



GOVERNMENT OF ASSAM
OFFICE OF THE DIVISIONAL FOREST OFFICER:: GUWAHATI SOCIAL FORESTRY
DIVISION, BASISTHA, GUWAHATI-29

TENDER DOCUMENT

No SFG (T)/51

Dated Guwahati, the 20th Oct., 2018

1. Sealed tenders in prescribed form affixing Court fee stamp worth Rs. 8.25 (Rupees eight and paisa twenty five) only are invited from the valid registered contractors having experience in gardening, landscaping and aesthetic beautification of site which will be received by the undersigned on 30.10.2018 in his office up to 3.00 PM (I.S.T) for creation of Social Forestry Park for Aesthetic Plantation and Beautification at the Raj Bhawan, Guwahati during the year 2018-19. The tenderers may drop their tender papers in the Tender Box placed in the office of the Divisional Forest Officer, Guwahati Social Forestry Division, Basistha, Guwahati-29 during the office hours for the purpose. The tender delivered by Registered post will also be considered but the same must reach the undersigned within the specified date and time.

The tender shall be opened on the same day i.e. on 30.10.2018 at (IST) 3.30 p.m. in presence of the bidders or their authorised representative at the Divisional Forest Officer, Guwahati Social Forestry Division, Basistha, Guwahati-29.

Intending tenderers may collect tender paper documents on payment of Rs 1000.00 (Rupees one thousand) only in the form of Banker cheque/ Demand draft payable in favour of the Divisional Forest Officer, Guwahati Social Forestry Division on any working day during office hours till 29.10.2018 date.

Name of work - **Creation of Social Forestry Park for Aesthetic Plantation and Beautification.** Consisting of :

(i) Gardening, (ii) Installation of Garden lights,
(iii) Civil works (iv) Water supply supported by
(a) Operation of dead and moribund trees (b) Jungle cutting

b) Place of work --- **Raj Bhawan, Guwahati**

c) Earnest money--- Rs 55,690/- (2% of work value Rs 27, 84,190)

d) Time of completion -- 90 (ninety) days from the date of issue of formal work order.

2. The work site must be inspected by the intending tenderers before submitting the tender in the office contacting the Divisional Forest Officer, Guwahati Social Forestry Division or Range Forest Officer, City Plantation Range, Guwahati-29 for creating Social Forestry Park for aesthetic plantation and beautification and objection regarding the site shall not be entertained afterwards.
3. Rates offered by the tenderers against each item of work as per schedule annexed should include all taxes and duties etc. complete. No subsequent offer to increase or decrease the amount of original tender shall be considered under any circumstances.
4. Cost of additional transportation/labour etc. has to be borne by successful tenderer at his/her own risk to the work site for which no subsequent request shall be accepted.
5. The tender must be accompanied by the following items without which no tender shall be considered for acceptance.
 - (a) The tenderers must pay a sum of Rs 55,690/- (Rupees Fifty five thousand six hundred and ninety) only being Earnest Money in the form of Bank Draft of any scheduled Bank duly pledged in favour of "The Divisional Forest Officer, Guwahati Social Forestry Division, Guwahati-29 and the Bank Deposit in original must accompany the tender paper without which no tender shall be considered.
 - (b) The unsuccessful tenderer shall have their Earnest Money refunded to him/her which may be retained up to 6 (six) months up to the issuing of final work order if required by the competent authority and that of the successful tenderer shall be retained until the conditions 6,8 and 10 below are fulfilled.
 - (c) The amount of Earnest Money and Security deposit payable by the members of scheduled castes/scheduled tribes and State Government recognised other backward classes shall be 50% of the stipulated amount.
 - (d) Tenderers entitled to preferential treatment should clearly state in the tender to which Scheduled Caste/Scheduled Tribes or Other Backward Classes he belongs to. A certificate from the president of the SC/ST or OBC Board as the case may be countersigned by the Deputy Commissioner of the District or the Sub-Divisional Officer (Civil) of the Sub-Division to which the tenderer belongs to should be submitted along with his tender in

support of his/her claims for belonging to such communities without which no consideration as per clause of the notice shall be made.

