

Deputy Commissioner, Rohtak

TENDER NOTICE

Sealed tenders in the prescribed form are invited by the Deputy Commissioner, Rohtak from the reputed registered and experienced firms/ individuals /service providers for outsourcing the work of maintenance of the green area such as lawns, plants and trees and sweeping & maintenance of paved area, passage, rooms, toilets and lift operations etc. located in the New/Old Mini secretariat building, Rohtak. Interested parties can purchase the tender document from the office of Deputy Commissioner; Rohtak on the payment of Rs. 5000/- in cash or DD/banker's Cheque in favour of Deputy Commissioner payable at Rohtak or can be downloaded from our web site www.rohtak.gov.in. In case of downloaded tender document, DD/Banker's Cheque amounting Rs. 5000/- in favour of Deputy Commissioner Payable at Rohtak has to be deposited along with tender.

Name of work	EMD In the form of draft	Date & time of submission of tender	Date of opening of Tender
Maintenance of the green area such as lawns, plants and trees and sweeping & maintenance of paved area, passage, rooms, toilets and lift operations etc. located in the New/Old Mini secretariat building, Rohtak.	Rs. 2,00,000/- (Two Lacs)	6-12-2013 by 12:00 PM, Deputy Commissioner Office, Mini Sectt. Rohtak (Haryana)	6-12-2013 at 3:00 PM, in the office of Deputy Commissioner Office, Mini Sectt. Rohtak (Haryana)

Eligibility conditions of above said work:-

1. The bidder should have valid Registration certificate of firm or individual to undertake the maintenance of green areas and maintenance of office buildings.
2. The bidder should have experience in executing the maintenance of green areas and maintenance of office buildings in Govt./semi Govt./Private sector. In this regard documentary proof of experience may be attached with the tender form.
3. The bidder should have PAN card with upto date income Tax Returns.
4. The bidder should have valid service Tax registration certificate with proof of upto date payment and return (please attach photocopy)
5. The bidder shall give the price per unit the maintenance of green areas and maintenance of office buildings and all service charges and taxes. Any delay and defective work will be punishable with deduction of payment @2% per warning.

6. The Price/rate quoted by the bidder shall remain unchanged during the entire period of the contract and shall not be subject to Variation of any amount.
7. The Deputy Commissioner, Rohtak reserves the right to accept/reject any/all tender without assigning any reason.
8. All the disputes arise in the above case will be preferred to the Deputy Commissioner, Rohtak and his decision will be final.
9. The bidder shall furnish an amount of Rs. 2,00,000/- (Two Lacs) in the form of a demand draft in favour of Deputy Commissioner, Rohtak. The security will be refunded on satisfactory completion of work.
10. The details can be obtained from the office of Deputy Commissioner, Rohtak (Haryana)

Deputy Commissioner,
Rohtak.

Deputy Commissioner, Rohtak
TENDER FORM

Maintenance of green areas and maintenance of office buildings.

(TO BE FILLED BY THE TENDERER)

TECHNICAL BID

FORM TO BE DEPOSITED : **on 6.12.2013 (upto 12.00 NOON)**

TENDER TO BE OPENED : **6.12.2013 at 3.00 P.M(Technical Bid)**

A.1 (a) Name of the Firm

(b) Address of the Firm

(c) Name & address of the Prop./Partner

2. (a) EPF No/Service Tax No.

(b) PAN No

(c) Attested copy of Service Tax No. Registration.
.....

(d) Attested copies of Registration certificate of Firm or Individual to undertake maintenance of green areas and maintenance of office buildings.

(e) Attested copy of PAN Registration

3. Earnest Money deposited vide Demand Draft No.

Dated..... for Rs.....

4. (a) Whether any maintenance of green areas and maintenance of office buildings work had been made to Govt. Department in the past.....

(b) If yes, please furnish full details.

Year	Details of Work	Name of Deptt.	Detail

2009-10			
2010-11			
2011-12			
2012-13			

5. Annual Turnover

Year	Turnover (in Rs.)
2009-10	
2010-11	
2011-12	
2012-13	

Detail of Area

TERMS & CONDITIONS

1. The bidder should have valid Registration certificate of firm or individual to undertake the maintenance of green areas and maintenance of office buildings.
2. The bidder should have experience in executing maintenance of green areas and maintenance of office buildings in Govt./semi Govt./Private sector. In this regard documentary proof of experience may be attached with the tender form.
3. The bidder should have PAN card with upto date income Tax Returns.
4. The bidder should have valid service Tax registration certificate with proof of upto date payment and return (please attach photocopy)
5. The bidder shall give the price per unit of Maintenance of the green area such as lawns, plants and trees and sweeping & maintenance of paved area, passage, rooms, toilets and lift operations etc. located in the New/Old Mini secretariat building, Rohtak. Any delay will be punishable with deduction of payment @2% per warning.
6. The Price/rate quoted by the bidder shall remain unchanged during the entire period of the contract and shall not be subject to Variation of any amount.

