

PUNJAB NATIONAL BANK

GENERAL SERVICES ADMINISTRATION DIVISION, HEAD OFFICE, NEW DELHI

**TENDER DOCUMENT
(Part I –TECHNICAL BID)**

FOR

**AMC for Supply of Material and maintenance of
Horticulture Services at
Head Office: At Plot No.4, Sector 10 Dwarka, &
Providing Three Mali's at PNB Sr. Official
Residential Complex, 8, Under Hill road
Civil Lines, New Delhi**

Issued by

**Punjab National Bank
General Services Administration
Division, HO: Plot No. 4, Sector 10,
Dwarka, New Delhi**

PART –I
TENDER DOCUMENT

TECHNICAL BID

Name of work: AMC for Supply of Material and maintenance of Horticulture Services at Head Office: At Plot No.4, Sector 10 Dwarka, & Providing Three Mali's at PNB Sr. Official Residential Complex, 8, Under Hill road Civil Lines, New Delhi

Estimated Cost : Rs.21.54 Lac (Rs. Twenty one lac and fifty four thousand only) annually approx. **inclusive of applicable GST.**

Earnest Money :Rs. NIL

Security Deposit :Rs.3% of the contract value

Period : 12 (Twelve) Months. Extendable further for two terms of 12 Months each on same rates, Terms & Conditions, subject to annual review basis

NIT No. : _____

Cost of Tender: Rs. 2500/- + 18 % GST i.e. Rs. 2950/- (Rs Two Thousand Nine Hundred Fifty only) (Non Refundable)

LAST DATE FOR SUBMISSION OF BID DOCUMENT: Up to 25.11.2021 at 15.00 Hrs.
[Eligibility cum Technical (Part-I) & Commercial (Part-II)]

**GENERAL SERVICES ADMINISTRATION DIVISION,
HEAD OFFICE, PLOT NO 4, SECTOR 10,
DWARKA, NEW DELHI - 110 075.
Tel No. 011-28044751**

GENERAL SERVICE ADMINISTRATION DIVISION, 4, SEC-10, DWARKA NEW DELHI

Tender Notice for AMC for Supply of Material and maintenance of Horticulture Services

Sub: Tender Notice for AMC for Supply of Material and maintenance of Horticulture Services at Head Office: At Plot No.4, Sector 10 Dwarka, & Providing Three Mali's at PNB Sr. Official Residential Complex, 8, Under Hill road Civil Lines, New Delhi

Punjab National Bank, a body corporate duly constituted under Banking Companies Acquisition and Transfer of Undertaking Act, 1970 hereinafter called as Bank invites on-line bids from experienced contractors who are meeting eligibility criteria prescribed in Tender Document, AMC for Supply of Material and maintenance of Horticulture Services at Head Office: At Plot No.4, Sector 10 Dwarka, & Providing Three Mali's at PNB Sr. Official Residential Complex, 8, Under Hill road Civil Lines, New Delhi.

PNB intends to select Service Provider for **AMC for Supply of Material and maintenance of Horticulture Services at Head Office: At Plot No.4, Sector 10 Dwarka, & Providing Three Mali's at PNB Sr. Official Residential Complex, 8, Under Hill road Civil Lines, New Delhi** for a period 12 (Twelve) Months. Extendable further for two terms of 12 Months each on same rates, Terms & Conditions, subject to annual review.

Sealed bids (excluding commercial bids which is to be submitted on-line only), in the prescribed format and in compliance of the instructions as attached should be submitted to The Chief Manager, GSAD, HO, Plot No. 4, Sector 10, Dwarka, New Delhi- 110075 on or before 15:00 hrs on 25.11.2021

Interested bidders may obtain further information from The Chief Manager, GSAD, HO, Plot No. 4, Sector 10, Dwarka, New Delhi 110075 through e-mail id hogad@pnb.co.in, hkdwarka@mail.pnb.co.in

Necessary tender documents may be downloaded from our bank's e-Procurement website www.pnbindia.in or <https://etender.pnbnet.in>. Bidders have to pay a tender document fee of Rs.2500/- + 18% GST i.e. Rs.2950/- (non-refundable) in the form of Demand Draft/Pay Order in favour of Punjab National Bank, payable at New Delhi at the time of submission of bid.

Last date for tender downloading and bid hash preparation: 24.11.2021 up to 15.00 hrs.

Last date for re-encryption:- 25.11.2021 up to 15.00 hrs.

Bank reserves the right to accept/reject any or all the offers submitted in response to this advertisement without assigning any reason whatsoever.

Chief Manager

INDEX

S. No.	Description	Page No.
PART - I		
1	Bid Details	5-6
2	Eligibility Criteria	7-8
3	Notice Inviting Tender	9-11
4	Letter submitting Tender	12-13
5	Letter to Transmittal	14
6	Appendix to Form Tender	15
7	Bidder's Information	16-17
8	Article of Agreement	18-19
9	General Condition of Contract	20-31
10	Special terms & conditions	32
11	Certificate of Minimum wages	33
12	Undertaking for Non Blacklisted	34
13	Compliance Statement	35
14	Instructions to the Bidders	36-38
15	Bid securing declaration Form	39
PART - II		
16	Commercial Bid (Online Only)	40-43

Bid Details for AMC for Supply of Material and maintenance of Horticulture Services at Head Office: At Plot No.4, Sector 10 Dwarka, & Providing Three Mali's at PNB Sr. Official Residential Complex, 8, Under Hill road Civil Lines, New Delhi

1.	Tender Reference	PNB/GSAD/DWARKA/AMC-HORT/2021-22
2.	Date of commencement of Tender download	10.11.2021 from 1000 Hrs
3.	Last date and time of acceptance of queries	15.11.2021 till 1700 Hrs
4.	Pre Bid meeting	16.11.2021 from 1100 Hrs at GSAD HO building
5.	Last date and time for downloading tender & Bid Hash preparation	24.11.2021 up to 1500 Hrs
6.	Closing Date for Technical and Commercial Bid	24.11.2021 From 1501 Hrs to 1600hrs
7.	Last Date for re-encryption & submission of physical bids	24.11..2021 from 1601 hrs to 25.11.2021 till 1500 hrs
8.	Tender Fee & Technical Bid opening	25.11.2021 from 1600 hrs
9.	Cost of Tender Document	A non-refundable amount of Rs 2950/- (Rs. Two Thousand Nine Hundred Fifty) (2500+ 18 %GST) in the form of Demand Draft Punjab National Bank payable at New Delhi. Firms registered under MSEs/MSME would be exempted from submission of Tender fee/ cost and from payment of earnest money, if bidder can furnish requisite proof subject to satisfaction of Bank.
10.	Earnest Money Deposit Amount	NIL, Bidder to submit the Bid Security declaration form D as per format given in tender document.
11.	Performance Security	3% of contract amount
12.	Estimated Cost of Project	Rs.21.54 lac (Annually) inclusive of applicable GST
13.	Validity of the tender	90 days from the date of opening of commercial bid
14.	Duration of the contract	12 months and can be extended for further 1+1 year as per clause 4 of General Condition
15.	Acceptance of letter	7 days from date of award of work
16.	Date of start of work	Within 10 days from issue of letter
17.	Place of opening of Bids	GSAD, Head Office, Punjab National Bank, 1 st floor, 'E' Wing, Plot No. 4, Sector-10, Dwarka, New Delhi-110075

18	Contact Detail	Chief Manager GSAD, 1 st Floor, 'E' Wing Plot No. 4, Sector-10, Dwarka Ph 011-28044751,(EXT :-5377) e-mail: hogad@pnb.co.in , hkdwarka@mail.pnb.co.in
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Bank will be following the e-procurement process. The complete details of the requirements for participation in the e-procurement process of the Bank are available on the website <https://etender.pnbnet.in> which may be referred for details & clarification. It is mandatory for the bidder to get itself registered on Bank's website for submission of online bids. Those bidders not registered on the website mentioned above, are required to get registered beforehand. The intending bidder must have class-II/ III (signing + Encryption) digital signature to submit the bid.

