



GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY
NUCLEAR FUEL COMPLEX
CIVIL ENGINEERING DIVISION
HYDERABAD – 500 062



NOTICE INVITING E-TENDER (NIT)
DOMESTIC COMPETITIVE BIDDING (DCB)

Biennial contract for maintenance of Horticulture works including Nursery at DAE Colony, Dr Homi Bhabha Convention Centre, CISF Colony & Gurukul at Hyderabad.

TENDER NOTICE NO.: C/1443/2026

1.0 INTRODUCTION

- 1.1 **Online** item rate tenders (**e-tendering**) available in CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>) in **Two ENVELOPE SYSTEM** (Envelope-I- Techno-commercial and Envelope-II-Financial Bid) are invited on behalf of the President of India by **Chief Engineer and DCE (CED, PD and EP)**, Civil Engineering Division, Nuclear Fuel Complex, Hyderabad-500062, **PH 040-27183356/040-27183679** from **eligible contractors having enrollment in CPP Portal**.
- 1.2 The estimated cost of the work is approximately **Rs. 1.69 Cr. (Including 18% GST, applicable Bonus etc.)**.

2.0 DETAILED SCOPE OF WORK

Detailed Scope of work shall be briefly but not limited to the scope of work as mentioned in **Appendix-IV to this Detailed NIT**. The scope of work shall include all specifications, terms and conditions, schedule of rates etc. as included in the bidding document and its subsequent amendment, if any.

- 3.0 **TIME SCHEDULE**: The time schedule for completion of work in all respects shall be **24 (Twenty Four) calendar months to be reckoned from the 15th day after the date of written orders to commence the work. The period includes the monsoon period. The site is available to carry out the work.**

4.0 SALIENT FEATURES OF BIDDING DOCUMENT

S. No.	Salient Feature	Details
4.1	Cost of Tender Document	: NIL
4.2	Fee for Tender processing	: NIL

S. No.	Salient Feature	Details
4.3	Earnest Money Deposit (EMD)	Rs 3,38,000/- (Rupees Three Lakhs and Thirty Eight Thousand Only.) 1) EMD in original, shall be submitted in the form of Insurance Surety Bond /Demand Draft/Banker's cheque/FDR of a Scheduled Bank issued in favour of "Pay and Accounts Officer, NFC", payable at Hyderabad OR in the form of online payment through Non-Tax Receipt Portal(NTRP)also known as 'Bharatkosh'. i. The Head of Account for EMD is 844300103020000. ii. PAO Code is 046151 and DDO Code is 200901. iii. Ministry/Department is "Atomic Energy". The soft copy of the online payment Receipt and Challan generated through the system may be uploaded along with the format given in 'Appendix-III to NIT' for enabling refund of EMD. 2) A part of EMD is acceptable in the form of bank guarantee also. In such cases 50% of earnest money i.e. Rs. 1,69,000/- or Rs. 20.00 Lakhs whichever is less, shall have to be deposited in the form as prescribed above at s.no. 1 and balance can be accepted in form of bank guarantee issued by a scheduled bank in a format given in Annexure-III to SCC. BG shall be in favour of PAO, NFC (A/c No 30004500891, SBI Mallapur branch, IFSC SBIN0009071). 3) The validity of EMD submitted in the form of Bank Guarantee/Insurance Surety Bond shall be 210 days from the date of opening of tender/ extended due date in case of time extension. 4) Tender/Offer without valid EMD and fees mentioned at Sr. No. 4.3 above shall be summarily rejected. 5) SSI/MSME/PSU (Central & State) are not exempted from submission of EMD, and tender Processing fee.

S. No.	Salient Feature	Details
4.4	Submission of EMD, Processing fee to NFC	1. Original EMD shall be submitted to Chief Engineer and DCE (CED, PD and EP), Civil Engineering Division, 2nd Floor, Sarathi Building, Nuclear Fuel Complex, Hyderabad-500062 along with other documents mentioned in S.No.9.1.1 of this NIT. 2. The copy of EMD in all forms as submitted shall be scanned and uploaded in CPP portal within the period of bid submission cut-off date and time. 3. The tender/offer will be rejected if EMD is not found in order and hard copy of the original EMD is not submitted or online payment Receipt and Challan is not uploaded/submitted in case the EMD is paid via NTRP.
4.5	Various dates for process of the tender:	
a)	Dates for Tender availability for downloading & view	From 20.07.2026 to 04.08.2026 On CPP Portal (URL:https://eprocure.gov.in/eprocure/app)
b)	Dates for Site Visit and Pre-bid Queries	1.1 Site visit and Pre-Bid queries shall be from 20.07.2026 to 22.07.2026 1.2 Bidders are advised to inspect and examine the site, explore the resources available and its surroundings 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. Bidders shall be deemed to have full knowledge of the site conditions whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed at a later date. 1.3 <u>Qualification for Site Visit: Bidders who are apparently meeting the pre-qualification/eligibility criteria as mentioned in this NIT in clause 5.0 shall only be allowed to visit site.</u> For this purpose, bidder need to give prior intimation to the Chief Engineer and DCE (CED, PD and EP) mentioning the intention of site visit, with details of persons visiting site along with the documents as proof of eligibility to the e-mail vineet@nfc.gov.in & dhruvg@nfc.gov.in by above dates. The schedule of site visit with contact person details etc will be intimated through e-mail to the firms individually.

S. No.	Salient Feature		Details
			1.4 The queries shall be sent to the above mentioned e-mail addresses in format as per Appendix XII.
c)	Dates for on line submission/ uploading of offer duly filled in bid documents	:	Bid documents shall be uploaded on line along with EMD details from 23.07.2026 to 04.08.2026 up to 14:00 hrs.
d)	Dates for submission of EMD in original & hard copies of proof of eligibility criteria etc.	:	EMD in original and copies of certificates for proof of eligibility (As per para 9.1.1) shall be submitted or handed over from 23.07.2026 to 05.08.2026 during office i.e. 9:00 to 17.00 hrs on working days and by 14.00 hrs. on the day of opening to the Chief Engineer & DCE (CED, PD & EP) , Civil Engineering Division, 2nd Floor, Saarathi Building, Nuclear Fuel Complex, Hyderabad-500 062. Department reserves the right to reject the delayed offers due to Postal delay or any other reason whatsoever.
e)	Date and time of on-line opening of Envelope-I (techno-commercial documents)		05.08.2026 at 15:00 hrs at the Office of Chief Engineer & DCE (CED, PD & EP) , Civil Engineering Division, 2nd Floor, Saarathi Building, Nuclear Fuel Complex, Hyderabad-500 062. Interested parties may participate in Tender Opening.
f)	Date and time of on line opening of Envelope-II (Financial Bid)		Will be intimated to the qualified bidders later on through CPP portal only.
g)	<u>Bid Validity</u>	:	The Bid shall be valid for a period of 210 days from the date of opening (extended due date in case of time extension) of Envelope-I (Techno-commercial Bid). If any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy be at liberty to forfeit 50% of said EMD as aforesaid. The bidder shall extend the validity period on written request from NFC.

S. No.	Salient Feature	Details
4.6	Contact Person of NFC for clarification /information on Tender	: Shri S Arulsamy , Suptd. Engineer (Projects, Maintenance & PH), Civil Engineering Division, CMS Building, Nuclear Fuel Complex, Hyderabad-500 062. Ph: 040-2718-4677 during office hours, Email: arul@nfc.gov.in Or Shri Vineet Sharma , EE (Q & PE), 2 nd floor, Sarathi Building, Nuclear Fuel Complex, Hyderabad-500 062. Ph: 040-2718-3356/3679 during office hours. Email: vineet@nfc.gov.in or dhruvg@nfc.gov.in A bidder may seek clarifications regarding the tender document provisions, bidding process and/or rejection of his bid. NFC shall respond to such requests within a reasonable time.
4.7	Requirements for registration in CPP Portal and guidelines/procedure for participation in e-tender of NFC	: For registration, Digital signature of class III (DSC) is required. Bidders shall register in CPP Portal. Guidelines / Procedure for participation in tender is available at Appendix -XIII of this NIT.
4.8	Contact Person for e-tendering process and registration	: Help / Assistance in process of tendering i.e. downloading, uploading of tender etc., will be extended through 24x7 help desk of CPP Portal or chat app available.

5.0 BIDDER's ELIGIBILITY CRITERIA (BEC)

- 5.1 Experience Criteria (Eligibility criteria for participation in tendering). Bidder shall satisfy the criteria given below.

Estimated Cost for the work is Rs. 1.69 Cr.

- (A) The contractor should have satisfactorily completed during **last 7 years** ending **30.06.2026**

- (1) **One** completed similar work not less than **Rs. 1.35 Cr.**

‘OR’

- (2) **Two** similar completed works **each** costing not less than **Rs. 1.01 Cr.**

‘OR’

- (3) **Three** similar completed works **each** costing not less than **Rs. 0.68 Cr.**

- (B) The value of executed work will be brought to the current costing level by enhancing the actual value of work at simple rate of **7% per annum** to be

calculated from the date of completion to the previous day of the last date of receipt of tender as mentioned in NIT/extended due date in case of time extension. The cost of materials supplied free of cost by the Client, shall be excluded in value of order.

- (C) For the purpose of this clause, ‘similar work’ means
“Development/ Maintenance / Development & maintenance of horticulture works”

(D) FOR EXPERIENCE BASED ON COMPOSITE WORKS

I. In case bidder has executed composite works which includes the qualifying similar nature of works for a minimum value as stated in 5.1 (A1) to 5.1 (A3), then value of such similar work meeting the qualification criteria out of the total value of composite works shall be considered for the purpose of pre-qualification/bid evaluation.

