

भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
(स्वास्थ्य सेवा महानिदेशालय)
केन्द्रीय औषध मानक नियंत्रण संगठन
केन्द्रीय औषधि परीक्षण प्रयोगशाला
क्षेत्रीय अन्न व औषध प्रशासन भवन, जी.एम.एस.डी कंपाउंड,
बेलासीस रोड, मुंबई सेन्ट्रल, मुंबई - ४००००८.
दूरभाष : ०२२२३००२३०९- / ०२२२३००२१३८ -
फैक्स : ०२२२३०९९२४०.



CDSKO

Government of India
Ministry of Health and Family Welfare
(Directorate General of Health Services)
Central Drugs Standard Control Organisation
Central Drugs Testing Laboratory
Zonal FDA Bhawan, GMSD Compound,
Bellasis Road, Mumbai Central, Mumbai – 400008.
Tel : 022-23002309 /022-23002138.
Fax : 022-23099240.
Email : cdtlmumbai@cdsco.nic.in

ईमेल- : cdtlmumbai@cdsco.nic.in

Accredited By: NABL (ISO/IEC-17025:2005 in Chemical & Biological Testing)
Certified For: IMS (ISO - 9001:2008; ISO - 14001:2004; OHSAS - 18001:2007)

No. 1(218)/CDTL-MUM/17-18/ 5588

Date: 02-02-18

Tender Notice


Subject : - Tender Rate Enquiry for Comprehensive Annual Maintenance Contract for indoor plants and out - door plantation and flower beds in CDTL-Mumbai.

Sealed Tender Rate Enquiries are invited from reputed interested service providers of “ **indoor plants and out - door plantation and flower beds**” who have been rendering / undertaking the specified work in the field as per the scope of work shown in Annexure III below:-

Sr. No.	Item Name	Specification
1.	Comprehensive Annual Maintenance Contract for indoor plants and out - door plantation and flower beds	As per Annexure-III

- The tenders should be submitted in sealed covers: -
 - The first sealed cover superscribed as '**Technical Bid**' should contain the following items: -
 - The Proforma at **Annexure-II**, duly filled in, along with relevant documents/ information.
 - Acceptance of terms & conditions as per **Annexure - I**.
 - The second sealed envelope superscribed '**Financial Bid**' as per **Annexure IV** should contain only rates for **Comprehensive Annual Maintenance Contract for indoor plants and out - door plantation and flower beds** .
 - Earnest money of **Rs. 4,000/- (Rupees Four Thousand Only)** must be paid in the form of Demand Draft/ Banker's Cheque of any scheduled bank drawn in favour of Director, CDTL, Mumbai payable at Mumbai and should accompany the tender. This money will be forfeited if tender accepted is not honoured by the tenderer. Earnest money of all unsuccessful tenderers will be refunded.
 - Both the sealed covers should be placed in the main sealed envelope superscribed '**Tender for Comprehensive Annual Maintenance Contract for indoor plants and out - door plantation and flower beds**. Tender should be addressed to **The Director, Central Drugs Testing Laboratory, Zonal FDA Bhawan, GMSD Compound, Bellasis Road, Mumbai Central, Mumbai – 400 008** & should reach this office by 4.30 pm on 15.02.2018 . The tenders will be opened on 16.02.2018 at 3.30 pm in presence of tenderer if any.
- Quotation received after stipulated time & date will be rejected forthwith.
- The competent authority in the CDTL – Mumbai reserves the right to amend any of the term & conditions in the tender document or reject any or all application (offers) without giving any notice or assigning any reason thereof. The decision of competent authority in this regard will be final & binding.
- All the tenderers are requested to read & understand the terms & conditions of the contract as detailed in the Annexure – I before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by CDTL – Mumbai.

o/c
Shedun
S.


