

TENDER DOCUMENT
FOR
GARDENING ACTIVITY
INDIAN JUTE INDUSTRIES' RESEARCH ASSOCIATION (IJIRA)

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1. Introduction:-

IJIRA is a premium research organization linked to Ministry of Textiles, Govt. of India, engaged in R&D activities with the objective of rendering scientific and technical assistance to the jute industries.

2. Scope of work:-

There is a requirement for maintenance and enhancement of gardening activity at IJIRA. The entire premises need to be well maintained with flowers and other small trees for decent appearance of the entire premises. Regular vigilance of gardening activity with proper guidance has to be provided by a representative of the company visiting IJIRA after every fortnight. Proper supply of gardening material has to be ensured. Lawn mower needs to be provided. Bricks and flower pots need to be coloured at regular interval. There will be six days working per week (Monday to Saturday)

3. Area of work:-

IJIRA premises.

4. Cost break-up:-

- Cost break up to be submitted for individual work
- Quality of the key materials to be used needs to be specified.

5. Details of tender and tender notice:-

Tender in sealed cover is invited by Director, IJIRA from reputed vendors. Last date of submission of duly filled up sealed tender at IJIRA is 10th May 2018 by 12 noon. The tender will be opened on the same day at 14.00 hrs.

Address for communication:-

To
Director,
Indian Jute Industries Research Association,
17, Taratala Road, Kolkata – 700 088.

6. General Terms & Conditions:-

- a) All pages of the tender documents shall be signed with proper seal by the authorized signatory of the concerned vendor. The full name of the person authorized to file the tender along with office address, phone number and e-mail address shall be indicated in the tenders.
- b) IJIRA will not be responsible for any typographical error/ additions/ omissions committed by the bidder while filling up the tender form.
- c) Check list of the documents to be submitted by the vendors.
- d) Validity of the tender: Rates quoted by the vendors shall be valid up to 90 days from the date of submission.
- e) Vendors should mention their credentials (recent past work record and clientele) along with the tender documents.
- f) Tenders which are found to be technically non-responsive shall be rejected and their commercial details shall not be considered.
- g) In the technical bid, there will be clear mentioning of the number of persons to be deployed.
- h) Vendor's Provident Fund and ESI registration is mandatory.
- i) The technical and commercial details are to be submitted in separate envelopes.
- j) The standard of work will be monitored regularly.

7. Technical Bid Details :- (below fields are mandatory to qualify the tender process)

1.	Name of Tendering Company / Firm	
2.	Name of Owner / Partners / Directors	
3.	Full Particulars of Office	
	A) Address	
	B) Telephone No.	

	C) Fax No.	
	D) Email Address	
4.	Registration details:-	
	A) PAN / GIR No.	
	B) Service Tax Registration No.	
	C) PF registration No.	
	D) ESI registration No.	

8. Financial Bid Details :-

Offers to be submitted with cost along with material details as mentioned in serial no. 4.

9. Checklist Of The Documents To Be Submitted With The Tender:-

S. No.	Items	Confirm
1.	Tender form with complete technical bid and Financial bid, with all pages serially numbered, signed and stamped on each page.	
2.	Technical Bid.	
3.	Financial Bid.	
4.	Self attested Photo Copy of PAN Card.	
6.	Service Tax registration certificate & other statutory documents, if any.	
7.	Declaration.	

Signature of Authorized Person

Date :

Full Name

Place :

Company's Seal :

10. **DECLARATION.**

1.Son/Daughter of Shri
..... Proprietor/Partner/Director/Authorized Signatory
ofam competent to sign this declaration of execute this
tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and hereby
convey my acceptance of the same.
3. The information/documents furnished along with the above application are true and
authentic to the best of my knowledge of belief. I/we am/are well aware of the fact that
furnishing of any false information/fabricated document would lead to rejection of my
tender at any state besides liabilities towards prosecution under appropriate law.
4. I have appraised myself fully about the job to be done during the period of agreement and
also acknowledge bearing consequences of non performance or deficiencies in the services
on my part.

Signature of Authorized Person

Date :

Full Name :

Place :

Company's Seal :