Note: -

1) Technical bids will be opened in the presence of bidders who choose to attend as above. The above schedule is subject to change. Notice of any changes will be published on Bank's website (www.pnbindia.in & <https://etender.pnbnet.in>). Further, please note that commercial bid (online) opening date and time will be intimated to the technically qualified bidders at a later date.

2) Bidders, who have not registered earlier with e-procurement site, would have to register with our e-procurement site.

3) Bid re-encryption from bidder after close of technical and commercial bid from bank is mandatory failing which Bank will reject the bid summarily.

4) All the technical supporting & Tender documents duly signed and sealed on each page should be given in physical form only at the time of physical submission of bid, bidder has to show acknowledgement e-mail received after completion of the bid submission in proof of having submitted the bid online.

5) Bids will be rejected with immediate effect if any disclosure of commercial rates found in physical form along with Technical bid, Bidders will only submit their commercial bid in online portal only".

ELIGIBILITY CRITERIA

1. The bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described herein. The bidder should also possess the technical know-how and the financial wherewithal that would be required to complete the scope of work as stipulated in the tender documents. Bidders not meeting the eligibility criteria will not be considered for further evaluation and bid submitted by them shall be summarily rejected.
2. This invitation of bids is open to all experienced contractors, reputed firms (proprietary/ partnership) company / organisation registered in India under companies Act, provided they fulfil the minimum eligibility criteria as below. Consortium/ joint Ventures and special purpose vehicles are not eligible for the tender and the bid, if any, submitted by them shall be summarily rejected. Proposals not complying with minimum eligibility criteria, as enumerated below, will be rejected and will not be considered for evaluation of technical bid. The proposal should adhere to the following minimum eligibility criteria.

Sr No.	Minimum Eligibility Criteria
1	<p>The bidder should have satisfactory completed similar work during last 7 (seven) years ending last day of the month of September 2021 with central/State Government Department/ Central Autonomous Body/ Central Public Sector Undertaking/City Development Authority/ Municipal Corporation of City formed under any Act by Central/ State Government and published in Central/ State Gazette/ Scheduled Commercial Banks or its subsidiaries / Private Organisation</p> <ol style="list-style-type: none">1. One similar work amounting to Rs. 17.23 lac2. Two similar work amounting to Rs. 10.77 lac3. Three similar work amounting to Rs.8.62 lac <p>Similar work mean supply of material and maintenance of Horticultural works executed under one agreement. Cumulative works executed under rate contract shall not be treated one work. Similar work shall mean '<u>Annual Maintenance contract (12 month) for Horticulture maintenance of the Govt.,Pvt. Office/ Residential Complex/ Hostel / Institutional Multi-storey Building etc.</u></p> <p>Components of work executed other than those included in definition of similar shall be deducted while calculation cost of similar work. Bidder shall submit abstract of cost of work in support of this.</p> <p>In case the similar work/s is of private nature other than Central/ State</p>

	<p>Government/ Central Autonomous Body/ CPSU/ City Development Authority / Municipal Corporation of City, they shall be required to submit T.D.S. certificate for such works issued by respective clients.</p> <p>The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple interest of 7% per annum, calculated from the date of completion to the last date of receipt of application for tender.</p>
2	<p>The minimum average annual turnover of Bidder for the last three financial years i.e. 2018-19, 2019-20, 2020-21** must not be less than Rs. 6.46 lac. Bidder to upload audited Balance Sheet, Profit & loss statement and trading account details for these financial years, if applicable.</p>
3	<p>The bidder should not have been black-listed/ barred by any public sector Bank, RBI, or IBA or any other Government /PSU agencies. An undertaking in this regard is to be submitted to Bank by Bidder.</p>

** In case, the company/bidder doesn't have the audited Balance Sheet for period ending March 2021, provisional balance sheet certificated by their statutory Auditors will be acceptable.

Note: The bidder must submit the Compliance Statement failing which the bids may not be taken for further evaluation.

3. Bidder must submit documentary evidence in respect of all above mentioned criteria while submitting the proposal. Proposal of bidder who do not fulfil the above criteria or who fail to submit documentary evidence thereon would be rejected.
4. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding Document. Failure to furnish all information required by the bidding Document or to submit a Bid not substantially responsive to the bidding Document in all respect will be at the Bidder's risk and may result in rejection of the Bid.
5. Bidder had to upload scanned and legible copies of all supporting documents on Bank's e-procurement website <https://etender.pnbnet.in> for its scrutiny.
6. The Bank reserves the right to request for any additional information and also reserves the right to reject or accept the bid of a bidder, if in the opinion of Bank the qualification data is incomplete or the bidder is found not qualified to satisfactorily execute the requirements of the project and no communication shall be entertained in this regard in future.
7. To become eligible for submission/uploading, the bidder shall have to furnish an affidavit as under: I/we undertake and confirm that eligible similar work(s), has /have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of the Bank, then I/we shall be debarred for bidding in PNB in future forever. Also, if such violation comes to

the notice of the Bank before date of start of work, the Bank shall be at liberty to debar the firm from taking part in the tender.

8. Copy of registration of EPF, ESI, GST & PAN Number.
9. Power of Attorney if applicable.

NOTICE INVITING TENDER

1. Online tenders are invited on item rate basis on behalf of Punjab National Bank from experienced contractors, reputed firms (proprietary/ partnership) / company/ organisation registered in India under Companies Act, who fulfil the eligibility criteria mentioned in the tender documents for **Supply of Materials and Maintenance of Horticultural Works** in Bank's Head Office Building at Plot No.4, Sector 10, Dwarka, New Delhi **& providing of Three Mali at Sr. Officers residential complex** situated at 8, Under Hill road Civil Lines, New Delhi against payment of Rs. **2950/-** (Rs 2500 + 18% GST) (non-refundable towards cost of tender), in two envelop system containing (1) Technical bid (2) Tender fee of Rs 2,500/- + 18% GST i.e. Rs 2950/- may be submitted in a separate envelope in the shape of Draft. **Commercial bid shall be submitted online only.**
2. Firms / companies registered under MSE & MSME are exempted from depositing Tender fee / cost amount for participating in Tender process. (MSME Certificate to be submitted)
3. The bidders intending to participate in this tender are required to get enrolled on the Bank's website i.e. <https://etender.pnbnet.in> . Enrolment on the above mentioned website is mandatory.
4. As the bids has to be digitally signed by the electronic/ Digital signature of the respective Bidder before submitting the bids online, the bidders are advised to obtain Electronic / Digital Signature Certificates in order to bid for the tender. Digital signature is must and without it bids shall be rejected.
5. The tender Documents containing detailed terms & conditions can be downloaded online directly from the portal <https://etender.pnbnet.in> as per tender schedule attached and shall be submitted online.
6. Bidders may submit their queries regarding any technical clarification before **15.11.2021 up to 1700 hrs**. No query shall be entertained after last date fixed for acceptance of queries.
7. Standardized documents may be downloaded from the "Corrigendum / Addendums" section of the above mentioned portal up to **1500 hrs on 24.11.2021**

after clarification on queries. No deviation on the above will be entertained by the Bank thereafter.