II. For composite works, in the event the value of the qualifying work(s) cannot be ascertained from the work order/ completion certificate submitted by bidder, copy of Schedule of Rates (SOR), relevant pages of Contracts, Copy of relevant pages of final bill certified by OWNER, highlighting the items for establishing requirement of ELIGIBILITY Experience Criteria or written letter from their Owner specifying the nature of work with quantities and values can be submitted for pre-qualification/bid evaluation.

- (E) In-house work experience: In-house work experience shall not be considered as valid experience for the purpose of pre-qualification/bid evaluation.
- (F) The bid of consortium/ joint venture and foreign bidders are not allowed. However, Experience of Joint venture will be considered and in such case, the experience of only bidding entity for pre-qualification/bid evaluation is taken.
- (G) Experience of work by subletting will be considered for Govt. works only. In such case approval for subletting the work shall be certified by not below rank of Executive Engineer.
- (H) If the eligible similar works/projects are not carried out for Central Government/State Government/Public Sector Undertaking of Central or State Governments/Central Autonomous Bodies, then TDS certificates should be produced by bidder for the same, if desired by the department.

Copies of experience certificates preferably in the format given in Appendix-IX and **duly filled in FORM-C** included in the **bid document (Technical Evaluation sheet)** as proofs of evidence for the works stated in **5.1(A)** above are to be uploaded and submitted.

5.2 Financial Criteria (Eligibility criteria for participation in tendering). All conditions as detailed in this clause below shall be satisfied by the bidder.

A) Annual Turnover on Construction Works /Works Contracts

- (i) The **average annual financial turn over on Works Contracts/Service Contracts** should be at least **30% of the estimated cost** i.e. **Rs. 0.51Cr.** during the immediate last 3 consecutive financial years ending with **2024-25**. **The value of annual turnover**

figures shall be brought to current value by enhancing the actual turnover figures at simple rate of 7% per annum to be calculated from the last date of the financial year to the last date of receipt of tender as mentioned in NIT or subsequent extensions if any.

The year in which no turnover is shown would also be considered for working out the average.

For Bid Evaluation/Pre-qualification, bidder's financial statement for 12 months as shown in their financial statement shall be considered as financial year

- (ii) The Bidder should not have incurred any loss in more than two years during last 5 financial years ending with **2024-25**.
- (iii) The turnover certificate (as per the format given in Appendix-VII) along with balance sheets for the last 5 financial years ending with **2024-25** duly audited and certified by chartered accountant with valid UDIN number along with duly filled in FORM-A included in the **bid document (Tech Forms A to H)** should be uploaded and submitted by bidders in support of the Annual Turnover criteria.

- B) **Solvency:** Bidder should have the solvency amount equal to or not less than **Rs. 0.68 Cr.**

Bank solvency certificate (as per format given in Appendix-VIII) issued by a **Scheduled Bank for a minimum of Rs 0.68 Cr. not older than one year from the date of opening of tender/extended due date in case of time extension and duly filled FORM-B of bid document (Tech Forms A to H)** are required to be uploaded and submitted.

- C) **BIDDING CAPACITY:** The bidding capacity of the bidder should be equal to or more than the estimated cost of this Tender work **i.e. Rs. 1.69 Cr.** The bidding capacity shall be worked out by the following formula:

$$\text{Bidding Capacity} = [A \times N \times 2] - B$$

Where,

A = Maximum turnover in works contracts/service contracts executed in one year during the last 5 years taking into account the completed as well as work in progress. The value of works shall be brought to current costing level by enhancing at simple interest of 7% per annum to be calculated from the last date of financial year of maximum turnover to the last date of receipt of tender as mentioned in NIT or subsequent extensions if any.

N = Number of years prescribed for completion of work for which bids has been invited i.e. **2.0 years**.

B = Value of existing commitments and ongoing works to be completed during the period of completion of work of this tender.

Details of running works/works in progress, duly filled in FORM-D included in the **bid document (Technical Evaluation sheet)** should be uploaded and submitted. Bidders would need to submit the purchase orders/work orders of the running works/works in hand if asked by the department for bid evaluation.

- 5.3 **Bidder should have valid registration of GST, PAN, LIN, ESI and EPF. Certificates of the same shall be uploaded and submitted.**
- 5.4 **Manpower:** The minimum requirement of horticulture staff for the work shall be as per **Appendix-V** to this detailed NIT. List of manpower possessed by bidder is to be indicated **in FORM-G** included in the **bid document (Technical Evaluation sheet)** and **should be uploaded and submitted.**
- 5.5 **Equipment, Machinery & Tools:** The minimum equipment, machinery and tools required for completion of work in all respects within the time schedule **to be deployed** for the work shall be as per **Appendix-VI to this detailed NIT. The plant, equipment, machinery details possessed or hired shall be indicated in FORM-H** included in the **bid document (Technical Evaluation sheet)** and **should be uploaded and submitted.**
- 6.0 Purchase preference for **SSI/MSME/PSU** shall not be provided for this tender.
- 7.0 **Zero deviation basis:** Bidders are requested to submit their bids on **Zero deviation basis** in total compliance to Tender Document without any deviation / stipulation / clarification / assumption. **Bidders taking deviations to the provisions of Tender Document shall be summarily rejected.**
- 8.0 Entire Tender document is available on CPP Portal. **Tender document consists of:**
- 8.1 **Techno-commercial Bid:** On CPP Portal, NIT Document, work item documents including technical evaluation documents and except BOQ and Financial Bid Document constitute techno commercial bid.
- 8.2 **Financial Bid:** Preamble/Notes to SOQ, Schedule-A to F illustrating Schedule of quantities (SOQ/BOQ), Material supplied by the Department, Land earmarked, tools and plants to be hired by contractor, extra schedule for specific requirements/documents for work, % of material component for clause 10(C) (C), provisions applicable in clauses of contract constitute financial bid.
- 8.3 **Corrigendum/amendment:** The changes, if any, in the tender subsequent to uploading by the department like extension of dates of NIT, specifications or item descriptions or quantity or units etc., are available and they will form part of tender.
- 9.0 **Mode of submission of offer: The offer to be submitted consists of**
- 9.1 **On-line submission of bid documents**
- 9.1.1 **Mode of Filling of Envelope-1 (Techno commercial bid):**
- Following documents shall be scanned and uploaded online during submission of bid documents.**
- i) Scanned copy of EMD, Financial Turnover, Profit and Loss, Solvency, Bidding Capacity.
 - ii) Scanned copies of completion certificates of works completed and work orders for works in hand.

- iii) Scanned copy of list of technical staff.
- iv) Scanned copy of Registration, GST, PAN, ESI, EPF and LIN.
- v) Scanned copy of bidder declaration, letter for submission of Bid as per Appendix-X to this NIT and undertaking related to Intellectual Property Rights as per Appendix-XI to this NIT.
- vi) Duly filled Forms A to H and checklist
- vii) Scanned copy of other documents as per NIT.

The following are the Technical Evaluation sheets in .xls format to be duly filled and uploaded related to the qualification criteria available. The data so filled will be verified with respect to the above documents uploaded.

- **FORM- A: Financial information**
- **FORM-B: Solvency certificate from bidder's Bankers**
- **FORM-C: Details of all works of similar class completed during the last seven years.**
- **FORM-D: Projects under execution or awarded**
- **FORM-E: Performance report of works referred to in form "C" & "D"**
- **FORM-F: Structure & organization**
- **FORM-G: Details of minimum manpower required for the work**
- **FORM-H: Details of machinery/equipment/tools to be deployed for carrying out the work**
- **CHECKLIST**

Technical evaluation formats- forms A to H, Checklist after filling requisite data are to be uploaded with the same file name after input of EMD details within the time and date of online submission as notified.

9.1.2 Mode of Filling of Envelope-2 (Financial Bid):

Contractor shall download Finance cover or SOQ/BOQ (Bill of Quantities) and save on the system on the desktop without changing file names. The same shall be filled and uploaded.

Bidder must ensure to quote rate of each item. The column in blue colour is meant for quoting rate in figures. However, while selecting if any cell has the value as "0" which indicates that the item is being considered free of cost. A warning will be available for such unfilled cells. Hence, bidder should ensure that the rates of all items shall be filled properly before uploading/ submission.

After submission of bid, bidder can resubmit revised bid any number of times but before last date and time of submission of bid as notified.

While submitting revised bid, bidder can revise the rate of one or more item(s) any number of times but before last date and time of submission of bid as notified.

Only if it is desired by the department, to submit revised financial bid, then it shall be mandatory for the bidder to submit revised financial bid. If not submitted, then the bid submitted earlier shall become invalid.

Bidder shall not disclose rates quoted in Financial Bid nor shall enclose/submit any hard copy along the documents of Cover-I & II.

No hard copies of Filled-up Schedule A/Schedule of quantities/BOQ (Financial Bids) shall be submitted.

9.2: Submission of Hard copies of Bid Document.

Bidder shall submit hard copies of certificates as per [para 9.1.1](#) and any other documents that are required for fulfillment of tender conditions to **Chief Engineer & DCE (CED, PD, EP), Civil Engineering Division, 2nd Floor, Sarathi Building, Nuclear Fuel Complex, Hyderabad-500 062** within the cut-off time and date of submission of credentials.

The original instruments of EMD shall be placed in single sealed [Cover-I](#) super scribed as **FEE “EMD”**.

Copy of Enlistment Order, certificates of work experience, Form-A to H, Checklist for submission of bid and other documents as specified in para 9.1.1 shall be placed in a separate [Cover-II](#) marked as “**Other Documents**”.

Both the covers (Fee and other documents) shall be placed in another cover duly sealed with due mention of Name of work, Tender Notice no. along with name and address of bidder **addressed and submitted to Chief Engineer & DCE (CED, PD, EP), Civil Engineering Division, 2nd Floor, Sarathi Building, Nuclear Fuel Complex, Hyderabad-500 062** on or before last date and time of submission as notified.