- (e) Valid Income Tax clearance certificate either in original or copy attested by the Gazetted Officer or PAN Card of Income Tax Deptt.
 - (f) Valid GST Registration Certificate, PAN card in original or copy attested by the Gazetted Officer.
 - (g) The tenderers should be financially sound and in this regard last financial year 2017-18 Income Tax return copy to be attached.
 - (h) The tenderer must have working experience in the field of Aesthetic Plantation and Beautification at least for 5 (five) years to be substantiated/ authenticated by certificate in original or attested copies, issued by offices of Central Government, State Government.
 - (i) Preference shall be given to the tenderers who are certified by the Central Government, State Government or any other recognised institutions/organisation in the field of maintenance of nursery/ garden.
 - (j) The tenderer shall execute the works on his /her own if the tender is settled with him/her.
6. Successful tenderer must pay security deposit within three days of the communication of the final acceptance of the tender by Bank Draft of any Government approved Scheduled Bank pledged in favour of the Divisional Forest Officer, Guwahati Social Forestry Division, Guwahati-29 at the rate of 10% of the accepted tender value. The security deposit may be demanded at higher rate if considered necessary by the Divisional Forest Officer, Guwahati Social Forestry Division.
 7. The successful tenderer shall have to sign an agreement in the prescribed form within 5 (five) days from the date of communication of the acceptance order after payment of the security as prescribed in clause 6 above and before commencement of the works allotted to him/her.
 8. The successful tenderer cannot revoke his/her tender and must not fail to implement his/her tender within the time allowed by the Divisional Forest Officer, Guwahati Social Forestry Division.
 9. The security deposit money of the successful tenderer shall be retained up to 6 (six) months from the date of final payment and refund shall be effected if no subsequent

defect is noticed within six months after completion of the allotted work etc. If any defects are noticed after completion of works in which case security money would be released only after defects are rectified by the contractor, otherwise rectifying works would be completed by the Divisional Forest Officer through another agency and deduction of such expenditure would be made from security deposit and only remaining balance, if any, would be released.

10. The successful tenderer shall have to start works within 7 (seven) days time from the date of communication of the final settlement order. If the successful tenderer fails to complete the works assigned to him/her in time satisfactorily, then all claims for any payment under clauses No. 5(a) and 6 above shall be forfeited to the Government and the contract will be cancelled without notice and the tenderer shall be liable for payment of any loss to the Government.
11. If the successful tenderer fails to fulfil any of the conditions in clause 7 and 9 of this notice, the Earnest Money and Security paid vide clause No. 5(a) and 6 above respectively shall be forfeited to the Government.
12. The Divisional Forest Officer, Guwahati Social Forestry Division reserves the right to accept or reject the tender in whole or in part without assigning any reason thereof.
13. All quoted rates shall include the cost of labour and materials and cost of supply and carriage and including all taxes, royalty, cess, duties etc. to the work site. The rates should be quoted both in figures and words.
14. Notwithstanding the fact the tender shall be received by the Divisional Forest Officer, Guwahati Social Forestry Division the orders of settlement or the work may be given by Superior authority.
15. The works shall have to be completed within specified time and as per the estimate mentioned in the schedule.
16. On completion of the works, the contractor shall have to submit his/her Bills in duplicate through the concerned supervising officer of the works. The payment shall be made only after inspection of the works by the Inspection Committee subject to availability of fund released by the Government of Assam.
17. The tenderer shall submit a declaration duly signed by him along with his tender as follows without which no tender shall be considered for acceptance.

FORM OF DECLARATION

"I agree that I will not withdraw the tender offered by me during the time that will be required for intimation of acceptance of the above tender for "Creation of Social Forestry Park for Aesthetic Plantation and Beautification" awarded to me, nor I will withdraw it afterwards should my tender be accepted. If I withdraw the tender then I am liable to pay the whole sum of the tender or such amount on account of deficiency as in the opinion of the competent authority may be considered necessary to make good the whole or the loss and damage that may be suffered by the Government in consequent thereof and I shall pay it when demanded and if I fail to pay it then it shall be recovered from me as an arrear of Land Revenue."

Tender offered for (Name of works).....

