

**HARYANA IRRIGATION RESEARCH & MANAGEMENT INSTITUTE
KURUKSHETRA**

Tender Notice No. 3860-81/2A

Dated: 08/05/2015

**QUOTATION FOR MAINTENANCE OF LAWNS AND GARDENS, CAMPUS STREETS AND
SOME SPECIFIED GREEN AREAS OF HIRMI, KURUKSHETRA**

Sealed quotations are invited from experienced Firms/Agencies/Contractors for maintenance of lawns gardens, campus streets, some specified green areas including attending, electric, plumbing, masonry complaints of HIRMI, Kurukshetra as per following terms and conditions.

The total work is divided into three areas as per following details:


- a) Area I: Campus area starting from main gate to tail end.
- b) Area II: Research Farm.
- c) Area III: Training Institute building & Hostel area.

A. DESCRIPTION OF WORK:

I. AREA-I (Detail as per Annexure-I)

1. Watering of the existing gardens and plants throughout the year without disruption (this includes the engagement of adequate number of labourers per day for 365 days).
2. General sweeping of the entire campus area removal of plastic bags/papers/leaves etc. daily throughout the year and disposing them properly (adequate number of labourers must be engaged per day for 365 days).
3. Maintenance of existing lawns, gardens and deweeding, cutting of extra branches of tree need to be done by the firm/agency throughout the year by engaging adequate numbers of trained personnel or labourers.
4. Plantation of seasonal flowers, ornamental plants, replacement of plants, replacement/development of hedges and grass in the lawns etc. (this includes engagement of qualified and experienced gardeners & supervisors and procurement of materials). Cost of plants, fertilizers, chemicals and labour charges etc. are to be borne by the Contractor.
5. Maintenance of all the quarters existing in the campus in respect of electric, plumbing, masonry complaints by mean of engaging adequate trained personnel.
6. Regular trimming of grass manually or using lawn movers, replacements /development of hedges and grass in the lawns etc. by engaging adequate number of skilled personnel. Lawn movers shall be provided to the contractor by the Institute but maintained by the agency. The firm/agency shall be the custodian of such equipment's/instruments/machineries and shall deploy adequate numbers of trained personnel to operate these machineries.
7. Regular cleaning of all road sides, all open area daily.


Assistant Director/W


Deputy Director/TRG-I
HIRMI, KURUKSHETRA

8. Application of manure, soil, sand as required at least once in a year and application of fertilizers, fungicides and medicines from time to time as required.
9. Removal of plants growing on building (roofs and walls) must be done regularly without causing any harm or damage to the buildings or institute property.

II. AREA-II (Detail as per Annexure-II)

1. Cleaning, deweeding, cutting of bushes/extra branches of trees for the area of approx. 7.2 Acre in the Research Farm. This includes engagement of adequate numbers of labour per day for 365 day. The overall quality of grass /plants shall remain be as per existing state, but shall be in planned manner.
2. Application of manure as required at least once in a year and application of fertilizers, fungicides and medicines from time to time as required.
3. Removal of plants growing on building (roofs and walls) must be done regularly without causing any harm or damage to the buildings or institute property.

III. AREA-III (Detail as per Annexure-III)

1. House- keeping in Hostel, Mess and Institute office Building for approximate area of 54000 sq. ft. This includes engagement , labour and supplying material such as Jharu, Phenol , Acid etc. on day to day basis by out sourcing agency **Including Material**.
2. General maintenance of lawns in Hostel and Institute complex for approximate area of 50000 sq. ft. For Proper maintenance of lawns is done by deploying labour & grass cutting machine for cutting of grass extra bushes etc. Proper maintenance of flower plants however etc. Seeds required for new flowering etc. shall be supplied by the department.
3. General maintenance of electric fitting, plumbing and masonry work in HIRMI Hostel, Mess & Institute Building by deploying plumber mason & electrician from the out sourcing agencies day to day basis. The material required for repair etc. for Electric, Masonry & Plumbing shall be supplied by the department.

