

**SPORTS AUTHORITY OF JHARKHAND, MEGA SPORTS COMPLEX, HOTWAR,  
RANCHI**

E-mail:- [sajha9@gmail.com](mailto:sajha9@gmail.com)

Website: - [www.Sajha.in](http://www.Sajha.in)

Ph. No. 0651-2273072

**REQUEST FOR PROPOSAL ( RFP)  
GARDENING**

Sealed Proposals (RFP) are invited for Gardening at Birsa Munda Football Stadium, Morabadi & NGOC office, Silli Football Stadium, Khelgaon Residential Area, (Flats/Duplex), Sajha Office. For three years from the date of award of contract. The detailed terms and conditions & tentative required workers and supervisor have been laid down in the Proposal Documents.

S. N.	Place	required workers	Supervisor
1	Birsa Munda Football Stadium, Morabadi	10	01
2	Silli, Football Stadium	04	-
3	NGOC Office, Morabadi	01	-
4	Sajha Office, Hotwar	02	-
5	Khelgaon, Duplex	03	-
6	Khelgaon, Flats, Sector -III Block -I & II		-
7	Khelgaon, Flats Sector -I Block -III & IV		-

1. Name of the advertiser : Executive Director, Sports Authority of Jharkhand.
2. Date & Time of sale of RFP Document : 03-16 December 2016
3. Last date, time and place of Receipt of Proposals (RFP) : 23-12-2016 till 3.00 PM Sports Authority of Jharkhand, Mega Sports Complex, Hotwar, Ranchi
4. Date, time and place of opening of (RFP) : 26.12.2016 at 1.00 PM of the Office of Director, Sports and Youth Affairs, Govt. of Jharkhand, MDI Building, Project Bhawan, Dhurwa, Ranchi
5. Cost of (RFP) : The Agency shall have to deposit Rs. 5000/- as bank draft drawn in favour of "Sports Authority of Jharkhand" in any Nationalized /Scheduled Bank as cost of RFP this shall be Non refundable.

**SCOPE OF WORKS:**

1. The bidder has to supply, Plant and Maintain for three years all the plants inside and outside the Stadium.
2. Bidder has to plant the materials (all seasonal flowers & other species) at the designated sites.
3. Bidder has to keep his own work force for gardening & maintenance work.
4. Daily watering, hoeing, weeding & all maintenance works shall be the responsibility of the bidder.
5. In case of house plants (potted plants) it shall be supplied in earthen pots (Gamlas) not less than 12" height. The plant height must be not less than 18".
6. A seasonal flower of different varieties has to be grown in different seasons, preparation and maintenance of beds shall be the responsibility of the bidder. Bidder will have to supply manure, fertiliser etc, for maintenance of beds.
7. All Plants must be of good breed and quality.
8. Playground maintenance will be done by the bidder.

**TECHNICAL SPECIFICATIONS:**

1. Interested Agencies, who have sufficient experience in the field, can submit their proposal in favour of Sports Authority of Jharkhand. The RFP document can also be downloaded from SAJHA Web site ([www.Sajha.in](http://www.Sajha.in) or [www.jharkhand.gov.in/Tourism, Art Culture, Sports & Youth Affairs/Tender](http://www.jharkhand.gov.in/Tourism, Art Culture, Sports & Youth Affairs/Tender)). A demand Draft of Rs. 5000/- to submitted separately along with the downloaded RFP documents. This shall be Non refundable.
2. The bidder must be a registered Company / NGO / Society.
3. The bidder must have own standard nursery as well as experience in this field for at least 3 years.
4. The bidder must have experience in the maintenance of at least 50 thousand Sq. meters per annum for at least 3 years. Proof of that has to be given.
5. The bidder must provide proof of income tax paid or Annual Audit Report for the last 3 years.
6. The bidder must provide up to date proof of sales tax (Commercial Tax) clearance certificate.
7. The bidder must provide proof of "maintenance certificate" for paying service taxes to the govt. of Jharkhand. Service tax code (Registration Number) is must in the name of the firm or proprietor.
8. The agency must have up to date service Tax, EPF, ESIC and PAN Registration.

