

No: NIT-6/STMAAO/2024

Date: 22/01/2024

Notice inviting quotation for Comprehensive AMC for Landscape Maintenance & Gardening Services at Siddha Town Madhyamgram under Siddhatown Madhyamgram Association of Apartment Owners

Sealed quotations are invited from reputed, registered, and professional agencies supplying Landscape Maintenance & Gardening services at Siddha Town Madhyamgram having at least 3 years' experience in providing such services for on annual contract basis for protecting of Siddhatown Madhyamgram under Siddhatown Madhyamgram Association of Apartment Owners properties.

1	Name of Work	Landscape Maintenance & Gardening services at Siddha Town Madhyamgram
2	Name & address of the office	Siddha Town Madhyamgram, Vill: Saharpur, Opp. APC College, Kolkata – 700110
3	Quotationers who are eligible to submit the quotations	Reputed, experienced & registered private agencies
4	Last date & time of submitting quotation papers	29 th January, 2024 up to 2 PM
5	Opening of quotations	30 th January, 2024 up to 2 PM
6	Documents to be submitted	I. Copy of license for carrying on business & copy of trade license. II. Copy of ESI registration. III. Copy of EPF registration. IV. Copy of PAN Card. V. Copy of service tax registration. VI. Credentials. VII. GST registration certificate.
7	Quotation papers	On Company letter head as per format given in annexure I.

Scope of Work:

1. Preventive and corrective maintenance of entire Ground Floor Landscape, all ground floor planters, all periphery planters including watering, Trimming, dressing and grass strips laying at ground floor and periodical trimming of the central banyan tree (in front of Daisy Block) by providing skilled gardeners and labourers, fertilizers, bio-nutrients, medicine, growth hormones, seeds/seedlings (for 3 seasons, i.e., summer, rainy & winter seasons), lawn mower machines, fuel, tools and tackles, etc. as required.
2. The supply of consumables by the vendor without any additional cost.
3. We shall provide water and electricity connection at one point only.
4. You shall have to attend emergency calls if any problem arises.
5. Some seasonal flower plantation like Dahlia, Petunia, Inca and Zinnia in winter, Yellow Cosmos, Vinica, and Hibiscus in summer etc. will provided by the vendor without any extra cost.
6. Flower pot for decoration purpose will be provided by the vendor on demand basis.
7. Existing plants to be properly maintained by you during contract period. If any plants dry up due to negligence of yours should be replaced by you without any extra cost.



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stmaao2023@gmail.com

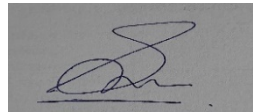
<https://www.stmparivaar.com>

Saharpur, Sajirhat, Sodepur Road
Opposite A.P.C. College,
P.O. Jugberia, P.S. New Barrackpore
Kolkata-700110

Terms & Condition:

1. The accepting authority reserve the right to reject any or all the Quotationers without assigning any reasons thereof.
2. The Participating bidders are required to quote their rate in per head, per day basis both in figure & words.
3. The responsibility of deposition of contribution for ESI, EPF etc. is to be borne by the Company.
4. The service charges must include all the other incidental charges.
5. As charges are to be quoted as per latest government order, there will be no variation in charges. Hence, lowest quotations will be selected as per rates quoted for service charges only.
6. The period of contract will be for 1 year and no enhancement of service charge is admissible during this period. Your charges will be rate contract basis for the contract period. Service charges will be negotiable after acceptance of contract.
7. No conditional/ incomplete rate will be accepted under circumstances.
8. The agency engage for this work will have to maintain regular contact with the Association (STMAAO).
9. Duty hours will be 8 (Eight) hours for each manpower personnel will be fixed by the STMAAO.
10. No claim will be entertained for the permanent services for the personnel engaged.
11. TA, DA, Overtime allowance will not be paid to any personnel by STMAAO.
12. Immediately after receiving the workorder, the agency must submit to the STMAAO list showing the name, signature (L.T.I), passport size photograph, election photo identity card (EPIC), Aadhar Card in duplicate of each personnel engaged duly self-attested well in time. If any change is made subsequently by the agency, the changes (in name, signature etc.) is also to be intimated to STMAAO as and when such change is made.
13. The agency will keep itself to take up the work within 7 (Seven) days from the date of issue of workorder or from any other special date as will be mentioned.
14. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawn to the STMAAO prior to 3 (Three) months.
15. The undersigned reserve the right to terminate the agreement at any time without assigning any reason what so ever.
16. a) Bill in triplicate on monthly basis as per format given in annexure I must be submitted within 10th of the next month. Statutory reduction as applicable shall be made from the bill of the agency.
17. No personnel, to be deployed at the site, should have their place of residence, whether be temporary or be permanent, within 5-kilometer radius from the site. If someone, whose residence whether be temporary or be permanent, falling within 5-kilometer radius from the site is found to be appointed or engaged at the site, in such case this Work Order at the instance of STMAAO shall instantly get terminated.
18. Attendance delay--- One attendance to be deducted on every 03 attendance delays with delay time being restricted to a maximum 15 minutes from the reporting time. 3 delays in a month will ensure 1 day's salary deduction of that month.

19. In case of any accident, you will have to take entire responsibility of the personnel deployed & neither you nor the personnel shall have any right to claim any damage from us.
20. You shall be fully responsible for any theft, loss or any damage caused by negligence of your men & upon demand by us, you shall be bound to make good all such losses & damages as per our demand as it is condition.
21. The personnel so deployed shall always be in good health & do not suffer from any contagious or any other communicable diseases. If required & demanded by us, you, at your own costs, shall be liable to produce medical certificate of any personnel from a qualified medical practitioner.
22. Age of any personnel shall not be less than 25 years & more than 45 years.
23. You, at your own costs & efforts, shall be liable to obtain and comply with all licenses, clearances, and statutory compliances as applicable to these services.
24. Personnel deployed under this contract shall not be, in anyway, treated and or construed to be employee of us directly or indirectly.
25. Consumption or sale of Alcohol and tobacco or pan masala or use of any intoxicant in duty hours is strictly prohibited and will ensure immediate suspension from work.
26. The agreement can be terminated in case of irregularities/under-performance/ non-payment of salary to the staffs by giving a written notice of one month.
27. A minimum credit period of first 3 months is mandatory for successful tenderer.
28. You will submit CV and copies of all personnel to be deployed by you at the above project/ complex either prior or at the time of deployment.
29. Such personnel if not found in order will be replaced by you as soon as possible upon hearing from us in writing.
30. You shall not remove/ replace any personnel deployed without our prior permission.
31. Earnest money for the successful tenderer will be retained (2%) and converted as Initial security deposit. The balance security deposit @ 1% will be deducted from ongoing bills to cover 3% of the total value of work done. No interest will be paid on the money retained for security deposit. The security deposit for the work of the successful tenderer will be refunded after defect liability period is over as stipulated in relevant of the tender document.
32. The employees deputed by you at our premises should not continue more than 6 months (180 days) at a stretch.



Subhajit Brahma

Secretary

On behalf of Siddhatown Madhyamgram Association of Apartment Owners



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Annexure-I

Quotation for Providing Landscape Maintenance & Gardening services at Siddha Town Madhyamgram

1	Description of Work	:	Landscape Maintenance & Gardening services at Siddha Town Madhyamgram
2	Total consolidated charge (GST will be applicable as per govt. norms)	:	

Name of agency:

Mailing address:

Contact No:

Mail Id:

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Signature & stamp of the agency authority

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Designation of the signing authority