Reshmi
30/4/15
Deputy Director/Res.-I
HIRMI, KURUKSHETRA

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30/4/15
Assistant Director/AV
HIRMI, Kurukshetra

MKS
30/4/15
Deputy Director/TRG-1
HIRMI, KURUKSHETRA

A. Detail of Area in Canal Colony Dhand Road Kurukshetra.

Sr.No.	Description	Area in Sq. Ft.	Area in Sqm
1.	Boundary Area	609840	56654.14
2.	Constructed G.F. Area	65819	6114.58
3.	Paved Area	24928	2315.81
4.	Road Area	71689	6659.91
5.	Common Toilet Area (10.5x19)	199.5	18.54

No.s of Quarters of Class-I Officer	=	4
No.s of Quarters of Class-II Officer	=	8
No.s of Quarters of Class-III Official	=	36
No.s of Quarters of Class-IV Officials	=	<u>28</u>
Total	=	<u>76</u> ✓

✓ Note:

1. Area for regular cleaning by mean of broom = 609840 -338406 = 255734.00 Sq Ft or 23767 Sqm ✓
 2. Area comes under electric, plumbing & masonry complaints = 64867.00 Sq Ft or 6029 Sqm ✓
 3. Area for maintaining lawns & gardens (05 No.'s) = 82150.00 Sq Ft or 7635 Sqm ✓

B. Detail of Area in Canal Colony Kirmach Road Kurukshetra.

Sr.No.	Description	Area in Sq. Ft.	Area in Sqm
1.	Boundary Area	58450	1986.64
2.	Constructed G.F. Area	5223.00	485.40
3.	Road Area	7844.04	729.00

- Area Of Kothi No.I 1093.00 Sq. Ft
- Area of 4 No.'s III Class Quarters 3080.00 Sq.(770X4)
- Area of 3 Sets (Double Flory) IV Class Quarters 1050.00 Sq. Ft(350X3)

No.s of Quarters of Class-II Officer	=	1
No.s of Quarters of Class-III Official	=	4
No.s of Quarters of Class-IV Officials	=	<u>6</u>
Total	=	<u>11</u> ←

✓ Note:

1. Area for regular cleaning by mean of broom = 58450-5223 = 53227.00 Sq Ft or 4947 Sqm ✓
 2. Area comes under electric, plumbing & masonry complaints = 6273.00 Sq Ft or 583 Sqm ✓

Refuting
 30/11/15
 30/11
 HIRMI, Kurukshetra

mason
 30/11/15
 Deputy Director, TR E-I
 HIRMI, KURUKSHETRA

Annexure-II

Detail of land of Reasearch Farm

Boundary Area	(A)	=	11.2 Acre
Constructed Area	(B)	=	4.0 Acre
(Including store, Watercourse, Paved area etc.)			
Aonla Plant	(C)	=	5.0 Acre
Ber Plants	(D)	=	0.5 Acre
Cultivated Area	(E)	=	1.5 Acre
Mango Plants	(F)	=	0.2 Acre
Area to be managed by Agency (C+D+E+F)			= 7.2 Acre ✓

Res. - I
28/7/15
 Deputy Director/Res.-I
 KIBUKSHETRA

20/4

Detail of Hostel & Institute Building Annexure-III:

1. The total area of Hostel including =13700 sq.ft(appx)(Including washrooms)
28 rooms with verandas,
Common Rooms = 1200 sq.ft(aapx) (Including washrooms)
Area of Mess = 7000 sq.ft(aapx) (Including washrooms)
Institute complex Area = 32000 sq.ft.
Out- side Area = 53900 sq.ft.
Total Area of House- kee = 54000 sq.ft.
Say 54000 sq.ft.
2. Area of Lawns 37125+10600 = 47725 sq.ft.
Say Approximate 50000 sq.ft.

