



RANCHI MUNICIPAL CORPORATION



GENERAL CONDITIONS OF CONTRACT  
FOR

**MAINTENANCE OF NIGAM PARK  
LOCATED AT SECTOR 7, HARMU,  
RANCHI**



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## **RANCHI MUNICIPAL CORPORATION**

Kutchury, Ranchi-834001

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### **( Market Section)**

#### **TENDER NOTICE**

Ranchi Municipal Corporation (RMC) invites Tender in Two Cover System for Three Years Maintenance and upkeep of **Nigam Park** Located at Sector 7, Harmu, Ranchi from the Individuals/ registered Agency/ Contractors with proven Track Records Experience in upkeep and maintain of the parks, Gardens 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](http://ranchimunicipal.com). Interested applicants may submit their proposals along with a Demand Draft of Rs.5,000/- (Five Thousand only) as a tender Fee (Non Refundable) in favor of "Municipal commissioner, 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.
- The Annual Turnover of a bidder shall be minimum Rs. 15.00 Lakhs in any one of 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](http://www.ranchimunicipal.com).

#### **Detailed Schedule of Bidding Process:-**

S.No.	Proceedings	Date & Time
1	Date of Issue	07-01-2017
2	Last date of Submission	23-01-2017 upto 03:00 PM
3	Opening of Technical Bid	24-01-2017 at 04:00 PM
4	Opening of Financial Bid	To be announced Later

Sd/-

**Municipal Commissioner**

Ranchi Municipal Corporation, Ranchi



## **A. SCOPE OF WORK**

- 1- The scope of work includes Proper and satisfactory Maintenance and upkeep of the **Nigam Park** at Harmu, Ranchi including all the plants, trees, lawn, Pathways, Guard room, Lights etc. within the specified premises for three years is the essence of contract and no let down will be permitted in any respect.
- 2- Running of Cafeteria in (19 x 10) 190 sft. Contractor will be permitted to sale Snacks, Coffee, Tea and soft drinks.
- 3- Contractor will be permitted to Advertisement in park in specified area through Hording, Board on grill and Glow sign Boards.
- 4- Contractor will be permitted to Collect Entry fee.
- 5- Contractor will be permitted to Collect Parking fee.
- 6- Contractor will be permitted to issue monthly pass for morning walker.
- 7- Contractor will be permitted to organized Social and devotional Program (except marriage & Reception) after 7:30 PM .
- 8- Contractor will be not permitted to construct permanent structure for above purpose.

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. Amount of Earnest Money and Tender Document Fee in the form of Bank Draft will be submitted physically in the office. The EMD will be 25% of tender amount. EMD shall be returned to the unsuccessful Bidders.
2. Financial proposals will be checked for adherence with the prescribed format. It would be checked whether all financial proposals are above the minimum reserved price of the first year is Rs. 2,00,000/- excluding taxes.
3. The amount payable by the Contractor/Firm to the RMC will be escalated by 5% every year.
4. The financial proposals which are below the amount of minimum reserved price shall be rejected
5. The minimum reserved price will be the highest financial proposal received among all the bids.
6. On the basis of minimum reserved price an open bidding/auction shall start. The highest financial bidder in bidding/auction shall be declared as successful bidder.
7. 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.
8. 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.
9. The tender fee will be Rs. 5000, which will be submitted in the form of Demand Draft in favor of **"Municipal Commissioner, Ranchi Municipal Corporation payable at Ranchi"** at the time of submission. The tender document can also be downloaded from our website [www.ranchimunicipal.com](http://www.ranchimunicipal.com).
10. Fee for tender documents is neither transferable nor refundable.
11. The Department shall not be held responsible for loss and non-receipt of tender by post/courier.
12. 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 one of the last three financial years ending 31<sup>st</sup> march 2016. 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 of all the taxes. No other charges will be entertained after the allotment of work order.
5. The bidders should also provide VAT/TIN No./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. Consortium Bidder's are not allowed.
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 tendered shall submit detailed programmed of the daily routine works like watering, weeding etc. along with the tender.
13. The tendered 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. No further construction/changes should be made in the Park premises without permission of the authority.
15. The Bidder's should not be blacklisted in last Five years by any Govt. Organization/PSUs
16. The rates should be charged as per section D.
17. The Financial Part as shows in Section G will be Submitted in a Separate sealed envelope.

**D. RATES**

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

<b>1. ADVERTIMENT</b>				
<b>S. No.</b>	<b>Details</b>	<b>Rate</b>	<b>Size per Unit</b>	<b>No. of Unit</b>
	Advertisement Board on Grills	As per Municipal rate	3X2	Max 25= 150 sft.
	Glow Board Sing	As per Municipal rate	4X3	Max 15= 180 sft.
<b>2. TICKET RATES</b>				
	Children up to 5 Years	Free		
	Children above 5 Years	Rs. 5.00		
	Adult	Rs. 10.00		
	Morning Walker Monthly Pass till 7.00 am every morning	Rs. 50.00		
<b>3. PARKING CHARGES</b>				
	Two wheeler	Rs. 5.00		
	Four Wheeler	Rs. 10.00		

**E. BIDDER'S DETAILS**

<b>S.No</b>	<b>Details</b>	
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. DOCUMENTS TO BE SUBMITTED ALONG WITH TENDER FORM**

1. Basic information about Bidder been submitted
2. Tender fee & EMD in the form of DD
3. An affidavit that the firm or contractor has not been blacklisted by any of the Govt. Organization / PSUs.
4. PAN No., VAT/TIN No. registration Certificate.
5. Copy of ITR/TDS.
6. Other documents as per the Bid Documents.

**G. Format for financial Bid Submission:**

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

In words:

.....  
.....

**NOTE**

- a. Financial proposals will be checked for adherence with the prescribed format. It would be checked whether all financial proposals are above the minimum reserved price of the first year is Rs. 2,00,000/- .
- b. The yearly premium shall be increased after each year by 5% to be compounded annually.
- c. The financial proposals which are below the amount of minimum reserved price shall be rejected
- d. The minimum reserved price will be the highest financial proposal received among all the bids.
- e. On the basis of minimum reserved price an open bidding/auction shall start. the highest financial proposal proposed by the bidder in bidding/auction shall be declared as successful bidder.

(Signature)

Name: .....

Designation:.....

Firm/Contractor Name .....