

**TENDER FOR PROPOSED ANNUAL MAINTENANCE CONTRACT FOR  
HORTICULTURE AND GARDENING WORKS AT REVA PARISAR, BHOPAL**

NAME OF CONTRACTOR WITH ADDRESS: - -----

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DATE OF ISSUE OF TENDER :- 05.05.2025

LAST DATE AND TIME FOR SUBMISSION :- 24.05.2025

EARNEST MONEY DEPOSIT :- Rs. 12000/-

DEMAND DRAFT / BANKER'S CHEQUE NO. :- -----

NAME OF THE ISSUING BANK :- -----

State Bank of India, Premises & Estate Department  
3<sup>rd</sup> floor, Local Head Office, Bhopal

### **NOTICE INVITING TENDERS**

#### **PROPOSED ANNUAL MAINTENANCE CONTRACT FOR HORTICULTURE AND GARDENING WORKS AT REVA PARISAR, BHOPAL**

SBI invites sealed tender from the Horticulture contractors for proposed Annual Maintenance Contract for Horticulture and Gardening works at Reva Parisar, Bhopal.

1.	Name of work	Proposed horticulture and gardening works at Reva Parisar, Bhopal
2.	Issue of tender	Tender shall be downloaded from the Bank's website <a href="http://www.sbi.co.in">www.sbi.co.in</a> under procurement news from 05.05.2025 to 26.05.2025
3.	Cover I will contain	<b>Rs 12000/- (Rupees Twelve thousand only)</b> to be submitted in the form DEMAND DRAFT in FAVOUR “ <b>AGM (Premises &amp; Estate), SBI, LHO, Bhopal</b> and payable at <b>Bhopal. Exempted for Micro and Small enterprises with uploading valid MSME/UDYAM registration certificate on GeM portal along with relevant documents.</b>
4.	Cover II will contain	Price Bid
5.	Earnest money deposit	Rs. 12000/-
6.	Last date and time for submission of tender	03.00 P.M., 24.05.2025
7.	Date and time of tender opening: Cover -I Cover – II	<b>3.30 p.m. on 26.05.2025</b>
8.	Address and Place of tender opening	The Assistant General Manager (P&E), State Bank of India, Local Head Office, Bhopal
9.	Validity of offer	90 days
10.	Completion Period	Annual Maintenance Contract
11.	Security Deposit	5% of Annual Contract Value

**Assistant General Manager (P&E)**

**ANNUAL MAINTENANCE CONTRACT FOR PROPOSED HORTICULTURE AND  
GARDENING WORKS AT REVA PARISAR, BHOPAL**

**GENERAL TERMS AND CONDITIONS OF THE TENDER:**

1. The successful bidder shall be bound to seek necessary registrations (If not having) from the respective competent authorities of the Govt. for the following within 07 days from the date of receipt of letter of intent from the SBI:
  - a. Registration for Goods and Service Tax.
  - b. Registration under Employees Provident Fund Act.(EPF)
  - c. Registration under Employees States Insurance Act. (ESI)
  - d. License from Labour Commissioner to Employ Contract labour under Contract Labour Act. (If applicable as per Labour Act.)
  - e. Copy of PAN Card along with copy of latest IT return submitted.

The SBI shall issue letter of work order only on receipt of certified copies of above-mentioned documents within the prescribed time limit failing which offer will stand cancelled and the SBI shall be at liberty to entrust the job to any other agency within its sole discretion and no correspondence shall be entertained by the SBI in this regard.

