rubbish at a distance of 50M, all as per detailed specification and as per instructions of the E-In-C etc complete.</p> <p>ix) Removal and relaying lawn whenever trenching work/construction activities has to be undertaken by NCBS. The Contractor shall remove sheets of lawn from places identified and place them in the nursery, in a shaded area & maintain them in proper condition, including watering, until the trenching construction work is completed. The removed lawn shall be relaid in the same spot after proper preparations/ leveling of the ground. Red earth, manure, sand mix shall be applied if necessary, complete work shall be executed. The manure, sand, red earth shall be measured and paid under relevant item, as per instructions of the E-In-C. The quoted rate shall include all labour material equipment for the work.</p>	Month	12.00		



Signature of the Contractor

Sl. No.	Description	Unit	Qty	Rate	Amount
				In figures & words	
	<p>x) Maintenance of hard surfaces at NCBS - GKVK campus, Entire NCBS campus including court yards, 'U' shaped approach road connecting NCBS campus and Housing gate, approach roads to offices, internal roads including the berms, open yard of the UG sump of 8.0 lakh litres capacity, located 2 kms from NCBS campus, (near the GKVK main gate), DHRH and New clinic site etc campus, CB site (Mandara Campus) stone pavings with grass/pebble joints, as the case may be, all paved walk areas, courtyards, driveways, porch, parking lot, , all buildings etc as below by daily sweeping and keeping the area tidy etc, including cost of all materials, tools and labour all as per instruction of EIC etc complete.</p> <p>Note: 1 For routines/ day to day land scape maintenane work minimum of 32 workers shall be deployed daily. A minimum of 6 workers shall be deployed including a mistry to supervise for works on sundays, general holidays & National holidays. Workers for sundays and National holidays may be adjusted from the 32 workers earmarked for daily routine maintenance work by giving them leave on week days. A minimum of 198 workers shall be deployed by the contractor in a week of 7 days. Attendance register shall be kept which will be checked daily by E.I.C or his representative. The bills for the work executed shall be claimed monthly on a stipulated day by the contractor with documents in support of measurement details of work executed, attendance of work force; supervisor; payment made to workers and supervisors; deposits made with respect to ESI, P.F and adherence to all labour act/ Rules/ Regulations which will be scrutinesed by EIC, correcteous if any shall be made and payments will be effected.</p> <p>Note: 2 The rate quoted is per month for an area of 43000/sqm. In case work not carried out satisfactorily, the rate quoted shall be reduced based on actual area of work done proportionally on prodata basis. Decision of NCBS shall be final and binding on contractor.</p> <p>Note:3 The scope of work is only indicative of probable nature of work and the entire scope of maintenance is not limited to the information furnmished above and shall include all such maintenance activities for proper healthy gardens.</p>				
1.1	Maintaining Green House related work like cleaning, repotting, propogation of plants, etc. as required at Green house and as as per direction of EIC etc complete. (2 No.s of Unskilled Workers)	Month	12.00		
1.2	Deploying an experienced and qualified supervisor for supervising the maintenance activities, horticultural works such as maintenace of garden area, flower plants, trees, clearing grass, leaves etc all as envisaged in the work order, arraging all materials, tools and work force, planning and supervising the day to day maintenance, repair works, development work and any work entrusted to contractor under this contract, keeping of day to day records, work register, attendance register, logbooks, compliant register, progress reports etc as per the specification and as directed by EIC. The supervisor shall be present at site during execution of all works that will be executed under this contract and assist officers and staff of department in carrying out the works under this contract. Alternate arrangement shall be made by contracter during the absence of the supervisor. The supervisor shall have minimum qualification of Diploma in Horticulture/Agriculture & shall have minimum five years experience in landscape works.	month	12.00		
2	Flower Arrangement Activity				
2.1	Supply of fresh flowers, weekly twice, with long stalks neatly cut and cleaned off any unwanted leaf, thorns etc., and arranging them in about 40 flower vases (Vases supplied by the Department), complete all as per detailed specifications including cost of all materials, tools, labour, excluding vases, all as per instructions of the E-In-C, etc complete.	day	108.00		

2



Signature of the Contractor

Sl. No.	Description	Unit	Qty	Rate	Amount
				In figures & words	
2.2	Supply of ready flower arrangement in cane baskets/ vases as directed by Engineer in charge				
	(i) Medium (Cane basket/ vases of size upto 150mmdia)	Nos	150.00		
	(ii) Large (Cane basket/ vases of size more than 150mmdia)	Nos	25.00		
2.3	Supply of flower bouquets				
	(i) Medium (of linear dimension upto 400mm)	Nos	30.00		
	(ii) Large (of linear dimension more than 400mm)	Nos	25.00		
3	Disposing the garden waste/dry leaves to out side to where compost to be made (i.e.location: CB site instem 5 acre land about 5km)/ debris to out side the campus in an unobjectionable way from municipal Authorities by using mechanical transport including cost of labour for loading and unloading etc.,complete and as directed by EIC. Note: The minimum labour force indicated by the department to be deployed for land scape maintenance work shall not be disturbed. Extra labour force shall be deployed by the Contractor for undertaking this work.	cum	1000.00		
TOTAL Rs.					
Note: The contractor shall quote his rates in this schedule of quantities only. Submission of tender in any other format is liable for rejection.					