10.0 Ambiguities in rates quoted.

If there are differences between the rates given by the bidder and the amount worked out by him, the following procedure shall be followed.

The bidder shall quote rates in figures only. Amount of each item and total are generated automatically. Therefore, the rate quoted by the bidder in figures shall be taken as correct.

11.0 Contractor can upload documents in the form of PDF, JPG and Zip format.

12.0 NFC reserves its right to verify authenticity of any documents/ certificates at their own discretion directly from the concerned certificate issuing authority/ offices.

13.0 Technical meeting may be conducted if required for discussions for evaluation or clarifications.

14.0 The bidder shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, 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 specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc., will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

15.0 Police verification certificate of all labourers/staff engaged at site shall be obtained and submitted by the bidder for issuance of entry pass at site. All stipulations and instruction given by security personnel, CISF/ Security agency from time to time shall be scrupulously be followed for entry/ exit of men and materials and as also during execution of work for security purpose. The rates quoted shall be inclusive of PVC charges and no extra payment will be paid from department in this regard.

16.0 Contractor shall ensure the following.

i) Compliance of Contract Labour (Regulation & Abolition), Act 1970 (as amended from time to time).

ii) Payment of Minimum wages as circulated by RLC(C) from time to time. Along with their bid, contractor shall submit an undertaking that he would make payment of minimum wages to the workers engaged by him in the work from time to time.

iii) Coverage and compliance of EPF and ESI to the laborers and details of contribution towards ESI & EPF shall be submitted to the department. Maintenance of Muster Roll and Wage register.

iv) Copy of License and LIN No. with half yearly returns/ periodical returns shall be submitted to the department.

v) Provide copy of notice of commencement /completion of contract work submitted to the Licensing Officer.

vi) Employment card shall be issued to their labourers by the concerned contractors as specified in Form XII annexed to the rationalization of forms and reports under Labour Law Rules, 2017 (as amended from time to time) and copies of the same shall be submitted to the department.

vii) Copies of form A to D to be maintained mandatorily by the contractor as specified in the schedule to the ease of compliance to maintain registers under various labour laws Rules, 2017 (as amended from time to time).

viii) Medical Fitness Certificate from registered MBBS doctor for each Labourer working under the contract shall be obtained.

ix) All registers that are required for enforcement of Contract Labour as per relevant act should be maintained.

x) Compliance of Equal Remuneration Act, 1976 & Central Rules, 1976 (as amended from time to time).

xi) Compliance of Payment of Gratuity Act, 1972 & Central rules, 1972 (as amended from time to time).

xii) Compliance of employee's compensation act (as amended from time to time).

xiii) Compliance of payment of bonus act, 1965 (as amended from time to time).

xiv) Compliance of The Code on Wages, 2019, Code on Social Security, 2020, The Occupational Safety health and Working Conditions Code, 2020, Industrial Relation Code, 2020 or any other extant labour laws in force.

xv) The workers engaged by the contractor in the work shall wear dark blue uniform which shall be distinct from NFC uniform.

xvi) The contractor shall issue wage slips to all the contract workers and the same shall be submitted to EIC.

xvii) The contractor shall issue appointment letter to all the contract workers deployed and same shall be submitted to EIC if asked.

17.0 The contractor's status shall be that of an independent contractor and Primary employer of staff deployed during the contract by him or his subcontractors or other associates. The contractor, its employees, agents and subcontractors performing under this contract are not employees or agents of the NFC or Central or State Government or their agencies/Enterprises, simply by services delivered under this contract.

(A) The manpower provided by the contractor shall not be deemed employees of NFC hence the compliance of the applicable acts/laws will be the sole responsibility of the contractor.

(B) The contractor shall be the "Employer" within the meaning of different rules and acts in respect of manpower so deployed. The persons deployed by the contractor shall not have any claim whatsoever like employer and employee relationship against NFC.

18.0 The rates quoted shall be inclusive of all material, men, equipment/ plant/ machinery required for satisfactory completion of item in all respects and shall be inclusive of all taxes like income tax, GST, seigniorage, excise duty, Bonus, etc. The rate shall also include Contractor's All Risk Insurance policy, Police verification Certificates of labour/staff engaged, licenses, special safety measures etc., as explained in Special Clauses of Contract (SCC). However, for payment of escalation, Statutory Variation in taxes and duties shall be compensated as per the relevant clauses applicable in Tender.

19.0 The work under consideration is related to development of infrastructure and it is vital to ensure the quality of work. Hence, makes of the material have been mentioned. This will give a fair idea to the bidders about the stringent quality parameters expected during execution of work. However, the makes mentioned in tender are indicative in nature and participating bidders can use products of other than mentioned makes with relevant IS markings from the B.I.S. licensed manufacturers who are in the market for the last three years with valid I.S. License after due approval from department. Department reserves the right to accept/reject any new brands proposed by the bidder.

20.0 SHORT LISTING THE AGENCIES

Technical Evaluation Committee of experts, constituted by NFC shall verify the credential submitted by the agencies and prepare preliminary evaluation reports. The Committee may inspect the works of those agencies who qualify in preliminary evaluation. The committee shall recommend the agencies for pre-

qualification/qualification as per NIT criteria including awarding of marks as per criteria mentioned in NIT if applicable.

21.0 Even though a bidder may satisfy the above requirements, he would be liable to disqualification if he has:

- a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre- qualification document.
- b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures /weaknesses/non timely payment of labour wages/less payment of labour wages as per applicable laws or poor safety management etc.

22.0 PRICE EVALUATION METHODOLOGY AND AWARD OF WORK

- a) The price bids of techno-commercially qualified bidders shall be opened online.
- b) The price comparative statement of the techno-commercially qualified bidders shall be prepared and bidders' pricewise position (e.g. L1, L2 etc.) shall be determined.
- c) As price is submitted online without any deviation and the item wise and total price are automatically calculated, no correction in amount shall be done, unless otherwise mentioned. It is the bidder's sole responsibility to fill the rate(s) of all items correctly. The rate(s)/ price quoted online in the excel format shall only be considered and the format shall not be changed by bidder.
- d) The job shall be awarded to the L1 bidder whose total price is lowest amongst the total prices of all bidders.
- e) In case the lowest tendered amount (worked out on the basis of quoted rate of Individual items) of two or more contractors is same, then such lowest contractors may be asked to submit sealed revised offer quoting rate of each item of the schedule of quantity for all sub sections/sub heads as the case may be, but the revised quoted rate of each item of schedule of quantity for all sub sections/sub heads should not be higher than their respective original rate quoted already at the time of submission of tender. The lowest tender shall be decided on the basis of revised offer.
- f) If the revised tendered amount (worked out on the basis of quoted rate of individual items) of two or more contractors received in revised offer is again found to be equal, then the lowest tender, among such contractors, shall be decided by draw of lots in the presence of Chief Engineer or his authorized representative and the lowest contractors those have quoted equal amount of their tenders.
- g) In case of any such lowest contractor in his revised offer quotes rate of any item more than their respective original rate quoted already at the time of submission of tender, then such revised offer shall be treated invalid. Such case of revised offer of the lowest contractor or case of refusal to submit revised offer by the lowest contractor shall be treated as withdrawal of his tender before acceptance and 50% of his earnest money shall be forfeited.
- h) In case all the lowest contractors those have same tendered amount (as a result of their quoted rate of individual items), refuse to submit revised offers, then tenders are to be recalled after forfeiting 50% of EMD of each lowest contractors.
- i) Contractor, whose earnest money is forfeited because of non-submission of revised offer, or quoting higher revised rate(s) of any item(s) than their respective original rate quoted already at the time of submission of his bid shall not be allowed to participate in the retendering process of the work.

- 23.0 The competent authority on behalf of President of India does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders received without assigning any reason. **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.**
- 24.0 The competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the tender and the bidder shall be bound to perform the same at the rates quoted.
- 25.0 The bid submitted will be considered Non Responsive and summarily rejected in case it does not fulfill any one or more of the following conditions:-
- (i) EMD is not found in order and hard copy of the original EMD is not submitted or online payment Receipt and Challan is not uploaded/submitted in case the EMD is paid via NTRP.
 - (ii) The bidder is not meeting bidder eligibility criteria.
 - (iii) The bidder does not submit all the documents as stipulated in the NIT.
 - (iv) Any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted in the Cover I & Cover II (Fee & other documents) physically in the office of tender opening authority.
 - (v) **If a bidder quotes NIL rates against any item or the total quoted amount for item no. 1 to 3 of BOQ is less than the amount arrived considering statutory minimum wages of minimum manpower required (considering 288 working days in a year) plus GST, the tender shall be treated as unresponsive and will not be considered as lowest bid.**
 - (vi) The tender is cancelled by the department.
- 26.0 The bid submitted will be treated as non-responsive and the bidder or its successor may be debarred and shall not be eligible to participate in any procurement process of NFC for a period decided by the department if:
- (i) The bidder has been convicted of an offence under (a) the Prevention of Corruption Act, 1988; or (b) The Bharatiya Nyaya Sanhita or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
 - (ii) The bidder has breached the code of integrity.
 - (iii) The bidder has made offer, solicitation of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
 - (iv) The bidder has made any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
 - (v) The bidder is involved in any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.

- (vi) The bidder has improperly used the information provided by the department to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- (vii) The bidder has made any financial or business transactions between the bidder and any official of the department related to tender or execution process of contract which can affect the decision of the department directly or indirectly.
- (viii) The bidder has made any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- (ix) The bidder has caused obstruction of any investigation or auditing of a procurement process
- (x) The bidder has made false declaration or provided false information for participation in a tender process or to secure a contract.
- (xi) The bidder has not made disclosure of conflict of interest.
- (xii) The bidder has not made disclosure of any previous transgressions made in respect of the provisions of sub-clause (i) with any entity in any country during the last three years or of being debarred by any other procuring entity.