2. **The successful contractor whose tender is accepted by the SBI shall deposit a sum of 5% of the annual contract value in the form of Demand Draft favouring Assistant General Manager (P&E), State Bank of India, Local Head Office, Bhopal towards Security Deposit including earnest money deposit which will be retained by the SBI during entire contract period. In case contractor/ Agency fails to complete the contractual obligations as per tender or leaves the jobs halfway or do not undertake the jobs at site within stipulated period, the SBI shall forfeit the said security deposit which may please be noted. Time is essence of the contract. The contractor whose tender is accepted shall take up the work immediately.**
3. The contractor/agency at the time of tender shall study carefully, the materials, chemicals, machines, equipments specifications, the frequencies of different operations and conditions of the tender documents to fully appreciate the scope of work before quoting his rates.
4. The successful contractor/agency should work as per the scope of work mentioned in the tender and also as per the direction of the SBI.
5. The SBI shall provide suitable space for storage of equipment / machines, material and pesticides, fertilizers etc. with minimum required infrastructure

like Electricity, Water Supply etc., for which no rent for space will be recoverable. However, no extra payment shall be admissible for carriage/shifting etc.

6. No tools & plants including special T & P etc. shall be supplied by the SBI. The contractor will have to make his own arrangements at his own expense for all machines.
7. The contractor/ Agency shall dispose off garbage, malba, rubbish & other unserviceable materials and waste **at their own cost to the municipal dumping area** outside the Bank premises and under no circumstances these shall be stacked / dumped even temporarily within the building or the surrounding premises.
8. **The contractor/ agency should quote their rates considering wages payable as per Central Govt. Minimum Wages Act applicable for respective category of the workers (in compliance with prevailing norms of EPF, ESI, Bonus, etc.) employed by the contractor and are prevailing as on date of opening of the tender including all taxes/duties/levies (excluding GST) as applicable and are subject to deduction at source by the Bank from bills / dues.**
9. The Minimum wages prevailing for respective category of the workers employed / engaged by the contractor should be mentioned in the price bid duly supported by the certified / attested copy of the Circular issued by the competent Govt. Authority and the same shall be treated as Basic Labour rates for the purpose of evaluating the contract value.
10. The rates should be quoted in the enclosed prescribed schedule of items only and the same shall be valid for a period of minimum one year from the date of award of work.
11. The contractor/ agency shall appoint exclusively for this work one Operation Manager who shall coordinate with the concerned authorities of the Bank/SBI as & when needed.
12. The contractor/ agency shall take at his own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the mentioned services to be rendered to SBI and shall comply with all relevant labour laws as applicable to the area as existing or as may be mentioned during the contract period and shall indemnify SBI against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which SBI may be party or involved as a result of the contractors failure to comply and of the obligation under the relevant act law which the contractor is to follow.
13. All the materials/chemicals/consumables brought to site shall be protected suitably duly wrapped/packed & stored so as to avoid any damage during

loading transportation/unloading & handling due to weather conditions etc. at any stage.

14. The successful contractor/agency should deploy optimum number of manpower at each site as stipulated in the tender.
15. The work in general shall be carried out in accordance with the scope of work mentioned in the tender.
16. The work shall be carried out in the manner complying in all respects with the requirements of relevant byelaws of the local body under the jurisdiction of which the work is to be executed or as directed by the Engineer- In-charge & nothing extra shall be paid on this account.
17. Contractors/ agency and their workers to follow strictly all safety precautions required for handling machines, electrical power, work on heights etc., and the SBI will not be responsible for any losses.
18. The contractor/ agency shall comply with proper & legal orders & direction of the local or public authority or municipality and abide by their rules & regulations & pay all fees & charges which may be liable.
19. The contractor/ agency shall be responsible to arrange **at his own** cost all necessary tools, plants & machinery required for execution of work.
20. The contractor/ agency shall conduct his work so as not to interfere with or hinder with the operations of other contractors/agencies/SBI, or he shall arrange his work with that of the others in an acceptable & co-ordinate manner & shall perform it in proper sequence to the complete satisfaction of Engineer- In- charge.
21. Existing drains, pipes, cables, overhead wires, sewer lines, water lines and other services encountered during the execution of the work shall be protected against the damage by the contractor **at his own expense**. The contractor shall not store materials or otherwise occupy any part of the site in a manner likely to hinder the operation of such services.
22. SBI shall not be responsible for any loss of material of the contractor/ agency at site.
23. Taxes as per the prevailing rates will be recovered from the bill.
24. The contractors/ agency should have adequate skilled personnel suitable for the job entrusted to them.
25. The antecedent of all the workers deployed by the contractor/ agency will have to be verified from the police. The Agency's workers shall not enter any un-law full activity within the Bank's premises and shall have good moral character.