Tender amount of Rs. (In figures)

(In words) Rupees.....

Signature of the Tenderer

Name of the Tender

Date: -.....

Place.....

- 18. Canvassing directly or indirectly will disqualify a tenderer.
- 19. Tender shall not be accepted for more than one person jointly except in the case of co-operative society or a Firm or a joint stock company. In that case, in addition to requirements of the above clauses, the following documents shall have to be produced.
 - (i) The original or certified copy of the registration Certificate of the Society, Firm or the company issued by respective Registrar in Assam.

- (ii) The copy of resolution authorising the person eligible to sign the tender to manage the business of such society, Firm or Company on its behalf.
 - (iii) Information regarding authorised, subscribed and paid up capital of the concerned Society, Firm or Company etc.
20. The successful tenderer must complete the works within the stipulated time from the date of communication of the acceptance and order for the works earmarked for completion in the year 2018-2019, no extensions beyond that date shall be allowed. If the tenderer fails to complete the works within stipulated time, security deposit furnished by the contractor shall be forfeited to the Government, and any part payment for the works done shall not be entertained and the contract is liable to be cancelled and works shall be settled with others at the risk of the original successful tenderer.
21. 50% running payment may be considered subject to 75% of work executed satisfactorily by the settlement holder on the whole work to be allotted to him/her. However, such running payment may only be considered on inspection report of the works by the inspection committee according to the measurement and in conformity with the prescribed specifications and concerned plan and estimates subject to availability of fund. But, such running payment shall be made not more than once at the discretion of the Divisional Forest Officer, Guwahati Social Forestry Division.
22. Final payment shall be made only after completion of the works as per the plan and estimate and submission of report regarding satisfactory completion of work by the Inspection Committee subject to availability of fund.
23. GST will be deducted/paid as per applicable rules.
24. In the event of the failure on the part of the successful tenderer to show satisfactory progress within 15 (fifteen) days of communication of the work order, not only the security deposit/earnest money etc. shall be forfeited to the Government but also the balance works may be settled with others at the risk of the successful tenderer forfeiting all claims for the works done.

25. The Divisional Forest Officer, Guwahati Social Forestry Division reserves the right to alter the specifications and Plan during the execution of works if it is considered necessary.
26. The settlement of the work shall be made on the basis of the Administrative Approval dated 21/08/2018 accorded by the Government of Assam as per the schedule of works shown separately.
27. During execution of the works, the tender shall observe/comply with all applicable statutory provisions/procedures.

TENDER FORM

(Proper Court Fee Stamp to be affixed)

To,
The Divisional Forest Officer,
Guwahati Social Forestry Division,
Basistha, Guwahati-29

Sir,
I do hereby submit my tender as follows: -

1. Name in full (In block letters): -

2. Address: -

Village/Town: -

Police Station: -

District: -

Post Office: -

Telephone No.: -

3. Name of the father:

Address: -

Village: -

District : -

Post Office: -

Telephone No.: -

4. Previous experience, if any: -

5. Name & Description of the item of
of works for which tender is given : -

6. The minimum rate offered by the
Tenderer.

In figures

In words

7. Caste/Community: -

Signature of the tenderer

Date : _____

Place :

SCHEDULE OF WORKS : CREATION OF SOCIAL FORESTRY PARK FOR AESTHETIC PLANTATION AND BEAUTIFICATION AT RAJ BHAWAN, GUWAHATI

<i>Sl. No.</i>	<i>Item No.</i>	<i>Name of works with brief Description</i>	<i>Estimated Amount</i>	<i>Earnest Money</i>	<i>Remarks</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>		<i>5</i>
1	I	Aesthetic Plantation and Beautification	1004900.00	55690.00	All the item of works specified below must be executed within the specified time in the Tender paper to the satisfaction of the authority as per terms and conditions of Tender
	II	Garden Lighting	741850.00		
	III	Civil Works	593040.00		
	IV	Water Supply	340000.00		
	V	Operation of dead and Moribund trees	60000.00		
	VI	Jungle Cutting and Clearing of Site	44400.00		
Grand Total			2784190.00	55690.00	

