

कॉलेज ऑफ वोकेशनल स्टडीज  
(दिल्ली विश्वविद्यालय)  
त्रिवेणी शेख सराय फेस-11, नई दिल्ली-110017  
दूरभाष : +91-11-29258544/29258792  
फैक्स : +91-11-29256117



College of Vocational Studies

(University of Delhi)  
Triveni (Sheikh Sarai) Phase-II,  
New Delhi-110017  
Tel.: +91-11-29258544/29258792  
Fax : +91-11-29256117

संदर्भ संख्या  
Ref. No. CVS /2021/204

दिनांक  
Dated 04.06.2021

**E-TENDER**

**FOR**

**Horticulture service**

DATE & TIME OF ISSUE OF TENDER DOCUMENT (downloaded from website)	09. 06. 2021 From 6.00 P.M.
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT	06. 07. 2021 up to 11.00 A.M.
DATE & TIME FOR OPENING OF TENDER DOCUMENT - (TECHNICAL/FINANCIAL BID)	07. 07. 2021 at 11.00 A.M.

The e-tender shall be accepted under Two Bid System. The interested Service Providers are advised to submit Technical & Financial bids through e-portal of e-procurement website ([www.eprocure.gov.in](http://www.eprocure.gov.in))

Principal

04/06/2021

**TENDER DOCUMENT**

**For**

**Horticulture service**

**CONTENTS OF TENDER DOCUMENT**

S.NO.	DESCRIPTION OF CONTENTS
01	Notice
02	Terms & Conditions (General)
03	Technical Bid
04	Performa for Company Profile
05	Performa for Financial Bid

Note: 1. Tender document for viewing can be downloaded from the website [www.cvs.edu.in](http://www.cvs.edu.in)

1. The e-Tender Form can be filled up from the [www.eprocure.gov.in](http://www.eprocure.gov.in) website.

2. Earnest Money Deposit : Rs. 15,000/- in form of DD favoring "Principal, College of Vocational Studies, Payable at New Delhi.

3. Micro and Small Enterprises (MSMs) Units registered with NSIC under their Single Point Registration Scheme for the goods/services at NSIC are exempted from furnishing the Bid Horticulture deposit/EMD/Tender fee. They should furnish with bid (offline) a Notarized copy of the valid registration certificate issued by NSIC in their favor's for the goods/services covered under this Tender Document.



## **NOTICE**

E-Tenders are invited for Horticulture service in college of vocational studies, sheikh Sarai, Triveni, Phase – II, new delhi-110017 as per the specifications, terms and conditions mentioned in the tender document.

### **TERMS AND CONDITIONS (GENERAL)**

1. The contract will be awarded initially for a period of Three years. However, the agreement may be extended up to Two years by the Competent Authority after satisfactory service.
2. The tenderer must submit the technical and financial bid as per the rules.
3. The Tenderer firm/Agency/Company should have office in Delhi or have done work in Delhi.
4. The tenderer should send EMD to the college in a sealed envelope in form of DD before the closing date.
5. The College reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof.
6. The College reserves the right to relax, amend, with draw any of the terms and conditions contained in this tender document without assigning any reason thereof and shall also not be bound to accept the lowest tender.
7. The College reserves the right to terminate the service of the tenderer at any point of time during the service period giving one month notice.
8. Any inquiry after submission of the quotation will not be entertained.
9. The Bids received incomplete and / or filed after the due date shall be summarily rejected.
10. The tenderer shall quote all price including all statutory taxes, duties.
11. Upload only relevant documents.
12. Tender containing irrelevant documents will be rejected.
13. Bid Documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
14. Not more than one tender shall be submitted by one contractor or contractors having business relationship.
15. Tenderer who has downloaded the tender ~~for~~ <sup>form</sup> the College Website or CPPP Website shall not temper /modify the tender form including downloaded price bid template in any manner. In case, if the same is found to be tempered / modified in any manner, tender will be completely rejected and EMD would be forfeited.
16. Intending tenderers are advised to visit the College Website regularly till closing date of the submission of tender for any corrigendum, addendum/ amendment.
17. The bidder shall at its own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to College.

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18. In case of non-compliance of any terms and conditions mentioned in tender documents, penalty may be imposed from 20% to 100 % of monthly bill.
19. The bidder will be responsible for all duties assigned by the administration of the College under supervision of the Principal.
20. The College has Power to increase or decrease number of unskilled persons as per requirement of administrations on same terms and conditions.
21. Other terms and conditions shall be mutually decided with the bidder at the time of finalization of contract.
22. All the pages of bid being submitted must be signed and sequentially numbered by the bidder.
23. Minimum wages is only for 26 days.

### **TECHNICAL BID**

1. Profile of the firm in brief with address.
2. GST certificate, EPF & ESI Registration No. License Certificate under the Contract Labor (Registration & Abolition) Act, 1970 etc.
3. Last three years GST/ITR.
4. The tenderer firm should have a valid registration ID.
5. The tenderer firm should have submit an undertaking with the Technical bid to the effect that he has not been black listed form any department/ college/ university or any other firm.
6. The tenderer should have an experience of at least three years.
7. The bidder should have a minimum turnover of Rs.10 lacs(Receipt from Manpower Supply) each in the last three years.
8. EMD in a sealed envelope.

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## PERFORMA OF COMPANY PROFILE

Sl. No.	Particulars
1	Name of the Firm/Agency
2	Address of the Firm
3	Mobile No.
4	Name of the Tenderer
5	Registration of the Firm
6	Name, Designation and Mobile No. of the person authorized to deal with the Board
7	Constitution of the Firm
8	Permanent Account Number under Income Tax
9	EPF Account Number
10	ESI No.
11	Labor Contract Number
12	Experience
13	Annual turnover
14	Black List (Yes/No)

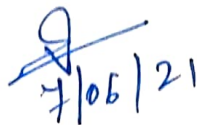
This is to certify that I/We have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Date:

Place:

Signature and Seal of the Tenderer

  
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 7/05/21

## Financial Bid

S.No.	Particulars	Requirement	Rate	Remarks
1	Grounds Man (Unskilled Category)	2		Change time to time as per Govt. of NCT, Delhi Notifications
2	Mali (Unskilled Category)	4		Change time to time as per Govt. of NCT, Delhi Notifications
3	EPF	(On total amount)	13.36 %	Change time to time as per Govt. Notifications
4	ESI	(On total amount)	4.75 %	Change time to time as per Govt. Notifications
5	Administrative Charges	(Up to two decimal in percentage)		To be quoted by Bidder
6	GST	(As per Applicable rates)		Extra as per Govt. notifications

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7/06/21