### **FINANCIAL TERMS:**

1. The bidder must have annual turnover of Rs. 50.00 Lakhs in the preceding 3 years.
2. Annexure 'I' contains the types of plants, flowers and planting materials maintained that may be used for plantation in due course.
3. Bidders will have to give the financial quote (unit price and total cost) of each of the items given in annexure 'II'. The total cost of all the items will be part 'A' of the financial Bid.
4. For maintenance works of garden flowers ( both seasonal & perennial) Lawns, plants (trees, shrubs & hedge), potted plants, flowers bed, ground covers & careful collection & disposal of dead leaves, dried seasonal flowers, pruned branches & others from inside and outside the stadium, the cost should be fixed accordingly per month ratio.
5. Total amounts of price bid shall be divided in two parts: As part 'A' & Part 'B'.  
In Part 'A'-Total cost of all items given in Annexure-'I'  
In part 'B'- Cost of maintenance works of lawn flowers (both perennial & seasonal) plants, flowers bed & others shall be given in per month for one year. (Areas shown in Annexure-'II'). Total amount of one year will form part "B" of the financial Bid.
6. Bidder must quote rates for all the items of price bid 'A' & 'B'. If inadvertently a bidder misses to quote rate against an item/Items, in that case highest rate quoted in the RFP against that item/items will be considered for evaluation, taking into consideration all offers of the tender. However, payment will be made against that item/items based on the lowest rate offered considering all offers of the RFP.
7. Financial bid will be evaluated in following ways. Total financial bid= (Total cost of part 'A') + Total cost of part 'B')
8. The bid cost shall be Rs. 5,000/ Bank Draft in favour of "Sports Authority of Jharkhand" payable at Ranchi. This shall be non-refundable.
9. EMD of Rs.1,00,000/- as Bank Draft in favour of "sports Authority of Jharkhand" payable at Ranchi shall also accompany the technical bid.

### **BID SYSTEM:**

This shall be two systems: Technical Bid and financial bid. These shall be in two separate sealed envelopes. Both the envelopes shall be put in a third envelope.

Filled up part 'A' and part 'B' of the financial Bid will form the total financial bid of the Bidder. Total financial Bid- Part 'A' + Part 'B'.

First the technical bid shall be opened. Those bidders who shall be successfully qualified in the technical bid only their financial bids shall be opened.

### **BID DISPOSAL :**

After the technical evaluation of the bidders financial bid of those bidders are who are technically qualified will be opened.

Total financial bid - Part 'A' + 'B' of financial bid

Bidders quoting minimum total financial bid shall be awarded contract for 3 years.

### **OTHER CONDITION:**

1. The successful bidder shall have to deposit 10% of the work order value after award of contract as security deposit. Security deposit either as Bank Draft or As Bank Guarantee for three years.
2. The bidder shall have all related infrastructures such as trained work force, grass- cutting machines, garden implements etc.
3. The bidder has to give detail of work force and supervisors, list of machines & equipments; they shall keep for plantation and maintenance.
4. In case of poor maintenance appropriate financial penalties shall be awarded by the "Sports authority of Jharkhand".

**PAYMENT SCHEDULE:**

- a) No advance shall be given
- b) 70% of the cost of plants & flowers arrival of plants in the site.
- c) 10% of the cost of above items shall be released after one month of plantation only for plants & flowers which shall survive.
- d) 20% after the flowering season or 6 months which is earlier.
- e) 100% of the cost of maintenance work & plant materials shall be paid on the first week of every next month which is due for a month.
- f) Potted plants shall be properly placed as per shade or light loving nature of the plants.

Executive Director  
Sports Authority of Jharkhand

**(ANNEXURE-‘I’)**

**ESTIMATED COST OF GARDEN MAINTENANCE FOR A PERIOD OF THREE YEARS**

**PRICE-BID : PART-‘A’ ( VARIABLE ITEMS)**

<b>S. N.</b>	<b>Description of Items</b>	<b>Qty</b>	<b>Rate (in Rs.)</b>	<b>Amount ( in Rs.)</b>
1	2	3	4	5
1	Supplying and stacking of good earth at site including royalty and carriage (earth measured in stack will be reduced by 8% for voids).			
2	Supplying and stacking of manure cow dung) at site including royalty and carriage( manure measured in stack will be reduced by 5% for voids)			
3	Supply of Fertilizers & Medicine as below:- <b><u>PERTILIZERS</u></b> i. Urea ii. D.A.OOP.(N.P.K.) iii. Single super phosphate iv. Potas v. DI Ammonium Phosphate vi. Neem Cakes vii. Karanj Cakes viii. Bone Meal ix. Organic Manure (Verml Compost) x. Lime <b><u>INSECTICIDES</u></b> i) Fenvenrate – 20 EC ii) Endosuphan – 20 EC iii) Thimate 10 G iv) Karate v) Dhanvan-20 EC/ durspan-20 EC vi) Roger <b><u>FUNGICIDES</u></b> i) Bancozeb ii) Bavistin iii) Diathen M45 iv) Combi ( Total weeds killer) or Gramoxon or Excell)			
<b>S.N.</b>	<b>Description of Items</b>	<b>Qty.</b>	<b>Rate (in Rs.)</b>	<b>Amount (in Rs.)</b>
4	Supply fixing of seasonal flowers as below: <b>FOR SUMMER SEASON:</b> i) Portulaca ii) Gompherena iii) Gillardia iv) Zinnta (All Variety) v) Sunflower Double Dwarf vi) Kochia vii) Gledulus viii) Balsum ix) Cocks Comb x) Cosmos			

