



## RANCHI MUNICIPAL CORPORATION



GENERAL CONDITIONS OF CONTRACT  
FOR

**MAINTENANCE OF PADAM SHREE DR.  
RAMDAYAL MUNDA PARK MORABADI  
MAIDAN RANCHI**



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Tender Notice No:

Date :

**( Market Section)**

**TENDER NOTICE**

Ranchi Municipal Corporation (RMC) invites Tender in Two Cover System for the Annual Maintenance and upkeep of **Padam Shree** Dr. Ram Dayal Munda Park at Morabadi Maidan, Ranchi from the Individuals/registered Agency/ Contractors with proven Trac 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. 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 “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.
- 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](http://www.ranchimunicipal.com).

**Detailed Schedule of Bidding Process:-**

S.No.	Proceedings	
1	Date of Issue	26-11-2015
2	Last date of Submission	Up to 04-12-2015 2:00 PM
3	Opening of Technical bid	04-12-2015 3:00 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 Operation and Maintenance of the Park at **Padam Shree** Dr. Ram Dayal Munda Park at Morabadi Maidan, Ranchi, including all the plants, trees, lawn, 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- Runing of Cafeteria in 169 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 Hordings,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.

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 **“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).
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 31<sup>st</sup> march 2015. 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 Excluding of all the taxes. All taxes liable will be Collected Separately from the allotted as per prevailing rules and rate.
5. The bidders should also provide Service Tax/VAT/TIN No./PAN card and Registration No. of any Govt. Organization 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 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. The Financial Part as shows in Section F will be Submitted in a Separate sealed envelope.
15. The amount payable by the Contractor/Firm to the RMC will be escalated by 5% every year.



## **D. RATES**

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

<b>1. ADVERTISEMENT</b>				
<i>S.No</i>	<i>Details</i>	<i>Rate</i>	<i>Size of Unit</i>	<i>No. Of Unit</i>
a.	Advertisement Board on Grills	As per Municipal rate	3X2	Max 20 = 120 sft
b.	Glow Board Sing	As per Municipal rate	4X3	Max 10 = 120 sft
<b>2. TICKET RATES</b>				
c.	Children up to 5 Years	Free		
d.	Children above 5 Years	Rs. 5.00		
e.	Adult	Rs.10.00		
<b>3. PARKING CHARGES</b>				
f.	Two wheeler	Rs.5.00		
g.	Four Wheeler	Rs. 10.00		

Note:- The entry fee will be free till 7.00 am 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 .....