Total Amount in Words:

Signature of the Contractor:

Date:

Address:



Detailed Breakup
Schedule's Breakup

TABLE 'A'

<i>Sl No</i>	<i>Statutory Benefits</i>	<i>% to be collected from employee</i>	<i>% to be collected by the Contractor</i>	<i>Total %</i>
1	PF	12	13.36	25.36
2	ESI	1.75	4.75	6.5
3	Bonus	-	8.33*	8.33*
4	ELI(Workmen's Comp)	-	3.00	3.00
	Total	13.75	29.44	43.44

* The amount of bonus payable is 8.33% subject to maximum of Rs. 3,499 per annum (the ceiling for calculation purpose from the salary or Wages of Rs. 3,500.00 per month as per Section 2(13) of Bonus Act, 1965.

TABLE 'B'

The current Minimum wages for each of the category to be paid shall be as per table below.

Sr.no	Trade category	Wages per day			Remarks
		Basic	VDA	Total	
1	Unskilled Worker	180.00	173.00	353.00	
2.	Highly Skilled	240.00	227.00	467.00	

The above wages are as per the minimum wages prescribed by Ministry of Labor, Govt. of India with effect from 01/10/2015.



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TABLE 'C'

Break Up Details of Wages

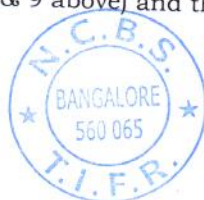
Sl. No	Description	Highly Skilled Technician (A)	Unskilled (B)
1	Salary Basic+VDA (As per minimum wages prescribed by Ministry of Labour, Govt. Of India dt 06/10/2015)		
	a) Basic	=	
	b) VDA	=	
	(Basic + VDA)	=	
1.1	Total ({Basic+VDA} X 26 days)	=	
2	Conveyance/Transport allowances, if any		
3	Accommodation and food Allowance, if any		
4	Communication / Telephone Allowance, if any		
5	Risk Contingency, if any		
6	Washing allowances (minimum shall be Rs.200/- p.m.)		
7	Uniform, safety shoes, ID card etc. (minimum shall be Rs.400/- p.m.)		
7.1	Total (Sl. No. 1.1 to 7)	=	
8	Contractors Supervision, Administrative and overhead expenses (includes Records, documentation, Registers, Submission of Statement, Supervisors, labour licence, bank Guarantee, tools, equipment, etc. (5%))		
9	Contractors Profit margin(10%)		
10	Total Direct expenditure (Sl. No. 7.1 to9)	=	
	Reimbursable Expenditure		
11	PF (13.36% on Basic + VDA), restricted to Rs.15000.00 (of Basic + VDA).		
12	Bonus (8.33% on Basic or 3499, whichever less), as per existing norms.		
13	ESI at 4.75% on Gross salary except (Washing allowance + Yearly Bonus), OR equivalent insurance		
14	ELI (Workmens Compensation), 3% on Basic+VDA subjected to max.salary of Rs.4000.00		
15	Service Tax of 14.5% on 'Total direct expenditure' indicated at Sr.no.11 above.		



Sl. No	Description	Highly Skilled Technician (A)	Unskilled (B)
16	Total Reimbursable Expenditure (Sl. No. 11 to 15) =		
17	Total Expenditure for per person/per month (Sl. No. 10 + 16) =		
18	No. of Employees proposed (Number of Highly skilled - 1No. and Unskilled workers for NCBS, CB site & CCAMP campus =32 No.s)		
19	Total Expenditure per month (Sl. No. 17 X 18) =		
20	Total expenditure per year=(12 months X Expenditure indicated in 19)		
	Total (Sl. No. 20{A+B}) =	A	B
For NCBS & CB site Landscape Bill (Highly skilled - 1 No, Unskilled-32 nos)			
21	Payable on monthly billing towards wages (Sl. No.10 X No. of employees)		
22	Payable for reimbursement per month (Sl. No. 16 X No. of Employees)		
23	Total per month (Sl. No. 21 + 22) =		
For Green House Maintenance Landscape bill (Unskilled - 2 Nos)			
24	Payable on monthly billing towards wages (Sl. No. 10 X 2{No. of Employees})		
25	Payable for reimbursement per month (Sl. No. 16 X 2{No. of Employees})		
26	Total per month (Sl. No. 24 + 25) =		

- Specify designation and experience in the field with level for each column.
- Please specify and attach separate sheets, if necessary.
- All efforts have been made to indicate our requirement. However it is the responsibility of the contractor to fulfill the scope of work as per our requirement without any extra cost. Therefore adequate care must be taken before bidding to ensure that all items are covered.
- In order that the bidders have a clear idea, it is important that the perspective contractors visit NCBS to see the area and work and have discussions before submitting the bids.

All amounts in Table-C to be indicated in figures. In the event of any discrepancy/erasures only the lowest figure will be considered. The Contractor shall quote salary, supervision & admin. charges, contractor's margin, (Sl. No. 1, 8 & 9 above) and the rest are either percentages of salary or fixed as indicated herein.



The Contractor shall supply 2 sets of uniform and one set of safety footwear which consists of safety shoes, socks (minimum two pairs) within a month of award of contract and a fresh set will be issued if the contract is renewed beyond one year by the 13th month if renewed for 2nd year.

The monthly and periodical premia/subscriptions on all the above shall be paid by the Contractor and the quantum to be paid by the employee shall be collected from each employee by the Contractor or deducted from their salary.

Total Amount in Words:

Signature of the Contractor:

Date:

Address:

Company Seal:

