



कृषि वैज्ञानिक चयन मंडल  
कृषि अनुसन्धान एवं शिक्षा विभाग, भारत सरकार  
कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली-110012  
**AGRICULTURAL SCIENTISTS RECRUITMENT BOARD**  
Department of Agricultural Research and Education, Govt. of India  
Krishi Anusandhan Bhavan-1, Pusa, New Delhi – 110012



F.No. 3(5)/2018-G.A.

Dated: 07 Feb. 2020

To,

As per list

**Subject – Quotation for annual maintenance contract of Terrace Garden of ASRB at Krishi Anusandhan Bhawan-I, Pusa Campus, New Delhi**

Sir,

Sealed quotations are hereby invited on behalf of Secretary, ASRB for the award of Annual Maintenance Service Contract of terrace garden at ASRB Office, KAB-I, Pusa, New Delhi. In case you are interested to undertake the work, quotation may be sent to Secretary, Agricultural Scientists Recruitment Board, Krishi Anusandhan Bhawan-I, Pusa, New Delhi-110012 through registered post or be dropped in the quotation box placed in front of Room no. 209 super scribing "Quotation for Annual Maintenance of Terrace garden", which should reach **by 03:00 PM on 28.02.2020 (FRIDAY)**. The same shall be opened at 03:30 PM on the same day in the presence of the bidders or his/her representatives who may wish to be present.

A copy of the prescribed form showing specifications along with Terms & conditions is enclosed.

Yours faithfully,

  
(Vikas Jain)

Section Officer, GA

## TERMS AND CONDITIONS

1. Quotation should be complete in all respects and sent within specified date as mentioned on covering letter. The quotations received after the prescribed date shall not be considered.
2. The agency should have some past experience in this line or should be registered with CPWD. Proof of execution of at least 01 similar work needs to be attached with the quotation. Supply orders for plants / bouquets / maintenance contract of parks or gardens etc in central or state government / semi-government / autonomous bodies / statutory organisations / any other reputed private firm shall be considered as similar work for the purpose of technical evaluation under the contract.
3. Before quoting the rates, the terrace garden at ASRB premises can be inspected by the interested firms / agency during office hours (i.e. Monday to Friday during 9.00 A.M. to 5.30 P.M.)`
4. The rates quoted should be in Indian Rupees only, in both words and figures. There should be no erasing or overwriting in the words or figures therein otherwise the quotation will be summarily rejected / ignored.
5. Correction or over-writing in the tender document is not permissible. Every sheet of the Tender document and the terms and conditions should be signed and stamped by the authorized signatory of the firm.
6. The Board reserves the right to reject any or all the quotations, in full or part, without assigning any reason thereof.
7. A demand draft of Rs.2,000/- as Earnest Money in favour of Secretary, ASRB is to be enclosed along with the Bid. No Bid shall be considered without the earnest money deposit. Demand Draft drawn in favour of any officer other than "Secretary, ASRB" will not be accepted and the tender Bid will be rejected. The earnest money will be refunded only after the finalization of the contract and no interest will be paid on earnest money. However, exemption will be given to the firm for the firm having registration certificate issued by National and Small Industries Corporation (NSIC), MSME etc for the purpose under tender document.
8. The tenderer shall quote comprehensive rates, which will include the maintenance charges for maintaining the terrace garden and supply and maintaining of seasonal plants, specially flowering plants for summer and winters season on both sides of the walk way, near rocking, near corners of terrace garden and indoor plants in the chambers of higher officials of the Board. The quality of plants should be of high standard matching with the excellent features of the Terrace garden, in addition to supply and maintenance of about 100 plants inside the ASRB Office premises. It shall also be the responsibility of the tenderer to provide good quality of flowering pots along with the plants.
9. Tools, plants, manures and all other items required for proper maintenance and upkeep of the terrace garden shall be arranged by the agency itself.
10. Annual Maintenance Contract rates should be quoted as per Annexure-I. Taxes, if any, should be indicated separately in Annexure-I.
11. The firm whom the contract will be awarded, will have to deposit an amount equal to 10 % of the total annual contract amount as performance security valid for 60 days from the period of contract expires. If the services are not found to be satisfactory, the performance security is liable to be forfeited. No interest will be paid on performance security.
12. In case of violation of any terms and conditions on the part of the firm is noticed and/or the services are found unsatisfactory, performance security can be forfeited at the discretion of the Competent Authority in the Board.

13. Contract rates once finalized will not be enhanced during the currency of the contract. No advance payment in any case would be made. However payment will be made on quarterly basis after the submission of user satisfactory reports along with the bill of each quarter. Statutory deductions from the payment shall be made as per usual practice.
14. The contract shall be awarded to the bidder quoting the least amount as per Annexure-I.
15. The contract shall be valid for a period of one year initially. However, the contract may be considered for extension by mutual consent and for two more years, one year at a time, as may be agreed upon subject to proper services provided by the firm and approval of the competent authority in the Board.
16. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money/ performance security deposited would be forfeited. If a tenderer does not accept the offer within the period of 7 days after the issue of letter, the offer shall be deemed to be withdrawn and earnest money will be forfeited.
17. The competent authority in the Board reserves the right to cancel the contract at any time during the currency of the contract without giving any reason.
18. The bidder shall provide a self-declaration, as per annexure III, that the firm is not debarred or blacklisted by any Government department/agencies.
19. The firm may be required to provide maintenance services even on holidays, in case of emergency.
20. If any dispute(s) arises between the Board and the firm with reference to the contract, the Board will decide it and its decision will be binding on the firms.

**Terms & conditions are acceptable**

Dated

(Authorized signatory)

