



“APPAREL EXPORT PROMOTION COUNCIL”

e-NIQ DOCUMENT

FOR

**Horticulture services i.e. maintenance of seasonal plants and lawns at Apparel House,
Sector – 44, Institutional Area, Gurugram – 122003**

Date of Advertising of NIQ	26.09.2023
Date of pre bid inspection of site	Weekdays between 10 am to 4 pm
Last Date for submission of e-quotation at tender@aepecindia.com	17.10.2023
Date of opening of e-quotation	18.10.2023



e-NOTICE INVITING QUOTATION

Work: Horticulture services i.e. maintenance of seasonal plants and lawns at Apparel House, Gurugram

Apparel Export Promotion Council invites sealed bids from reputed agencies for providing horticulture services i.e. maintenance of seasonal plants and lawns at Apparel House, Sector – 44, Institutional Area, Gurugram – 122003, Haryana inclusive or required tools / equipment.

The e-quotations should be submitted in the prescribed format of Letter of Intent (LOI)/Quotation as detailed in **Annexure-1** along with company/firm profile at tender@aepecindia.com latest by **5.00 P.M. on 17.October.2023**.

Quotations received to any other mail id shall be liable to be rejected by the Tender Opening Committee.

Manpower and accessories per month:

S. No.	Description	Rate (Rs.)	Total Amount (Rs.)
1.	No. of gardeners required		
2.	Charges for each gardener		
3.	Charges for dispose of garbage		
4.	Tools & tackles charges (cost of plants, seasonal seeds, manure, pesticide, insecticide) including tax		

2.0 Scope of work:

- 2.1 Providing of services of skilled & regular gardeners for maintenance of lawns and plants;
- 2.2 Providing of Tools, tackles, equipment and other miscellaneous articles including Hose pipe as required;
- 2.3 Providing of manure and fertilizers, insecticides and pesticides etc. as required;
- 2.4 Providing of various seasonal flower seeds used to beautify the lawns and garden;
- 2.5 Supervisor visit on every alternate work i.e. twice in a month;
- 2.6 To maintain in-house nursery for seasonal plants at Apparel House;

3.0 Work experience:



3.1 Agencies dealing in horticulture work, who have completed similar work in Govt. / Semi Govt. Or organization of repute etc. during last three years are eligible to participate.

4.0 Prices:

4.1 Unless explicitly stated otherwise in the Tender Documents, the contractor shall be responsible for the whole works and payment shall be as per accepted rates based on the activities carried out as in the Scope of work.

4.2 The rate quoted by the tenderer shall be inclusive of all duties, taxes, fees and other levies, materials etc.

5.0 Schedule and terms of payment:

5.1 The contract is firm and fixed and no escalation will be permissible during the currency of the contract except for applicable government taxes. TDS as applicable from time to time shall be recovered from the bill.

5.2 No advance payment in any case shall be made. Payment shall be made on expiry of each month or receipt of proper invoice alongwith documents confirming monthly payment of PF and ESI etc. in respect of each deputed gardener and on approval by the competent authority for the number of days the gardener (s) remain on leave or absent.

6.0 Period of Contract:

6.1 The tenure of the contract will be initially for a period of one year even though the contract proposed is for 02 years. If the work is not satisfactory, the contract may either be terminated by given one month's notice or another three months time will be given for improvement. By mutual agreement the contract can be renewed for a further period of one year in case the services are found satisfactory by the Council.

7.0 Arbitration:

7.1 In the event of any dispute or different arising under the contract agreement, the same shall be referred to the sole arbitration of Secretary General, AEPC or any other appointed by him. The award of the arbitrator shall be final and binding on both the parties. The venue of arbitration proceeding shall be at AEPC Head Office, Gurgaon, Haryana or such place as the arbitrator may decide. The Courts at Haryana only shall have the jurisdiction to decide any dispute that may arise in relation to the Contract.

General Terms & Conditions:

- i. The maintenance work should be carried out as per norms and standards and in such a manner that all premises look neat and clean. Similarly the waste should be carried out and disposed off in a manner without affecting the environment.
- ii. The Contractor will be responsible for complying with all the relevant labour laws / regulations prevailing during the period and must provide a self-attested certificate of Provident Fund and ESI Registration as applicable.



- iii. The Contractor must attach a self-attested copy of GST, PAN No. etc. as applicable.
- iv. Any damage done to the existing installation, equipment or to the building particularly due to negligence on the part of the contractor or its worker shall be entirely responsibility of the contractor to repair, rectify or replace the same free of cost.
- v. In case any accident occurs due to any reasons during maintenance work etc. during the period of contract within AEPC complex, AEPC will not be responsible in any way for the same.
- vi. The agency is advised to visit and examine the Site of Works and its surroundings between 10 am to 4 pm at his/their cost and obtain for himself on his own responsibility all information that may be necessary for preparing the quotes.
- vii. The agency shall be deemed to have inspected the site and its surroundings beforehand and taken into account all relevant factors pertaining to the Site in the preparation and submission of the quote.
- viii. The submitted quotes shall remain valid and open for acceptance for a period 90 days from the Last date of submission of quotes.
- ix. AEPC reserves the right to reject any or all the quotations without assigning any reason. Bid received after due date and without sealed cover and rates will not be accepted.
- x. The last date of submission of quotation is 17.10.2023 upto 5.00 pm at tender@aepecindia.com. Quotations submitted to any other email shall be liable for rejection.

(Manoj Kumar)
Jt. Director (AHM)
Apparel Export Promotion Council
Apparel House, Sector – 44,
Institutional Area
Gurgaon – 122003
Haryana

Dated the 26th September, 2023