



RANCHI MUNICIPAL CORPORATION



GENERAL CONDITIONS OF CONTRACT FOR MAINTENANCE OF SRI KRISHNA SINGH PARK HINOO, RANCHI



❖ **INDEX**

1. Notice Inviting Tender
2. Scope of Work
3. Note
4. General Terms & Conditions
5. Rates
6. Bidder's Details
7. Format of Financial Bid



RANCHI MUNICIPAL CORPORATION

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WEBSITE : www.ranchimunicipal.com

Tender Notice No: 3136
Date : 20/09/2012

TENDER NOTICE

Ranchi Municipal Corporation (RMC) invites Tender in Two Cover System for the Annual Maintenance and upkeep of Sri KRISHNA SINGH PARK at Hinoo, Ranchi from the registered agency/contractors with proven track records, experience in upkeep and maintenance of the Parks, gardens or any other Horticulture and Green Belt Development Works within Ranchi Municipal Corporation.

Submission of proposals

Request for qualification (RFQ) consisting of scope of work and Eligibility Criteria may be downloaded from ranchimunicipal.com. Interested applicants may submit their proposals along with a Demand Draft of Rs.1,000/- (One Thousand only) as a tender Fee (Non Refundable) in favor of “ Chief Executive Officer, Ranchi Municipal Corporation” payable at Ranchi.

Minimum Eligibility Criteria

- Bidders shall have experience of similar type of work in any Govt. Organization/PSUs and this should be provided along with the Bid Document.
- Average annual turnover of at least Rs. 15.00 Lakhs in the last three financial years.

More details such as Scope of Work, General Terms & Conditions etc. are provided in document which can be downloaded from website of RMC: www.ranchimunicipal.com.

Detailed Schedule of Bidding Process :-

S.No.	Proceedings	Date & Time
1	Date of Issue	24-09-2012
2	Last date of Submission	upto15-10-2012
3	Opening of Technical bid	16-10-2012 at 4:00 P.M
4	Opening of Financial Bid	To be announced later

Sd/-
Chief Executive Officer
Ranchi Municipal Corporation
Ranchi



A. SCOPE OF WORK

The scope of work includes Proper and satisfactory maintenance and upkeep of the SRI KRISHNA SINGH PARK at Hinoo, Ranchi including all the plants, trees, lawn, toilets etc within the specified premises is the essence of contract and no let down will be permitted in any respect.

The firm/contractor shall carry out and complete the said work in every respect as per the direction and the satisfaction of Ranchi Municipal Corporation.

B. NOTE

1. Tenders are liable to be rejected if the unit rates are not written both in Words and figures in the schedule of quantities and rates.
2. Tenders should be sealed in addition to being closed by using gum. Tenders received without being so closed and sealed will not be opened, but will be rejected outright.
3. The tender fee will be Rs. 1000, which will be submitted in the form of Demand Draft in favor of **“Chief Executive Officer, Ranchi Municipal Corporation payable at Ranchi”** at the time of submission. The tender document can also be downloaded from our website www.ranchimunicipal.com.
4. Fee for tender documents is neither transferable nor refundable.
5. The Department shall not be held responsible for loss and non-receipt of tender by post/courier.
6. Tenders received late, not in properly sealed cover, received telegraphically & Conditional or not conforming to the above conditions or not complete in all respects will be rejected.



C. GENERAL TERMS & CONDITIONS

1. The intending bidder shall have to submit proof of their pre-qualification and experience of similar type of work in any Govt. Organization/PSUs along with Bid Document of tender. Copies of all the documents shall be self attested. Proof shall be in the form of copy of work order & completion certificate for similar nature of job. Similar nature shall be defined as “works related to horticulture job”
2. The annual turnover of the company should be Rs. 15 lakhs in any of the three consecutive financial years ending 31st march 2012. Proof shall be in the form of audited balance sheet or TDS certificate.
3. Ranchi Municipal Corporation reserves the right to cancel tender in full/part, extend tender sale/submission date etc. without assigning any reasons thereof.
4. All the amount quoted in the bid document should be inclusive all the taxes. No other charges will be entertained after the allotment of work order.
5. The bidders should also provide Service Tax/VAT/TIN No. and PAN card details at the time of submission of tender.
6. All bidders shall include a statement giving the following particulars:
 - i) Major items of Equipments, Tools and machinery proposed for use in carrying out the Contract.
 - ii) The qualifications and experience of key personnel proposed for administration and execution of the Contract, both on and off site.
7. Proposal once submitted cannot be withdrawn.
8. Work should not be sub-let, without the written consent of the Employer.
9. The Contractor will have to make his own arrangements for electricity or if in case the same being provided by R.M.C, then the contractor shall install a meter and pay their use to the R.M.C @standard applicable charges.
10. The R.M.C reserves the right to alter the qualifying requirements.
11. Any damage to the R.M.C property caused during the maintenance operation shall be made good or compensated by the contractor/firm.
12. The tenderer shall submit detailed programme of the daily routine works like watering, weeding etc. along with the tender.
13. The tenderer shall maintain and update all records of labour employed for this work and produce the same to the Controlling Officer regularly and any other Competent Authority as and when required.
14. The Financial Part as shown in Section F will be submitted in a separate sealed envelope.



D. RATES

The contractor's/firm's should charge below mentioned rates for revenue generation.

1. ADVERTISEMENT		
<i>S.No</i>	<i>Details</i>	<i>Rate</i>
a.	Hoarding Charge	@ Rs. 120 sq.ft per year
b.	Advertisement Board on Grills	@ Rs. 120 sq.ft per year
c.	Glow Board Sing	@ Rs. 1000 per year
2. TICKET RATES		
d.	Children upto 5 Years	Free
e.	Children above 5 Years	Rs. 3.00
f.	Adult	Rs. 5.00
3. PARKING CHARGES		
g.	Two wheeler	Rs. 4.00
h.	Four Wheeler	Rs. 7.00

Note:- The entry fee will be free till 7.00 a.m every morning for all the visitors.

**E. BIDDER'S DETAILS**

S.No	Details	
1.	NAME OF BIDDER	
2.	ADDRESS & CONTACT NUMBER OF BIDDER	
3.	REGISTRATION NUMBER OF BIDDER	
4.	PAN/TAN NUMBER OF BIDDER	
5.	UPTODATE SALES TAX CLEARANCE CERTIFICATE	
6.	PAST EXPERIENCE OF SIMILAR WORKS EXECUTED BY BIDDER	
7	OTHER INFORMATION IF ANY	

- Please provide the page no. of the above details, if it will submit as an attachment with the bid.



F. Format for financial Bid Submission:

Description	AMOUNT in Rs.
ANNUAL AMOUNT PAID BY THE CONTRACTORS/FIRM TO RANCHIMUNICIPAL CORPORATION.	

In words:

.....
.....

(Signature)

Name :

Designation :

Firm/Contractor Name