

GOVERNMENT OF ASSAM
DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
JAWAHARNAGAR, KHANAPARA, GUWAHATI – 22

NOTICE INVITING TENDER

No. AASC (B)4/92–93/Pt–IV/160, Dated Guwahati the 26th of November 2015

Sealed tenders affixed with non-refundable court fee stamp of Rs. 8.25 (Eight rupees and twenty five paise only) are invited from experienced government-registered maintenance service firms /organizations /associations for maintenance of garden areas of Assam Administrative Staff College, Jawaharnagar, Khanapara, Guwahati – 22.

Interested parties may collect the tender documents from the Administrative Officer, Assam Administrative Staff College, Guwahati during office hours on payment of Rs. 500/- (Rupees five hundred only) in cash, which is not refundable, or may download these from our website, www.aasc.gov.in. However, the payment of Rs 500/- has to be made in any case. The last date for submitting the tenders is 16th of December, 2015 (up to 2.00 p.m.) and they would be opened on the same day at 3.00 p.m.

The undersigned reserves the right to reject any or all tender papers without assigning any reason whatsoever and neither does he bind himself to accept the lowest rate quoted.

Sd/-
Director of Training,
Assam Administrative Staff College

**TENDER DOCUMENTS
FOR
MAINTENANCE OF GARDEN AREAS
OF
ASSAM ADMINISTRATIVE STAFF COLLEGE,
JAWAHARNAGAR, KHANAPARA, GUWAHATI –
22
PHONE ::2363325::FAX-0361-2362361**

Signature of the Tenderer
With Date & Seal.

DETAILS OF THE FIRM / TENDERER

1.	Name of the Firm/ Tenderer.	
2.	Name of the Owner.	
3.	Permanent Postal address for communication.	
4.	Telephone No / Mobile No.	
5.	Firm Registration No.	
6.	Tin No.	

Signature of Tenderer
With date & Seal.

TERMS AND CONDITIONS

The tenderer or their representative may be present at the time of opening the tenders. The interested parties may inspect the sites on any working day during office hours. Further,

1. The tender documents should give the following information: (a) name of the firm, (b) registration no, (c) address in full, (d) contact phone no., (e) experience certificate (s).
2. Only firms having experience of such work in government organizations / semi –government organisations /corporations etc. need apply.
3. The rates proposed to be quoted for the specified works should be written in figures and as well as in words clearly and legibly.
4. The firm should clearly indicate the number of workers/ labourers / supervisors etc that will be engaged for the works (category- wise) as mentioned above.
5. The tender must be accompanied by a demand draft of Rs. 5,000/- (Rupees five thousand) only in favour of the “Director of Training, Assam Administrative Staff College” as earnest money. Tenders without the requisite earnest money will be rejected.
6. Certified copy of the up-to date sales tax clearance/ TIN No. are to be furnished along with the tender. Originals are to be produced in case of final selection.
7. The firm would forfeit its earnest money in case of failure to undertake the work upon final selection and receipt of order.
8. The tender documents will be opened in the presence of tenderers who wish to be present at that time.
9. The Director of Training reserves the sole right to reject any or all tenders without assigning any reason thereof.

The period of execution of works will be for one year from the date of signing of the agreement, extendable for another year on satisfactory performance.

GENERAL TERMS AND CONDITIONS

1. This is a contract wherein the contractor shall provide the workers required to carry out the cleanliness and maintenance of the garden areas of Assam Administrative Staff College namely (1) island gardens in front of and by the side of the administrative building (2) circular rose garden (3) hostel gardens (4) central garden between the administrative building and hostel (5) gymnasium garden (6) open space between staff quarters and senior officers colony (6) field in between the Civil Services Officers Institute and the hostel campus and (7) the clearing of the overgrown grass in the walkways inside the residential campus and in vacant spaces in Assam Administrative Staff College, Jawaharnagar, Khanapara, Guwahati – 22.
2. The contractor will have to provide all machines and insecticides, pipes and hoses, etc for the work
3. The contractor will carry out the landscaping of the garden areas indicated in (1) above and will also supply hedges, seasonal seedlings and flowering shrubs as needed.
4. The contractor will supply the potted indoor plants in the administrative building of Assam Administrative Staff College and will also maintain them.
5. The lawns and hedges in the campus of the Assam Administrative Staff College will be kept well-manicured and in immaculate condition by the contractor at all times.
6. The contract shall remain in order for 1 (one) year from the date of taking over of the contract by the contractor.
7. The contract shall automatically stand terminated after completion of 1 (one) year from the date of agreement unless officially extended.
8. Assam Administrative Staff College will be at liberty to advertise for a fresh contract on the expiry of the contract period or renew the same contract by a separate written order subject to satisfactory performance of the contractor.
9. The contract is terminable by one month's notice from the Assam Administrative Staff College's end, and, if necessary, by discussion with the contractor.
10. The contractor shall have to enter into a legal agreement on Non-Judicial Stamp Paper with Assam Administrative Staff College.
11. The contractor or any of his workers shall not carry any materials/ items out of Assam Administrative Staff College campus without necessary permission from the Director of Training, Assam Administrative Staff College.
12. The contractor shall be given a space in Assam Administrative Staff College during the contract period for storage of the materials required by them. The place so provided should be used only for performance of that purpose and not for any other purpose.