27.0 **Return of EMD on Disqualification:** The qualification bid documents as per NIT shall be evaluated and names of eligible bidders are approved by the competent authority after evaluation as per Eligibility Criteria mentioned at para 5.0 above. The EMD of bidders who are not qualified in evaluation stage/unsuccessful bidders will be returned.

28.0 **Performance Guarantee (PG):** The bidder whose offer is accepted is required to submit **Performance Guarantee within a period of 07 days from the date of award of work.** Performance Guarantee shall be **5% of tendered and accepted value. It can be** in the form of Insurance surety Bond /Demand Draft/Banker's cheque/FDR of a Scheduled Bank issued in favour of Pay and Accounts Officer, NFC payable at Hyderabad or Bank Guarantee from any scheduled Bank **valid up to 2 months after completion of work accepted by Engineer-in-charge or** as mentioned in LOA or Order issued by the Department. **The period for submission of PG mentioned in LOA may be extended with a late fee of 0.1% per day of PG amount.** The EMD submitted along with the tender shall be returned after receiving valid Performance Guarantee.

29.0 **Security Deposit (SD):** During execution of work, Security Deposit (SD) will be deducted from Running account and final bills. The security deposit will deducted at the rate of 2.5% of bill value. The security Deposit shall be refunded after three months from the date of completion of the work or payment of final bill whichever is later.

30.0 This Notice Inviting Tender shall form a part of the contract document. The successful bidder/contractor, on acceptance of his tender by the Accepting Authority, shall, within **15 days** from the stipulated date of issue of order sign the contract consisting of:-

Notice inviting tender, all the documents including Tender of contract, General rules and directions, clauses of contract, proforma of schedules, safety code, Model rules, contractors labour regulations, proforma of registers, special instructions to tenderers, specifications, **Schedule B to F and drawings, if any**, forming the tender as issued at the time of initiation of tender and acceptance thereof Techno commercial clarification during pre-bid or technical meetings and Financial Bid consisting of Schedule of Quantities (**Schedule-A**), together with any correspondence leading thereto.

The uploaded/submitted document of this work and subsequent corresponded documents/amendments, any additional information given/sought for techno-commercial clarifications during pre-bid clarifications and corresponding document will be considered as a part of agreement.

- 31.0 Deployment of qualified and experienced Key Construction manpower (Technical & Administrative manpower) during the execution of the contract shall be as per tender documents and additional man power as agreed at the time of Kick off meeting. In case there is any change in experience and qualification of the manpower to be deputed than what is submitted in their Bid against this NIT, the Contractor shall take prior approval from the NFC for such changes.
- 32.0 Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable to rejection.
- 33.0 The bidder shall not be permitted to tender for works in NFC (responsible for award and execution of contracts) in which his near relative is posted as Assistant Accounts Officer or as an officer in any capacity between the grades of Chief Engineer and Assistant Engineers (both inclusive). 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 gazetted officer in NFC or in the DAE. Any breach of this condition by the bidder/contractor would render him liable to be removed from the approved list of contractors of this Department.
- 34.0 No Engineer of gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of two years after his retirement from Government service, without the previous permission of the Government of India in writing. 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 Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
- 35.0 Bidder shall ensure that the list submitted towards eligible similar work(s) have not been executed through another contractor on back-to-back basis. If such a violation comes to the notice of Department, then the bidder shall be debarred for bidding in NFC in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Performance Guarantee on a later date. Even if such violation is noticed during execution of work, Government has the right to terminate the contract or to take action against the bidder as deemed fit as per tender conditions.

- 36.0 Bidder shall ensure that their bid conforms to the amendment of Rule 144 of the GFR 2017 sub-rule (xi) entitled “Fundamental Principles of Public Buying”. Bidders are requested to refer Appendix-I of this NIT for the same.
- 37.0 Bidder shall ensure that their bid conforms to MAKE IN INDIA rule as per Appendix-II of this NIT.

Signature of
Chief Engineer & DCE (CED, PD & EP)
For and on behalf of President of India

Note: Wherever the reference of Engineer-in-Charge or Superintending Engineer is given in the tender Document, the same may referred as **Chief Engineer &DCE (CED, PD & EP)**

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
- II. “Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- III. “Bidder from a country which shares a land border with India” for the purpose of this order means :-
 - i. An entity incorporated, established or registered in such a country; or
 - ii. A subsidiary of an entity incorporated, established or registered in such a country; or
 - iii. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - iv. An entity whose beneficial owner is situated in such a country; or
 - v. An Indian (or other) agent of such an entity; or
 - vi. A natural person who is a citizen of such a country; or
 - vii. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- IV. The beneficial owner for the purpose of (iii) above will be as under :
 - i. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting along or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation-

 - a. “Controlling ownership interest” means ownership of or entitlement to more than twenty-five percent, of shares or capital or profits of the company.
 - b. “Control” shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;

- ii. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 - iii. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
 - iv. Where no natural person is identified under(1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
 - v. In case of trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent of more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- V. An agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. (To be inserted in tenders for Works contracts, including Turnkey contracts) The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

Certificate for Tenders(for transitional cases as stated in para 3 above)

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India: I hereby certify that this bidder is not from such a country and is eligible to be considered”.

Certificate for Tenders :

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India: I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by the competent Authority shall be attached)”.

Certificate for Tenders for Works involving possibility of sub-contracting:

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by the competent Authority shall be attached)”.

Certificate for GeM:

“I have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India: I certify that this vendor/bidder is not from such a country or if from such a country has been registered with the Competent Authority. I hereby certify that this vendor / bidder fulfills all requirements in this regard and is eligible to be considered for procurement on GeM. (Where applicable, evidence of valid registration by the Competent Authority shall be attached.)”

MAKE IN INDIA

- 1.1 As defined under the Public Procurement (Preference to Make in India), Order 2017, revised order dated 16.09.2020 or as being revised from time to time, in procurement of goods or services in respect of which the Nodal Ministry/Department has communicated, that there is sufficient local capacity and local competition, only “Class-I local supplier” as defined under the said order, shall be eligible to bid irrespective of purchase value.
- 1.2 Only “class-I local Supplier” and “Class-II local supplier”, as defined under the above said order, shall be eligible to bid in procurements, except where the mode of procurement is by issue of Global Tender Enquiry. The bidding supplier shall indicate the percentage of local content for the item being offered in their bid.
- 1.3 Where the procurement is by issue of Global Tender enquiry, Non local suppliers, shall also be eligible to bid along the “Class-I local suppliers and Class-II local suppliers”. Suppliers/bidders offering imported products will fall under the category of Non-local suppliers.
- 1.4 Subject to the provisions of the above said order, and to any specific instructions issued by the Nodal Ministry or in pursuance of the said order, purchase preference shall be given to “Class-I local Suppliers” in procurements, in the manner specified there in the order.
- 1.5 The bidders along with their bid/tender shall be required to provide a self-declaration certificate of the local content (where the procurement value is Rs.10 crore or less) for the item offered and their status as Class-I/class-II/Non-Local Supplier and their eligibility to participate in the tender. In cases of procurement for a value in excess of Rs.10 crores, the “Class-I local supplier/Class-II local supplier” shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of Contractors other than companies) giving the percentage of local content.
- 1.6 Self-declaration certificate should quantify the percentage of local content of the offered product only. It should also indicate the location. However, claiming the services such as transportation, installation & commissioning, training and after sale service support like AMC/CMS etc., shall not be considered as local content as per OM N.P-45021/102/2019-BE-II-Part(1)(E-50310) dated 04.03.2021 issued by Ministry of Commerce and Industry, DPIIT.
- 1.7 False declarations/violation of this order terms shall be deemed to be breach of code of integrity resulting in debarment of the firm for a period up to 2 years. Under such circumstances, the supplier shall not be considered for any preferences as proposed in the order.
- 1.8 Wherever the bids are received without accompanying the above said requisite certificate such offers shall be treated as incomplete and not considered.
- 1.9 Bidder/Contractor are divided in to three categories based on Local Content (The total value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item(including all customs duties) as a proportion of the total value, in percent.
- 1.10 Class-I local supplier is with local content equal to or more than as prescribed by the Nodal Ministry/NIT, if prescribed, for the item being procured or 50% whichever is higher.

1.11 Class-II Local supplier if with local content more than prescribed by the Nodal Ministry/NIT, if prescribed, for the item being procured or 20% whichever is higher, but less than that applicable for Class-I Local Supplier.

1.12 Non-local supplier is which local content less than that applicable to Class-II local supplier, as stated above.

Note : Where the estimated value of the procurement is less than Rs.5 lakhs (or as being amended by the Competent Authority from time to time) is exempted from the provisions of the above Make in India Policy as stated therein the order.

Pre-Receipt for refund of Earnest Money Deposit (EMD)

Received with thanks from Nuclear Fuel Complex, a sum of **Rs.** _____, towards refund of Earnest Money Deposit paid in respect of Tender for “.....” vide Tender **No.** _____dated _____.

(Note : EMD will be returned to unsuccessful Bidder only after finalization of the tender)

Bank details for refund of EMD	
Name of Party	
Name of Bank	
Account Number	
IFSC Code	
Bharatkosh Challan No. (Mandatory in case of online payment of EMD)	

Signature of Bidder

Date :

Place :

Name & Address :

Biennial contract for maintenance of Horticulture works including Nursery at DAE Colony, Dr Homi Bhabha Convention Centre, CISF Colony & Gurukul at Hyderabad.

