

NIQ No. IISERBPR/IWD/NIQ/2025-26/01

Date: 02-05-2025

NOTICE INVITING QUOTATION

Indian Institute of Science Education and Research (IISER), Berhampur, is an autonomous Institute established under Ministry of Education, Government of India. Quotations are invited from prospective bidders for the work **“Maintenance of Lawn, Gardens, Landscapes inside the campus”** All prospective suppliers are requested to submit their quotations on or before the end date/time of submission in the following ways:

- By speed post to reach the specified address / drop the sealed quotation in tender box kept at the Security Desk of Institute (Permanent Campus).
- By email to iwd@iiserbpr.ac.in The scanned soft copy (pdf) of the quotation should be password protected. The password will be obtained from the suppliers at the specified time of opening of NIQ. The unprotected soft copy of quotation may be rejected.

The sealed envelope should be duly super-scribed OR the subject of email providing soft copy of the quotation should be as follows **“Maintenance of Lawn, Gardens, Landscapes inside the campus” vide NIQ No. IISERBPR/IWD/NIQ/2025-26/01 dated 02-05-2025.**

NIQ No.	IISERBPR/IWD/NIQ/2025-26/01
NIQ Date:	02-05-2025
Brief Description of the service	Maintenance of Lawn, Gardens, Landscapes inside the campus
Quantity	As per Annexure-01
Work Completion Period (Year):	01 Year from the release of Work Order (365 Days)
Estimated Value	₹4,75,000/-
NIQ Submission End Date & Time of submission	16-05-2025 & 03:00 PM
NIQ Opening Date, Time & Venue	16-05-2025 & 03:30 PM (IWD Office)
Service Provision location	Institute areas IISER Berhampur, Permanent Campus, Vigyanpuri, At/Po: -Laudigam, Konisi, Dist. Ganjam, Odisha-760003,
Delivery:	(i) FOR IISER Berhampur (ii) LD Charges @0.5 % per week for late delivery.
Payment Terms.	Monthly RA bills on completion of the work duly certified by the Engineer-in-Charge.
Address for submission of NIQ:	The Sr. Executive Engineer, Institute Works Department IISER Berhampur, Permanent Campus, At/Po: -Laudigoan, Konisi, Dist: Ganjam, Odisha-760003
Award of Contract:	The bidder who quotes the Lowest amount shall be awarded the contract/order.
For technical Clarifications please contact:	Sri. Sanjay Majhi Sr. Executive Engineer (E) Email - eeiwd@iiserbpr.ac.in / iwd@iiserbpr.ac.in
NIQ Inviting Authority:	The Sr. Executive Engineer, IWD For and on behalf of the Director, IISER Berhampur

Sr. Executive Engineer (E)

Eligibility Criteria

1. The Bidder should have valid GST registration no of concerned Govt. Authorities
2. The bidder should have similar experience of at least two years in maintenance of Horticulture work in any government Institutes/ Organizations.
3. The bidders shall submit supporting documents for satisfactory completion of past experience.

Terms and Conditions

1. The rates shall be inclusive of all taxes, transportation, labour & any other charges/arrangement of electricity/water etc. and apply to all heights; floors, leads and nothing extra shall be paid.
2. The mode of payment shall be made monthly as per the actual measurement and after certified by the engineer in charge.
3. The Contractor / Bidder / Party have to submit GST invoice.
4. The Institute can terminate the Work Order by going 7 days' notice if the performance is found to be unsatisfactory and without a notice for grievous misconduct.
5. Statutory recoveries/deduction such as TDS on income Tax (2%), GST TDS (2%) as applicable shall be made from the Payments/bills.
6. Timely delivery is essence of the NIQ and hence service has to be completed in time bound manner, any delay will attract liquidated damages of 0.5% of the contract value per week (Max 10%) of the bill for that period.
7. Bidders must visit the site prior participating. A declaration on the agency's letter head must be submitted along with the quotation stating that i/we have visited the site and understood the scope of the work.

Period of Contract

1. Initial one year can be extended for one more year subject to satisfactory performance.

Scope of Work for Horticulture Maintenance

"The eligible bidder shall carry out the following works by deploying necessary manpower, materials, machinery, pesticides, etc. However, IISER Berhampur will provide access to water sources located near the lawns or from the nearest building."

A. Daily Work:

1. **Cleaning and Upkeep:** Perform regular cleaning, sweeping, and removal of litter from all garden areas, pathways, and lawns. Proper disposal of garden waste.
2. **Watering:** Ensure sufficient watering of all plants, grassed lawns, and potted plants using hose pipes, sprinklers, or watering cans.
3. **Plant Health Monitoring:** Observe and report any signs of plant stress, disease, or pest infestation.
4. **Weeding:** Remove unwanted weeds and plants manually or using appropriate tools.

B. Weekly Work:

1. **Pest and Disease Management:** Apply pesticides, fungicides, and organic solutions like neem oil to control pests and diseases.
2. **Termite Control:** Apply anti-termite chemicals as a preventive measure.
3. **Pruning and Trimming:** Prune, trim, and shape shrubs, hedges, and plants to maintain aesthetic appearance.
4. **Soil Aeration:** Perform light hoeing and aeration of soil to improve root growth and water retention.

C. Monthly Work:

1. **Lawn Care:** Mow and trim lawns using lawnmowers. Ensure edges are neatly cut.
2. **Nutrient Management:** Apply fertilizers like DAP, MOP, Urea, Rally Meal, and Neem Oil Cake as per the plant requirements.
3. **Manuring:** Apply organic manures such as cow dung or sludge manure for soil enrichment.
4. **Pot Plant Maintenance:** Maintain potted plants by cleaning, trimming, and repainting pots as necessary.

D. General Instructions:

- Provide all necessary tools, equipment, hose pipes, lawnmowers, and safety gear.
- Maintain a logbook to record daily, weekly, and monthly activities.
- Ensure replacement of any damaged or dead plants with healthy plants of the same variety and size.
- Perform emergency maintenance in case of adverse weather conditions.
- Any additional horticulture maintenance inputs, as per the requirement, shall be supplied and applied by the contractor.

Sr. Executive Engineer (E)

Annexure-01

Financial Bid

Ref: IISER Berhampur, NIQ No. _____ Dt. _____

Name of the Firm: _____ Name of Proprietor _____

Address _____

Quotation No. _____ Dt. _____

Mob No. _____ E-Mail: _____

GSTN. _____

PAN No. _____

Brief description of the material to be supplied: -

SI No	Description of item	Unit	Rate incl. GST (Rs)	Amount per year incl. GST (in Rs)
1	Maintenance for Lawn and Garden: - Lawn maintenance includes regular mowing and trimming using appropriate lawnmowers to ensure even growth and a clean finish. Fertilizers like Di-Ammonium Phosphate (DAP), Muriate of Potash (MOP), and Urea will be applied to promote healthy lawn growth. Weed management will be performed through regular weeding and herbicide application as needed. Top dressing with a mixture of sweet earth, sand, and oil cake will be carried out to enhance soil quality and grass health. Adequate watering using sprinklers or hose pipes will be ensured to maintain the lush green appearance of the lawn.	9,500 Sqm.		
	Total			

Note:

- All above services are F.O.R. IISER Berhampur Permanent Campus:
- GST will be applicable on service charge as per Govt. norms.
- 100% Payment after successful service.
- Validity of quotation: 45 days.

Bidder Bank Account Details:

Name of A/c Holder _____

Bank Name _____ A/c No. _____

IFSC _____

Certified that I Hereby accepted all terms and conditions of NIQ under reference.

Seal of the firm _____ Signature _____