8. The intending bidder will submit their unconditional acceptance on the prescribed format along with tender document, based on the clarification of conditions laid down by the Bank.
9. Commercial bid of only those bidders shall be opened who bring their tender in line with requirements of the tender documents and are acceptable to the Bank.
10. The commercial bid of technically eligible bidder who meets the eligibility criteria stipulated in tender documents will be opened online in the presence of participated or representative of participated bidders. Date for opening of commercial bids will be intimated later.
11. The tender shall be valid for a period of not less than 90 days after date of opening of commercial bid online.
12. All disputes arising out of or in connection with this agreement shall deem to have arisen in Delhi and only the courts of Delhi shall have the jurisdiction to determine the same.
 - ✓ Last date for downloading the tender document (as per the tender schedule)
 - ✓ Last date for Bid preparation and Hash Submission (as per the tender schedule)
 - ✓ Last date for submission of bids on line and re-encryption (as per the tender schedule)
 - ✓ Hard copy of technical bid as well as all the other documents are mandatory to submit in physical form

Please note that bid preparation and hash submission and bid submission are compulsory activities, failing which bidder will not be able to submit the bids online.

13. For any further information/ queries please contact Chief Manger, Punjab National Bank, 1st Floor, GSAD, Plot No. 4, Sector 10, Dwarka, New Delhi- 110075. Tel No. **011-28044751**. E-mail: hkdwarka@mail.pnb.co.in
14. The Bank reserves the right to accept/reject any or all the offers submitted in response to this advertisement without assigning reason whatsoever.
15. The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

16. Please note that, on tendering procedure through electronic tendering system refer to the instructions for using the Electronics tendering system document available along with the tender documents on <https://etender.pnbnet.in>.
17. Physical documents are to be submitted at Punjab National Bank, Head Office, Plot No 4, Sector 10, Dwarka, New Delhi 110075.
18. Bank reserve the right to ask for clarifications.
19. The tender is under 2 bid system 1. Technical bid, 2. Commercial bid

Chief Manager

LETTER SUBMITTING TENDER

**Chief Manager, GSAD
Punjab National Bank, 1st Floor
Plot No., Sector- 10, Dwarka,
New Delhi – 110075.**

Reg : Supply of Material and Maintenance of Horticulture works in Bank's Head Office Building at Plot No.4, Sector-10, Dwarka & providing of Three Mali at PNB Sr. Officers residential complex situated at 8, Under Hill road, Civil Lines, New Delhi

Dear Sir,

1. Having visited the site, the conditions of contract, special conditions of contract, general specifications and detailed specifications, schedules and bill of quantities for the execution of the above named works, we offer to complete and maintain the whole of the works. Conditions of contract, specifications, schedules and bill of quantities for the sum stated in bill of quantities of this tender document or such other sum as may be ascertained in accordance with the said conditions of contract.
2. We undertake to complete and deliver the whole of the works comprised in the contract.
3. We agree to abide by this tender for the period of 90 days from opening of commercial bid or extension there of as required by the Bank from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
4. We confirm that the period and rates as referred in the agreement or general conditions of contract are given or summarized in the appendix hereto, to which we give our consent and agree to abide by the same.
5. We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.

6. We understand that you are not bound to accept the lowest or any tender you may receive and may reject all or any tender, accept or entrust the entire work to the contractor without assigning any reason or giving any explanation whatsoever.

Dated this day of2021

Signaturein the capacity of.....duly

tenders for and on behalf of (in capital letters).....

tender submitted onbeforeP.M.

LETTER OF TRANSMITTAL

**Chief Manager, GSAD
Punjab National Bank, 1st Floor
Plot No., Sector- 10, Dwarka,
New Delhi – 110075.**

Dear Sir,

Reg : Supply of Material and Maintenance of Horitculture works in Bank's Head Office Building at Plot No.4, Sector-10, Dwarka & providing of Three Mali at PNB Sr. Officers residential complex situated at 8, Under Hill road, Civil Lines, New Delhi.

Having examined the details given in press advertisement and tender document for the above work, I/we hereby submit the relevant information.

1. I/we here by clarify that all the statement made and information supplied in the enclosed forms and accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we submit the following certificates in support of our suitability , technical knowledge and capability for having successfully completed the following eligible similar works:-

Sr No	Name of the Work	Value of Work	Date of Completion	Certificate issued by

“Certify that the information given in the enclosed tender documents is correct. It is also certifying that I/we shall be liable to be debarred, disqualify/ cancellation of bid in case any information furnished by me/us found to be incorrect.”

Enclosures:

Date of Submission

Signature of applicant (s)

Seal of applicant

APPENDIX TO FORM TENDER

1	Date of commencement	Date of start of work shall be reckoned from the date of acceptance of award letter or 14th day of issue of award letter or handing over of site whichever is earlier.
2	Period of Contract	12 months from the date of award of the contract (further can be extended for 2 terms of 12 months each subject to satisfactory) as per tender clause no 4 of General Conditions
3	Initial Security Deposit	3% of the accepted value of contract

BIDDERS INFORMATION

1	Name	
2	Constitution	
3	Address	
4	Name & address of Proprietor/Partners/Director, whichever is applicable	
5	Name of contact person(s) with mobile number	
6	Office telephone , Fax, email	
7	PAN No.	
8	GST NO.	
9	Manpower Employed	

BIDDERS FINANCIAL INFORMATION

Name : _____

Constitution : _____

Address : _____

Name and addresses of the partners if applicable:

Contact person (S) : _____

Telephone, Mob No. , fax : _____

E-mail ID : _____

Number of year of experience : _____

Please give brief financial particulars of your firm for the last three accounting years along with the volume of business handled.

(this information will be kept confidential)

Year (FY)	2018-19	2019-20	2020-21
Total turnover			

Seal of company

Signature

ARTICLES OF AGREEMENT

This agreement is made at New Delhi onday of2021 between Punjab National Bank, a body corporate constituted under the Banking Companies (Acquisition and transfer of undertaking Act) 1970 having its Head Office at Plot No. 4, Sector-10, Dwarka, New Delhi-110075 and its General Services Administration Division (Hereinafter referred to as "The Bank") of the one part &(Herein after called "The Tenderer / Contractor") of the other part.

Whereas the Bank has floated tender documents inviting tenders from eligible firms/ agencies/ companies for AMC for **Supply of Material and Maintenance of Horticultural works in Bank's Head Office Building at Plot No. 4, Sector-10, Dwarka, New Delhi & providing of Three Mali at PNB Sr. Officers residential complex situated at 8, Under Hill road, Civil Lines, New Delhi** and has by letter of acceptance datedaccepted a tender by the Tenderer / Contractor.

Whereas the Bank is desirous of executing work of AMC for **Supply of Material and Maintenance of Horticultural works in Bank's Head Office Building at Plot No. 4, Sector-10, Dwarka & providing of Three Mali at PNB Sr. Officers residential complex situated at 8, Under Hill road, Civil Lines, New Delhi**

and has by letter of acceptance datedaccepted a tender by the Contractor.

After discussion, the Bank and the bidder agree to enter into this agreement on the terms and conditions set out hereunder:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the said conditions of contract hereinafter referred to:
2. The following documents, terms and conditions contained therein shall form and construe as integral part and parcel of this agreement and be read as part and parcel of this agreement, viz.
 - a) Original tender document
 - b) Relevant correspondence all letter/correspondence forming parts of contract and referred to in acceptance letter.
 - c) Acceptance letter
 - d) Bill of quantities
 - e) Other additional documents as required
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies the latest documents issued by the Bank shall prevail over the earlier documents.