TENDER NOTICE NO.: C/1443/2026

DETAILED SCOPE OF WORK

1. Complete maintenance of entire trees, garden including lawns, plants, shrubs etc.:

The area to be maintained per day under this item is indicated in SoQ. Contactor has to engage minimum number of workers as indicated in NIT for various maintenance activities viz., hedge trimming, lawn mowing and pesticide application etc. The specifications of each activity is as follows:

a) Sweeping lawns: The contractor has to keep the lawns, garden paths, underneath of the trees, shrubs etc. daily swept and neat and tidy by removing unwanted grass growth, dried leaves and other foreign materials.

b) Watering: Timely and sufficient irrigation required to keep all garden features live and aesthetic is required be done either by hose pipe or by sprinkler system if available.

Frequency: Watering to the lawns, ground covers, ornamental shrubs, climbers/creepers, seasonals, herbaceous landscape plants, palms and tree saplings **daily in summer** and on **alternate day in winter** except rainy season. However watering required during dry spell in rains will have to be carried out as and when needed to landscape plants. Water supplying lines with suitable outlets for watering the garden are provided. The contractor should ensure that unnecessary wastage of water does not occur at any time and must protect the irrigation fittings/hydrant etc. fixed at site and existing irrigation system due to negligence of his staff will have to be made good by the contractor at his cost.

c) Weeding and Hoeing: Regular uprooting of unwanted weeds/plants with roots to be done on regular basis to keep the garden weed free while maintaining its aesthetics.

d) Clipping/Trimming/Pruning of Edges/Hedges/Shrubs/Palms: The edges/hedges, shrubs, trees and palms should be trimmed/clopped/pruned and maintained in good shape time to time. No power supply will be provided by department for operating hedge trimmer/Pruning saw etc. Engaging of petrol/diesel operated equipment is responsibility of contractor. Only well branded petrol hedge trimmer/ Pruning saw/ tree branch cutting machine like Honda/Stihl/Husqvarna/Falcon or approved equivalent shall be used for these purpose. The hiring and maintenance required for these equipment shall be included in the quoted rate. No extra payment will be paid by department.

e) Mowing lawns: The lawn grasses are to be periodically mowed by the lawn mowers at frequency of **at least 4 times in 3 months OR 1.33 times per month** or at a higher frequency to maintain it in good shape as instructed by authorized representative of Engineer-in-charge. The contractor shall engage petrol/diesel operated lawn mower for the work. Electrically operated lawn mowers will not be accepted and no power supply will be provided by department for operating them. The lawn mowers engaged shall be of reputed brands like Honda/Stihl/Husqvarna/Falcon or approved equivalent. The hiring and maintenance required for these equipment shall be included in the quoted rate. No extra payment will be paid by department. The waste grass generated during lawn mowing operation should be shifted from site to assigned places. Tractor will be provided by department for loading and unloading the grass/leaves/branches/any other waste generation during the maintenance work. Only the existing maintenance labour shall be used for the work.

f) Top dressing: After monsoon contractor has to do the top dressing of lawns and other plants by applying 1 inch layer of soil and farm yard manure mixture or as per direction of EIC or his representative for better growth of the lawns and shrubs, ground covers, trees etc.

g) Plant Protection: Landscape plantings shall have to be protected from the attack of insect-pests and diseases by curative and preventive methods as instructed by EIC, or his authorized representative. Periodic checks to be carried out for pests and diseases. In the event of infestation prompt spraying of appropriate pesticides, fungicides will be required for eradication of the same and nothing extra shall be paid on this account. The contractor shall have to replace the casualties without any extra cost and dispose of pruned branches with the instruction of the EIC, or his authorized representative.

h) Defects in landscape maintenance Work: Any defects in the maintenance of the landscape pointed out by EIC, or his authorized representative as recorded in Site Order Register or conveyed by any mode of correspondence **must be rectified within the 10 days on the receipt of the notice, failing which the landscaped area where the defect are pointed out shall not be measured for payment.** Rectifying the defects, even when the EIC or his authorized representative does not point out, is the responsibility of the Contractor. In case any casualty of trees/plants/shrubs etc. occurs at garden, which in the opinion of EIC, that it is caused by failure of timely rectification by contractor, that shall be made good by replacing with equal standard of trees/plants/shrubs by the contractor himself and nothing etc. shall be paid. Recovery shall be made from the contractor's bill at the rate of current market rate of trees/plants/shrubs of casualty (dried/died plant) if it is not replaced within seven days of its occurrence which shall be binding to the contractor.

If it is found that due to any reason (whatsoever it may be) on any day or any area or part thereof is not covered as per the defined work, job and frequency and that less than required numbers of labours have been deployed or any of the operation / function / duties in connection with the above works and corresponding jobs of providing labour to NFC is not done/ discharged properly and satisfactorily to the satisfaction of the Officer-in-charge of the works or refusal to do any work, EIC may get the work done by any other agency/ means at the cost of the contractor and the entire amount spent on this account shall be recovered from the contractor.

i) Operation of irrigation system: The contractor shall take note of the availability of irrigation system in landscape areas. Existing sprinkler/drip system will be handed over to contractor before commencement of work and same shall be handed over to department after the completion of work without any damage. Contractor is responsible for operation of sprinkler/drip irrigation system including valves. Pumping of water for irrigation is responsibility of department. But, Contractor or his authorized representative has to contact daily the Departmental Supervisor, for proper pumping of water. The contractor shall be responsible for protection of sprinklers, placement of drip lines in their original position after each horticulture operation. If any damages done by contract labour, contractor has to rectify the system for proper operation at his own cost. No extra amount will be paid. Any how, operation of pumping system and mainlines are not included in the extent of contract.

j) Handling of chemicals, pesticides: All chemicals shall be used in accordance with Manufacturer's Safety Data Sheet (MSDS) and label directions while wearing the PPEs mentioned therein. Areas to be treated shall be blocked off and warning signs shall be posted.

k) Lawn: Weeding shall have to be carried out at the intervals of **3 times in two months** or as per directions of EIC for keeping lawn weeds free throughout the year. Application of fertilizers as per instructions of NFC to be carried out. Side cutting of lawn is to be carried out along the shrubbery, flower beds, hedges, edges and ground cover area. Garden pathway grass cutting is to be done regularly. Scraping/raking, top dressing with soil/manure are to be done as per the instructions of Department representative.

i) Shrubs: Shrubbery should be healthy, disease free and weed free and properly pruned to give desired shape. **Loosening of soil around shrubs once in 15 days** and /or as and when required **to facilitate**

aeration of roots. Mortality replacement is to be carried out immediately and also the contractor has to carry out timely irrigation and recommended manure/fertilizer.

m) Ground cover: Ground cover shall be healthy, patch less and weed free. Mortality should be replaced immediately to avoid open patches in the ground cover. To maintain the shape of the ground cover, pruning and training to be carried out as and when required.

n) Climbers: The contractor to trim/support the climbers to the required shape. Loosening of soil around the climbers to facilitate aeration of roots.

o) Palms: Weeding around the shrubs and Palms is to be carried out every fortnightly and the soil around will have to be hoed/loosened.

p) Trees: Basin should be formed around all trees, area shall be free from weeds and stacking should be done, if required. In addition to that, trimming of branches to required shape is also included in this scope.

2. Nursery Maintenance/ Development and propagation of plants:

Nos. of potted plants as mentioned in SOQ to be maintained per day under this item.

Contractor has to engage minimum **workers** on each day as per NIT for the maintenance of nursery.

Maintenance of potted plants: The contractor has to maintain potted plants including watering, weeding, hoeing, application of good earth, manure, insecticides, pesticides and fertilizers, applying geru to the pots and displaying in appropriate place. Potting, repotting of the plants as and when required and disposal of generated waste at specified place as per direction of EIC, or his authorized representative. Contractor is responsible for propagation of plants at nursery as per the directions /instructions issued by Officer in Charge or his authorized representative.

The foliage plants shall be cleaned with good quality water and soft cloth twice a month while flowering potted plants shall be suitably placed exposed to morning sunlight including cleaning of pots and painting with Geru/white wash/paint once in every three months or as and when required complete as directed by EIC. The material required for painting will be arranged by the Department.

Note: The potted plants shall be arranged /displayed at various buildings/Offices & Nursery by shifting from one place to other at no extra cost.

Propagation of plants: Propagation of plants shall be carried out in Poly Bags/pots as directed by Engineer in charge.

3. Maintenance of sprinkler system:

Contractor has to maintain the existing Popup spray sprinkler system/ Impact sprinkler system by cleaning and removing dust in the sprinkler bodies like filter screen & choke removal, removal of nozzle choking (removal of chokes formed by silt and salt, cleaning any other foreign material including sludge), spring adjustment in impact sprinkler for smooth movement, finally washing by the clean water, re-fixing the sprinkler system in original position after ensuring smooth functioning etc., as directed by Engineer-in-charge. Minor repairs apart from the cleaning shall be done by Contractor at no extra cost to the Department.

4. Supplying of well decomposed farm yard manure (dry cow dung manure):

Quoted rate for supply of farm yard manure (FYM) at site shall be including of royalty and carriage from source including loading, transportation, unloading and stacking at NFC site. Farm Yard Manure (FYM) shall be well rotten and made up of cattle/buffalo dung only. FYM shall be free from soil clods, fresh dung, unwanted garbage, grass etc. Before procuring the material, the contractor shall provide the sample of FYM and get the approval of EIC for its quality/moisture content. The FYM brought to site shall not be accepted if approval from EIC is not obtained before procurement. The quality of the material will be checked after the material is received at site by selecting random samples from the lot. In case of rejection of material for quality etc the contractor shall not unload the same and if done shall remove it at his own cost from the site. It shall be transported to the site in Truck with efficient arrangement to prevent spilling en-route. It shall be stacked at site.

Measurements:

Length, breadth and depth of stacks shall be measured correct to a cm. The volume of the stack shall be reduced by 8% for looseness in stacking and to arrive at the net quantity for payment.

