

National Forensic Sciences University, Gandhinagar

**TENDER
FOR
“OUTSOURCING OF MANPOWER FOR
HORTICULTURE/GARDENING SERVICES AT NFSU, Gandhinagar”**

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GENERAL TERMS AND CONDITIONS

1. The Campus Director, National Forensic Sciences University at Gandhinagar, Gujarat -382007 invites bids from reputed service providers for providing **outsourced manpower for horticulture/gardening services at NFSU, Gandhinagar.**
2. **Language of Tender:** The tender submitted by the bidder and all subsequent correspondence and documents relating to the tender exchanged between the bidder and NFSU, Gandhinagar shall be written in the English language, unless otherwise specified in the tender enquiry. However, the language of any printed literature furnished by the bidder in connection with this tender may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the tender, the English translation shall prevail.
3. **Eligibility Criteria:** Bidder must meet the eligibility criteria specified in **Form-B** and must submit documents in support of the same.
4. **Tenure:** The contract will be initially for a period of **One (01) year** from date of award, which can be extended further as per the GeM Guidelines, subject to satisfactory performance.
5. NFSU may **renew/extend the contract** to such further period(s), as it may deem proper, having regard to the quality and manner of the Service Provider's performance and based on mutual consent.
6. **Earnest Money Deposit (EMD):** The earnest money is required to protect the procuring entity against the risk of the bidder's unwarranted conduct as amplified under GTC.
 - 6.1. The amount of EMD will be as per GEM.
 - 6.2. The EMD of the unsuccessful bidder shall be returned without interest within 30 days of the declaration of the result of technical evaluation.
 - 6.3. In case of the bidder(s) whose offer is accepted, the EMD would be returned to the successful bidder on receipt of Performance Bank Guarantee (PBG).
 - 6.4. Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro and Small Enterprises (MSME) are exempted from submission of EMD (Bid security) subject to submission of proof.
 - 6.5. The Earnest Money Deposit may be forfeited: -
 - If the bidder withdraws his/her bid during the period of bid validity specified by the bidder in the bid form; **or**
 - In case of successful bidder, if the bidder: -
 - Fails to sign the contract in accordance with the terms of the bid document.
 - Fails to furnish required performance security in accordance with the terms of bid document within the time frame specified by the Client.
 - Fails or refuses to honor his own quoted prices for the services or part thereof. In such case, the bidder is also liable to be debarred from future tendering.

7. Performance Bank Guarantee (PBG): Within 14 days from the date of award of Contract/Purchase Order, the bidder shall submit a **PBG for 5% amount of the contract value** in the form of a Bank Guarantee from a Nationalized Bank or online payment with validity of contract period + 90 days. In case PBG is paid using the online payment method then a proof of transaction ID or UTR no. must be provided to NFSU, Gandhinagar. In the event of any amendment issued to the contract, the supplier shall, within 14 days of issue of the amendment, furnish the performance security of the corresponding amendment value, rendering the same valid in all respects in terms of the contract, as amended.

7.1. Subject to above, the procuring entity will release the performance security without any interest to the supplier on completion of all contractual obligations.

7.2. Failure of the successful bidder in providing performance security will be liable to forfeiture of its EMD and, also, for further actions by the procuring entity against it.

7.3. In the event of any loss due to supplier's failure to fulfill its obligations in terms of the contract, the amount of the performance security shall be payable to NFSU, Gandhinagar to compensate for the same.

8. Bid Validity: The validity of bid will be **180 days** after end date of the bid.

9. Amendments to Tender Enquiry Documents:

9.1. At any time prior to the deadline for submission of tenders, NFSU may, for any reason deemed fit by it, modify the tender enquiry documents by issuing suitable amendment(s) to it.

9.2. In order to provide reasonable time to the prospective bidders to take necessary action in preparing their tenders as per the amendment, NFSU may, at its discretion extend the deadline for the submission of tenders and other allied time frames, which are linked with that deadline.

10. Content of Tender Enquiry Documents: The relevant details of the required services, the terms, conditions and procedure for tendering, tender evaluation, placement of contract, the applicable contract terms and, also, the standard formats to be used for this purpose are incorporated in the above-mentioned documents. The interested bidders are expected to examine all such details etc. to proceed further.

11. Clarification of Tender Enquiry Documents: All prospective bidders are requested to kindly send their queries through GeM Portal. Clarifications to all the queries received before the due date will be replied.

12. Contacting the procuring entity:

12.1 From the time of submission of tender to the time of awarding the contract, if a bidder needs to contact the procuring entity for any reason relating to this tender enquiry and/or its tender, it should do so only via e-mail to **ar_pur_gnr@nfsu.ac.in**.

In case a bidder attempts to influence the procuring entity in its decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the bidder shall be liable for rejection in addition to