4. In consideration of payment to be made by the Bank to the successful bidder as hereinafter mentioned, the successful bidder hereby covenants with the Bank to perform execute, complete and maintain the work in due respects and in conformity with the provision of the contract and tender documents.
5. The Bank hereby covenants to pay the Bidder in consideration of the execution, completion of the work such sums as shall become payable hereunder at the time(s) and in the manner prescribed in the said conditions and price schedule of quantities / bill of quantities prescribed in the contract.
6. All dispute or differences whatsoever arising between the parties shall be settled amicably. If parties are not able to solve the dispute amicably, the same shall be settled through arbitration in accordance with Arbitration and conciliation Act 1996. Venue of arbitration shall be at New Delhi.

SIGNED AND SEALED AND DELIVERED BY THE

Said

(Name)

On behalf of Contractor

In the presence of

Name:

Address:

Said

(Name)

On behalf of Bank

In the presence of

Name:

Address:

This form is included in the tender documents only for the information of bidders. Only the successful bidder will be in due course, required to complete the form.

GENERAL CONDITIONS OF CONTRACT

All correspondence shall be addressed to Chief Manager, GSAD, 1st Floor, PNB HO, Plot No. 4, Sector 10, Dwarka, New Delhi-110075 and super –scribed “**AMC for Supply of Material and Maintenance of Horticulture works in Bank’s Head Office Building at Plot No.4, Sector-10, Dwarka & providing of Three Mali at PNB Sr. Officers residential complex situated at 8, Under Hill road, Civil Lines, New Delhi.**”

1. The tenders will remain valid for a period of 90 days from the date of opening of commercial bid. Bank reserve the right to accept or reject any or all the tenders without assigning any reason whatsoever.
2. The successful bidder to whom the contract is awarded will have to deposit an initial security deposit, a further sum of 3% of the value of the accepted tender. The initial security deposit will have to be made by the contractor to the Bank within 7 days of acceptance of tender. The initial security deposit shall be accepted in the form of demand draft only. **The initial security deposit will be invested by the Bank in a non-interest bearing fixed deposit for the duration of the contract period.** The initial security deposit will be refunded to the contractor within fourteen days after expiry of said contract, if not extended.
3. The rates quoted in the tender shall include all the charges of tools and plants, freight, labour, conditions and fluctuations in the rate, overhead charges, **and shall be inclusive of GST.** Nothing extra shall be paid on this account. The certificate in respect of TDS shall be issued by the Bank as per rule. Any variation in taxes and duties and/or imposing any new taxes and duties during currency of contract or extended period shall be borne by the bidder. No claim whatsoever on this account shall be entertained.
 - a. **Scope of work:** The work consists of supply of material and maintenance of Horticulture works in Bank’s Head Office Building at Plot No. 4, Sector 10, Dwarka, New Delhi and providing three Malis at Sr. Officer’s residential complex situated at 8, Underhill Road, Civil Lines, Delhi. In accordance with the schedule of quantities, Bank or its representative in their absolute discretion issue further written instructions, details, directions and explanations, which are, hereafter collectively referred to as “The Bank’s instructions” in regard to the variation or modification of quantity of works or the addition or omission or substitution of any work.

BRIEF SCOPE OF THE WORK AT HO: BUILDING DWARKA IS AS UNDER:

- ❖ Maintenance of Indoor Plants implanted in different locations of building namely Areca Palm (100), Money Plant (110), Aerocaria (80), Green Drysena (70), Raphis Palm (50), Son of India (50), Geneda (25), Jungle Parrot (10) etc. The no. of plants is approx.
- ❖ Maintenance of Outdoor Plants planted in soil at different locations of building namely Phycus (30), Cycus (10), Chera Palm (25), Bagan Balia (35), Phonix Palm (35), Champa (10), Golden Bamboo (20) approx. Besides this 75 Ashoka Trees, Champa (60), Phycus (15), Rose (35), Bottle Palm (15), Tapoori (15) etc. The no. of plants is approx.
- ❖ Seasonal Flower Plants around 600 are also sourced from open market as and when required.
- ❖ Maintenance of HO Building having total green grass of approx. 16000 sq. feet consisting of 5500 sq. feet fountain area, 2 nurseries of 3500 sq. feet, garden area from gate no 1 to 4 of 2500 sq. feet, garden area from gate no 2 to 3 of 2500 sq. feet, 2 terrace gardens of 1000 sq. feet each.
- ❖ Maintenance of hedge in HO Building total area around 5000 sq. feet consisting of fountain area, Gate No. 1 to 4, Gate No. 2 to 3, both side of porch and outside building.
- ❖ Maintenance of small rose garden of around 1000 sq. feet including an atrium with around 200 sq. feet of area having different plants like Raphis Palm, Pastal Palm, Champa etc.
- ❖ Fresh supply of plants as per commercial bid and maintenance of decorative plants situated at different locations.
- ❖ Supply of plants, shrubs, herbs, climbers, bonsai trees, grass, potted plants, hanging plants etc. as per bill of quantities along with all related inputs like manures, fertilizers, insecticides, pesticides.
- ❖ Proper irrigation to plants, manuring, related earth work, uprooting of grasses, cleaning of area surrounding the plants and other features of the garden.
- ❖ Checking the mortality of all kind of plants, herbs, shrubs, tree, grasses featuring the garden.
- ❖ Periodic maintenance by way of changing of soil where ever found suitable to specific plant, changing of seasonal plants, as and when required. Checking of insects & pest infestation/ infections, checking of damage to plants due to excessive rains, hailstorms, heat etc. and taking necessary measures for proper maintenance.
- ❖ Periodic application of insecticides/pesticides etc.
- ❖ Disposal of garden garbage/rubbish to approved Municipal yard.
- ❖

BRIEF SCOPE OF THE WORK AT PNB SR. OFFICIAL RESIDENTIAL COMPLEX AT CIVIL LINES, NEW DELHI IS AS UNDER:

- ❖ Maintenance of three gardens having area 3000 sq. feet, 5000 sq. feet and 8000 sq. feet approx. each. Total areas of these gardens are around 16000 sq. feet approx.
- ❖ Maintenance of Maintenance of Ashoka Tree (60), Bottle Palm (20), Champa & Kanner (10), Chandani (20), Budail (30) and other (50) and around 500 pots at different locations, Green Hedge approx. 2500 sq. feet at PNB Sr. Official residential complex at 8 Under Hill Road, Civil Lines, New Delhi.
- ❖ Supply of plants, shrubs, herbs, pot plants etc. along-with all related inputs like manures, fertilizers, insecticides, **pesticides shall be provided by Bank as and when required.**

Note: Contractor to deploy **minimum Three number of Mali's** to undertake the work for the complete satisfaction of **Bank at HO building Dwarka and Three Mali to be provided for Sr. Officers residential complex situated at 8, Under Hill road, Civil lines Delhi.** Mali's should be experienced enough to carry out the said job. Prior approval shall be taken from Bank before deployment of Malis. **It is pertinent to mention here that while quoting rate bidder has to consider the fact that Bank has factorized cost of Mali's to be provided at Sr. Officer residential complex situated at 8, Under Hill road Civil Lines Delhi in contract estimate. The contractor is required to pay minimum wages as per prevalent Govt. guidelines and also to make deduction as per statutory guidelines.**

4. **Period of Contract:** Contract will be executed/valid for a period of One Year. However, contract may be renewed further for two more tenures of one year each i.e. total three years on the same terms and conditions with an **escalation of 7% annually**, only if the performance of the contractor is found satisfactory by the Bank. **Besides this no other escalation in cost like revision in wages etc shall be given by Bank.** Bank decision in this regard shall be final and binding on the contractor.
5. The successful tenderer is bound to carry out entire work within the period stipulated in the appendix. Bank will deduct @1000/- per day if the required materials are not delivered at site within 3 days of obtaining instructions by Bank.
6. The successful tenderer is bound to carry out items of work necessary for completion of job even though the same are not included in the schedule of quantity. Rates will be derived from the tender. In case the rate do not exist in the tender and extra items is not similar to tender item, then the rates will be worked out on the prevailing market cost on material sustained by purchase vouchers/bill and labour including wastages plus 15% towards contractor's profit and overhead plus GST as applicable.
7. The contractor shall remove all marks and stains etc. wash clean the floors at his own cost.