5. Supply of materials for horticulture work

Contractor has to provide the material mentioned in BOQ as and when required in phased manner. Prior approval is to be obtained before supply of the materials. All materials shall be used in accordance with label. Contractor has to submit the sample to get approval of EIC, if asked, and only approved material shall be supplied to site.

6. Supplying of winter/summer/rainy seasonal seedlings at site:

Well developed and disease free seasonal saplings shall be supplied the contractor in poly bags not less than 200 mm in height.

The seasonal flowers shall be planted after every season, suitable for that particular season. Flowers shall be planted after preparation of beds as per directions of the Engineer-in-charge. Preparing new flower beds, wherever required, shall also be in the scope of contractor. No extra payment will be provided. However, seasonal plants shall be supplied by Contractor under this Item.

7. Training, Supervision & Direction:

- i. All operations are to be carried out by ensuring proper supervision and monitoring in the areas. The contractor shall deploy qualified and experienced supervisors at site as per NIT.
- ii. The employees of the contractor will work strictly under the direction and administrative control of the contractor's supervisor. However, the contractor's supervisor will have to execute the work through their employees according to the requirement, need at site and as per the instructions of the EIC.
- iii. Carrying out work without supervision and lack of safety will be viewed seriously and accidents if any, will attract heavy penalty to the contractor.
- iv. Supervisor should be available at site during the complete working hours. Supervisor should not be engaged in any other work that is not authorized by EIC. The contractor shall provide two wheelers / Bicycle to supervisors for easy commute to work spots.
- v. Non deployment of minimum manpower as mentioned in NIT, will be charged as per the applicable penalty clause.

8. Manpower deployment:

- i. The Contractor shall deploy adequate manpower and technical staff with requisite qualifications, professional competency and work experience. Same to be certified by the contractor.
- ii. The minimum number of manpower to be deployed shall be as per NIT.
- iii. No child labour shall be deployed.
- iv. The manpower deployed at site shall be retained or replaced as per the directions of Engineer-In-charge.
- v. A list of persons employed in work, have to be submitted. Any subsequent changes in the deployment of personnel shall be notified in advance.
- vi. Attendance report of the staff deployed at NFC shall be submitted to EIC or his authorized representative, every day.

9. Manpower rules & regulations:

- i. Contractor shall strictly adhere to Safety and Security guidelines of NFC.
- ii. All manpower shall always appear neat and tidy with appropriate uniform, well-behaved, trust-worthy, honest, sincere, vigilant and competent enough to render quality service.
- iii. The contractor shall obtain and submit Police Verification Certificate (PVC) issued by Special Branch of Police at his own cost for all his staff to work inside NFC. Contractor shall also obtain and submit medical certificate from registered MBBS doctor indicating the fitness of the manpower deployed.
- iv. The contractor shall issue appointment letter to the contract workers deployed and same shall be submitted to EIC if asked. The contractor shall issue identity cards to their workers. No person without this card shall be allowed entry inside NFC premises.
- v. The contractor is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanors. The contractor shall ensure strict discipline, good behavior, integrity and diligent performance of duties of their staff most befitting to the decor of the organization.
- vi. The contractor shall be responsible for any loss caused to NFC on account of theft, vandalism, damage etc. due to various acts of commission or omission by his laboures. The entire amount of loss as the case may be recovered at the discretion of EIC from the bill of contractor.
- vii. The employees/contract workers of the contractor shall not in any manner cause any interference, annoyance, nuisance etc. to NFC staff or its business or working and will be liable for immediately replacing/relocating the individual employee if the services rendered by him are not found to be satisfactory as per provisions of various labour and industrial laws.
- viii. Contractor shall ensure that no contract employee shall go on strike or stage dharna in and around NFC premises and same will be considered as illegal and contract is liable to be determined if strike/dharna is commenced or declared in contravention of various applicable labour and industrial laws.
- ix. The manpower employed by the contractor shall not enter into any unlawful activities in the premises.
- x. It is clarified that if NFC is not satisfied with the services / conduct of any of the deployed personnel, the same shall be brought to the notice of the supervisor and the said personnel shall be replaced immediately to the satisfaction of NFC. NFC reserves the right to review performance of the deployed personnel and recommend location of posting/shift/replacing/relocating. NFC also reserves the right to review the performance of the supervisors time to time and request replacement of the supervisor if performance is found unsatisfactory.

xi. Contractor shall ensure that all manpower deployed strictly complies with the safety norms, regulations and procedures prescribed by NFC including mandatory use of appropriate PPEs wherever required. The contractor shall provide adequate safety training to all deployed personnel before commencement of work. The manpower shall be properly briefed regarding operational hazards, movement restrictions, safety precautions and emergency procedures to prevent any accident, unsafe act. Any loss or damage caused due to negligence, unsafe practices or unauthorized actions of the contractor's personnel shall be solely attributable to the contractor and liable for action as per the terms and conditions of the contract.

10. Use of Equipment / Machinery / Tools:

i. Minimum equipment/machinery/tools mentioned in Appendix-VI of NIT shall be deployed at site during execution of work within 15 days of issue of LOA or as directed by EIC. Failure of non-deployment of machinery/equipment/tools within specified time period will attract penalty as per discretion of EIC.

ii. Any other machinery/equipment/tool not mentioned in Appendix-VI of NIT but required for the fulfillment of scope of work shall be provided by contractor at no extra cost.

iii. The contractor should provide and maintain horticultural tools, lawn mowers, hose pipes, sprayers, dusters, rollers, wheel barrows, and any other garden tools/equipment required for satisfactory maintenance of landscaped plantings in sufficient quantity during the period of contract at his own cost and nothing extra shall be paid on this account. He will be wholly responsible for their custody and safety at the site. Contractor has to provide and utilize the petrol lawn mower (including fuel) for lawn mowing work. At any cost, no electricity will be provided for maintenance work.

iv. Equipment/machinery/tools shall be used carefully and kept in good working condition throughout the contract period. The machines /equipment/ tools are to be stationed permanently at site as per requirements.

v. If any defect/fault occurs in the machinery/equipment, the same shall be repaired and made workable by the contractor within three days at his own cost. However, till such time the contractor has to make spare arrangements.

vi. The cost of running charges of machines i.e. fuel / petrol or battery i/c. replacement of parts etc. shall be borne by the contractor and nothing extra shall be payable on this account.

11. Uniform:

i. The staff (Male & Female) have to be in smart dress code (Uniform) supported by identity cards including gumboots/shoes/caps/gloves/other PPEs as required as per working condition during duty hours without any extra cost to NFC. Emblem/logo/name of the firm shall be embroidered on the uniform at the cost of agency. All manpower shall always appear neat and tidy.

ii. The contractor has to provide at least two pairs of uniforms, safety shoes & Helmet to the workers which will be used by the worker during the work.

iii. The contract manpower shall enter NFC premises in uniform only.

iv. Ladies : Chudidhar – Light blue, Overcoat – Dark Blue, Pizama – Dark Blue, Gents : Shirt – Light Blue, Pant- Dark Blue, Overcoat – Dark blue.

12. Work timings:

i. Work shall be carried out on all working days of NFC for a minimum of 8 hours period. The existing shift timings of NFC are as follows.

1st Shift-6 AM to 2 PM

General Shift- 9 AM to 5 PM

Second Shift- 2 PM to 10 PM

Night Shift- 10 PM to 6 AM

The work days and timings are liable to be changed at the discretion of NFC.

ii. Exact work timings will be decided by EIC which are liable to change due to exigencies and contractor shall ensure attendance as per directions of EIC.

iii. The manpower shall also be deployed on holidays if required as directed by EIC.

13. Penalty clauses:

i. Misbehavior like quarrelling, abusing etc., between the staff employed by the contractor, causing disturbance in the premises will attract penalty of **Rs.500/- per occasion** and such personnel shall be replaced immediately as per directions of building in charge / EIC.

ii. Personnel not reporting in Uniform will attract penalty of **Rs.100/- per occasion** per person.

iii. If required manpower as per NIT is not deployed on any day due to less requirement by department or deficiency in deployment by the contractor, deductions will be made from the measurements and penalty will be imposed as mentioned in Appendix V of NIT.

iv. Penal deduction will also be made for any other poor services on the basis of assessment by Engineer-In-Charge and the defaulter staff deployed by contractor should be replaced immediately. The defaulter staff shall not be deployed in NFC even in other contracts also.

14. Damage Penalty:

The contractor shall execute an indemnity bond against all damages, losses, expenditure, claims, demands etc., of whatsoever nature suffered by the NFC, on account of deficiency of service or due to negligence, caused by the personnel outsourced / employed by the contractor and make good the loss caused to NFC during the period of contract. The contractor will be liable to pay the compensation to NFC as may be advised by NFC. The indemnity holds good and binds over the agency, if the information about the said loss/damage is unearthed even after the contract period.

15. Payment of bills:

15.1 Raising bills:

i. The payment shall be made on monthly basis for which the agency shall have to raise a bill. It is the obligation / responsibility of the agency to obtain attendance/duty certificates of its employees in time and to claim bill. Payment will be released after ascertaining satisfactory performance of contractual responsibility carried out in the previous calendar month, verification of proof of PF, ESI, and payment of minimum wages to personnel deployed.

ii. No advance payment claims or running bills will be entertained.

