

IGNCA/RCB/2.121/2017

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

REGIONAL CENTRE

Kengunte Circle, Mallathahalli, Jnanabharati Post, BENGALURU – 560056.

**NOTICE INVITING QUOTATION**

**FOR**

**ANNUAL MAINTENANCE CONTRACT**

**FOR LAWN MAINTENANCE, REMOVAL OF WILD GRASS ETC.**

**AT IGNCA RC CAMPUS, BENGALURU.**

<b>Sl. No.</b>	<b>Name of Work</b>	<b>Cost of Quotation</b>	<b>EMD</b>	<b>Last date of issue of quotation form</b>	<b>Last date for submission of quotation</b>	<b>Date of opening of quotation</b>	<b>Period</b>
01.	Annual Maintenance Contract for Lawn maintenance, removal of wild grass etc., at IGNCA RC campus, Bengaluru.	250/-	15,000/- (Rupees Fifteen thousand only)	24.10.2018 (Wednesday) till 12:00 PM	24.10.2018 (Wednesday) till 5:00 PM	25.10.2018 (Thursday) at 11:00 AM	One year

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

REGIONAL CENTRE, BENGALURU – 560056.

Quotation No. 02

Bengaluru, the 15<sup>th</sup> October, 2018

**Name of work: Annual Maintenance Contract for Lawn maintenance, removal of wild growth/ grass at IGNCA RC Campus, Bengaluru.**

1. Sealed quotations are invited on behalf of Indira Gandhi National Centre for the Arts, Regional Centre, Bengaluru for above named work. The quotation shall be addressed to "The Regional Director" IGNCA, Regional Centre, Kengunte Circle, Mallathahalli, Jnanabharati Post, Bengaluru – 560056 and submitted latest by **24<sup>th</sup> October, 2018 (Wednesday)** till **5:00 PM** and will be opened on **25<sup>th</sup> October, 2018 (Thursday)** at **11:00 AM**. Quotations received after the due date/time will not be accepted. The envelope should be superscribed with Quotation No. and Name of Work.
2. Amount of Earnest money will be Rs. 15,000.00 (Rupees Fifteen thousand only) in the form of Demand Draft / Pay Order in favor of "**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS, BENGALURU**".
3. Cost of quotation document: Rs. 250/- (Two Hundred and fifty only).
4. If quotation document downloaded from website Rs. 250/- should be deposited by way of Cash/DD/PO in favor of "**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS, BENGALURU**" along with Quotation.

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

REGIONAL CENTRE, BENGALURU – 560056.

SECTION – 1**SCHEDULE OF QUANTITIES**

Sl. No.	Description of works/items	Amount (in Rs.)
I	<b>Annual Maintenance Contract for Lawn maintenance (Total Area: 19,500 sq. ft. &amp; removal of wild growth/grass at IGNCA RC Campus and disposing the garbage (Total Area: 7 acres (Approx.))</b> <b>Annual Maintenance Contract Period: One Year</b>	
	<b><u>Annual Maintenance Contract for Lawn includes:</u></b> 1. Grassing in patches in the existing lawn with similar type of grass including removal of wild grass etc., 2. Maintaining the entire lawn area, garden, trees & plants, shrubs, ground covering plants etc., in and out of IGNCA building and total open area within the campus. 3. Day to day maintenance keeping plants alive and healthy, insecticide application for controlling insects. 4. Watering through the sprinklers already installed in the lawn area and its maintenance, providing manure, pruning, cutting, dressing, removal & disposal of dead leaves, unwanted items, garbage replacement for dead plants. Keeping the lawn clean and neat condition with beauty and aesthetic sense etc. 5. Cutting / removing / cleaning of wild growth / grass twice in a month or as required and disposing the garbage from IGNCA RC campus.	
	<b>TOTAL</b>	
	<b>Taxes (if any)</b>	
	<b>GRAND TOTAL</b>	

(Rupees .....

..... only)

**Note:**

1. The Quotationers should quote the prices **after visiting the site and assessment made at site only**.
2. **Payment:** Payment will be released after satisfactory completion of work on quarterly basis.