26. The contractor/ agency shall not assign the contract. He shall not sub-let any portion of the contract except with the prior written consent of the SBI.
27. The SBI reserves the right to order any worker of the contractor/ agency to leave the premises of the Bank if his/her presence at any time is felt undesirable.
28. The SBI does not bind itself to accept the lowest bidder and reserve the right to reject any or all the tenders received without assigning any reason(s) thereof.
29. No inflammable materials shall generally be allowed to be stored at site. However, reasonable quantity may be permitted for storage subject to the compliance of all rules / instructions issued by the competent authorities and as per the direction of Engineer - in- Charge.
30. Cost of procurement of manure, fertilizers, pesticides, plants, gamlas, grass packets, packets of hedges etc. including cartage / transportation will be reimbursed by the Bank/SBI on actual basis on production of cash memo/receipts.
31. Pipes and water connection required for watering the plants shall be arranged by the Bank.
32. Other implements required for development and maintenance of gardens shall be arranged by the agency. Such implements are pails, watering can, khurpi, phawda, kudali, cutters, kulhari, grass cutters, pesticides etc.
33. All other additional equipment/machinery to be required for development and maintenance of gardens shall be arranged by the agency. For such equipment/machinery, the agency shall take the responsibility of keeping them in good condition.
34. The agency shall not grow his own plants and fruit bearing trees in any of the Bank's premises and shall not be allowed to sell the plants and flowers from the gardens of Bank's premises in the outside premises.
35. The agency shall not remove or take out any wood or other articles from any of the Bank's premises, without the prior permission of the Competent Official of the Bank/SBI.
36. The agency shall prepare a small nursery within the Bank's premises, out of which they should collect the seeds of seasonal flowers and vegetables for future use, which will save the cost for purchase from the open market and for the special purpose of cutting, budding, prepare plants and use them for betterment of gardens.

37. The agency should prepare compost bio manure from the waste for use in premises.
38. The agency shall be responsible and will arrange for preparing manure from the waste leaves etc. through Vermi-culture process for which necessary pits shall be got constructed by the Bank/SBI.
39. In the event of any restriction being imposed by the security agency, SBI/SBI or any other authority having jurisdiction in the area on the working or movement of labour/material, the contractor shall strictly follow such restrictions and nothing extra shall be payable to the contractor on this account. General Security restriction are given as under:
  - (a) Labour / workmen will not be allowed to stay within the Bank's premises.
  - (b) Proper Identity cards to be given to the employees.
  - (c) As and when there will be security requirements certain additional restrictions can be imposed as per the requirement of the situation.
  - (d) The contractor shall be responsible for behavior and conduct of his laborer. No laborer with doubtful integrity of having bad record shall be engaged by the contractor.

#### OTHER CONDITIONS OF TENDER:

1. No tender will be accepted after schedule time and date.
2. Unsealed tender will not be accepted.
3. The tenders with corrections and or overwriting if not authenticated will be liable for rejection. No advice for any change in rate or conditions after the opening of the tender will be entertained.
4. The contractor/ agencies should submit these terms and conditions duly signed as token of acceptance along with their application, failure to which their application is liable for rejection without any notice which please note.
5. The SBI does not bind itself to accept the lowest or any tender and reserve to itself the right to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so.
6. The contractors are requested to acquaint themselves with the site conditions, terms & conditions, schedule of items and technical specifications of the tender and should seek requisite clarifications, if required, from this office before quoting the rates.
7. The Earnest money deposit of Rs 12000/- by way of Bank draft favoring SBI, Bhopal will have to be deposited along with the tender. The tenders received without Earnest Money Deposit are liable for rejection. No interest shall be paid on the said deposit. EMD of successful tenderer will be

retained as part of security deposit. EMD of unsuccessful tenderers will be refunded within 30 days of award of Contract.