13. The contractor shall have no tenancy right on space provided. The spaces provided have to be vacated immediately on expiry of termination of the contract.
14. Assam Administrative Staff College is not bound to provide residential accommodation to the personnel engaged by the contractor.
15. The personnel engaged by the contractor shall not have any right/ claim on the various facilities enjoyed by the staff of Assam Administrative Staff College. All the personnel employed by the contractor should be well-mannered and in proper uniform, as approved by the Assam Administrative Staff College authorities at all times during duty hours. The cost of uniform has to be borne by the contractor. No worker employed by the contractor would be allowed entry inside the Assam Administrative Staff College campus if he is not in uniform and/ or does not carry the identity card.
16. All personnel deployed by the contractor should be above 18 years of age and would have to be medically fit at all times. The medical examination of these personnel would have to be carried out by the contractor every four months at his own cost.
17. The contractor shall furnish the complete list of personnel employed by him at the Assam Administrative Staff College, along with their bio-data, proof of residence, photographs etc before they are deployed. Any changes made thereafter would have to be brought to the notice of the Administrative Officer, Assam Administrative Staff College immediately.
18. The contractor shall issue proper identity card to all workers deployed by him at the Assam Administrative Staff College.
19. The contractor would have to replace any worker(s) engaged by him, if desired by the College authorities.
20. All the jobs of workers engaged by the contractor must be supervised by the contractor.
21. If during the course of execution of this contract by the contractor, any minor or major damage is caused by the contractor or his workers to the person (s) or property of the Assam Administrative Staff College, any claims arising therefrom shall be recovered, settled and dealt with directly by the contractor, after joint inspection by the College authorities and the contractor and the contractor shall render all assistance and cooperation to the Assam Administrative Staff College if any enquiry is held thereon.
22. The Assam Administrative Staff College authority reserves the right to reject the entry of any worker employed by the contractor into the college campus.
23. In case of any lapses on the part of the worker of the contractor, the contractor should take proper action against such worker and the Assam Administrative Staff College reserves the right to realize penalty or fines from the contractor.
24. In case of any damage of any moveable and immovable properties of the Assam Administrative Staff College by any workers or anybody associated or

related to them, the entire cost of such damages shall be recovered from the contractor by deducting it from the contractual money.

25. The workers/personnel engaged by the contractor shall have no presumptive or any kind of right of absorption in the services of Assam Administrative Staff College.
26. In case the workers engaged by the contractor have any grievances, they shall take these up with the contractor without creating any disturbance in the Assam Administrative Staff College campus. If the workers engaged by the contractor resort to any agitation resulting in any damage to the property of this institute, and or to its reputation or cause any hindrance to its work, the contractor would be liable for payment of damages to Assam Administrative Staff College. It would also be construed as a breach of contract rendering the contractor liable for such action as may be deemed necessary.
27. All workmen employed by the contractor at the Assam Administrative Staff College shall abide by the disciplinary procedures, rules and regulations laid down by the institute from time to time.
28. While making payment, the Assam Administrative Staff College will make the following deduction if required –
 - (a) The amount equivalent to any damage/ loss etc. done by the labourer employed by the contractor in carrying out the job at Assam Administrative Staff College.
 - (b) Any other charges, fines, penalties etc. as deemed fit.
 - (c) A minimum penalty of Rs 1,000/- per violation/per occasion will be levied on the contractor for intermittent service failure or any lapse in service on the part of the contractor and/or its employees. In all such cases, the fines shall be imposed by the Director, Assam Administrative Staff College, on the basis of the report submitted by the Administrative Officer.
29. If the firm fails to employ the stated numbers of workers, the Assam Administrative Staff College reserves the right to deduct an amount equivalent to the pay of workers found short in work.
30. The rates accepted both by the Assam Administrative Staff College and contractor shall be all inclusive of complete items, including sales tax, excise duty and any other taxes and duties or other levies by any Government or any body. These rates shall be valid for the contract period and shall not be subject to any variations due to increase in material price or labour charges or any other conditions whatsoever.
31. The contractor shall be responsible for the safety of each labourer and should follow all rules and regulations prescribed by the Government for the purpose.
32. In case any dispute arises regarding the job of contractor including the interpretation regarding his or his workers' work, the decision of the Director, Assam Administrative Staff College shall be final and binding on the contractor..

33. The quality of service at all times should be as per standards laid down by the Assam Administrative Staff College and explained to the contractor from time to time.
34. All workers engaged by the contractor are liable for security checks from time to time, especially during the VIP visits.
35. The contractor will have to ensure that no garbage or any kind of waste material like paper, bottles etc are found littered inside the campus.
36. The workers are to be present in office till the end of working hours.
37. The maintenance works, including those in the hostel, may also be required on public holidays if there are any in – house training courses or other conference / meetings / etc/ any work as desired by Director of Training/ Administrative Officer of Assam Administrative Staff College.
38. In case of any legal dispute, the place of litigation shall be Guwahati.

SPECIFICATION OF WORKS

Cleaning & maintenance of garden areas of Aaasm Administrative Staff College as indicated below:-

<u>Gardens</u> :-	<u>Rate</u>
a) Island Garden.	In front & Side of Administrative Building
b) Circular Rose Garden.	
c) Hostel Garden.	In front of Hostel Block.
d) Central Garden.	Between Administrative Building and Hostel.
e) Landscaping	In Central Garden.
f) Open space	Between Staff quarter & Sr. Officers Colony.
g) Field	In between the Civil Services Officers Institute (CSOI) and hostel complex

TOTAL RS.

Signature of Tenderer
With date & Seal.

List of Documents submitted by the firm

Name of the Firm :

SI No	Documents	Submitted
01	Court fee Stamps of Rs. 8.25	
02	Security Deposit Rs. 5,000/-	
03.	Sale Tax Certificate.	
04.	Tin No.	
05.	Experience Certificate	