8. The tenderer shall acquaint himself with the site conditions, making his own arrangement for storing of material at site, lift cartage etc.
9. The contractor shall make adequate arrangement for watch and ward of his material and shall ensure the safety, breakage and any theft of material fixed or unfixed by him.
10. The work executed should be got approved by the Bank and the contractor shall rectify any bad workmanship pointed out at any stage and remove from site all the rejected materials, immediately.
11. The contractor shall be responsible for implementing labour laws, compensation for injury and accident to person whether employed by him or by his sub-contractors for the work executed.
12. The contractor will take necessary precautions for carrying out the work avoiding any damage to structure /decorative parts of the property. The contractor will rectify any damages done at his cost.
13. The contractor shall ensure that workmen employed by him for execution of work are suitable covered against workmen's compensation act and that all liabilities arising out of workmen's compensation act, ESIS and other legislative enactments applicable to such work and workmen shall be to the contractor's account.
14. The work will be carried out to the entire satisfaction of the Bank.
15. The contractor will submit monthly bills towards maintenance charges as mentioned in BOQ.
16. In case of non-compliance or delay of work or non-removal of defects in time, the Bank shall be free to appoint another agency to get the job done at contractor's risk and cost.
17. The contractor will not execute any extra item without Bank's permission in writing.
18. The quantity mentioned in the schedule of quantities are approximate and can vary up to reasonable extent. Payment will be made on actual work done by the contractor. However, the contractor should not deviate the quantity without Bank's permission.
19. Conditional tender quoted by the tenderer is liable to be rejected.
20. The Bank has right to alter the nature of work and to add or omit any item of work or to have the opinion of the same carried out departmentally or otherwise and such alteration of variations shall be carried without prejudice to this contract.
21. The Bank has right to terminate the contract, if the contractor abandons the work or fails to commence and complete the work in time or fails to abide by the contract.
22. **Relationship between Parties:** the engagement of bidder shall not constitute the appointment of either party as the legal representative or agent of the other party. This engagement is on a principal to principal basis between the parties hereto. No party to this engagement shall have any right or authority to assume,

create or incur any liability or any obligation of any kind, express or implied , against or in the name of or on behalf of the other party to this agreement except as may be specifically provided. The employees engaged by the Contractor shall be deemed to be the employees of Contractor only. The Contractor alone would comply with the statutory obligations and Labour Regulations/ Rules in this regard. The Contractor shall be responsible for payments of all statutory dues with respect to each of his personnel/employees engaged by him to render service under this Agreement with respect to each applicable/extant labour law, including but not limited to, the Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Employees' State Insurance Act, 1948, The Payment of Gratuity Act, 1972, The Maternity Benefit Act, 1961, The Employees' Provident Funds and Miscellaneous Provisions Act, 1952, Code on Wages Act 2019 (as and when notified) etc. No dues/contributions under any labour legislations as applicable, remain payable with respect to his personnel/employees. The Contractor shall have no claims whatsoever against the Bank with respect to payment of statutory dues/contributions to its personnel/employees under applicable labour legislations/rules/regulations.

23. Use of Name / Logo of the Bank: The contractor shall not use for publicity, promotion, or otherwise, any logo, name, trade name, service mark or trade mark or any simulation, abbreviation, or adaptation of the same of the Punjab National Bank or any of its affiliate, or the name of any bank's employee or agent, without bank's prior, written, express consent. The bank may withhold such consent, in case so granted by it, in its absolute discretion. Violation thereof shall constitute a material breach of the terms of this Agreement and shall entitle the bank to take appropriate actions as available to it in law and this Agreement.

24. NON- EXCLUSIVE: It is expressly agreed that the engagement between the parties, shall be on a non-exclusive basis. Bank reserve its right to appoint/engage one or more contractors/agencies/service providers to provide the like services or /and work concurrently the currency of engagement.

25. SEVERABILITY: The clauses of this agreement shall be deemed severable, in the event any provision of this agreement is held by a competent tribunal/court to be contrary to the law, the remaining provisions of this agreement will remain in full force and effect.

26. SPECIAL TERMS AND CONDITIONS

FRESH PLANTS TO BE PROVIDED EVERY YEAR AT HO BUILDING SITUATED AT PLOT NO 4. DWARKA SECTOR 10, NEW DELHI AS PER DESCRIPTION OF PLANTS GIVEN FROM S.N. 10 TO 20 IN COMMERCIAL BID.

27. PROCEDURE FOR FINALIZING L-1 BIDDER

After technical assessment, bids of all the eligible bidders will be opened and L-1 will be decided on the basis of **lowest rate quoted on annually basis by the bidders as mentioned in the commercial bid.**

28. OTHER TERMS AND CONDITIONS:

Bank shall not entertain any claim arising on account of damages, compensation or expense payable as a result of any accident or injury sustained by any workman/staff of the bidder or any claim under the workman's compensation act. The bidder may obtain necessary insurance cover to meet any of the above contingencies.

The bidder and his staff shall abide by the regulations/requirements of security department and strictly follow the rules. Bank's security staff will have right to check, search or interrogate any of the bidder staff while entering /remain present/ leaving the Bank premises for security purposes.

The bidder shall be responsible for any loss/damage to the materials and other assets of the Bank by his staff deployed for duty.

The bidder shall also be wholly responsible for theft, burglary, fire or any other mischievous act and conduct done by their staff.

29. INDEMNIFICATION / DAMAGE TO PERSONS AND PROPERTY ETC:

The bidder / Contractor shall be responsible for all injury to the worker or workmen or persons, animals or things and for all damages to the project works, materials, and equipment, structural and / or decorative part of property which may arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out this contract. The clause shall be held to include inter-alia any damage to buildings whatsoever immediately adjacent or otherwise and any damage to roads, streets, foot paths or ways as well as damages caused to the building and the works forming the subject of this contract by rain, wind or other inclemency of the weather. The contractor shall indemnify the Bank and hold harmless in respect of all and any expenses arising from any such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any acts of compensation or damage consequent upon such claim.

The contractor shall reinstate, rectify and remedy all damages of every sort mentioned in these clauses so as to deliver the whole of the contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damages to the property or third party. The Contractor

assumes responsibility for and shall indemnify and keep the Bank harmless from all liabilities, claims, costs, expenses, taxes and assessments including penalties, punitive damages, attorney's fees and court costs which are or may be required to be paid by reasons of any breach of the Contractors obligations under this Agreement or otherwise for which the Contractor has assumed responsibilities including those imposed under any Agreement, local or national law or laws, or in respect to all salaries, wages or other compensation to all persons employed/hired/deployed/services utilised by the Contractor in connection with the performance/discharge of its obligations under this Agreement. The Contractor shall execute, deliver such other further instruments to comply with all the requirements of such laws and regulations as may be necessary there under to conform and effectuate the terms of this Agreement and to protect the Bank during the tenure of the Agreement. No settlement of claim shall be deemed to be an admission of any liability by the Bank for the infringement alleged.