(Dr. Raman Mohan Singh)
Director
CDTL-Mumbai

Annexure – I

Terms & Conditions

1. Necessary literature should be forwarded along with Tender document. Any other details regarding maintenance of plants which is required and may be essential not mentioned in the tender document should be incorporated and quoted as a part of the system. The offer given in the Tender will be deemed to include all necessary details required to maintain the garden and plantation effectively.
2. Rates quoted for the **Comprehensive Annual Maintenance Contract for indoor plants and out - door plantation and flower beds** should be inclusive of supply / transportation of pot plants, soil manure etc. And no extra payment will be made for supply of above item. Further, the work involved in maintenance may increase or decrease as per requirement of the competent authority.
3. Only reputed service providers are eligible to participate. While submitting the Tenders, the tendering firm shall have to furnish the proof of PAN No., GST No., etc. as per Annexure – II.
4. The tender received after due date & time or incomplete in any respect shall be summarily rejected.
5. No Advance payment would be made.
6. The shortlisted firm will have to provide the **Warranty** for at least 1 year.
7. The firm which qualifies in the Tender Process would be required to furnish a Performance Security to the tune of 10% of cost of maintenance which should be valid for 14 months from the date of work order. The Performance Security will be retained in CDTL-Mumbai which will be returned to the concerned after service period.
8. Over – writing on the quotations must be avoided. Otherwise the quotations are likely to be rejected. The CDTL – Mumbai reserves the right to accept or reject any tender, in whole or in part thereof without assigning / specifying any reason (s) thereof and the decision of the competent authority in the CDTL – Mumbai shall be final and binding on the contractor firm.
9. Tenders received after the stipulated time and date will not be accepted / considered.
10. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the competent authority in CDTL – Mumbai.
11. The rate quoted shall be inclusive of the replacement of unhealthy plants with good healthy plants of same size/category as and when instructed.
12. In case the CDTL-Mumbai is not satisfied with the quality of plants supplied/maintenance of the same plants, the contractor should make necessary arrangements for the replacement of the plants within 2 days of receipt of intimation to do so.
13. Performing the obligations spelt out in the tender strictly as per the rules in force/enforced in future by the statutory authorities.
14. The contract shall be subject to Indian Laws & jurisdiction of the court located in Mumbai.

Special conditions of the contract :

- 1) The contractors are requested to inspect the site of work and confirm the site conditions before quoting the rates.
- 2) The contractor /supervisor employed by the contractor shall visit the site at least once in a WEEK or as may be required by the Company for which no extra payment will be made.
- 3) These services as a normal practice are to be provided on Six days of a week from Monday to Saturday as per schedule i.e. excluding Sundays and National Holidays.

- 4) The contractor has to provide uniform to the workmen engaged at the site and should also have a photo identity card.
- 5) Extension of contract: As stipulated by CDTL-MUMBAI, after the period of expiry, the agreement can be extended on mutual consent for a further period of two years or upto the period till new contract comes in force. However this option can be exercised only by CDTL-Mumbai.
- 6) Readiness: The Agency should ensure that the manpower/ machine/materials are procured well in time to ensure quality of work and adherence to the time period and the work / supply / service is not interrupted / delayed irrespective of volume assigned.
- 7) Any damage/loss will be rectified at the contractors cost and risk.
- 8) The debries should be removed from the site daily.
- 9) All the material/plants proposed to be used should have the approval of the company.
- 10) The material/plants required for the work should be purchased only from the manufacturers directly or from the approved suppliers.
- 11) All required tools, equipments etc have to be provided by you.
- 12) A storage place with lock and key will provide by CDTL-Mumbai.
- 13) A monthly inspection of plants will be arranged before settlement of the monthly bill.

Annexure – II

(Technical Bid) - PROFORMA

Sr. No.	Particulars	To be filled by the Tenderer
1.	Name of the agency	
2.	Whether brief profile of the agency is enclosed	
3.	Detailed Office Address of the agency with office telephone No. e-mail address, Fax No., Mobile No., & Name / Designation of the Contact Person	
4.	Whether registered with all concerned Govt. Authorities (Register of companies, Commissioner Employees etc.) (Copies of all certificates of Registration should be attached)	
5.	PAN Number (copies to be enclosed)	
6.	TIN Number Registration No. (Copy to be enclosed)	
7.	GST Number (Copy to be enclosed)	
8.	Whether copies of income Tax return for last 2 years attached	
9.	Earnest Money Deposit (EMD) of Rs. 4,000/- (Rupees Four Thousand Only) in the form of Demand draft/ Banker's Cheque of any scheduled bank drawn in favour of Director, CDTL, Mumbai payable at Mumbai	
10.	Whether a copy of terms & conditions – Annexure – I duly signed as token of acceptance of the same is attached	
11.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner / partners anywhere in India (if no, an undertaking to this effect is attached in this regard)	

(Signature of the authorized person)

Date :

Name:

Place :

Designation:

Seal:

Annexure – III

Sr. No.	Work Description																																																						
1.	<p>Dimensions : Area covered under contract</p> <table border="0"> <tr> <td></td> <td align="right" colspan="2">Plantation bed</td> </tr> <tr> <td>(i) Front side of the building - Oval shape</td> <td align="center">:</td> <td>207.2 Sqft</td> </tr> <tr> <td>(ii) Front side of the building - rectangle shape</td> <td align="center">:</td> <td></td> </tr> <tr> <td> 6 parts</td> <td></td> <td></td> </tr> <tr> <td> Part – 1</td> <td align="center">:</td> <td>36.96 Sqft</td> </tr> <tr> <td> Part – 2</td> <td align="center">:</td> <td>57.12 Sqft.</td> </tr> <tr> <td> Part – 3</td> <td align="center">:</td> <td>12.16 Sqft</td> </tr> <tr> <td> Part - 4</td> <td align="center">:</td> <td>12.8 Sqft</td> </tr> <tr> <td> Part – 5</td> <td align="center">:</td> <td>57.75 Sqft.</td> </tr> <tr> <td> Part – 6</td> <td align="center">:</td> <td>35.75 Sqft.</td> </tr> <tr> <td>(iii) Left and Right sides of the building where gold framed name plate is there</td> <td align="center">:</td> <td>112.2 Sqft , 113.52 Sqft</td> </tr> <tr> <td>(iv) South side of the building lawn besides wall</td> <td align="center">:</td> <td>351 Sqft</td> </tr> <tr> <td>(v) Backside of the building lawn area</td> <td align="center">:</td> <td>3969 Sqft</td> </tr> <tr> <td>(vi) Plantation area of the above lawn</td> <td align="center">:</td> <td>432 Sqft</td> </tr> <tr> <td>(vii) L type garden</td> <td align="center">:</td> <td>470 Sqft</td> </tr> <tr> <td>(viii) Creeper on South side wall</td> <td align="center">:</td> <td>7020 Sqft.</td> </tr> <tr> <td>(xi) Creeper not yet planted in this area but to be planted</td> <td align="center">:</td> <td>63 Sqft.</td> </tr> <tr> <td>(x) In door and Out door pot plants</td> <td align="center">:</td> <td>215 nos</td> </tr> </table>		Plantation bed		(i) Front side of the building - Oval shape	:	207.2 Sqft	(ii) Front side of the building - rectangle shape	:		6 parts			Part – 1	:	36.96 Sqft	Part – 2	:	57.12 Sqft.	Part – 3	:	12.16 Sqft	Part - 4	:	12.8 Sqft	Part – 5	:	57.75 Sqft.	Part – 6	:	35.75 Sqft.	(iii) Left and Right sides of the building where gold framed name plate is there	:	112.2 Sqft , 113.52 Sqft	(iv) South side of the building lawn besides wall	:	351 Sqft	(v) Backside of the building lawn area	:	3969 Sqft	(vi) Plantation area of the above lawn	:	432 Sqft	(vii) L type garden	:	470 Sqft	(viii) Creeper on South side wall	:	7020 Sqft.	(xi) Creeper not yet planted in this area but to be planted	:	63 Sqft.	(x) In door and Out door pot plants	:	215 nos
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2.	<p>The contractor has to maintain plants in good health. Necessary chemicals/fertilizers water etc should be regularly supplied so as to keep the plants in good condition. The plants which are old /unhealthy are to be replaced with new and healthy plants. The unhealthy plants which is identified should be replaced/relocated and should be replaced free of cost. In general the plants, grass should have a green look with full of leaves.</p> <p>1. The services in general shall include the following routine maintenance of plants.</p> <ol style="list-style-type: none"> The potted plants have to be replaced which are not in good health. Top dressing the lawn by spreading the mixture of fine Gardner and clerics manure to achieve uniform surface and luxuriant growth. Raking of soil/top dressing regularly, Manuring Fertilizer applications Spraying-dusting insecticides Trimming/pruning of plants & spraying them. Maintaining/upkeep planted trees lawns in the premises, watering the plants and grass in the garden and removal of weeds as and when required; flower beds are also to be maintained in similar way by watering and removal of seeds. Cutting of grass/shrubs to keep it trim and appealing removal of dry leaves, branches are to be carried out regularly by trained person. Engaging required number of gardeners, helpers at the site for overall comprehensive maintenance of the plants; the working hours in general would be 																																																						

8 hrs and the timings will be decided by the CDTL-Mumbai.

k. The plant beds should be forked treated with manure fertilizers.

l. The contractor should supply of red earth, manure fertilizer, spray, insecticides, plant tools, transport, conveyance, supervision etc for regular maintenance of the plants and garden as and when required.

All the above work has to be carried out strictly as per the terms and conditions spelt out in the tender notice.

Annexure – IV

(Financial Bid)

FINANCIAL BID FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR INDOOR PLANTS AND OUTDOOR PLANTS AND FLOWER BEDS IN CENTRAL DRUGS TESTING LABORATORY, ZONAL FDA BHAWAN, GMSD COMPOUND, BELLASIS ROAD, MUMBAI CENTRAL, MUMBAI – 400 008.

With reference to CDTL – Mumbai letter No. : _____ dated _____
_____ Regarding tender for supply and installation of _____, I /we
quote the rate, inclusive of supply / installation/ freight etc. as under : -

Sr. No.	Item Name	Specification	Amount (₹)
1.	Comprehensive Annual Maintenance Contract for indoor plants and out - door plantation and flower beds	As per Annexure-III	
2.	Taxes, if any		
3.	Grand Total		

(Signature of the authorized person)

Date :

Name :

Place :

Designation :

Seal :