8. In case contractor fails to undertake the work at site within 7 days from the date of issue of work order, the SBI reserve the rights to entrust the work to any other contractor at its discretion and earnest money deposit of defaulter contractor will be forfeited.
9. The contractor should quote reasonable and workable rates for individual items. Wherever necessary, contractor, on demand, has to submit rate analysis of desired items within stipulated period.
10. The contractors quoting abnormally low / erratic rates may be asked to submit performance guarantee in the form of Bank Guarantee of suitable amount decided by the SBI, before award of work. The minimum amount of said Bank Guarantee shall be equal to the difference in tender amount quoted by the contractor and the estimated cost assessed by the SBI. Alternatively, the contractor may choose to deposit the said amount in the form of STDR/FDR in favour of SBI, Bhopal. This Bank Guarantee/STDR/FDR will be treated as an additional security deposit (ASD) for due fulfillment of contract and will be retained by the SBI for entire completion period of the project. The contractor shall undertake not to cancel/withdraw the said Bank Guarantee/STDR/FDR during currency of contract. In case contractor fails to undertake the job within stipulated time or leave the same incomplete or carryout substandard work, the SBI will be at liberty to forfeit the initial security deposit/EMD and additional security deposit by invoking Bank Guarantee / en-cashing STDR/FDR.
11. The contractor shall not assign the contract. He shall not sublet any portion of the contract except with the prior written consent of the SBI.
12. The tenderer must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a tender and for entering a contract of work and acquaint himself with all local conditions, means of access to the work, nature of work and all matters appertaining thereto.
13. Wherever mentioned, the quantities in the schedule of items are approximate and no further claims will be entertained for any change in the quantities.
14. The rates quoted by the contractor shall be firm & fix during currency of contract and no variation will be allowed in individual rates on any account.
15. The contractor shall study the schedule of items, technical specifications, drawings, design, etc. for its sufficiency considering all the regulations of local authorities and supply company and code of standard as applicable at the time of submitting the tender and shall bring to the notice addition or deletion, if any, in writing along with the tender.



- 16.** The contractor shall strictly comply with the provisions of safety code.
- 17.** The Contractor shall strictly comply with the provisions of contract labour acts or any other act pertaining to the contract labour that may be in force or that may be introduced during the currency of contract. Compliance of such acts now or subsequently will be at the contractor's cost.
- 18.** Conditional Tenders are liable for rejection.
- 19.** If in the opinion of the SBI the rates quoted by any contractor are found unworkable keeping in view the specifications proposed and workmanship expected, the SBI may choose to reject such tenders within its sole discretion and without any notice to the contractors. Moreover, no claim/correspondence will be entertained by the SBI in such cases.
- 20.** The SBI may choose to split up the entire scope of work amongst any number of parties within its sole discretion irrespective of the lowest rates.
- 21.** The Contractor have to engage reliable skilled workers and shall follow all labour laws and acts and shall go in for insurance for all risks at his own cost.
- 22.** Final measurements of the work should be taken by the contractor only after completion of the work to the satisfaction of the SBI's Engineer. The Final bill should be submitted within a month on satisfactory completion of the work as stated above.
- 23.** If the contractor fails to submit rates for three consecutive tenders his/their name will be deleted from the list.
- 24.** In case you are not interested to quote your rates for subject work please return all the tender documents.
- 25.** Please return this NIT in original in the sealed envelope along with the Letter of declaration mentioned hereinafter as a token of acceptance of all the terms and conditions mentioned in the tender.
- 26.** The contractor should submit these terms & conditions duly signed as a token of acceptance, along with their tender, failure to which their tender is liable for rejection without any notice which please note.
- 27.** Tender form must be filled in English or Hindi. All columns & information must be filled properly. If any of the documents are missing or unsigned, the tender will be treated invalid and cancelled.