30. MODIFICATION AND WITHDRAWAL OF BID BY THE TENDERER

- 1) Modification of the submitted bid shall be allowed on –line and the bidder may modify and resubmit the bid on-line only before the deadline of bid Hash preparation. For modification of e-bid, bidder has to rework and upload/resubmit digitally signed modified bid on Bank's e-tendering website i.e. <https://pnbindia.in>
- 2) Bids once submitted will be treated as final and no bid may be modified subsequent to the deadline for Bid Hash preparation.
- 3) No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified in tender documents. For withdrawal of bid after the end date of online bid submission, the bidder will have to make a request in writing to tender inviting authority of Bank. Withdrawal of bid may be allowed till issue of work order with the following provision and penal action.
 - a) If the request of withdrawal is received before fixing the date of opening of commercial bid, the bidder will be debarred for 6 months from participating in tenders in PNB. The commercial bid of remaining technically qualified bidders will be opened and the tender process shall go on.
 - b) If the request of withdrawal is received after the fixing the date of opening of commercial bid, the bidder will be debarred for 1 year from participating in tender in PNB. The commercial bid of all

technically qualified bidders will be opened and the tender process shall go on.

- If the bidder withdrawing his bid is other than L- 1, the tender process shall go on.
- If the bidder withdrawing his bid is L-1, the re-tender will be done.

31. Dispute Resolution / Arbitration: All dispute or differences whatsoever arising between the parties out of or in relation to the contract, meaning and operation or effect of these tender documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Indian laws, and the award made in pursuance thereof shall be binding on the parties. The arbitrator/ arbitrators shall give a reasoned award. Any appeal will be subject to the exclusive jurisdiction of the courts at Delhi only. During the arbitration proceedings the contractor shall continue the work under the contract unless otherwise directed in writing by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or the umpire, as the case may be, is obtained. The venue of the arbitration shall be Delhi. The arbitration proceedings will be held in English language.

32. IDLE LABOUR: whatsoever the reasons may be, no claim for idle labour, additional establishment cost of hire and labour charges of tools and plants would be entertained under any circumstances.

33. SUSPENSIONS: If the contractor, except on account of any legal restraint upon the Bank preventing the continuance of the work, abandons, suspends work or in the opinion of the Bank, the contractor neglects or fails to proceed with due diligence in the performance of his part of the contract, the Bank shall have the power to give notice in writing to contractor requiring the work be proceeded within a reasonable manner and with reasonable dispatch, such notices purport to be a notice under this clause.

After such notice has been given, the contractor shall not be at liberty to remove plant or material from the site of the works or from contiguous ground from the date of such notice being given. If the contract fails to adhere, the Bank may proceed as per relevant clause of termination of contract.

34. Termination of contract by Bank

Bank shall have the right to terminate the Agreement, at any time during the Agreement period, after giving 30 day's advance notice including 15 days cure

period to the Contractor for reasons, including but not limited to the following circumstance/ events :-

- a. If the contractor being the company go into liquidating whether voluntary or compulsory.
- b. Being a firm shall be dissolved.
- c. If the official assignee in insolvency or receiver of the contractor in insolvency, shall repudiate the contract.
- d. If receiver of the contractor's firm appointed by the court shall be unable to show the reasonable satisfaction of the Bank that he is able to carrying out and fulfil the contract and if so required by the Bank and to give reasonable security within 14 days after notice to him requiring him to do so.
- e. If the contractor :-
 - I. Shall suffer execution to be issued
 - II. Shall suffer any payment under this contract to be attached by or on behalf of and of the creditors of the contractor
 - III. Shall assign , charge or encumber this contract or any payment due or which become due to the contractor hereunder
 - IV. Shall neglect or fail to observe and perform all or any of the acts, matters of things by this contract, to be observed and performed by the contractor or neglect or fail to observe and perform all or any of the acts, matters of things by this contract, to be observed and performed by the contractor within three clear days after the notice have been given to the contractor in manner hereinafter mentioned requiring the contractor to observe or perform the same.
 - V. Shall use improper materials or workmanship in carrying on the works.
 - VI. Shall in the opinion of the Bank, not exercise such due diligence and make such due progress as would enable the work to be completed within due time agreed upon and shall fail to proceed to the satisfaction of the Bank after three clear days' notice requiring the contractor so to do have been given to the contractor as hereinafter mentioned.
 - VII. Shall abandon the contract then and in any of the said case.
 - VIII. Any threat is perceived or observed on the security of Bank's data/ property out of any action by the staff deployed for monitoring/ configuration etc. by Contractor. Notwithstanding anything contained in this tender documents, Bank can at any time terminate the contract /agreement with the bidder / Contractor without assigning any reason, if the bidder neglects or fail to observe and

perform all or any of the acts, matters of things by this contract, to be observed and performed by him.

The Bank may notwithstanding previous waiver determine the contract by a notice in writing to the effect as hereinafter mentioned, but without thereby effecting the powers of the Bank & the obligations & liabilities of the contractor the whole of which shall continue in force as fully as if the contract, had not been so determined and as if the works subsequently executed had been executed by or on behalf of the contract (without thereby creating any trust in favour of the contractor)

Further the Bank or his agent, or servant:

- I. May enter upon and take possession of the work and all plants, tools, scaffoldings, sheds, machinery, steam and other power utensils and materials lying upon premises or the adjoining lands or roads and sell the same as his own property.
- II. May employ the same by mean of his own servants and workmen in carrying on and completing the works.
- III. By engaging any other contractors or other persons or persons to complete the works and contractor shall not in any way interrupt or do any act, matter of thing to prevent or hinder such other contractors or other persons or person employed for completing and finishing or using the materials and plants for the works.

When the works shall be completed, or as soon thereafter as conveniently may be, the Bank shall give notice in writing to the contractor to remove his surplus materials and plants and should the contractor fail to do so within a period of 14 days after receipt of the notice by him, the Bank may sell the same by public auction and shall give credit to the contractor for the amount so released.

Any expense or losses incurred by the Bank in getting the works carried out by other contractors shall be adjusted the amount payable to the contractors by way of selling his tools and plants, or due on account of work carried out by the contractor prior to engaging other contractors or against the security deposit.

In case of termination due to reasons attributable to the Contractor as decided by the Bank, Bank reserves the right to allot the remaining work to another Contractor of its choice on such terms and conditions as it may deem fit. Any financial liability including costs, charges, expenses which the bank incurs on this account, shall be payable by the Contractor.

35. In case of any casualty of shrubs, tree or any other plants has been found during maintenance of work, contractor has to replace the tree/shrubs/other plants of the same height and specifications at his risk and cost and nothing extra shall be payable in this regards. If the contractor failed to replaced tree/shrubs/ other plants within 7 days of instruction of Bank, an amount of Rs. 100/-, 500/- and 300/- per shrub, tree , other plants respectively shall be deducted from running account bill of contractor.

36. **AMENDMENT:** - This Agreement may not be altered, or modified except by a written Agreement or addendum signed by authorized representatives of the Parties.

37. **TAXES AND DUTIES:** - It will be the responsibility of the Contractor to provide clarifications/particulars/ documents etc. to the appropriate tax authorities for assessment of tax, compliance with labour and other laws, etc. at its cost.

Tax deduction at Source - Wherever the laws and regulations require deduction of such taxes at the source of payment, the Bank shall be within its right to effect such deductions from the payment due to Contractor. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by the Bank as per the laws and regulations in force. Nothing in the Contract shall relieve Contractor from his responsibility to pay any tax that may be levied on income and profits made by Contractor in respect of this contract.

38. **ENTIRE AGREEMENT:** - This Agreement contains the entire Agreement and understandings by and between the Parties with respect to the covenants herein described, and no representations, promises, Agreements or understandings, written or oral, not herein contained shall be of any force or effect.

