


## **SHORT NOTICE INVITING QUOTATION**

Dated, Agartala, the 24<sup>th</sup> October, 2019

Sealed quotations are hereby invited on behalf of the Governor of Tripura from Agencies / individual of Indian origin having Degree / Diploma in Horticulture or, relevant subject and having minimum 5(five) years working experience in similar nature of work under the Central / State Government Bodies / Departments / PSU / Semi-Government / Undertaking organizations / Autonomous Bodies / Industries / Factories or other similar organization asking rates for maintenance of the front side garden, lawn and plantation of the Tripura State Museum, Ujjayanta Palace, Agartala on contract basis for a period of 1(one) year.

The sealed Quotations in plain white paper along with all necessary documents should reach to the office of the Tripura State Museum, Ujjayanta Palace, Agartala during the office hours (**11:00 a.m. to 6:30 p.m.**) of the working days on or before **10/11/2019** positively. The sealed quotations would be opened preferably on 12/11/2019 at 4:00 p.m. in the office of the undersigned in presence of the bidders, unless decided otherwise.

Details about scope of work as well as terms & conditions may be seen in the departmental website **[www.highereducation.tripura.gov.in](http://www.highereducation.tripura.gov.in)**.

  
(P. B. Bhattacharjee)  
Archivist cum Head of Office & DDO  
Tripura State Museum

### SCOPE OF WORK :

- The scope of work is for the entire front-side premises of the Ujjayanta Palace (including the lawns outside the Entry Gate around the high mast National Flag) and will include activities of gardening, cleaning, jungle clearance, planting seasonal flowering plants with lush green lawns, gardens with beautiful flowers to make the palace premises environment friendly and to make a good impression on the visitors and public coming to the Tripura State Museum.
- The job also includes regular watering of grass, lawns, trees, shrubs & plants; spraying of insecticides, pesticides, weedicides on the plants as and when required; removing and disposal of waste to the proper place; maintenance of plants & trees including preparation of soil mixture with manure, soil fertilizer, weeding, manuring, liming, cutting of hedges, grass cutting in lawn and lifting the grass; and any other job which is required to make the palace premises from horticulture point of view beautiful with lush green environment.

### MINIMUM ELIGIBILITY CRITERIA :

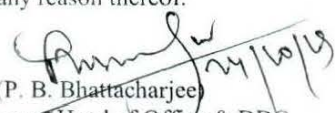
1. The Tenderer / Bidder shall have atleast 03 years experience in these field and shall submit the self attested copies of the following documents along with the tender documents (*as applicable for Firms / Individuals*):
  - a. Agency's / Company's Registration Certificate.
  - b. Degree / Diploma certificate in Horticulture or, relevant subject.
  - c. Copies of the Work Order for similar nature of work carried out in Central / State Government Bodies / Departments / PSU / Semi-Government / Undertaking organizations / Autonomous Bodies / Industries / Factories or other similar organization during the last 03 years.
  - d. Copy of Trade License or, License regarding engagement of workers in the contract works from Labour Department, Govt. of Tripura.
  - e. Tenderer's Nationality.
  - f. Tenderer's Aadhar Card.
  - g. Tenderer's PAN Card.
  - h. Copy of the ITC / GST Registration Certificate.
  - i. In case of Firm, valid Firm Registration Certificate from appropriate authority.
  - j. Year-wise turn over in rupees, during last 02 years. Photocopy of Agency's up-to-date audit balance sheet for the last two years duly certified by the CA.

### TERMS & CONDITIONS :

2. The vendor should produce past Work Orders issued by the Government Departments (at least three in number) for similar work. Experience Certificate should accompany the Quotation documents.
3. The contract would be for a maximum period of 6(six) months, and may be extended for a further period of 6(six) months, if service of the Agency / Contractor is found satisfactory and if the scope of work remains unchanged. **Rate should be quoted on monthly basis** and both in figures and words. The rate should be quoted inclusive of all statutory taxes including GST.
4. The garden implements / equipments like knife, hog spade, sickle, pipe for watering, grass-cutters & lawnmowers etc will be provided by the bidder and all maintenance cost will be borne by the bidder.
5. The Contractor / Agency should supervise the work on regular basis. A minimum of 4(four) persons should be engaged for the work by the bidder. Such persons engaged by the bidder will maintain necessary office decorum while working in the Ujjayanta Palace premises.
6. The Contractor / Agency shall be solely liable for all payments / dues of the workers employed and deployed by him at the Ujjayanta Palace. The Contractor / Agency shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by Government.



7. It is to be noted that neither the Contractor / Agency nor the employees deployed by the Contractor / Agency shall have any claim on employment with the Tripura State Museum at any point of time and this arrangement is purely between the Contractor / Agency and Tripura State Museum for specific services for a specific period.
8. The bidder will ensure economical use of water for watering the lawns, garden and plantation and maintain timings on rotational basis dividing the whole area.
9. Tripura State Museum reserves the right to cancel the contract of the bidder unilaterally, in the event of unsatisfactory performance, without assigning any reason thereof. The Museum authority will have the right to recommend discontinuation of any persons for poor performance or other deficiencies.
10. If any personnel of the Contractor / Agency indulge in theft or any illegal / irregular activities, misconduct etc. the Contractor / Agency will take appropriate action as per law and rules against its personnel in consultation with this office.
11. In case any loss that might be caused to the State Museum due to lapse on the part of the personnel deployed by the Contractor / Agency discharging their responsibility, such loss shall be compensated by the Contractor / Agency and in this connection, the State Museum shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the State Museum besides imposition of penalty. In case of any deficiencies lapses on the part of the personnel deployed by the Contractor / Agency, the State Museum would be within its rights to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
12. Proper care must be taken by the Contractor / Agency on safety aspect of the job. Safety belt, Helmet etc. as required, to be used wherever applicable. The Contractor / Agency will be solely responsible for any mishap due to lapse in safety measures, in case of any death or mishap occurred during discharging the duty, the compensation liability will solely rest with the Contractor / Agency.
13. If the Contractor / Agency fails to execute the work or, commits breach of the aforesaid condition then the Agency will indemnify against all losses, damages, costs, expenses or otherwise which may be incurred by him by reason of any default on the part of the Contractor / Agency in performance and observance of above conditions. As to the amount of loss and / or cost incurred by the State Museum, the decision of the Museum authority will be final and binding on the Contractor / Agency.
14. The sealed Quotations in plain white paper should contain all necessary documents including Trade License, PAN no., I.T. Return for last three years, GST Registration Certificate, etc. Income Tax etc. as admissible will be deducted from the bill at sources. TDS certificate will be issued on submission of requisition by the vendor.
15. The sealed Quotations must be sent through Registered Post / Speed Post only or dropped in the Tender Box placed at the Office Room of the Tripura State Museum, Ujjayanta Palace, Agartala during the **office hours** (11:00 a.m. to 6:30 p.m.) of the **working days** on or before **10/11/2019**. The Quotations sent through Registered Post / Speed Post should reach the Tripura State Museum on or before **10/11/2019** positively, otherwise they would be liable to be disqualified.
16. The authority reserves the right to accept or reject any Quotation and to cancel the bidding process and reject all Quotations at any time prior to the award of contract without assigning any reason thereof.

  
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