- 13. Corrupt or Fraudulent Practices:** NFSU requires that the bidders who wish to bid for this project have highest standards of ethics. NFSU will reject a bid if it is found that the Bidder recommended for award is engaged in corrupt or fraudulent practices while competing for this contract. NFSU may declare a bidder ineligible, either indefinitely or for a stated duration, to be awarded a contract if at any time if it is found by NFSU that the bidder has engaged in corrupt and/or fraudulent practices during the execution of contract.
- 14. Interpretation of the clauses in the Tender Document/Contract Document:** In case of any ambiguity in or dispute arising out of or related to (including the interpretations of any of the clauses) the tender document/purchase order/contract, the decision of the Campus Director, NFSU, Gandhinagar or his nominee shall be final and binding on all parties.
- 15. Penalties/Liabilities:**
- (A) The Service Provider shall be fully accountable for ensuring strict compliance with all terms and conditions of contract. Any violation, non-performance, or breach of these terms may result in immediate termination of the contract and forfeiture of the security deposit without any further notice.
- (B) In case the Service Provider fails to adhere to the provisions of the tender or the contract agreement, or if the services delivered are found to be unsatisfactory by the authorized officer designated by the Campus Director, NFSU, Gandhinagar, appropriate penalties shall be imposed as per GeM Service Level Agreement.
- 16. Force Majeure:**
- a) Bidder shall not be liable for default or non-performance of the obligations under the contract if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the Bidder i.e. Force Majeure.
- b) The purpose of this clause, "Force Majeure" shall mean an event beyond the control of the service provider, due to or as a result of or caused by acts of God, wars, insurrections, riots, earthquake, natural calamity and fire, events not foreseeable but does not include the Bidder's fault or negligence or carelessness on the part of the Bidder, resulting in such a situation.
- c) In the event of any such intervening force majeure, the service provider shall notify NFSU, Gandhinagar in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by NFSU, Gandhinagar the bidder shall continue to perform/render/discharge other obligations as far as they can reasonably be attended/fulfilled and shall seek all reasonable alternative means for performance affected by the event of Force Majeure.
- d) In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, NFSU, Gandhinagar and the service provider shall hold consultations with each other in an endeavor to find a solution to the problem. Notwithstanding the above, the decision of NFSU, Gandhinagar shall be final and binding on the service provider.
- 17. The Service Provider is required to deploy required number of outsourcing manpower and equipments and**

days and/or type of manpower and equipments and tools at any time as per exigency of the work or as per the requirement.

18. All works shall be executed as per detailed specifications and as directed by an officer/official nominated by the Competent Authority of the NFSU.
19. Time is the essence of this contract. In case the service provider fails in fulfilling the obligations fully and in time, NFSU shall have the absolute right to take up the work at the Service Provider's cost, risk and recover all such expenses from the amounts due to the Service Provider including Performance Security Deposit. NFSU shall have the right to impose a penalty commensurate with the fault and the amount towards damages, if any, shall be recovered from the bill.
20. All communications sent through mail to the assigned email id given by the Service Provider will be considered to have been delivered in time and non-response within given time will be treated as default and non-compliance which will lead to corrective actions by NFSU.
21. The Service Provider will be fully responsible for any accident or mishaps involving workers engaged by the Service Provider and the Service Provider will pay for the claims made by the victims. The Service Provider shall indemnify the NFSU from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Service Provider. The Service Provider will fully indemnify the NFSU against all claims in this regard. Any liability arising on NFSU shall be deducted from the bills of the Service Provider and if the full amount is not recovered then the same shall be recovered from the security money/deposits of the Service Provider. There would be no liabilities towards the workers of the Service Provider by NFSU.
22. NFSU through its authorized officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in NFSU by others and such alterations and variations shall not violate this contract.
23. The Service Provider is required to post his authorized representative at the site of the work who shall receive the instructions from the authorized officer(s) of NFSU from time to time. All such instructions received by the authorized representative on behalf of the Service Provider shall be deemed to have been received by the Service Provider within the scope of this work order. The authorized representative needs to supervise and guide the workers deployed under the contract for proper execution of the work as per directions of the Officer-in-charge nominated by Competent Authority of NFSU to administer the contract.
24. In the event of the Service Provider failing to execute the awarded work as per the terms & conditions during the period of contract in whole or in part, an alternative arrangement will be made by NFSU totally at the cost and risk of the Service Provider in addition to any suitable fine/penalty.
25. Bidders are requested to kindly visit the location (NFSU, Gandhinagar Campus) before submitting rates.
26. The Area mentioned may increase or decrease as per requirement, during currency of the contract.

Scope of Work

The Service Provider shall be responsible for maintaining the entire landscape of NFSU, Gandhinagar which includes area and services as per below:

1. Serviceable Area:

The approximate **2,44,550 sq. ft. (22719 sq. mtr.)** includes the following landscape area in University Building Auditorium, Hostel, Guest House, Canteen, Computer Centre, Library, Lecture Hall, Rose Garden, Maze, Green House, Terrace Garden, Court, Lawns, trees, creepers, ground covers, flowering trees etc.

The Landscape Maintenance includes the following:

- All lawns, croquet yard, rosary, etc to be maintained. They need some renewal-digging of the solid in summer, removing extra growth of lawn, eliminating all weeds especially Laval (cyperusrotundus) adding compost/vermin-compost, leveling, pressing watering, etc. as and when required.
- Every year few plants are to be planted at the hands of the dignitaries and few others, will be planted and cared for by the Service Provider.
- All weeds etc, to be deposited in the compost pits, which shall be operated.
- All other sundry works like arrangements of indoor plants and care, terrace, special occasion-celebrations; shows & exhibitions, anthills, etc are to be taken care.

2. Services Required:

The work shall consist of maintaining the already established landscapes including lawns hedges, trees, flower beds, shrubberies, etc. and lawns by watering, hoeing manuring, mowing, weeding, rolling sweeping, etc. and keeping the gardens in perfect and lively condition.

The Service Provider shall carry out the work expeditiously, judiciously, economically and according to the instructions given by officials nominated by NFSU, Gandhinagar.

- Watering:** NFSU has provided water lines with suitable outlets and a micro-sprinkler system for watering the gardens/ lawns. The Service Provider shall draw out water for lawns, plants, trees, hedges, flower beds, shrubbery etc. every day during the prescribed hours. Care shall be taken to avoid excessive watering, waste of water and damage to the tender plants and flower beds.
- Lawn Mowing:** The lawns provided at different levels, slopes, and areas are to be periodically mowed by lawn-mowers or grass-cutting shears as instructed by the Officer-in-charge or his authorized representative. The mowing shall be done evenly and smoothly to the satisfaction of the Officer-in-charge or his authorized representative.
- Weeding:** All unwanted, out of plants are to be weeded out along with their roots. All the weeds hidden

up within a fortnight of the wedding, to the satisfaction of the Officer-in-charge or his authorized representative.