7. The Deputy Commissioner, Rohtak reserves the right to accept/reject any/all tender without assigning any reason.
8. All the disputes arise in the above case will be preferred to the Deputy Commissioner, Rohtak and his decision will be final.
9. The bidder shall furnish an amount of Rs. 1,00,000/- (One Lac) in the form of a demand draft in favour of Deputy Commissioner, Rohtak. The security will be refunded on satisfactory completion of work and correction of errors in data if any, within a month from the date of submission of final report.
10. The details can be obtained from the office of Deputy Commissioner, Rohtak (Haryana)
11. The rates should be quoted at supplier's risk inclusive of all taxes, duties, all type insurance, service tax, etc.(to pay all taxes and duties supplier's responsibilities).
12. All documents to be submitted by the firms should be duly attested by a Class I Gazette Officer in case these are copies of the original documents. No un-attested documents will be entertained.
13. The Earnest Money of the Tenderer will be forfeited to Govt. Accounts, if they withdraw their offer/ rates or modify the terms & conditions of the same during the validity of their offer which are adverse to the business ethics.
14. Conditional Tender will not be accepted.
15. The Tenderer shall furnish a certificate in their offer that the rates quoted by them are the lowest possible which they have quoted to any of their customers during the currency of the contract period. However, if they ever feel constrained to quote lower rates to any of their customer during the said period, they undertake to intimate the same immediately to the Deputy Commissioner, Rohtak and allow the deduction in rates automatically. If they violate this undertaking and Deputy Commissioner, Rohtak come to know of such deduction on their own/through their own resources, then the Deputy Commissioner, Rohtak, shall be entitled to recover the double the difference in such rates on the entire amount paid.
17. The technical bid form duly filled in & with enclosures attached in all respect should be sealed in a separate envelope inscribing "TECHNICAL BID FORM" on it & also mentioning name & address of the Tenderer on it.
18. Terms & Conditions duly signed in token of acceptance should accompany the Technical Bid.
19. Rates shall not be quoted on "Technical Bid". If they are mentioned directly or indirectly, the bid shall be summarily rejected.
20. It will be at the discretion of the Deputy Commissioner, Rohtak to make any inquiry in order to judge the ability and capacity of any Firm and the decision of Deputy Commissioner, Rohtak in this regard will be final.
21. In case the Tenderer, whose rates have been approved, and after the order is placed, fails to discharge the obligation of tender so awarded to him, part or in full or on the grounds of quality of staff/Work ,the Deputy Commissioner, Rohtak has the right to place the order to other firm at the risk and cost of Tenderer and the Deputy Commissioner, Rohtak shall have the right to forfeit the security money or to take any legal action against defaulter contractor.
22. No interest on Earnest Money will be paid.
23. The Earnest Money of unsuccessful Tenderer will be returned on finalization of the tenders.
24. The Earnest Money of the successful Tenderer will be retained and treated as security deposit upto expiry of tender and for balance amount of security

- deposit, if required, will be asked by the Deputy Commissioner, Rohtak after finalization of the tender.
25. Any tender which bears cutting, over-writing in the rates, shall not be considered.
 26. Income Tax to be deducted at source in all cases of payment to Tenderer.
 27. These terms and conditions are to be signed by the Tenderers at the place specified below which would be finally and legally binding on him. The Tenderer is not entitled to insert / add / delete any term / condition whether made herein or thereby in separate note / letter and the Deputy Commissioner, Rohtak shall not be bound for any such addition / deletion.
 28. The Deputy Commissioner, Rohtak shall also have the right to bifurcate and award the contract to any number of Tenderers and decision of the Deputy Commissioner, Rohtak in this regard shall be final and binding upon the Tenderers.
 29. Finalization of rates would be held with the lowest three Tenderers.
 30. If Deputy Commissioner, Rohtak is not satisfied with the services provided by the firm it may either receive the contractor imposed appropriate cut in the payment as the case may be. Decision of Deputy Commissioner, Rohtak shall be final in this regard.

The tender which does not comply with any of the above condition will be rejected.

IMPORTANT:- Offer without prescribed Tender form/ Tender fee or not supported with Earnest Money/ Authority letter of agency will not be considered in any circumstances.

Deputy Commissioner, Rohtak

All the above terms and conditions are accepted by me/us.

Signature with seal of the firm.

TENDER FORM

(TO BE FILLED BY THE TENDERER)

FINANCIAL BID

FORM TO BE DEPOSITED: Up to **on or before 6.12.2013 (upto 12.00 Noon)**

TENDER TO BE OPENED: At 3.00 p.m. on -6.12.2013 (Technical Bid)

A.1 (a) Name of the Firm.....

(b) Address of the Firm

© Name & address of the Prop./Partner

B Maintenance of the green area such as lawns, plants and trees and sweeping & maintenance of paved area, passage, rooms, toilets and lift operations etc. located in the New/Old Mini secretariat building, Rohtak. Any delay will be punishable with deduction of payment @2% per warning.

Sr.No.	Items	Rates/Charges	Remarks
1.			
2.			

NOTE :

The rates should be indicated per item & inclusive of all govt. levies.

The Tender shall be liable to be rejected if all the columns are not properly & completely filled up.

This financial bid form duly filled in, should be sealed in a separate envelope inscribing FINANCIAL BID FORM " on it & due mentioning name & address of the tenderer on it.

Signature with name & stamp of firm