15.2. Certificates and Proofs:

i. Certificates with regard to payment made in accordance with the latest Minimum Rates of Wages as fixed from time to time as per the RLC(C) / CLC (C) whichever is higher. The Contractor shall furnish photo copies of monthly Wages Payment Sheet duly signed by individual employees along-with bills and Forms A to D. The documentary proof of payment of ESI and EPF shall also be submitted for payment of Bills. Failure to comply with the statutory payments by the Contractor, will not entitle the contractor to receive any payment from NFC till such obligations are met by contractor.

ii. Contractor should pay the labor wages timely as per provision of The Code of Wages, 2019 act or any other applicable labour law. If the salaries/wages are not paid to the personnel within the stipulated time, the same will be paid by NFC and recovered from the contractor with appropriate penalty as deemed fit.

iii. Contractor shall pay EPF & ESI of contract workers to concerned Department. The ESI and EPF contribution on part of employer in respect of these contract shall be paid by the contractor. These contributions on the part of employer paid by the contractor shall be reimbursed by the EIC to the contractor on actual basis. The applicable and eligible amount of ESI and EPF shall be reimbursed on submission of documentary proof of payment, provided same are in order.

iv. The contractor shall compulsorily issue salary slip with all relevant details to his every personnel & supervisor. A record of the same shall be maintained and submitted as per requirement of NFC for review.

v. The contractor shall submit copy of appointment letters issued to the workers to EIC.

15.3 Deductions:

i. Payment will be made after adjusting any cost borne by NFC due to any penalties, damages / unfavorable situations caused by the contractor or his employees.

ii. Income tax and GST as applicable will be recovered as TDS from bills paid to the contractor.

iii. Any other taxes /cess as per Government directives shall be deducted from each bill paid to the contractor, from time to time.

16. No liability of NFC:

16.1 NFC does not hold any liability in respect of but not limited to the following points:

i. Accommodation will not be provided by NFC.

ii. Cooking or lodging in office premises is not allowed.

iii. The persons engaged by the contractor will not be on the employee rolls of NFC and they should not claim any status. Further, they shall not claim any parity of wages with NFC employees. They shall not claim for absorption in NFC as employees and they shall continue and remain as Contractor's employees only. Any claims, damages or counter claim of such employees shall be met or defended by Contractor at his cost and risk.

iv. NFC will not be responsible for any accident, injury or death caused to the employees engaged by the contractor at site which may arise during the course of their duty. NFC would not be responsible/ liable to pay damage or compensation to such persons. It will be the responsibility of the contractor to abide with the all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by NFC in this regard.

v.The agency/Contractor should at all times indemnify and keep NFC indemnified against all claims which may be made under Workmen Compensation Act, any statutory modifications thereof or otherwise for or in respect of any damages or compensation payable in consequence of any accident or injury sustained by any workman while in our premises or during course of their duty.

17. Special conditions of contract:

17.1 The following additional conditions are to be noted for compliance:

i. The contractor has to submit labour license before commencing the work.

ii.All supervisors and workers should be available in their respective shifts. In failure to do so, proportionate payment will be deducted from the bills as per clauses of contract.

iii.In case the workers / supervisors performs duty only for half day or less, appropriate deductions in area maintained will be made from total area cleaned.

iv.The contractor shall submit proof of labour wages of previous month before 10th of current month for verification by EIC or his representative. In failure to do so, it will be assumed that labour wages are not paid for the month and appropriate action will be initiated as per conditions of the contract.

v.The contractor shall submit the RA (Running Account) bill in predefined format along with required documents in soft and hard copy by third week of every month.

vi.For the payment of final bill, the contractor shall submit completion certificate (Form VII or any other relevant form as per labour law) duly obtained from Regional Labour Commissioner (RLC), Hyderabad.

vii.NFC will not be liable for any loss or damage or theft of materials and machineries inside NFC premises during storage, transit or work execution.

viii.The contractor will be responsible for their workers and their character, conduct and antecedent for anything wrong while inside the NFC premises.

ix.While execution of job/any activities, if there is any deficiency in safety/lack of safety or inadequate supervision is found, contractor is liable to be penalized as per discretion of Engineer-in-charge. Accident if any, will attract heavy penalty.

x.No space belonging to NFC shall be occupied by the contractor without written permission of NFC.

xi.All record should be maintained and all supporting records need to be furnished while raising running bills.

xii.Any submission in tender shall be deemed to have been done after careful study and examination of the tender documents and with the full understanding of the implications thereof.

xiii.Tenderers are advised to understand the magnitude of the job involved before submitting their bids.

xiv. Tender document is not transferable. The contracting agency shall not transfer the contract to any other person in any manner. Sub-contract the work the work fully or partly is not permitted.

xv.All the required information shall be furnished strictly in prescribed schedules/forms/annexure only.

xvi. Contractor shall follow all the security regulations of NFC.

xvii. No modifications in the offer shall be allowed after opening of Part –I.

xviii. Contractor should indemnify NFC against any claim by any authority. In the event NFC has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this contract, the contractor only should pay such claim/damages and even if NFC is called upon to pay such damages / penalties, the Contractor will reimburse the same. This is subject to the condition that NFC complies with various requirements in respect of the laws applicable to it. Any payment to be made by NFC to any statutory authority due to non-adherence of the stipulated norms should be borne by the contractor.

xix. The payment of minimum wages as notified by the State/Central Government and implementation of all regulations under contract Labour (Regulations and Abolitions) Act 1970 (Central) and Central Rules 1971 and the rules and orders issued there under from time to time as amended upto date. The minimum wages for the labor are increased twice in a year i.e., FIRST APRIL & FIRST OCTOBER respectively and payment shall be made accordingly to the labor by contractor. Contractor invariably has to pay to the labor the applicable wages as per the declaration of the wage revision by the RLC/CLC.

xx. Necessary books of account, labour records, log book, wage registers, attendance registers, ESI and PF Registers and other document for the purpose of ensuring compliance to all applicable laws and acts as may be necessary shall be maintained and shall allow inspection of the same by a duly authorized representative of Government and further such other information/document shall be made available to the Engineer-in-charge as may be required.

xxi. List of PPE proposed to be brought to site for use at site shall be submitted after award of work and all the PPE shall be brought to site before start of work.

xxii. Record of safety compliance to be maintained.

xxiii. Following all the safety and security rules and regulations as required by the Department without exception. Contractor shall be responsible for provision of Health and Sanitary arrangements (more particularly described in Contract Labour Regulation & Abolition Act), Safety precaution in each and every activity etc. as may be required for safe and satisfactory execution of contract.

xxiv. The contractor shall take all precautions to avoid accidents by exhibiting caution boards, red flags, red lights and providing necessary barriers and all other measures required from time to time.

xxv. Contractor has to follow the procedure envisaged in Special instructions to the contractors for entry and exit of men and materials or as per latest criteria envisaged by security Personnel.

xxvi. Contractor shall go through NFC safety, quality and environmental policies and other conditions and shall follow and plan the works to meet the policies of NFC like ISO 9001, ISO 14001 & 45001.

xxvii. The work place is in a restricted area and the contractor and his staff should follow security regulations in force as amended from time to time.

xxviii. In addition to the activities listed, any activity not listed but required to be done for satisfactory execution of the given work is to be carried out with out any extra cost.

xxix. NFC reserves the right to accept the whole or only part of the offer and the tenderer shall be bound to perform the same at the rates quoted.

xxx. For any reason whatsoever, NFC may at its sole discretion extend the last date and time of submission of the bid. NFC is under no obligation to extend the last date and time of submission of bid at the request of bidder(s).

xxxi. The bidder whose bid is accepted will be required to furnish either copy of applicable licenses/registration or proof of applying for obtaining labour licenses.

xxxii. In case of any class of work for which there is no such specification as laid down in the contract, such work shall be carried out in accordance with the instructions and requirements of NFC.

xxxiii. The contractor shall be responsible to arrange at his own cost all necessary tools, machinery, materials etc., required for execution of the work.

xxxiv. The contractor shall be responsible for the watch and ward of the material provided by him against pilferage, loss and breakage.

xxxv. Department shall not be responsible for any loss of material used by the contractor at site.

xxxvi. The contractor is to execute the horticulture work for all floor, heights & levels for which nothing extra shall be paid over & above the quoted rates for different items as per schedule of quantities.

xxxvii. If for any reasons, any area in whole or part of work is not available for work, the agreed execution schedule shall be suitably modified. However, under no circumstances the contractor shall be entitled to any claim of financial damages, whatsoever, on this ground & he shall re-organize his resources to suit the revised schedule within the stipulated time of completion.

xxxviii. It is the sole responsibility of the contractor to ensure the availability of adequate materials, equipment, workmen etc., so as to meet any obligation in any eventuality.

xxxix. The security Deposit shall be refunded after three months from the date of completion of the work or payment of final bill whichever is later.

MINIMUM MANPOWER REQUIRED
(KEY REQUIREMENT)

SL. NO.	MANPOWER	Nos. Required	MINIMUM QUALIFICATION & EXPERIENCE
1.	Supervisors –Highly Skilled	01	Diploma/BSc (horticulture/agriculture) with 1 (one) years' experience in similar nature of work or as decided by EIC.
2.	Mali (Unskilled worker) for Item No. 1 of BOQ	19	Must have knowledge about horticulture work.
3.	Mali (Unskilled worker) for Item No. 2 of BOQ	2	Must have knowledge about horticulture work.
4.	Plumber (skilled worker) for Item No. 3 of BOQ	01	1 (one) year experience and knowledge about work

Note 1): If required manpower as per NIT is not deployed on any day due to less requirement by department or deficiency in deployment by the contractor, following deductions will be made for absence of each worker for each day/shift from the measured quantities/bills.

Table-I	
Manpower	Rate of recovery
Supervisor	Rs. 1485/- per day of absence
Mali for Item No. 1	Quantity of 2000 Sq.m. will be deducted for absence of each worker for each day/shift
Mali for Item no: 2	Quantity of 2000 Plants will be deducted for absence of each worker for each day/shift
Skilled Plumber for Item No 3	Quantity of 16.67 Nos will be deducted for absence of each worker for each day/shift

In addition to above, following penalty will be imposed in case of non-completion of maintenance work for scheduled quantity.