- d. **Hedge Cutting:** The hedges should be cut periodically (once in 10 days) and maintained in good shape as per instruction from the Officer-in-charge or his authorized representative.
- e. **Rolling:** The contractor shall ensure that rolling of lawns periodically by hand driven roller to make the surface even. The contractor will have to make his own arrangement for roller if required and to take the roller to the concerned sites as directed and will bring back the roller to the sites at the NFSU after use as directed by the Officer-in-charge or his authorized representative.
- f. **Plant Care:** The Service Provider shall take care of the plants, flowers, lawns, hedges, trees and all other landscape features in the areas to keep them free from insects, pests and diseases. The contractor shall protect the plantations from the damage by insects, pests and diseases by efficient and available methods as instructed by the Officer-in-charge or his representative. All unwanted plants, mowed grass dry leaves, etc. are to be removed and dumped in the pits provided for the purpose at the sites shown by the Officer-in-charge or his authorized representative. The unwanted branches of shrubs, trees, etc. should be clipped, removed and disposed of as and when instructed by the Officer-in-charge or his authorized representative.
- g. **Application of Soil:** The Service Provider shall spread the poyta soil on the lawn, shrubs and flower beds etc. as per the instructions given by the Officer-in-charge on the authorized representative of NFSU, Gandhinagar.
- h. **Maintenance of Permanent Fixtures:** Paths, landscape water drains, manhole covers and any other permanent fixtures forming a part of the garden are as will be considered as part of area under service/contract. The contractor has to keep these permanent fixtures neat and clean by sweeping, removing any vegetation growing on them and washing them, with water to keep them clean, so as not to spoil the general appearance of the garden areas.
- i. **Minimum Guarantee:** The Service Provider shall replace dead perennial plants or restore damaged lawn patches if the damage is due to their negligence. In cases where the damage is caused by conditions beyond the control of the contractors, the cost of replacement shall be borne by NFSU. The determination of whether the conditions were beyond the control of the contractor shall be made solely by NFSU.
- j. **Application of fertilizers:** The Service Provider shall apply the fertilizers to the lawns, shrubs, trees, flower beds, etc. as per dose recommended by the Officer-in-charge or NFSU's authorized representative. The contractor will have to make his own arrangement for fertilization, if required, and apply to concerned sites as directed by the Officer-in-charge or his authorized representative.

- k. The soil near the plants shall have to be loosened, by breaking the clods, removing unwanted vegetation dressing up the areas to the required slopes and shapes as per instructions of the Officer-in-charge or his authorized representative.
- l. Landscape earth required for routine maintenance shall be brought from outside the premises conforming to the following specifications:
Landscape earth shall be loamy, properly screened of granulometry to suit the type of plant (coarser for weed sand shrubs and finer for lawns) containing adequate amount of humus, friable and free from perennial weeds, stones and pebbles (payment as per actual).
- m. Services to be provided, apart from above mentioned includes as per **Annexure -III** and Scope of Work.
- n. Vegetation Type: Vegetation / Trees / Plant to be taken care of includes as per **Annexure-IV**.
- o. Service provider is required to provide tools / Machinery / consumables as per corresponding Annexure I and Annexure II and cost of same shall be borne by service provider. The quoted price should be inclusive of all tool/machinery/consumables as mentioned in respective Annexure.
- p. Other items may be required apart from tools / Machinery / consumables mentioned in annexure. If need arise, the same has to be provided by service provider once instructed by the Concerned Authority and the Payment for such tools, equipment, and consumables will be made **at actual cost**, upon submission of **original invoices/bills** and relevant supporting documents, subject to verification.
- q. Wages shall be paid based on the Variable Dearness Allowance (VDA) and basic rates as notified by the Ministry of Labour and Employment, and shall be revised from time to time during the contract period in accordance with the notifications issued by the Ministry.
- r. Other Terms and Conditions as per SLA document of GeM.

3. Manpower:

The Service Provider shall deploy 24 Mali/Gardner and 01 Supervisor, making a total 25 personnel for rendering satisfactory services at different points/locations without compromising quality. Following shall be required in relation to deployed manpower:

- a. The Service Provider will be required to have trained manpower for its operations. The supervisor should be available for fulltime and shall be qualified and capable in Garden Development and Maintenance. The employees engaged by the Service Provider should observe the discipline and should ensure that decency and decorum is maintained within the course of their employment.
- b. The personnel engaged by the Service Provider should have minimum education / experience as illustrated in the below-mentioned table:

Category	Minimum educational qualification / experience
Skilled (Supervisor)	Diploma or higher educational qualifications in Horticulture with a minimum experience of 03 to 07 years in the field of Landscape maintenance.

Semi-skilled (Gardeners)	Should have minimum experience of 02 to 05 years in the field of Landscape maintenance.
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- c. Employees appointed by the Service Provider should be medically fit, should possess good conduct and discipline, and should understand Hindi/Gujarati.
- d. The Service Provider shall provide the deployed employees with proper uniforms, identity cards, boots, Hand Gloves and other Protective Equipments at its own cost. Any employee found improperly dressed will be asked to leave the premises. The Service Provider shall provide immediate replacement in such cases.

The wearing of uniforms by the workmen/employees of the service provider during duty hours is compulsory and failure to comply will entail penalty on the service provider.

The Service Provider will provide proper identification cards to his employees to be deputed by him for work, duly signed by the Service Provider or authorized person on behalf of Service Provider. These identification cards should always be donned by the staff of the Service Provider while on duty under the provisions of this Contract.