S.N.	Description of Items	Qty.	Rate (in Rs.)	Amount (in Rs.)
	<b>FOR WINTER SEASON:</b> i. Guldaudi ii. Dalia iii. Astar Double iv. Verbena v. Cilocia vi. Hazara Marigold vii. Inka Mairgold viii. Poppy ix. Pitunia x. Condituff xi. Holihox xii. Pansy xiii. Geranium (Hybrid) xiv. Gajania xv. Dianthys			
5	Supplying & fixing of ornamental plants ( House Plants): i. Exora ii. Areca palms iii. China Palms iv. Crotton (Bangalore/Goden) v. Raphis Palms vi. Saplera Green/Golden vii. Golden Bottel Brush viii. Begonvillia ix. Snow of India (Green & Yellow) x. Trangular Palm			

**Total cost= Total cost column 5 this will form part “A” of the financial bid “A”**

**(ANNEXURE-‘II’)**

**PRICE BID: PART –‘B’ (Fixed items)**

<b>Sl No</b>	<b>Description of Items</b>	<b>Qty.</b>	<b>Rate (in Rs.)</b>	<b>Amount (in Rs.)</b>
1	Maintenance of lawn including weeding cheeling the grass for the ground top dressing with studge or manure of the same with the forked soil watering & maintenance of lawn for to keep healthy & rich growth free from weeds & disposal of rubbish as per directed including supplying good earth if needed but excluding cost of good earth, sludge, manure etc. as per Direction of Department.	Per month		
2	Careful tending and maintenance of all trees, shrubs, hedge including hoeing, watering, pruning unwanted branches and treating soil with manure applying pesticides, insecticides, fungicides, anti termite treatment etc.	Per month		
3	Careful collection and disposal of dead leaves dried seasonal flower plants, purned branches of hedge trees, shrubs, collected from inside & outside the stadium.	Per month		
4	Careful maintenance of potted plants both indoor & outdoor is to be done by cleaning, mopping of the pots and leaves of the plants, watering manuring pruning, hoeing, weeding of unwanted growth etc. and painting of pots to keep it in shining appearance throughout the period of contract.	Per month		
5	Careful maintenance of flower beds, both seasonal and perennial as per the scope of work. This will including planting throughout the season/year as the case may be by applying good horticultural practices like manuring, watering, hoeing, removing unwanted weeds etc.	Per month		
6	Careful maintenance of Grod Covers both seasonal and perennial as per the scope of work.	Per month		

**Total cost=Total in column-6 this will form part “B” of the financial bid.**

**Annexure-I**  
**(To be kept duly signed in envelop -1 qualifying/Technical Bid)**

**TECHNICAL BID**

**Bidder is required to forward the following documents:-**

1. Name of the registered firm/agency :
2. Address of the firm/agency :  
(With Tel. no. Fax & E-mail)
3. Name & Address of the Proprietor :  
Partners/ Director (With mobile no.)
4. Contact Person (S) (With mobile no.) :
5. Registration Number of the agency under :  
The company's Act/Administration or any  
Other act for providing manpower.
6. Agency memorandum & Profile :
7. PAN No. and income tax no. :
8. Service tax registration no. :
9. Details of registration with EPF authorities :  
And ESI Authorities
10. Details of EMD :
11. In order assess the financial standing or the agency/firm the bid should contain the following format.

	FY. 2013-14	FY- 2014-15	FY- 2015-16
Turnover			
Taxable income			
Tax paid			

Above format should be supported by documentary evidence, like copies of balance sheet profit & loss A/C, income tax returns etc. duly signed by the statutory auditor or any other chartered accountant.

12. Three years experience i.e. FY. 2013-14, 2014-15 and 2015-16 in the following format.

Name & Address of client	Total contract value	Job order no & date	Contract period start/End

Documentary evidence to be enclosed in support of the experience claimed such as contracts/client certificate etc.

**Declaration**

I hereby certify that the information furnished above are complete and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the firm/agency will be blacklisted and will not have any right of dealing with the department in future.

Date : \_\_\_\_\_

(Signature of Authorized Signatory with date)

Place : \_\_\_\_\_

Name of the Firm/Agency and stamp

**Annexure-II**  
**(To be kept duly signed in envelop -2 Financial Bid)**

**FINANCIAL BID**

**Bidder is required to forward the following documents:-**

1. Name of the registered firm/agency :
  
2. Address of the firm/agency :  
(With Tel. no. Fax & E-mail)
  
3. Name & Address of the Proprietor :  
Partners/ Director (With mobile no.)
  
4. Contact Person (S) (With mobile no.) :

Particulars	Total lump sum amount for per month (Rs.)
Amount in lump sum has to be quoted per month for gardening and maintenance of Stadia Ground including Seasonal Plants ( Indoor & Outdoor) At Birsa Munda Football Stadium, Morabadi & NGOC office, Silli Football Stadium, Khelgaon Residential Area, (Flats/Duplex), Sajha Office. <i>This rate is inclusive of all costs and expenses and taken including basic wages EPF, ESI, Service tax and Service charge etc.</i>	Rs. .... ..... (in words) ..... ..... .....

Date : \_\_\_\_\_

(Signature of Authorized Signatory with date)

Place : \_\_\_\_\_

Name of the Firm/Agency and stamp