Full Name &amp; Signature of the Quotationer with seal

Date:

**Details of the Firm, EMD and other Details:**

<b>Sl. No.</b>	<b>Particular</b>	<b>Details</b>
1.	Name of the Firm	
2.	Full Address	
3.	Telephone / Mobile No.	
4.	E-mail ID	
5.	PAN No.  (Copy of the PAN should be attached)	
6.	EMD Amount (in Rs.)	
7.	Draft No. & Date	
8.	Name of the Bank	

Full Name & Signature of the Quotationer with seal

Date:

**TERMS & CONDITIONS:**

1. **Important Note:** Before submitting quotations, quotationers shall be held to examine all the locations specified herein where work is to be performed and become satisfied as to the existing conditions under which a contractor will be obliged to operate, that may affect the work under this contract. Representatives of firms may visit this office on any working day (Monday to Friday) between 9:30 AM to 5:00 PM to assess the volume of work.
2. The quotationers with at least **3 years of experience** in the same field are only eligible to submit their quotation.
3. **AMC Period:** One year (from the date of award of work).
4. AMC for Lawn maintenance at IGNCA RC premises is for a period of **One year & extendable by another one year** based on the performance in the 1<sup>st</sup> year.
5. Quotationer should ensure that the Quotation is received before the date and time as specified.
6. Plants and shrubs shall be sourced by the contractor from available nurseries, unless otherwise specified. Seeds shall be acquired from reputed organizations and hybrid seeds will be used where possible, particularly for flower varieties.
7. All garden tools should be brought and maintained by the contractor at his own cost without charging extra cost.
8. Provide suitable and seasoned bio-manure/gobar/compost/ fertilizer, fertile red soil to the plants as and when necessary or at least thrice a year.
9. If any extra item is required to be executed during the execution of work a prior approval for the same has to be taken by the Contractor from the Competent Authority, IGNCA. If the work of extra items shall be carried out without obtaining any approval from the Competent Authority, the same shall not be paid to the Contractor / Firm.
10. The Quotation shall be signed & stamped on each page and submitted in a sealed envelope by the Contractor/Firm.
11. The Quotationers shall have to submit EMD of Rs. 15,000/- (Rupees Fifteen thousand only) by way of Demand Draft / Pay Order in favour of **“Indira Gandhi National Centre for the Arts” Payable at Bengaluru**. The EMD will be refunded to unsuccessful bidders within a month of opening of Quotation and no interest will be paid on it.

12. The Quotation forms can be taken from the IGNCA RC office for a document fee of Rs. 250/- or can be downloaded from IGNCA Website ([www.ignca.nic.in](http://www.ignca.nic.in)). If downloaded from website Rs. 250/- should be deposited by way of Cash/DD/PO in favor of “**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS, BENGALURU**” along with Quotation.
13. The rates should be given in figures and words and will be inclusive of all taxes and cartage etc. Nothing extra shall be paid on any account.
14. The rates quoted by the Quotationers shall be valid for acceptance for a period of three months (90 days) from the date of opening of the Quotation.
15. All Corrections / Over writing wherever filling Quotations must be initial by the Quotationer.
16. The Conditional Quotations will not be accepted.
17. IGNCA RC reserves the right to reject or accept any Quotation without assigning any reason. Decision of IGNCA RCB in this regard, will be final and binding to the Contractors / Firms.
18. The Contractor shall acquainted himself with the site conditions and make his own arrangements for storage of materials at site. No materials and men power shall be supplied by the IGNCA RCB.
19. During the time of execution of work the Contractor will be fully responsible for any injury or accident to any person(s) employed by them, and for any damage to any structure or any part of the property which may arise due to operation / negligence of the Contractor of its workers.
20. TDS @ 2% (two percent) and Water / Electricity charges @ 1% (one percent) shall be deducted from the gross amount of Contractor's Bill.
21. The firm should submit the bill in duplicate on quarterly basis, giving complete description of work done strictly as per Bill.
22. The payment will be made as per actual quantity only through NEFT only after work done satisfactorily.
23. **Payment:** Payment will be released on satisfactory completion of work on quarterly basis.