39. **FORCE MAJEURE:** - For purposes of this clause, "force majeure" means an event beyond the control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, war or revolution and epidemics. If a force majeure event arises, the contractor shall notify within 30 days the Bank in writing, the contractor shall continue to perform its obligation under the Agreement to the extent possible mitigate the consequences of the force majeure event and make all necessary alternative arrangements to perform their obligations and accordingly, and shall seek all alternative means of performance not prevented by the force majeure event.

40. Provided further that in case of delay of Services, which shall be solely decided by the Bank, the Bank shall not be held liable for non-performance of its obligations under the Agreement and the Bank shall have the right to terminate this Agreement without giving any further notice to the Vendor. Bank reserves the right to assign the work to other Vendor without any consequences and claims.

41. SURVIVAL: - The Parties have expressly agreed that any liabilities or obligations set forth in this Agreement by their nature and content are intended to survive the performance hereof, shall so survive despite such completion/expiration or termination of this Agreement.

SPECIAL TERMS & CONDITIONS

We agree to all the general terms & conditions and special terms & conditions of this Bid document.

Signature of the Bidder: _____

Seal & Stamp of the Agency/Bidder: _____

Certificate for Minimum Wages as per Govt Guideline

Certified that:

1. I have paid the notified Fair Wages to my personnel deployed in various locations as per the agreement and shall abide by the rules and regulations in future also.
2. The above information is true to the best of my knowledge.
3. In case, any discrepancies or irregularity is/are noticed in this undertaking, the PNB is free to inform the PF/ESIC authorities.
4. Within one month on completion/expiry of the contract, I shall fill up the prescribed Forms for withdrawal/transfer of PF/Pension Account in favour of my personnel and intimate the Principal.
5. Within one month of completion/expiry of the contract. I shall pay all the dues/terminal benefits such as leave with wages, Bonus(if applicable) and transfer the Group Gratuity policy to the succeeding service provider, in respect of all my personnel, failing which the bank guarantee/security deposit may be withheld by PNB.

Date:

Place

Signature & seal of the Service Provider

UNDERTAKING FOR NON-BLACKLISTED

TO
The Chief Manager
GSAD, HO
Punjab National Bank
New Delhi-110075

Sir,

It is certified that the company neither blacklisted nor debarred by the PNB or by any of the Department /Institutions of Central Government/ State Government /Public Sector undertaking /Local Body etc. for participating in any tender.

Thanking you,

Yours faithfully

COMPLIANCE STATEMENT

DECLARATION:

Please note that any deviations mentioned elsewhere in the bid will not be considered and evaluated by the Bank. Bank reserve the right to reject the bid, if bid not submitted in proper format as per Tender Document.

Compliance	Description	Compliance (Yes/No)
Terms and Conditions	We hereby undertake and agree to abide by all the terms and conditions including all annexure, corrigendum(s) etc. stipulated by the Bank in this Tender Document. (Any deviation may result in disqualification of bids).	

Signature:

Seal of company

INSTRUCTION TO BIDDERS

1. BIDDING PROCESS (TWO STAGES)

For the purpose of the present job, a two-envelop bidding process will be followed. The response to the present tender will be submitted in two parts:

- Technical Bid
- Commercial Bid

The bidder will have to submit the technical bid in Banks e-procurement system as well as in hard copy and commercial bid in only form through Bank's e-procurement system.

1.1. TECHNICAL BID

Technical bid will also contain the compliance statement as per the terms and conditions mentioned in the tender documents, and NOT contain any pricing or commercial information at all. Technical bid documents with any commercial information will be rejected.

In the first stage, only TECHNICAL BIDS will be opened and evaluated. Only those bidders confirming compliance to all the terms and conditions of tender document shall be short-listed for commercial stage.

1.2. COMMERCIAL BID

In the second stage, the commercial bid of only those bidders, whose technical bids are short listed, will be opened.

2. SUBMISSION OF BIDS

- 2.1. Bidders are required to strictly submit their bids in electronics form using the e-procurement system at <https://etender.pnbnet.in> the Bank by using their digital certificates of class II and above (both encryption and signing). All the interested bidders should register themselves in the e-procurement system <https://etender.pnbnet.in> for submitting the bids online, if they have not done earlier. The tender document and further corrigendum, if any can also be downloaded from Bank's website <https://etender.pnbnet.in>. Bids received after closing of the bid in the e-procurement system are summarily rejected without any reason. The commercial bid should be submitted online only.
- 2.2. It is to be noted that all the technical supporting documents should in addition to submission in e-procurement be also submitted manually in a sealed envelope and shall be super scribed as "Technical bid for supply of material and maintenance of horticultural works in Banks Head Office

Building at Plot No. 4, Sector 10, Dwarka, New Delhi” before final date and time of bid submission at the following address.

- 2.3. Cost of tender document of Rs.2950/- shall be submitted through demand draft in favour of Punjab National Bank in a sealed envelope shall be super scribed as **“Supply of material and maintenance of horticultural works in Banks Head Office Building at Plot No. 4, Sector 10, Dwarka & providing of Three Mail at PNB Sr. Officers residential complex situated at 8, Under Hill road, Civil Lines, Delhi** before the date and time of bid submission at the following address

**Chief Manager,
Punjab National Bank,
1st Floor, GSAD,
Plot No. 4, Sector-10,
Dwarka, New Delhi-110075**

- 2.4. At the time of physical submission of bid, bidder has to show acknowledgement e-mail received after completion of the bid submission in proof of having submitted the bid online.

3. CONTENT OF DOCUMENTS TO BE SUBMITTED

- i. Documents required in technical bid envelope (sealed cover)
- ii. Bidder undertaking letter
- iii. Supporting document as per the eligibility criteria
- iv. Performance/completion certificate from clients
- v. Bidder information
- vi. Acceptance of compliance statement
- vii. Duly signed tender document and corrigendum, if any
- viii. Copy of last three years audited balance sheet
- ix. Bid Earnest money /tender document cost
- x. Power of attorney in favour of authorized person signing the bid documents

Note :

- i. All pages of the bid documents must be signed by authorized person.
- ii. All pages of the bid documents should be numbered in serial order i.e. 1,2,3.....
- iii. Commercial bid to be submitted in e-procurement process only. No hardcopy of the same be enclosed with the supporting documents

4. PRELIMINARY EXAMINATION

- 4.1. Bank will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information has been provided as underlined in the bid document, whether the documents have been properly signed, and whether bids are generally in order.
- 4.2. The bid determined as not in order as per the eligibility criteria will be rejected by the Bank. The decision of the Bank is final towards evaluation of the bid documents.

5. EVALUATION AND AWARD CRITERIA

- 5.1. During evaluation of the technical bids, all the documents and annexure (except commercial documents/offer) will be evaluated by the Bank. First, received bids will be evaluated based on the eligibility criteria. Technical bids of only those bidders satisfying the eligibility will be evaluated.
- 5.2. Only those bidders satisfying the technical requirements and accepting the terms and conditions of this document shall be short-listed for further steps.
- 5.3. PNB will determine to their satisfaction whether the bidder selected as having submitted the best evaluated response bid is qualified to satisfactorily perform the contract. The decision of PNB will be final in this regard.
- 5.4. The determination will take into account bidder's financial, technical and support capabilities, based on an examination of documentary evidence submitted by bidders in support of eligibility criteria.
- 5.5. The award of contract will be based on evaluation of technical and commercial bids. **Lowest bidder (L1) shall be selected based on the annual lowest grand total of items as mentioned in commercial bid.**

Bid Securing Declaration Form

Date: _____

Tender No. _____

To

**Chief Manager
HO GSAD, 1st Floor,
Plot No 4, Sector 10, Dwarka,
New Delhi 110075**

Reg: Bid Securing Declaration Form for the tender of AMC for Supply of Material and maintenance of Horticulture Services at Head Office: At Plot No.4, Sector 10 Dwarka, & Providing Three Mali's at PNB Sr. Official Residential Complex, 8, Under Hill road Civil Lines, New Delhi

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchase or during the period of bid validity
 - (i) fail or reuse to execute the contract, if required,
 - or
 - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am / we are not the successful Bidder, upon the earlier of

- (i) the receipt of your notification of the name of the successful Bidder;
- or
- (ii) Thirty days after the expiration of the validity of my/our Bid.

