

Nagar Nigam Dehradun



GENERAL CONDITIONS OF CONTRACT

FOR

MAINTENANCE OF CHILDREN PARK LOCATED AT GANDHI PARK

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SHORT TERM TENDER NOTICE

Nagar Nigam Dehradun (NND) invites Tender in Two Bid System for Five Years Maintenance and upkeep of **Children Park** Located at Gandhi park ,dehradun from the Individuals/ registered Agency/ Contractors / NGO with proven Track Records Experience in upkeep and maintain of the parks, Gardens any other, Horticulture and green belt Development Works in Dehradun or within state of uttarakhand.


Submission of proposals

Request for qualification (RFQ) consisting of scope of work and Eligibility Criteria may be downloaded from www.nagarnigamdehradun.com. Interested applicants may submit their proposals along with a Demand Draft of Rs.560/- (Five hundred sixty only) as a tender Fee (Non Refundable) in favor of " Senior finance officer , Dehradun Nagar Nigam " payable at Dehradun.

Detailed Schedule of Bidding Process:-

S.No.	Proceedings	Date & Time
1	Date of Issue	27/03/18
2	Last date of Submission	10/04/18
3	Opening of Technical Bid	To be inform later
4	Opening of Financial Bid	To be inform later

Nagar Nigam Dehradun (NND) Reserves the right to cancel tender in full/part, extend tender sale/ submission date etc. without assigning any reasons thereof.


Municipal Commissioner,
Nagar Nigam Dehradun
27/3/18

A. SCOPE OF WORK:-

- 1- The scope of work includes Proper and satisfactory Maintenance and upkeep of the Children Park at Gandhi Park including all the plants, trees, lawn, Pathways, Ticket room, Toy Train, Lights, Play equipments, Garden light, Cafeteria (1 Nos), Toilet (1 Nos) etc. within the specified premises for five years is the essence of contract and no let down will be permitted in any respect.
- 2- Running of Cafeteria in 48sq mt. Contractor will be permitted to sale Snacks, Coffee, Tea and soft drinks. (GST@18%)
- 3- The Successful bidder should deposit the bid amount of first year within one month after getting LOA.
- 4- Contractor will be permitted to Advertisement in park in specified area through Hording, Board on grill and Glow sign Boards.
- 5- Contractor will be permitted to Collect Entry fee.
- 6- 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 Nagar nigam dehradun.

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 2 % per year for five year i.e 50000/- (Fifty thousand only). 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 i.e. Rs. 5,00,000/- excluding taxes. (GST@18%). Financial proposal less then Rs 5,00,000/- will be rejected.
3. The successful bidder should deposit the bid amount of first year within one month after getting LOA.
4. The successful bidder has to submit performance guarantee @ 5 % at the time of signing of the agreement.
5. The amount payable by the Contractor/Firm to the Nagar Nigam Dehradun will be escalated By 10% every year.
6. The financial proposals which are below the amount of minimum reserved price shall be rejected
7. 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.
8. 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.
9. Tenders should be sealed in addition to being closed by using gum/ seal. Tenders received without being so closed and sealed will not be opened, but will be rejected outright.
10. The EMD will be submitted in the form of Demand Draft in favor of "**Senior finance officer, Nagar Nigam Dehradun payable at Dehradun**" at the time of Submission. The tender document can also be downloaded from our website www.nagarnigamdehradun.com.
11. Fee for tender documents is neither transferable nor refundable.
12. The Department shall not be held responsible for loss and non-receipt of tender by post/courier.
13. 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 all documents as per **annexure - I**
2. The annual turnover of the company should be Rs. 15 lakhs in any one of the last three financial years ending 31st march 2017. Proof shall be in the form of audited balance sheet or TDS certificate.
3. Nagar Nigam Dehradun 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 exclusive of all the taxes.
5. The bidders should also provide GST/PAN No details at the time of submission of tender.
6. The Successful bidder shall arrange decentralized composting.
7. 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.
8. Proposal once submitted cannot be withdrawn.
9. Consortium Bidder's are not allowed.
10. The Contractor will have to make his own arrangements for electricity or if in case the same being provided by Nagar Nigam Dehradun then the contractor shall install a meter and pay their use to the Nagar Nigam Dehradun @standard applicable charges.
11. The Nagar Nigam Dehradun reserves the right to alter the qualifying requirements.
12. Any damage to the Nagar Nigam Dehradun property caused during the maintenance operation shall be made good or compensated by the contractor/firm.
13. The tendere shall submit detail programme of the daily routine works like watering, weeding etc. along with the tender.
14. The tendere 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.
15. No further construction/changes should be made in the Park premises without permission of the authority.
16. The Bidder's should not be blacklisted in last Five years by any Govt. Organization/PSUs
17. The rates should be charged as per section D.
18. 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.

1. ADVERTISEMENT				
S. No.	Details	Rate	Size per Unit	No. of Unit
	Advertisement Board on Grills	As per Municipal rate	3X2	Max 15= 150 sft.
	Glow Board Sigh.	As per Municipal rate	4X3	Max 10= 180 sft.
2. TICKET RATES				
	Children up to 5 Years	Decided by Nagar Nigam Dehradun		
	Children above 5 Years	Decided by Nagar Nigam Dehradun		
	Adult	Decided by Nagar Nigam Dehradun		

E. BIDDER'S DETAILS

S.No	Details	
1.	NAME OF BIDDER	
2.	ADDRESS & CONTACT NUMBER OF BIDDER	
3.	REGISTRATION NUMBER OF BIDDER	
4.	PAN/VAT NUMBER OF BIDDER	
5.	OTHER INFORMATION IF ANY	

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

G. Format for financial Bid Submission:

Description	AMOUNT in Rs.
ANNUAL AMOUNT PAID BY THE CONTRACTORS/FIRM TO NAGAR NIGAM DEHRADUN	

In words:

.....
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NOTE

- 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 i.e. Rs. 5,00,000/- (Excluding Tax)
- The yearly premium shall be increased after each year by 10 % to be compounded annually.
- The financial proposals which are below the amount of minimum reserved price shall be rejected
- The minimum reserved price will be the highest financial proposal received among all the bids.
- 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:

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Designation:.....

Firm/ContractorName.....

Annexure – I

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./GST No. registration Certificate.
5. Copy of ITR/TDS.
6. Other documents as per the Bid Documents.