Table-II	
Description	Penalty
Greater than or equal to 90% of the scheduled stipulated horticulture area, sprinklers, potted plants is maintained in a month.	No Penalty
Less than 90% but greater than or equal to 80% of the scheduled stipulated horticulture area, sprinklers, potted plants is maintained in a month.	1% of the monthly bill value for item no. 1,2 and 3
Less than 80% but greater than or equal to 70% of the scheduled stipulated horticulture area, sprinklers, potted plants is maintained in a month.	5% of the monthly bill value for item no. 1,2 and 3
Less than 70% of the scheduled stipulated horticulture area, sprinklers, potted plants is maintained in a month.	10% of the monthly bill value for item no. 1,2 and 3

Note 2): - The penalty mentioned in table-II is not applicable in case, less requirement for horticulture area/potted plant/sprinklers to be maintained as per schedule, as directed by EIC for a particular/complete time period.

EQUIPMENT, MACHINERY & TOOLS

SL. NO.	Equipment/machinery/tools	Minimum Nos. Required
1.	Petrol operated Lawn Mowers	2 Nos
2.	Petrol operated Brush cutters	2 Nos
3.	Materials handling trolley	5 Nos
4.	Broom sticks	18 Nos
5.	Baskets	10 Nos
6.	Spades	10 Nos
7.	Crow bars	2 Nos

FINANCIAL INFORMATION

Name & Address of The Bidder :-

- I. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five financial years duly certified by the Chartered Accountant, as submitted by the bidder to the Income Tax Department (Copies to be attached).

TURNOVER ON WORKS CONTRACTS/SERVICE CONTRACTS FOR LAST FIVE FINANCIAL YEARS

Sl. No.	Financial Year	Gross Annual Turnover on Works Contracts/ Service Contracts (Rs. In Lakhs)	Profit/Loss (Rs. In Lakhs)	Remarks
1	2024-25			
2	2023-24			
3	2022-23			
4	2021-22			
5	2020-21			

Signature of Chartered Accountant with Seal

Signature of Bidder

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK
[Solvency Certificate]

Name & Address of The Bidder :-

This is to certify that to the best of our knowledge and information that M/s./Sh
.....having marginally noted address, a customer of
our bank are/is respectable and can be treated as good for any engagement upto a limit of
Rs..... (Rupees.....

.....). This certificate is issued without any guarantee or responsibility on
the bank or any of the officers.

(Signature)

For the Bank

NOTE (1) Bankers certificates should be on letter head of the Bank, sealed in cover
addressed to tendering authority.

(2) In case of partnership firm, certificate should include names of all partners as
recorded with the Bank.

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "C"
(FOR ALL QUALIFYING JOBS)

1. Name of work/Project & location:
2. Name & address of Contractor:
3. Agreement No.:
4. Awarded Cost :
(As per Work Order)
5. Final Completion Value :
(As per Completion Certificate)
6. Date of start of Work
7. Date of Completion of Work
 - i. Stipulated date of completion (As per Work Order)
 - ii. Actual date of Completion
 - iii. Extension granted, if any, up to (Specify date)
 - iv. In case of Extension, with or without levy of penalty or
Applicability of penalty not yet decided
8. Amount of compensation levied for delayed completion, if any
9. Amount of reduced rate items, if any
10. Performance report

i. Quality of work	Very Good/Good/Fair/Poor
ii. Financial Soundness	Very Good/Good/Fair/Poor
iii. Technical Proficiency	Very Good/Good/Fair/Poor
iv. Resourcefulness	Very Good/Good/Fair/Poor
v. General Behaviour	Very Good/Good/Fair/Poor

Certification of satisfactory will be considered as Good

Dated: _____ Executive Engineer/Project Manager or Equivalent or above

Note: 1. Performance certificate(s) for the similar work shall be submitted preferably in this format only.

LETTER FOR SUBMISSION OF BID

(To be submitted by bidders on their letter head)

Date: -----

To,
DCE(CED,PD & EP),
Civil Engineering Division, 2nd Floor
Sarathi Building, Nuclear Fuel Complex,
ECIL Post, Hyderabad-500062, Telangana, India

Our Ref. : _____

Biennial contract for maintenance of Horticulture works including Nursery at DAE Colony, Dr Homi Bhabha Convention Centre, CISF Colony & Gurukul at Hyderabad.

TENDER NOTICE NO.: C/1443/2026

Dear Sir,

Please find herewith our Bid for the subject work **in two Envelopes (Envelope-I: Pre-qualification and Techno-commercial Bid, Envelope-II: Financial Bid)** in line with the requirement of the Tender Document. We confirm that:

1. **Our Bid contains two (2) covers. One cover consists of EMD, Processing fee for Tender Transaction. The other cover includes documents related to pre-qualification/qualification criteria and techno-commercial as per para 9.1.1 of NIT.**
2. **We have submitted a no-deviation bid.** We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever in the BIDDING DOCUMENT for the subject work. We hereby further confirm that any terms and conditions if mentioned in our bid (Un-priced as well as Priced Part) **or** in the event of our taking any deviation, **our bid shall not be recognized and shall be treated as null and void.**
3. We have submitted **our Bid as an Individual** _____ for execution of the work of _____ with our direct project management and financial control.
4. We further confirm that **we will not change the above said arrangement in the event of award of work** to complete the work in totality as agreed and confirmed as per terms and conditions of the Tender document.
5. Our Bid is in complete compliance with all technical as well as commercial requirements of Tender document including Addendum/Corrigendum No. ____ (if applicable) and there is no technical or commercial deviation in the Bid.
6. We also confirm that our price shall remain FIRM for the entire Contract period, unless there is specific provision for adjustment in price as per terms and conditions of the Tender document.
7. We have submitted all documents as stipulated in NIT and various sections of the Tender document/ Technical specifications.
8. The validity of our Bid shall be **210 Days from the date of opening (extended due date in case of time extension) of Envelope-I (Techno-commercial Bid).**

9. We also confirm that if our bid validity period is to be extended on a later date for a reasonable period, on written request from NFC, we shall suitably extend the bid validity period without any financial implication until there is change in terms and conditions/Scope of work etc.
10. We also confirm that in the event of award of work to us, we shall submit performance bank guarantee for execution of work including the defect liability period as per terms and conditions of the Tender document in NFC approved format.
11. We also confirm that in the event of award of work to us, we shall faithfully execute the Contract as per terms and conditions of the Tender/Contract document.

We declare that all statements made and information submitted by us in our Bid is true and complete to the best of our knowledge and belief and nothing is concealed.

Bidder's signature :

Name :

Designation :

Mobile (with STD Code):

Email :

Full Address (for all future communication):

Company Seal :

Note: Bidder to note that:

1. All the pages of bids are to be signed by the authorised signatory (having power of attorney (POA)).
2. All correspondence with NFC shall be made by the POA holder.

Undertaking related to Intellectual Property Rights

(To be given on letterhead of Contractor/Bidder)

Tender No.: C/1443/2026

Name of work: Biennial contract for maintenance of Horticulture works including Nursery at DAE Colony, Dr Homi Bhabha Convention Centre, CISF Colony & Gurukul at Hyderabad.

I/We, M/s _____ (Name of Contractor), having our registered office at _____, hereby undertake that all drawings, designs, technical data, specifications, and other documents made available to us by the Department in connection with the above work shall remain the exclusive property of the Department.

We further undertake the following:

1. We shall treat all drawings, documents, designs, data, and information provided by the Department as strictly confidential.
2. We shall not reproduce, copy, share, transmit, disclose, or use such information for any purpose other than the execution of the contracted work, without the prior written permission of the Department.
3. We shall ensure that our employees, sub-contractors, engaged for this work are bound by similar confidentiality obligations.
4. Upon completion or termination of the contract, we shall return or securely destroy all such confidential information and confirm the same to the Department in writing.
5. Any breach of this undertaking shall constitute a violation of the contractual conditions and may invite action such as termination, forfeiture of performance security, and debarment, in addition to legal proceedings as per applicable laws.

We fully understand that the ownership of all designs, drawings, and documents including any modifications, as-built drawings developed during the course of work, shall rest solely with the Department and we shall have no claim, copyright, or usage rights over them.

Authorized Signatory

(Signature with date)

Name: _____

Designation: _____

Company Seal: _____

FORMAT FOR PRE BID QUERIES .

Sl. NO	SECTION	PAGE NO	CLAUSE	SUBJECT	DESCRIPTION OF CLAUSE	CLARIFICATION SOUGHT	NFC RESPONSE

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING

PART A: GUIDELINES FOR E-TENDERING :- Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

1. REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal(URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India(e.g. Sift/nCode/eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to other which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their User ID / password and the password of the DSC/e-Token.

2. SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tender’ folder. This would enable the CPP Portal intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
3. The bidders should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3. PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the

number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejected of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF / JPG formats. Bid documents may be scanned with 100dpi with black and while option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note : *My Documents Space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

4. SUBMISSION OF BIDS

1. Bids shall be submitted online only at CPPP website : <https://eprocure.gov.in/eprocure/app>
2. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
3. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
4. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
5. Bidder should prepare the EMD per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/ any other accepted instrument, physically sent should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
6. The agency shall download the pre-bid clarification if any for the work and upload the same (scanned copy) duly signed and sealed. The revised documents (if any) shall be uploaded in e-tender portal.
7. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the SKY BLUE coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
8. Tenderers are advised to upload their documents well in advance, to avoid last minutes rush on the server or complications in uploading. NFC in any case shall not be held

responsible for any type of difficulties during uploading the documents including server and technical problems whatsoever.

9. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document.
10. The server time(which is displayed on the bidder's dash board) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
11. Submission of tender documents after the due date and time (including extended period) shall not be permitted.
12. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subject to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
13. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
14. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all the other relevant details.
15. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
16. Intending Bidders are advised to visit this website regularly till closing date of submission to keep themselves updated as any change/modification in the tender will be intimated through this website only by corrigendum/addendum/amendment.

5. ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.