- e. The Service Provider shall ensure that the supervisors are supervising all the jobs properly and attending to the complaints promptly and satisfactorily for taking corrective action. To ensure this, all the supervisors shall be provided with a functional mobile handset so that they could be contacted immediately whenever required for rendering any assistance.
- f. The Service Provider shall maintain all tools, lawnmowers, hose pipes sprays, dusters, rollers, insecticides, fungicides, accessories, and any other tools, equipment, etc. required for satisfactory maintenance during the period of the contract. The Service Provider will be provided with lockable space at the site of work for storage of tools, equipment etc. and he has to make his own security arrangements for locking the same.
- g. **Attendance:** The Service Provider shall maintain a log book/attendance under the supervisor's care in which daily attendance of his staff shall be marked to ensure that the desired number of persons have been engaged and are physically present on all stipulated days and during the entire duration of stipulated hours. This logbook shall be shown to an authorized NFSU representative at 9.00 AM daily and at any other time on demand. If at any point of time, relevant entries are found missing/incomplete, NFSU may treat such employees of the Service Provider to be absent and take necessary action accordingly under the relevant provisions of this contract.

The Service Provider has to maintain the attendance register/Biometric in NFSU, Gandhinagar at his own cost and has to take attendance from all the contract workers engaged by him twice a day on all working days without fail and the same has to be submitted as supporting document with monthly base to the office for getting reimbursement of the monthly wages paid to the contract workers engaged by him.

- ### 4.2.2.2. Garden Maintenance
- h. The Service Provider shall take all necessary steps to ensure that due to Garden maintenance work, official work is not put to inconvenience during office timings and there is no safety hazard/any other hazard at the workplace. The decision of NFSU regarding a satisfactory standard of cleanliness & hygiene will be final binding on the Service Provider.
- i. Timely availability of all the men, materials, and machinery required for garden maintenance activity shall be the sole responsibility of the Service Provider and in the event of his/her failure to do so, NFSU reserves the right to get it done at the risk and cost of the service provider. The expenditure so incurred by NFSU shall be deducted from the payments due to the Service Provider or from the performance security along with penalty, as deemed fit by NFSU.
4. The Service Provider is required to deploy equipments/machineries **(as per Annexure -I)** for the said services at NFSU. NFSU reserves the right either to increase or decrease the manpower/man-days and/or type of manpower and equipments and tools at any time as per exigency of the work or as per the requirement.
5. **Obligations of Vendor:**
- a. The Service Provider shall be responsible for fulfilling all his obligations towards the persons deployed under law, namely, under the Code on Wages, Industrial Relations Code, Social Security Code and Occupational Safety, Health and Working Conditions Code, ESI Act, EPF & Miscellaneous Benefits Act 1952 and the Contract Labour(R&A) Act etc. as applicable and amended from time to time. The Service Provider shall be responsible for deposit of employees and employer's share of statutory contribution towards ESI/EPF/MCP and other taxes with the concerned department/authorities at service provider's own level and maintenance of such record as per rules. The Service Provider shall deposit EPF and ESI contributions and will be required to submit a copy of challan/abstract/statement of the amount deposited on account of the statutory contributions previous months along with the monthly bill. Failing which the payment of service charges of the billing month will be withheld.
- b. The Service Provider will also arrange to open such EPF/ESI accounts of all the eligible employees deployed by him. The responsibility for issuance of Annual Statements of EPF deposits and ESI cards to its employees solely lies with the Service Provider.
- c. The Service Provider shall also be responsible to provide other benefits to the workers engaged by him under the Social Welfare Legislation Acts etc. as admissible under the rules and NFSU shall not be responsible for any claims of staff engaged by the Service Provider. The workers engaged by the Service Provider will be on the Service Provider's payroll and therefore will not be entitled to any benefit as applicable to the employees of NFSU.
- d. All other terms and conditions which are not specified here shall be as per the Agreement/GeM Bid/Statutory provisions/Labour Laws/Labour Codes applicable during the period of contract and compliance of the same will be binding on service provider. The violation of any general terms & conditions, scope of work, agreement and schedule of work by the service provider will entail the

cancellation of contract by NFSU without owing any resulting liability to NFSU.

6. Payment Conditions:

- a) All bills should be submitted on printed forms, duly signed and pre-receipted.
- b) The Service Provider will be responsible for making the payment directly to Bank Accounts of its workers by 07th of each month from his own sources and subsequently raise the bill for reimbursement, which will be verified on the basis of the actual amount disbursed and attendance. The office on receipt of the bill will check the work record and thereafter process the bill for payment.
- c) Payment will be made by NFSU to the Service Provider on a monthly basis on submission of bills in duplicate along with the certificate of satisfactory performance of work from the concerned officer of NFSU, Gandhinagar.
- d) No overtime shall be paid to contract workers. For any extra duties, alternate standby persons shall have to be provided by the Service Provider.
- e) In case of any delay in processing of the bills, the Service Provider would be required to ensure the payment of its workers by 07th of every month and there be no linkage between this payment and settlement of the Service Provider's bill from NFSU, Gandhinagar.
- f) The Service Provider shall issue pay slips, containing all details, to the individual workers.

SPECIAL TERMS AND CONDITIONS

1. The service provider should obtain the requisite license as required for running the establishment from authorities such as Municipality, Local Authority, State/Central Government and Labour Law Department at its own cost. The service provider will have to maintain registers/records as required under provisions of various Acts. NFSU shall not be responsible in any way for any breach of these rules and regulations by the Service Provider.

Additionally, the service provider shall comply with relevant Statutory Provisions, Laws, Rules, Orders, Notifications, etc. issued by the Government from time to time.

