

**PANJAB UNIVERSITY  
CONSTRUCTION OFFICE  
CHANDIGARH**

**E-TENDER NOTICE**

Tender on percentage rate basis through Electronic-Tendering process is invited on behalf of Panjab University from appropriate class of contractors enlistment with Chandigarh Administration, CPWD, CHB, PWD (B&R), M.E.S. Boards, Corporations, HUDA, PUDA, Institutions upto bid submission date for the following work on the prescribed tender form available at website <http://etenders.chd.nic.in/nicgep>

Sr. No.	Name of Work	Estimated Cost	Earnest Money	Time Limit	Last date for submission of bid online	Date of opening of bid
1.	Outsourcing of Horticulture Maintenance work in South Campus, Sector 25, Panjab University, Chandigarh  Ch To:-Outsourcing/Contractual Services for hiring malies for landscaping and maintenance of green areas in P.U. Campus in Sector-14 & 25".	Rs. 14,33,500/-	Rs. 28700/-	9 months	22.06.2017 at 5 pm	23.06.2017 at 9 am

**Conditions:-**

1. The work is estimated cost Rs. **14,33,500/-** This estimate, however, is given merely as a rough guide.
- 1.1 Contractors shall have to fulfill the criteria of satisfactory completion of Horticulture works as given below:-
  - 1.1.1 Eligibility criteria of having satisfactorily completed similar works during the last seven years ending last day of previous month in which the tender is invited. The works completed upto previous day of last day of submission of tenders shall also be considered.
- (i) Three similar works each of value not less than **40%** or two similar works each of value not less than **60%** or one similar work of value not less than **80%**.  
**Similar works means: Horticulture Works**  
The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per Annum calculated from Date of completion to last date of Receipt of tenders.
2. The tender documents shall be uploaded in 2 covers:-
  - i) Cover-1-Shall contain scanned copy of earnest money, affidavit, undertaking regarding physical deposit of EMD, duly attested copy of valid enlistment and other documents as per clause 12 of tender notice.
  - ii) Cover-2- shall contain financial bid
3. Earnest money in the form of demand draft drawn in favour of Registrar, P.U., Chandigarh shall be scanned and uploaded to the E-Tendering website within the period of bid submission.  
The physical EMD of the scanned copy of EMD uploaded shall be deposited by the lowest tenderer within three working days after opening of financial bid failing which the tender shall be rejected and enlistment of the agency shall be withdrawn by the enlistment authority. Further the following undertaking in this regard shall also be uploaded by the intending bidders:-  
“ The physical EMD shall be deposited by me/us with the D.E (Hort.) calling the tender in case I/we become the lowest tenderer within three working days of the opening of financial bid otherwise department may reject the tender and also take action to withdraw my/our enlistment.”
4. The tenderer shall have to furnish an affidavit as under:-
  - a) I/we hereby declare that
  - b) I/we have not been black listed, debarred/suspended by any Govt./Semi Govt. Corporation/Private organization during the last seven years.
5. Bid document can be downloaded from the website of Chandigarh administration <http://chandigarh.gov.in> or <http://etenders.chd.nic.in/nicgep>

6. The bidders shall have to submit their bids online in electronic format with digital signature. For participation in the e-tendering process the bidders need to register themselves on [etenders.chd.nic.in/nicgep](http://etenders.chd.nic.in/nicgep)
7. The bid shall be uploaded in electronic format on the website [etenders.chd.nic.in/nicgep](http://etenders.chd.nic.in/nicgep) scanned copies of earnest money deposit and affidavit etc. uploaded along with the bid within prescribed time limit.
8. In case the contractor /bidder need any clarification/assistance he can contact the undersigned on any working day during office hours.
9. Department reserves the right to reject any or all the application /tender without assigning any reason. Overall lowest bid will be criteria for finalization of tender.
10. In case the date of opening of tender is declared or happens to be public holiday, the tender will be opened on the next working day at the stipulated time.
11. The agency has to produce the original documents as and when asked for by D.E (Hort.) the failure of the agency to furnish the said original documents will entertain summarily rejection of its tender.
12. The submitted bid shall become invalid and rejected if:  
The bidder is found ineligible on account of following:-
  - i) The bidder does not upload all the documents as stipulated in the bid documents including the undertaking about physical EMD of scanned copy of EMD uploaded.
  - ii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest tenderer in the office of tender opening authority.
  - iii) The lowest bidder does not deposit physical EMD within three working days after the opening the tender.
  - iv) The valid affidavit issued after publishing of this tender is not found in order.
  - v) List of documents to be scanned and uploaded within the period of bid submission.
  - vi) Enlistment order of the contractor.
  - vii) Affidavit as per condition no. 3
  - viii) Certificates of valid registration for VAT/Sales Tax
  - ix) Attested copy of PAN/GIR Card.
  - x) Attested copy of valid labour licence from Labour Deptt. U.T., Chd.
  - xi) Attested copy of the PF registration letter/certificate.
  - xii) Attested copy of the ESI registration letter/certificate.
  - xiii) Certificates of valid registration for Service Tax
  - xiv) The detail of EMD specified in the tender documents should be same as submitted online (Scanned copies) otherwise tender will be rejected summarily.
13. Instruction to bidders regarding e tendering process:-
  - i) Tenders without digital signature will not be accepted by the electronic tendering system. No tender will be accepted in physical form and in case it has been submitted in the physical form it shall be rejected summarily.
  - ii) Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been uploaded with the bid failing which tender will be rejected summarily.
  - iii) It will be mandatory for all the bidders to upload all the documents.
  - iv) The department will not be responsible for any delay in online submission of the bids due to any reason whatsoever.
  - v) Corrigendum issued if any before the receipt of on line bid will be available on the website. It will be the responsibility of the contractor to make amendments in his bid accordingly.
  - vi) The bidder should submit his valid Email ID & contact no. in the undertaking for further correspondence regarding the tender.
  - vii) The earnest money deposited should be same as scanned in the tender failing which the matter will be submitted to higher authority.
  - viii) Material to be arranged by the contractor himself.
14. Agreement shall be drawn with the successful tenderer.
15. Procedure for release of payment:-
  - i) The payment will be released after the deduction of any penalty that may be imposed by the competent authority as per contract agreement.
  - ii) The income tax or any other statutory levy/tax as applicable will be payable by service provider and shall be deducted at source as per law.
16. The site for the work is available.
17. Tender shall be accompanied with earnest money as above in shape of demand draft in favour of Registrar P.U.
18. The description of the work is as above.