- 28.** The contractor has to make arrangement for himself or posting of one supervisor with his leave arrangement during working hours or allocated place for attending all types of complaints relating to maintenance.
- 29.** The contractor shall be responsible to ensure uninterrupted services on all days to the SBI at all sites. In case, any worker engaged by the contractor is on leave or on weekly rest and / or on holiday to which he is entitled in compliance if any regulatory provisions., under such circumstances, alternative arrangement shall be made by the contractor without extra cost to the SBI.
- 30.** The contractor shall engage fully trained and adequately experienced staff who are medically fit. They should be free from all infections/diseases. The contractor shall get his staff medically examined. The contractor shall not permit workers and person(s) who is /are suffering from any disease.
- 31.** The contractor shall not engage any child labour for any job.
- 32.** The SBI will be at liberty to refuse permission without assigning any reason to any or all the staff of the contractor from entering into the premises.
- 33.** All the employee skilled/unskilled has to wear the company uniform approved by the Bank/SBI while on duty with identity cards etc.
- 34.** The contractor will ensure that the labours/employees engaged by them are not engaged in any illegal activities and will not permit them in alcoholic condition at the time of duty. If such instance is noticed, the SBI reserved their rights to remove the employee immediately and may consider imposing a penalty of Rs. 1,500.00 per instance which shall be recovered from the amount payable to the contractor for the month.
- 35.** The minimum no. of workers/employee specified in the tender must be engaged at respective site, each day as per the frequency chart enclosed. In case, any worker being on leave on any working day, the contractor will make substitute arrangement and in case of failure in doing so, the SBI will be at liberty to recover a sum of Rs. 300/- per employee per day from the monthly payment of the contractor.
- 36.** The contractor will be liable to reimburse to the Bank/SBI for any loss or damage caused on account of any breach of law on the part of the contractor or its staff. The contractor shall be responsible for proper maintenance of all registers, records and accounts so far as these relate to the compliance of any statutory provisions/obligations.
- 37.** The contractor shall be responsible for maintaining record pertaining to payment of Wages and also for depositing the EPF contributions, ESI, Service Tax etc. with authorities concerned and copies of the relevant challans/documents etc. shall be submitted to the SBI on month to month

basis. The wages shall be credited to Bank Accounts of the engaged labourers by the Contractor.

38. The contractor shall accept and bear full and exclusive liability during the currency of contract for the payment of any or all taxes etc. now in force or hereafter imposed increased and revised from time to time by the Central or State Government or by any other authority with respect to or covered by wages, salaries, or other compensations paid or payable to persons engaged by the contractor.
39. The contractor has to submit the photo copy of identity card with photo attached of the workers to our security department.
40. No advance payment will be made by the SBI. The payment of contractor's monthly Bills for the services rendered, will however be made within a week time from the date of receipt of Bill subject to satisfactory performance during the month.
41. **The contract shall be valid initially for a period of one year from the date of award of work or date of agreement whichever is earlier, and subject to its renewal for another two terms of one year each upon satisfactory performance. However, the services of the successful tenderer shall be reviewed by the SBI every year and in case of unsatisfactory performance, the SBI may choose to terminate the contract any time by giving two months' notice during the currency of contract.**
42. **ANNUAL RATES RENEWAL CLAUSE:** The rates quoted by the tenderer shall be valid for an initial minimum period of one year from the date of award of work or date of agreement whichever is earlier. After successful completion of each block of one year, the rates shall be renewed/revised in terms of Minimum Wages calculations and applicable taxes. For the purpose, the contractor shall be responsible to submit the "Minimum Wages" calculation sheet duly supported by the certified copy of the Circular/Order issued by the competent authority in support of their claim.