2. The service provider shall be responsible for taking care of all equipment and infrastructure of NFSU. Any repairs and maintenance work to be undertaken from time to time to keep the equipment in working condition should be brought to the notice of NFSU.
3. The Service Provider should keep the usage of the water and electricity to a responsible level. If it is found that water and electricity is not used properly and involves wastage, NFSU reserves the right/option to levy charges/penalty on the service provider.
4. It will be the responsibility of the Service Provider to store the material/consumables purchased and its own equipments and tools (**As per Annexure – I and II**) in a neat, tidy and hygienic manner in the space provided by NFSU. The security of such material will be the sole responsibility of the service provider.
5. The service provider hereby agrees and undertakes to return to NFSU all materials if supplied by NFSU on termination of the contract and hand over peaceful possession of NFSU's premises in Gandhinagar allotted for their use during contract together with fixtures and articles therein in good condition.
6. The service provider will cooperate with all other agencies/departments/officials at the Campus Director.
7. The service provider may be asked to undertake additional landscape development work. Rate (which will be fixed during the period of contract) analysis must be given separately so that as and when required job may be assigned taking these rates into account.
8. The payment of wages and other benefits to the employees of the Service Provider shall be the **EXCLUSIVE RESPONSIBILITY OF THE SERVICE PROVIDER** and persons so employed by the SERVICE PROVIDER shall have NO CLAIM whatsoever on NFSU.
9. In case the workers engaged by the service provider have any grievance, they will take it up with the Service Provider without any disturbance on the NFSU, Gandhinagar Campus. If the Service Provider's workers were to resort to agitation resulting in damage to NFSU's property or hindrance to its work, the Service Provider would be liable to pay damages to NFSU. Further, such action by the service provider's workforce would result in the termination of the contract. On the expiry of the contract, the service provider undertakes to leave the premises in peace with all the workers without creating any disturbance. The Service Provider will solely be responsible to make the records available to NFSU and Government Authority for inspection at any time.

suitable disciplinary action should be taken against a defaulter by the Service Provider. NFSU has a right to recover the cost of such article and/or to impose the penalty for the act of such negligence from the service provider.

11. This contract is based on the principles of the Law of Contracts. All personnel deputed/employed for execution of this contract by the Service Provider shall be employees of the service provider. NFSU shall not have any liability to absorb them at any point of time nor can they claim any right for employment in NFSU. The workers/staff of the Service Provider will have nothing to do with facilities provided by NFSU to its staff and participants and shall have no presumptive right of absorption in the services of NFSU. In order to give effect to this, the Service Provider shall incorporate a suitable clause in the appointment orders to be issued to its workers/staff.
12. The Service Provider shall not engage/employ persons below the age of 18 years.
13. The service provider shall deal and settle the matter related their employees at his own and shall make sure that no labour problem is passed on to NFSU.
14. If the quality of work is not found satisfactory by the Officer-in-charge, it may consider inputs obtained on the issue, jointly assessed by the representative of NFSU and representative of the Service Provider. In such case decision by the Officer-in-charge, NFSU will be final.
15. For successful implementation of the terms and conditions of this contract, the staff deployed by the Service Provider shall be subject to inspection by the authorized officers of NFSU and the Service Provider shall be under obligation to assist in such exercise, whenever desired.
16. The service provider shall ensure that NFSU's property is not damaged due to his staff's carelessness or through use of inappropriate material/methods etc. and in case of any damage or loss; the Service Provider shall be liable to pay for the loss. The decision of NFSU as to the quantum and value of damage/loss shall be final and binding on the Service Provider.
17. The service provider should submit a labor License issued by respective authority and will submit a copy of the license to the Administration Section within 30 days from the date of issue of the award of the contract, **failing which penalty @ Rs500/-per day shall be levied.**
18. In case of lapses on the part of its deployed personnel, suitable disciplinary action should be taken against the defaulter by the service provider.
19. **Contacting NFSU Authorities:** No bidder shall contact any of the NFSU authorities on any matter relating to this bid, from the time of the opening of the bids to the time the contract is awarded.
20. **Committee duly constituted by NFSU reserves the right to accept any bid and to reject any or all bids:**
The committee reserves the right to reject, accept or prefer any bid and to cancel the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for its actions and decisions. NFSU also reserves the right to accept any bid in part or split the contract between two or more bidders.

Prerequisite for bidding in this tender:

1. The bid papers, duly filled in and complete in all respects shall be submitted together with requisite information and Annexure/Appendices. It shall be complete and free from ambiguity, change or interlineations.
2. The service provider shall sign the bid with the exact name of the firm to whom the contract is to be issued, in case the contract is awarded to him. It shall be identical to the firm for which the essential certificates and eligibility conditions are enclosed along with this bid document.
3. The service providers are advised in their own interest to study the bid document and ensure that all the points brought out in the checklist are complied with in their bid failing which, the offer is liable to be rejected.
4. No financial details should be mentioned in technical bid otherwise the bid shall be liable to be rejected.
5. The service provider shall be bound by all the terms and conditions as laid down in the bidding document including all the Annexure.
6. The scope of work is only indicative and not exhaustive. The decision of NFSU authorities in this regard shall be final and binding on the Service Provider.
7. Conditional bids/Non-compliance of any of the conditions set in the tender document shall render the bid liable for rejection.
8. Any deviation on the part of bidders from the clauses of this contract whether hidden/intentional/unintentional shall be considered as contravention of the clauses under this contract and same shall also be grounds for rejection.
9. NFSU reserves the right to seek any clarification from the service provider or waive any minor deviation in the provisions governing the contract at its sole discretion.
10. For better appreciation of scope of work under this contract, the service providers are advised to visit the NFSU, Gandhinagar Campus on any working day between 10:00 AM to 4:00 PM after the issue of tender and before the date of closure of this tender with permission.