19. Copies of related documents pertaining to the work will be available for inspection by the tenderers, if required any, at the office of the **Divisional Engineer (Hort.), Panjab University, Chandigarh during office hours on any working day.**
20. Tenderers are advised to inspect and examine the site and its surrounding and satisfy themselves before submitting their tenders as to the nature of the ground and sub soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender, a tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools and plants electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specification of the work to be done and of conditions and rates at which stores, tools and plant, etc will be issued to him and other factors having a bearing on the execution of the work.
21. All tenders, in which any of the prescribed conditions are not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.
22. Canvassing whether directly or indirectly, in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
23. The competent authority reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
24. The contractor shall not be permitted to tender for works in the circle (responsible for award an execution of contracts) in which his near relative is posted in any capacity. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer/official in the Engineering Department, P.U. Chandigarh. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this departments as well as for future works.
25. No employee of Panjab University is allowed to work as a contractor for a period of two years after his retirement from P.U. Service, without the previous permission. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Panjab University as aforesaid before submission of the tender or engagement in the contractor's services.
26. The tender for the works shall remain open for acceptance for a period of thirty (30) days from the date of opening of technical bid. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier or makes any modification in the terms and conditions of the tender which are not acceptable to the departments, then the competent authority shall without prejudice to any other right or remedy, be at liberty to forfeit the whole of the earnest money. Further the tenderer shall not be allowed to participate in the re-tendering process of the work.
27. Only one common %age above or below the rates / amount mentioned in the DNIT shall be quoted by the bidder for all items. Any other item of DSR2016 if required to be executed shall be paid based on DSR2016 with prevailing market rates +/-% (plus / minus percentage) quoted by the bidder. Similarly rates for extra N.S. items got executed shall be adjusted by applying the quoted %age on the approved analysis of rate for the respective item.
28. The material required to execute the work shall be got approved from Engineer-in-charge by the agency or his representative before executing any work.
29. The contractor will ensure that sufficient employee deployed by him are made available all the times and medically fit and free from communicable diseases. The antecedents of the persons to be provided by the contractor will be got verified form the appropriate authority by the contractor at his own level and a certificate to the effect will be given to this office.
30. The contractors has to strictly follow the Labour Laws such as fair wage clause, minimum wages Act, HOER Act and ensure that the minimum wages as applicable are paid to his staff from time to time.
31. The agency has to ensure that no child labour shall be enrolled / employed for carrying out the above work.
32. This notice inviting tender shall form a part of the contract document. The successful tenderer/contractor, on acceptance of his tender by the accepting authority shall within 7 days from the stipulated date of start of work sign the contract consisting of the notice inviting tender, all the

document, additional conditions, specification and drawings, if any, forming the tenders as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereof.

33. Corrigendum/addendum to this tender if any will be uploaded on the website mentioned above. This may be noted by contractors/prospective bidders.
34. Divisional Engineer (H) reserves the right to verify the particular furnished by the applicant independently. If any information furnished by the applicant is found incorrect at later stage, the firm/contractor shall be liable to be debarred for future tendering in engineering department.
35. Department reserves the right to reject any or all the application/tenders without assigning any reason. Overall lowest bid will be criteria for finalization of tender.
36. If any agency does not start the work or does not perform the assigned work properly and / or in time earnest money shall be forfeited. Such agencies shall be debarred for a period of three years. Such action shall be decided by Divisional Engineer (H), P.U. Chandigarh.
37. For any technical issue related to electronic tendering portal, bidders may contact IT cell, DIT, Additional Deluxe Building 5<sup>th</sup> floor, Sector 9 Chandigarh or email at [etender@chd.nic.in](mailto:etender@chd.nic.in), phone no. 0172-2740641.

Divisional Engineer (H)  
P.U. Construction Office