R. K. S.
30/4/15
Deputy Director
HIRM, HIRMA, HIRMA

M. S.
30/4/15
Deputy Director
HIRM, HIRMA, HIRMA

B. OPERATIVE TERMS AND CONDITIONS (FOR AREA – I, II, III)

1. Adequate personnel as necessary for effective execution of the job must be deployed by the firm/agency for seven days a week throughout the year. The Agency/Firm will maintain the agreed deployment of well-trained gardeners and labourers throughout the year or as per satisfaction of Engineer Incharge.
2. Electric and Hand Lawn mowers are recommended for use and the Firm/ Agency/ Contractor same shall be supplied by this institute. Other petty instruments like jharu, khurpa, kassi, gainti, flexible pipe etc. shall be provided/maintained by the agency.
3. Electricity will be supplied free of cost by the institute for use of above equipment's wherever possible.
4. For attending/rectifying electrical plumbing & masonry complaints raw material shall be provided by the Institute.
5. Water required for the job will be provided by HIRMI, Kurukshetra at designated points. The contractor shall arrange pumping, supply and distribution etc. upto and within the required work-site.
6. The Agency shall assure that in the event of shortage of personnel on duty, the routine maintenance work shall be executed effectively by engaging substitute personnel or assigning overtime duties to other employees at his own cost and expenses.
7. The Agency shall assure that in the event of shortage of personnel on duty, the routine maintenance work shall be executed effectively by engaging substitute personnel or assigning overtime duties to other employees at his own cost and expenses.
8. The Agency shall ensure that all personnel are imparted proper training at regular intervals.
9. The Agency shall designate their representative stationed at the Institute, who would act as a liaison officer between the agency and the Institute as and when required.
10. Deficiency in Service: The institute authorities shall inspect the facility from time to time to assess the performance of the Contractor. If any deficiency in service is observed, the inspecting personnel may asses the value of the deficiency and recommend appropriate financial adjustment in the monthly bill. Such adjustment will typically be twice the value of the deficiency to account for the administrative cost and hardship to the users. The cost of the deficiency shall include not only the saving to the contractor in materials, equipment usage and personnel, but also the consequence of poor performance by contractor's personnel and of poor supervision. In case of dispute in assessment, the decision of Principal Director, HIRMI, Kurukshetra shall be final and binding.

C. STATUTORY OBLIGATIONS:

1. This is purely a service contract where the Firm/Agency/Contractor shall render quality services to the institute as per the prevailing terms and conditions of the contract. The agency/firm shall be directly responsible for payment of wages.
2. The Firm/Agency shall abide by all statutory and regulatory Acts as per State Government.
3. The Firm/Agency shall comply the regulatory clauses of labour Act and shall not engage any minor under this contract.
4. All safety measures must be taken care, in order to avoid any accident, fire and other safety hazards. Any type of loss of assets due to any such incident is the sole responsibility of the Firm/Agency. The Institute shall in no way be liable for any such incident.

Recd's
Deputy Director/Res.-I
Assistant Director/V

MWB
20/4/18
Deputy Director/TRG.-I
HIRMI, KURUKSHETRA

5. If there is any damage to the institute property or any other financial burden on the institute because of wilful or negligent action by the Firm or its personnel, the institute shall be entitled to recover the same by means of compensation from the Firm/ Agency.
6. The Officer explicitly authorized by him will represent the Institute in all dealings with the Firm/ Agency.
7. The staff engaged by the Agency shall draw their remuneration from their Agency and will not claim any employment benefit from the Institute at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the Institute in the matter.
8. The initial cost of the contract price shall remain valid for one year. Any mid-year increase in expenditure because of enhancement of minimum wage of the central govt., cost of goods and services in the market or tax rates (except service tax) will be absorbed by the contractor without affecting the service provided.
9. Service tax would be applicable as per State Govt. rule.
10. Bill be raised on monthly basis to Deputy Director/R-I, HIRMI, Kurukshetra as the same shall be paid after verification from Officer Incharge pertaining to that particular area.

*Refduly
30/4/15*
Deputy Director/Res.-I
HIRMI, KURUKSHETRA

*V
30/4/15*
Assistant Director
HIRMI, Kurukshetra

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30/4/15*
Deputy Director/TRG.-I
HIRMI, KURUKSHETRA