Signed:

In the capacity of

Corporate Seal

Name:

Duly authorized to sign the bid for and on behalf of

Dated on _____ day of _____

**AMC for Supply of Material and maintenance of Horticulture Services at Head
Office: At Plot No.4, Sector 10 Dwarka, & Providing Three Mali's at PNB Sr.
Official Residential Complex, 8, Under Hill road Civil Lines, New Delhi**

DETAILS OF COMMERCIAL BID

(Figure rounded off to nearest rupee)

S. N.	Item Description	Unit	Quantity	Rate	Total (Per Annum)
1	Complete maintenance of the entire garden features having as per yard stick in the garden area i.e. lawn, trees, shrubs, flower, bed, foliage, creepers etc. including hoeing, weeding, pruning, replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawn mower and brush cutter, removal of garden waste, applying of insecticide, pesticide and fertilizers (whenever required) top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by the Bank. Prestigious works/lawn areas (for 12 month: 12 x 1600 sqm)	Per sqm	19200		
2	Cutting of designer hedge/edge removing of cut material, cleaning, hoeing of hedge/edge, bed watering, manuring and applying of insecticide, pesticide, fungicides etc. (excluding the cost of material which shall be supplied by the department) and as per direction of officer in charge (for 12 month: 12 x 450 sqm)	Per sqm	5400		
3	Complete maintenance of trees (outside garden features) jobs like making of basin at regular interval including watering, weeding, pruning and application of fertilizers etc. all complete as per direction of Bank. Trees upto 3 year old (for 12 months: 12 x 70 Nos)	Per tree	840		
4	Complete maintenance of shrubs (outside garden features) jobs like making of basin at regular interval including watering, weeding,	Per Shrub	6000		

	pruning and application of fertilizers etc. all complete as per direction of Bank. Shrub Plants (for 12 months: 12 x 500 Nos)				
5	Maintenance of potted plants, earthen pots in displayed at all floors in office complex including application of good earth, manure insecticide, pesticide and fertilizer, removing of dry parts by pruning, cleaning dry leaves and displaying in appropriate place and replacement of broken pots, colouring of pots and changes of location of pots and replacing with fresh plants (cost of fresh plants shall be paid separately) as and when required all complete as per direction of Bank (for 12 months: 12 x 400 Nos)	Each/ Month	4800		
6	Maintenance of potted plants, cement pots at all the floor in office complex including application of good earth, manure insecticide, pesticide and fertilizer, removing of dry parts by pruning, cleaning dry leaves and displaying in appropriate place and replacement of broken pots, colouring of pots and changes of location of pots and replacing with fresh plants (cost of fresh plants shall be paid separately) as and when required all complete as per direction of Bank (for 12 months: 12 x 300 Nos)	Each/ Month	3600		
7	Supplying and stacking of good earth at site including royalty and carriage for all leads and lifts (Earth measured in stacks shall be reduced by 20% for payment)	Cum	20		
8	Supplying and stacking at site dump manure from approved source i.e. carriage upto 56km all complete. (manure measured instaks shall be reduced by 8% for payment) 2.4.2 screened through sieve of IS designation 16mm	Cum	40		
9	Providing an applying anti-termite treatment of lawn through premised 30.50% IP one litre premise dilute in 499 liter water and applying solution @1 litre solution per sqm lawn or bed area (two application) including cost of	Per sqm	2000		

	chemical all complete as per direction of Bank				
10	Providing and displaying of Aglaonema snow white hybrid plant (three in one) having ht 30cm and above with 6 to 8 leaves, bright colour, well developed, fresh and healthy in 25cm size earthen pot/plastic pots	Per pot	50		
11	Providing and displaying of Araucaris cookie plant (three in one) having ht 70cm to 90cm straight well developed fresh and healthy with lust green leaves from bottom to top in 25cm size earthen pot/plastic pots	Per pot	50		
12	Providing and displaying of Areca Palm plant having ht 1.80 cm to 2.10cm with 8 to 10 suckers, well developed, fresh and healthy with lust green foliage from bottom to top in 30cm size earthen pot/plastic pots	Per pot	50		
13	Providing and displaying of Croton Petra Bangalore variety plant having ht 60-75 cm with 4-6 branches well developed, fresh and healthy coloured leaves from bottom to top in 25cm size earthen pot/plastic pots	Per pot	50		
14	Providing and displaying of Dracaena Mahatma Plant having ht 30-45 cm with well developed, fresh and healthy foliage in 20cm size earthen pot/plastic pots	Per pot	100		
15	Providing and displaying of Dracaena rosea Plant having ht 30 cm and above with 8-10 leaves well developed, fresh and healthy foliage in 20cm size earthen pot/plastic pots	Per pot	100		
16	Providing and displaying of Dracaena victoria Plant having ht 30 cm and above with 8-10 leaves well developed, fresh and healthy foliage in 20cm size earthen pot/plastic pots	Per pot	100		

17	Providing and displaying of different types of plants as following. Money plant golden leaves mounted on moss stick 90cm ht. having 3 plants at equal distance, well developed with full of fresh, shining and healthy leaves from bottom to top in 25cm size of earthen pot/plastic pot	Per pot	50		
18	Providing and displaying of Philodendron oxicodium Golden plant mounted on moss stick 90cm ht. having 3 plants placed at equal distance well developed with full fresh, shining and healthy leaves from bottom to top in 25cm top dia x 18 cm bottom dia x 25cm perpendicular height Earthen pot/Plastic pot.	Per pot	50		
19	Providing and displaying of Raphis Palm plant having ht. 75-90 cm with 12-15 equal suckers, well developed full of fresh and healthy leaves from bottom to top in 25cm size Earthen pot/Plastic pot	Per pot	100		
20	Providing and displaying of Schefflera high colour plant having ht. 23cm to 30cm, well developed full of fresh and healthy foilage in 20 cm size Earthen pot/Plastic pot.	Per pot	100		
21	Providing of Neem oil cake manure in 50kg bag packing and as per direction of Bank	Bag	50		
22	Providing of vermin-compost manure in 50kg bag packing and as per direction of the Bank	Bag	50		
23	Providing of winter seasonal and summer seasonal flower potted plants well developed in 10" earthen pots, as and when required by Bank	Per pot	500		

S. N.	Item Description	Unit	Quantity	Rate	Total (Per Annum)
24	Providing of winter seasonal and summer seasonal flower seeding plants well developed in pro tray as and when required by Bank	Per pot	100		
25	Three Mali's required for complete maintenance of the entire garden area i.e. lawn, trees, shrubs, flower, bed, foliage, creepers etc. including hoeing, weeding, pruning, replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawn mower and brush cutter, removal of garden waste, applying of insecticide, pesticide and fertilizers (whenever required) top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by the Bank. (Rate should be inclusive of EPF,ESIC etc. and borne of contractor)				
	TOTAL				

***The total contract amount is inclusive of GST**