(I) AESTHETIC PLANTATION AND BEAUTIFICATION

<i>Sl. No.</i>	<i>NAME OF PLANT/ITEM</i>	<i>SCIENTIFIC NAME</i>	<i>SIZE</i>	<i>QNTY (Nos)</i>	<i>RATE</i>	<i>AMOUNT</i>
1	Aralia	Aralia spinosa	Small (15cm to 30cm)	1000		
2	Acalypha	Acalypha wilkesiana	do	700		
3	Croton	Codiaeum variegatum	do	600		
4	Rio	Rio diplodenia	do	1000		
5	Golden hedge	Ligustrum of ovaliflium aureum	Medium (75cm to 90cm)	2000		
6	Chandni	Tabernaemontana divaricata	Small (15cm to 30cm)	600		
7	Dracaena	Dracaena marginata	do	1000		
8	Coleus	Picranthus scutelloriodes	do	1000		
9	Coffea Ixora	Ixora coccinea	do	2000		
10	Soffelora	Schefflera arboricola		1000		
11	Brindabon	Altenarntherar reineckii	do	5000		
12	Cycas	Cycas revoluta	Big (150cm to 180cm)	20		
13	Furcraea	Furcraea foetida	do	20		
14	Ficus yellow	Ficus Species	Medium (75cm to 90cm)	30		
15	Starlight	Ficus Benjamin	do	30		
16	Crotan Banglore	Codiaeum variegatum	Big (150cm to 180cm)	50		
17	Ixora	Ixora coccinea	do	50		
18	Hibiscus	Hibiscus rosa sinensis	do	50		

19	Mussaenda	Mussaenda erythrophylla	do	50		
20	Vermi Compost		kg	2500 Kg		
21	Plain grass (local)		Sq. ft	25250 sq.ft		
22	Transportation	It includes transportation of all the above materials to the site for planting by road carriage and head load if necessary complete				
23	Labour cost	Labour cost includes carriage of the above planting materials to the site including soil working, preparation of site, dressing, mixing of manure, manuring, planting, tending, weeding, watering till completion of all works covered under tender				

II) GARDEN LIGHTING COST:

Sl. No.	ITEM PARTICULARS	QNTY	RATE	AMOUNT
1	Garden Light : Bajaj TULIP code no. 111284, Luminaire type - BGBOM 650 9W LED or equivalent <i>Rate of each light is inclusive of the cost of luminaire and PCC work at base for fitting, fixing & connection etc. in total</i>	80 pcs		
2	Outdoor LED Luminaire Flood Light: HAVELLS code no. JETA COMPACTO IP65 and item no. - JETACOMPECTOFL30WLED757LTG or equivalent <i>Rate of each light is inclusive of the cost of luminaire and PCC work at base for fitting, fixing & connection etc. in total.</i>	5 pcs		
3	Copper multi strand 1 mm : 90 RMs length in each roll (HAVELLS or equivalent)	15 roll		
4	6mm U.G. cable 3 core (HAVELLS or equivalent)	600 m		
5	12/16 Amp MCB box	3 pcs		
6	Isolator switch	3 pcs		
7	MCB size pole 10 Amp	20 pcs		
8	1 inch PVC Pipe 1.2 mm for distribution of line to the luminaires to be fitted and fixed as detailed in item no. 1, 2 & 3 above : 510 RMs length calculating 170 pcs @ 3 m length in each pc.	170 pcs		
9	Misc. items like - Lug 10 mm/12 mm, PVC Tape, Cable tie; 1 inch band/elbow etc.			
10	Labour Cost for installation of luminaires including fitting, fixing, laying of electrical line and distribution to the different electrical fittings and connection to the main line till functioning of all electrical fittings and till completion of works covered under the tender			
	Total			

(III) CIVIL WORK:

Sl. No.	ITEM PARTICULARS	QNTY	RATE (Rs)	AMOUNT (Rs)
1	Bricks 1st class quality for preparation of permanent beds (inclusive of carriage)	15220 nos.		
2	Cement (including transportation to the site)	210 bags		
3	Sand [procurement of the materials including payment of Forest Royalty and carriage to the site]	28 m ³		
4	Renovation of foot path with placement of good quality of paver blocks of desired sizes and shapes for movement of the people and the working staff at the site etc	140 m ²		