FORM A

COMPANY PROFILE

(To be filled in by the Bidder)

Sl. No.	Question	Response
1	Company Name	
2	Type of firm Proprietary/ Partnership/ Pvt.Ltd./Ltd./Single Person Company/LLP	
3	Date of Incorporation	
4	Company Head Office address	
	*Contact person(s) Name	
	*Phone Number	
	*Fax No.	
	*E-mail Address	
5	Address of Ahmedabad/Gandhinagar Municipal Corporation area office	
	*Contact person (s)Name	
	*Phone Number	
	*E-mail Address	
6	PAN	
7	GST	

Signature of the Bidder:

Name & Designation:

Company Seal:

Date:

FORM B

Minimum Eligibility Criteria

1. Average Annual Turnover:

Minimum average annual turnover for past 3 financial years should be INR 41Lakh; CA certified turnover certificate should be submitted in support of the same. (MSE and Startups are exempted from this clause)

2. Work Experience:

Minimum 3 years of experience in similar services provided to Central / State Govt. Organization / Central or State Autonomous bodies /PSU. Contract order with work completion certificate shall be submitted (MSE and Startups are exempted from this clause)

3. Past Performance Criteria:

Bidder must have performed similar services work in last three financial years as per follows:

The Bidder must have successfully executed at least one single order for similar service(s) in last three financial years amounting value of 20 Lakh in any Central / State Govt. Organization / Central or State Autonomous bodies /PSU. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.(MSE and Startups are NOT exempted from this clause)

Note:

1. KINDLY ENSURE TO PROVIDE THE ABOVE DETAILS AND ENCLOSE THEM ALONG WITH THE TECHNICAL BID, OTHERWISE, YOUR BID WILL BE REJECTED.

2. Similar services considered are as per follows:

Horticulture / Gardening /Pomology/ Olericulture/Floriculture/ landscape horticulture /site clearing/ soil quality checking / garden design / soil preparation/ tree or plant plantation / seedling raising/ grass cultivation/ general garden-lawn-field-nursery-park maintenance **or any other equivalent services may be considered by Competent Authority of NFSU**

Signature of the Bidder:

Name:

Company Seal:

FORM-C

SCHEDULE OF WAGES PAYABLE

DETAILS OF MONTHLY PAYMENT COMPONENTS APPLICABLE AT GANDHINAGAR

Sl. No.	Name of staff	No of days	Basic +VDA as per minimum wages	Total Wages	Employee's		Employer's Share			Take Home
					EPF	ESI	EPF	EDLI	ESI	



FORM D

**DECLARATION FOR NO NEAR RELATIVE(S) OF THE SERVICE PROVIDER WORKING IN NFSU,
GANDHINAGAR**

I.....S/o. (or) D/o.....

R/o..... hereby certify that none of my relative(s) as defined in the tender document is/are employed in NFSU, Gandhinagar as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, NFSU, Gandhinagar shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

The near relative(s) means:

- Members of a Hindu Undivided family;
- They are husband and wife.
- The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister(s) sister's husband (brother-in-law).

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, the certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all Directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the bidder
With seal

Signature of the bidder
With seal

FORM E

**DECLARATION REGARDING BLACKLISTING/DEBARRING FROM TAKING PART IN GOVT. TENDER
BY NFSU, GANDHINAGAR**

1. I/We Proprietor/Partner(s)/ Director(s) of M/s._____hereby
declare that the firm/company namely M/s._____has not
been blacklisted or debarred in the past by any other Government organization from taking part
in Government tenders.

OR

2. I/We Proprietor/Partner(s)/ Director(s) of M/s._____Hereby declare
that the firm/company namely M/s._____was blacklisted
or debarred any other Government Department from taking part in Government tenders for a
period of_____ years w.e.f. _____.The period is over on_____
and now the firm/company is entitled to take part in Government tenders.(Fill in only one of the
above points whichever is applicable)

In case the above information is found false, I/We are fully aware that the tender/contract will be
rejected/canceled by NFSU, Gandhinagar and any security shall be forfeited.

Signature_____ Name_____

Capacity in which assigned:_____

Name& address of the firm:

Signature of Bidder with seal Date:

FORM F

ACCEPTANCE CERTIFICATE

(To be submitted along with technical bid on Company Letter head)

I.....(Designation).....of (Name of the Company)
..... do hereby certify that I have fully read, understood and
accept all the terms and conditions of the Bid No._____for providing
outsourcing manpower for horticulture/garden services at NFSU, GANDHINAGAR.

Signature of Authorized Signatory Company Seal / Stamp Date:

Place:



FORM G

DETAILS OF CLIENT AND EMPLOYEES DEPLOYED

(If required use separate sheet without changing the format)

Submit photocopies of the relevant client certificates which must clearly give full details about contract period, category of employees provided and its number.

Name & Address of Client (s)(Do not use abbreviations)	Period (From-To)(DD/MM/YY)	No. of Gardeners/ Gardening Supervisors deployed	No. of any other kind of staff	Remarks (if any)	Contact person along with Telephone No and email address

Signature of Authorized Signatory Name: _____

Designation: _____

Client Seal/Stamp

FORM H

UNDERTAKING BY THE SERVICE PROVIDER

(To be submitted along with technical bid on Company Letter head)

I/We hereby certify that:

1. Full manpower will be engaged on a daily basis for the Services sought under this contract on a rotation basis (if required) as per the given schedule or as per instructions of Officer-in-charge.
2. I/we have made the site visit in order to evaluate the level of services to be rendered and quoted accordingly.
3. I/We have specified the number of persons to be engaged daily (manpower) to execute all the works as mentioned above at NFSU, GANDHINAGAR.
4. I/We agree that the payment will not be made for the work not carried out by the Service Provider in any of the above areas.
5. The Supervisor will monitor the workers supplied by the Service Provider.
6. I/We agree for the bill payment on a monthly pro-rata basis.
7. I/We agree to pay minimum wages as per Labour Enforcement Authority.
8. The holiday list of the workers should be approved by the Competent Authority.
9. I/We agree to pay minimum wages, EPF, ESI, GST, other applicable statutory payments etc. as per the terms and conditions of the Agreement. Payment of wages will be made on 7th day of every month to the workers engaged by the service provider in their Bank Account.
10. Leave **or** Substitutes will be made available as and when required. Extra workers shall be provided on 24-hour notice if required.
11. Qualified, experienced Supervisor will be deployed on NFSU site to monitor the work.