I/ We hereby declare that I/We have read and understood the above instructions carefully, and abide by the same.

SIGNATURE OF THE CONTRACTOR WITH SEAL

DATE:

**LETTER OF DECLARATION**

The Assistant General Manager  
Premises & Estate Department,  
State Bank of India,  
Local Head Office,  
Bhopal.

Dear Sir,

**ANNUAL MAINTENANCE CONTRACT FOR PROPOSED HORTICULTURE AND GARDENING WORK AT REVA PARISAR, BHOPAL**

Having examined the terms & conditions, drawings, specifications, design relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto and affecting the quotation, I/We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum on the item rate basis mentioned in the attached schedule and in accordance in all respect with the specifications, design, drawings and instructions in writing referred to in conditions of quotation, the articles of agreement, conditions of contract and with such conditions so far as they may be applicable.

**MEMORANDUM**

- a) Description of work: - Annual Maintenance Contract for proposed Horticulture and gardening work at Reva Parisar, Bhopal.
- b) Earnest Money Deposit: - Rs. 12000.00
- c) Annual maintenance contract: - One year subject to renewal for two similar terms of one year each upon satisfactory performance of work.

Should this tender be accepted, I/we hereby agree to abide by and fulfill the terms and provisions of the said conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to SBI, the amount mentioned in the said conditions.

I/we have deposited demand draft for a sum of Rs. 12000/- as Earnest money deposit with SBI. Should I/we do fail to execute the contract when called upon to do so, I/we hereby agree that this sum shall be forfeited by me/us to SBI.

We, hereby, also undertake that, we will not raise any claim for any escalation in the prices of any of the material during the currency of contract/execution/completion period.

Yours faithfully

Signature of contractor

**ANNEXURE-1 (TECHNICAL BID)****SCOPE OF WORK**

**The area of scope covers entire Reva Parisar within the compound wall which includes open land for proposed Scale-IV flats, open area near DAC/CSD/AGM locality, existing gardens, pathways along the roads, etc.**

<b>S NO</b>	<b>DESCRIPTION OF WORK</b>	<b>FREQUENCY</b>
1	Watering the plants	Twice in a day, also as and when required
2	Removal of weeds	Regular basis, as and when needed
3	Treatment of soil	Daily
4	Plants Trimming	Daily
5	Removal and cleaning of dry leaves from lawn, gardens, pathways, roads, etc.	Daily
6	Grass cutting	Once in a month, also as and when needed.
7	Soil treatment through manures and fertilizers	Weekly
8	Spraying of insecticides	Once in a month, also as and when required
9	Nitrogen Urea Treatment	Once in three month
10	Removal of unhealthy and dead plants	As and when needed
11	Plantation of seasonal plants in consultation with the functionaries of this office	Seasonal
12	Providing new seeds/plants	As and when required

**MANDATORY REQUIREMENT FOR THE BIDDERS TO BE ELIGIBLE FOR OPENING OF PRICE BID:**

1. The firm should have minimum seven years of experience in rendering horticulture services in Govt/State/Central/PSU, etc.
2. The contractor should have executed one Annual contract of Rs. 9.00 lakh/annum, two Annual contracts Rs.5.50 Lakh/annum or three Annual contract of Rs. 4.50 lakh/annum in last five years.
3. The average annual turnover of the firm for the last three financial years shall be minimum Rs. 3.5 Lakh.
4. The applicant must submit sufficient documentary evidence/work completion certificates etc. meeting the criteria from the Govt./Semi-Govt./PSUs/Banks/Government Financial Institutions during last 5 years.
5. The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted from any Governments, Semi-governments, PSUs, Banks or any other organizations including any of the Offices/Branch of State Bank of India Pan India during last 5 years.
6. For assessing the Annual Turnover of the last 3 years, contractor must submit valid documents viz copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet for the last 3 years.
7. The tender of the bidder's doesn't comply with the above requirement shall be summarily rejected and their price bid shall not be opened.