5	Cost of earth including payment of Forest Royalty and transportation for filling by new fertile soil for planting the flowers in beds for stabilization of plants	40 m ³		
6	Labour cost involves execution of works related to the item nos. 1,2,3 and 5 till completion of the works, covered under the tender	275 units		
Total				

(IV) WATER SUPPLY:

Sl. No.	ITEM PARTICULARS	QNTY	RATE	AMOUNT
1	C.P.V.C. Pipe (3/4")	500 m		
2	Sprinkler	40 nos.		
3	Distribution line	1000 m		
4	Electric Motor 2 hp	1 pc.		
5	Nozzle, valves, connection pipe 20 mtrs.			
6	Electric connection to the motor and sprinkler			
7	Construction of 2000 ltr. Capacity water reservoir of size 1.5 mtr. in length, 1.0 mtr. in breadth and 1.35 mtr. in depth including cost of 1 hp electric motor for lifting of water and fitting, fixing of tap etc. <i>(The total estimated amount inclusive of the cost of materials like iron rod, sand, cement, shuttering, staging, water tap, pipes etc. and making charge complete and others till completion of works covered under the tender)</i>	1 no.		
8	Labour cost involves execution of work related to the item nos. 1, 2, 3, 4, & 5 till completion of works covered under the tender.	125 units		
Total				

(V) OPERATION OF DEAD AND MORIBUND TREES :

Operation of the dead and moribund trees available in the Raj Bhawan inclusive of uprooting, carriage of debris to other places etc. for cleaning and new planting in the site with valuable selected tree species etc. The dead trees are standing in inaccessible location installed with power line nearby and some construction of buildings. Therefore, some skilled labour have to be engaged for operation of the trees with necessary tools and implements to save the properties and power line from being damaged as a result of falling of the dead trees. (List of trees attached)

- i) Marking of trees and piece passing etc.
- ii) Felling, sectioning, carrying to diesel point and uprooting of the stump by engaging skilled labour
- iii) Cost of transportation of the logs/branches, stumps and other debris to the required destination inclusive of loading and unloading
- iv) Misc. Expenditure [cost of tools and implements]

(VI) JUNGLE CUTTING AND CLEARANCE OF SITE :

Jungle cutting down below the approach road to the Raj Bhawan with a view to planting for beautification and crown thinning of the existing selected trees to restrict damage by falling of branches due to wind, storm etc. as well as to provide sunlight to the newly planted trees by engaging Daily laboursunits @ Rs.....each D/L

**LIST OF TREES/PLANTS TO BE REMOVED FROM THE SITE FOR AESTHETIC PLANTATION
PROPOSED TO CARRY OUT AT RAJ BHAWAN**

Sl. No.	Vernicular Name	Scientific Name	Measurement of the Tree/ Plant Girth x Height In mtr.	No. of Tree/Plant	Remarks
1	2	3	4	5	6
1	Areca palm	<i>Dypsis lutescens</i>		25	
2	Radhasura	<i>Peltoferum pterocarpum</i>	0.90 x 3.00	1	
3	- do -	- do -	0.70 x 4.00	1	
4	Cassia tree	<i>Cassia/ Sanna siamea</i>	1.20 x 4.00	1	
5	Poma	<i>Chukrasis tebularis</i>	0.40 x 2.00		
6	Makrisal	<i>Schima wallichii</i>	0.65 x 3.00	1	
7	- do -	- do -	0.70 x 5.00	1	
8	Kadam	<i>Neolamarkia/ Anthocephalus Cadamba</i>	1.60 x 8.50	1	
9	Sewali	<i>Nyctanthes Arbor-tristis</i>	Small Plant	2	
10	Karabi	<i>Sanna siamea</i>	Small Plant	1	
11	Sonaru	<i>Cassia Siamea</i>	0.55 x 5.5	1	
12	Different Species	Dead and moribund trees	Small to big sizes	6	

Abstract

- 1 Palm (Grass) Plant = 25 nos.
2 Standing Trees (Live) = 11 nos.
3 Dead and moribund tree = 6 nos.