Place:

Date:

Signature of the Service Provider with Seal & Address

FORM I

LAND BORDER SHARING DECLARATION

(To be submitted in the bidder's letterhead)

In-line with Department of Expenditure's (DoE) Public Procurement Division Order vide ref. F.No.7/10/2021-PPD (1) dated 23rd Feb 2023 IS/o.(or) D/o.....R/o.....have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that M/s.(Company Name) is not from such a country or if it is from such a country, it has been registered with the Competent Authority and the evidence of valid registration by the Competent Authority will be submitted to the Buyer on demand. I hereby certify that M/s.....(Company Name) fulfills all requirements in this regard and I am eligible to be considered for procurement of goods/services. I understand that any false declaration and non-compliance of this would be grounds for immediate termination of the contract and further legal action in accordance with the laws.

For and on behalf of (Name of the bidder)

(Signature, date & seal of an authorized representative of the bidder)

FORM J

(To be submitted as part of technical bid on Letter Head of Bidder)

Tender Document No.: _____

Tender Title: _____

This Agreement (herein after called the Integrity Pact) is made on ____ day of the month ____ of 202__ at _____, India. BETWEEN **NFSU, Gandhinagar, acting through its Campus Director** (herein after called the "The Principal", which expression shall mean and include unless the context otherwise requires, his successors in office and assigns) of the First Part AND **M/s. _____** (hereinafter called the "The Bidder/ Contractor" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

PREAMBLE

"The Principal" intends to award, under laid down organizational procedures, contract/s for providing **Outsourcing Manpower for Horticulture / Garden Services** "The Principal" values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/ transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal shall appoint Independent External Monitors (IEMs) who shall monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1-Commitments of the 'The Principal'

- (1) 'The Principal' commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
 - a) No employee of the Principal, personally or through family members, shall in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b) The Principal shall, during the tender process, treat all Bidder(s) with equity and reason. The Principal shall in particular, before and during the tender process, provide to all Bidder(s) the same information and shall not provide to any Bidder(s) confidential / addition al information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - c) The Principal shall exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees. which is a criminal offence

the Chief Vigilance Officer and in addition, can initiate disciplinary actions.

Section 2-Commitments of the 'Bidder/Contractor'

- (1) The 'Bidder/ Contractor' commit themselves to take all measures necessary to prevent corruption. The 'Bidder/Contractor' commits themselves to observe the following principles during participation in the tender process and during the contract execution.
 - a) The 'Bidder/ Contractor' shall not, directly or through any other person or firm, offer, promise, or give to any of the Principal's employees involved in the tender process or the execution of the contract, or to any third person any material or other benefit which he is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - b) The 'Bidder/Contractor' shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the tender process.
 - c) The 'Bidder/ Contractor' shall not commit any offence under the relevant Bharatiya Nyaya Sanhita (BNS) / Prevention of Corruption (PoC) Act; further, the 'Bidder/Contractor' shall not use improperly, for purposes of competition or personal gain, or pass onto others, any information or document provided by the Principals part of the business relationship, regarding plans, technical proposals, and business details, including information contained or transmitted electronically.
 - d) The 'Bidder/Contractor' shall, when presenting their bid, disclose any and all payments made, is committed to, or intends to make to agents, brokers, or any other intermediaries in connection with the award of the contract. E.g. Bidders/Contractors who have signed the Integrity Pact shall not approach the Courts while representing the matter to Independent External Monitor and shall wait for their decision in the matter.
- (2) The 'Bidder/Contractor' shall not instigate third persons to commit offences outlined above or be an accessory to such offenses.

Section 3-Disqualification from tender process and exclusion from future contracts

If the 'Bidder/ Contractor', before award or during execution, has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the 'Bidder/ Contractor' from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings".

Section 4-Compensation for Damages

- (1) If the Principal has disqualified the 'Bidder/Contractor' from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover from 'Bidder/Contractor' the damages equivalent to Earnest Money Deposit/ Bid Security.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5-Previous transgression

- (1) Bidder declares that no previous transgressions occurred in the last three years with

Public Sector Enterprise in India that could justify his exclusion from the tender process.

- (2) If Bidder makes an incorrect statement on this subject, he can be disqualified from the tender process, or action can be taken as per the procedure mentioned in “Guidelines on Banning of Business Dealings”

Section 6-Equal treatment of all Bidders/Contractors/Sub-contractors

- (1) The Principal shall enter into agreements with identical conditions as this one with all Bidders and Contractors.
- (2) The Principal shall disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 - Criminal charges against violating Bidder(s)/ Contractor(s)/ Sub-contractor(s)

If the Principal obtains knowledge of the conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal shall inform the same to the Chief Vigilance Officer.

Section 8-Independent External Monitor (IEM)

- (1) The Principal appoints a competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively whether and to what extent the parties comply with the obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitor would have access to all Contract documents whenever required. It shall be obligatory for him/her to treat the information and documents of the Bidders/ Contractors as confidential. He/she reports to the Head of the Procuring Organization.
- (3) The Bidder(s)/Contractor(s) accept that the Monitor has the right to access without restriction to all Project documentation of the Principal, including that provided by the contractor. The contractor shall also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
- (4) The Monitor is under contractual obligation to treat the information and documents of the Bidder/ Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on ‘Non-Disclosure of Confidential Information’ and of ‘Absence of Conflict of Interest’. In case of any conflict of interest arising at a later date, the IEM shall inform the Head of the Procuring Organization and rescue himself / herself from that case.
- (5) The Principal shall provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the contractor. The parties offer the Monitor the option to participate in such meetings.
- (6) As soon as the Monitor notices, or believes to have noticed, a violation of this agreement, he shall so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can, in this regard, submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action, or tolerate action.

- (7) The Monitor shall submit a written report to the Head of the Procuring Organization within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
- (8) If the Monitor has reported to Head of the Procuring Organization, a substantiated suspicion of an offence under relevant BNS/PoC Act, and Head of the Procuring Organization has not, within the reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word 'Monitor' would include both singular and plural.

Section 9-Pact Duration

This Pact begins when both parties have legally signed it. It expires for the contractor 12 months after the last payment under the contract and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above unless it is discharged/ determined by the Head of the Procuring Organization.

Section 10-Other provisions

- (1) This agreement is subject to Indian Law. The place of performance and jurisdiction is the Registered Office of the Principal, i.e. Gandhinagar, Gujarat.
- (2) Changes and supplements, as well as termination notices, need to be made in writing. Side agreements have not been made.
- (3) Should one or several provisions of this agreement turnout to be invalid, there may in order of this agreement remains valid. In this case, the parties shall strive to come to an agreement with their original intentions.
- (4) Issues like Warranty/ Guarantee shall be outside the purview of IEMs.
- (5) In the event of any contradiction between the Integrity Pact and its Appendix, the Clause in the Integrity Pact shall prevail.

For and on behalf of
/Contractor

(Name of the Officer and Designation)
(Office Seal)

Annexure - I

List of Machinery/Equipments (To be provided by Service Provider)

Sr. No.	Gardening Tools	Quantity
1	Grass Cutter	3
2	Lawn Mover (with attachments)	2
3	Water Pipes	1200 Feet
4	Scissors	5
5	Watering Cane	2
6	Wheel Barrow	2
7	Back Pack Sprayer	2
8	Bush Cutter (Small)	3
9	Bush Cutter (large)	2
10	Axe	2
11	Pruners	1
12	Sickle	4
13	Pitch Fork	1
14	Shovel	5
15	Garden Trovel	12
16	Hedge Trimmer	1
17	Boots and Hand Gloves for Garden workers (Protective Equipment)	25
18	Broom for cleaning waste	7
19	Baskets for collecting leaves	4
20	Pump	10
21	Big Cutter for tree branches	2
22	Small Cutter for shrubs	5
23	Khurpi	20
24	Plough	5
25	Spade/Kodari	5
26	Dhariya	4
27	Garden Trolley	1
28	Leaf Shredder	1
29	Spray Pump (Battery Operated)	5
30	Pipes and Sprinklers	As per requirement

Note: In addition to the above, any additional equipment required during the contract period shall be arranged by the service provider/contractor as and when necessary.

Annexure - II

List of Consumables I (To be provided by Service Provider)

Consumables		
Sr. No.	Consumables	Quantity (Per Year)
1	Urea	12 Bags (50 kg each)
2	Vermicompost	10 Bags (50 kg each)
3	Termite Medicine	2 Litre
4	Herbicides	2 Litre
5	Pesticides	2 Litre
6	NPK 19:19:19 Organic Fertilizer	2 Litre
7	Wild Grass Compost	5 Litre
8	Garbage Bags	As per Actual Requirement (Estimated Qty. 10 Bags /day)

Note: In addition to the consumables mentioned above, the Service Provider/Contractor shall be responsible for supplying any other necessary items, such as seeds, soil, fertilizers, and pesticides as required during the contract period. These items must be provided as and when needed.

Annexure - III

Services to Be Considered	
Category	Details
a. Tree Services	- Tree Inspection: Regular checks for pests, disease, and structural issues
	- Limb Removal: Removing dead/diseased branches
	- Tree Anchoring/Bracing: Stabilizing weak trees
b. Hardscape Maintenance	- Cleaning of Paths, Patios, and Garden Walls: Pressure washing and debris removal
	- Weed Removal from Hard Surfaces: Regular removal from patios, paths, and walls
c. Minor Repairs	- Fixing Paving Stones: Repairing cracked or loose paving stones or tiles
d. Waste Management	- Green Waste Collection: Collecting organic waste like grass clippings, leaves, and plant matter
	- Composting Services: Composting green waste for soil enrichment
	- Disposal of Pruned Branches/Leaves: Environmentally friendly disposal or recycling of branches and leaves
e. Soil Management	- Mulching: Applying mulch for moisture retention, weed control, and temperature regulation
	- Soil Testing and Conditioning: Regular testing and adding necessary amendments (e.g., compost, fertilizers, pH adjusters)

Note: The aforementioned constitutes the minimum requirement; actual requirements may change as new needs arise.

Annexure - IV

Vegetation Type / Seed Type to be Considered	
Category	Details
a. Tree and Plant Types to be Managed	- Trees: Large shade trees, ornamental trees, flowering trees (e.g., Bauhinia, Tabebuia, Jacaranda)
	- Shrubs and Bushes: Decorative shrubs (e.g., Hibiscus, Bougainvillea)
	- Ground Cover Plants: Low-growing plants (e.g., Creeping Thyme, Creeping Jenny)
	- Perennials: Long-lasting plants (e.g., Lavender, Daylilies, Peonies)
	- Climbers and Vines: Vertical greenery (e.g., Ivy, Wisteria)
b. Seasonal & Special Services / Planting Considerations	- Annual Flower Bed Installation: Cool-season and warm-season plants (e.g., Marigolds, Petunias, Snapdragons)
	- Seasonal Plant Replacement: Replace with season-appropriate plants (e.g., swapping Pansies for Geraniums)
	- Bulb Planting: Bulbs for seasonal color (e.g., Tulips, Daffodils)
c. Vegetation Based on Season	- Winter Vegetation: Evergreens (e.g., Pines, Cedars)
	- Spring Vegetation: Flowering trees and bulbs (e.g., Cherry Blossoms, Magnolias)
	- Summer Vegetation: Heat-tolerant flowers (e.g., Zinnias, Sunflowers)
	- Autumn Vegetation: Plants with fall colors (e.g., Maples, Acer, Chrysanthemums)

Note: The aforementioned represents the minimum requirement; actual requirements may vary as new needs arise.