




**DR. MARRI CHANNA REDDY
HUMAN RESOURCES DEVELOPMENT
INSTITUTE OF TELANGANA
ROAD NO. 25, JUBILEE HILLS,
HYDERABAD- 500 033, TELANGANA, INDIA**

**Tender Notice No: F1/Horticulture/14/2025;
Date: /05/2025**

**TENDER
DOCUMENT FOR
PROVIDING MANPOWER SERVICES (HORTICULTURE)
TO
Dr.MCR HRDIT**

**2025-2026
Through e-procurement Tender**

Horticulture Services


**Administrative Officer
Dr. MCR HRD Institute of Telangana
Road No.25 Jubilee Hills, Hyd-33.**

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This information contained in this document is only disclosed for the purposes of enabling you to submit a proposal to Dr. MCR HRD Institute of Telangana in accordance with the requirements of this document.

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Horticulture Services


Administrative Officer
Dr. MCR HRD Institute of Telangana
Road No.25 Jubilee Hills, Hyd-53.

Introduction:

Dr.Marri Channa Reddy Human Resource Development Hyderabad is state-level training Institute, functioning under the General Administration Department of the Government of Telangana. It is the apex Training Institute of the Government of Telangana and is responsible for facilitating training to all public functionaries of the State. Dr.MCR HRDIT is spread over 33 acres of land and consists of several buildings with training facilities. It conducts long term residential training programs as well, short term programs, National and International programmes, seminars, conferences, meetings etc., involving participants from all over the globe.

Objective of this bid

Dr.MCR HRDIT through this tender document invites proposals/bids from qualified and reputed Service Providers for "Providing manpower services (Horticulture) on outsourcing basis i.e., **Supervisors-2 Nos, Nursery Assistants-8 Nos and Gardeners-25Nos** to Dr.MCR HRDIT located at Road No. 25, Jubilee Hills, Hyderabad for a period of 2 years. The agency will be responsible for providing horticulture services through **Supervisors-2 Nos, Nursery Assistants-8 Nos and Gardeners-25Nos** to the Dr.MCR HRDIT who will attend day to day maintenance of Horticulture works in and around the Dr.MCR HRDIT premises for a period of 2 years, which can be extended further on mutual consent subject to satisfactory functioning of the agency during the said period.

Tender/Bid document

The complete set of Tender/Bid document with annexures and enclosures required is available on the Dr.MCR HRDIT website at www.mcrhrdi.gov.in for information and the tenderer may download the same for submission.

Time Schedule of various Bid related events.

Bid calling date	21.05.2025
Pre-bid meeting Date & Time	28.05.2025 at 12.00 Noon
Bid closing Date & Time	05.06.2025 at 3.00 PM
Technical Bid Opening Date & Time	06.06.2025 at 12.00 PM
Financial Bid opening Date & Time	09.06.2025 at 3.00 PM
Bid Document Fee	Rs.5000/-
Tender Document Ref. No.	F1/Horticulture Services/14/2025

Tender call on e-procurement platform for providing Horticulture services to Dr.MCR HRDIT, Hyderabad.

(e-procurement Website:<https://tender.telangana.gov.in>**)**

1. Bidders would be required to register on the e-procurement platform at <https://tender.telangana.gov.in> and submit bids online. Offline bids shall not be accepted.
2. The bidders need to scan and upload all the required documents as per the checklist (Annexure-VIII) and upload the documents in zip format with a suitable description.
3. Bidders must submit the hard copies of all the documents uploaded in the e-procurement Portal as listed in the checklist (Annexure-VIII), by the due date and time. i.e., before opening of Technical Bid. The Tender / Bid submitted online and supported by required hard copies submitted to the General Manager (IT & Facilities), O/o Dr. MCR HRDIT, will only be considered.
4. Bidders must pay bid processing fee (non-refundable) as indicated in the bid document by way of Demand Draft of **Rs.5,000/- (Rupees Five Thousand only)** in favour of the Accounts Officer, Dr.MCR HRDIT, Hyderabad. In the absence of such a fee, the bid will be treated as non-responsive and accordingly rejected.
5. Bidders shall also pay a non-refundable transaction fee to M/s. Telangana Technology Services (TGTS), the service provider for e-procurement platform as per the government orders from time to time.
6. Bids must be filed in the given formats only.
7. Bidders must sign all the documents, statements, and certificates uploaded, owning responsibility for their correctness and authenticity and upload the same.
8. The Dr.MCR HRDIT shall not hold any risk or responsibility for loss of data, files, or documents, visibility/readability during uploading of the scanned documents or any other problem encountered by bidder while submitting bid online.
9. Dr.MCR HRDIT shall not be responsible for any delays, including postal delays in submitting hard copies of the documents uploaded in the e-portal.
10. If your firm or company or agency is interested in participation, please visit the web site at <https://tender.telangana.gov.in/>
11. Please note that the bidder must quote for all the categories of services mentioned in the tender document.

NOTICE INVITING TENDER (NIT)

1. The General Manager (IT & Facilities), on behalf of the Vice-Chairman & Director General (FAC), Dr.MCR HRDIT, Hyderabad, is inviting e-procurement tenders for the following services from the registered agencies only:

Name of the service required:	Providing manpower (Horticulture) services on outsourcing basis i.e., Supervisors-2 Nos, Nursery Assistants-8 Nos and Gardeners-25 Nos to Dr.MCR HRDIT located at Road No. 25, Jubilee Hills, Hyderabad
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2. Bid data sheet:

Item	Schedule
Tender Notice No.	F1/Horticulture Services/14/2025, Dt:19.05.2025
Mode of tendering	e-procurement platform. 2 bid system (technical and financial bids)
Period of Contract	2 years , and it may be further extended by another one year on satisfactory performance of service provider during the tenure and at the discretion of Dr.MCR HRDIT.
Tender submission Cost (Non-refundable)	Rs.5,000/- (Rupees Five Thousand Hundred Only) by Demand Draft in favour of the Accounts Officer, Dr.MCR HRDIT. This amount is non-refundable.
Earnest Money Deposit (EMD)	Rs.3,48,000/- (Rupees Three Lakhs Forty-Eight Thousand Only) by demand draft in favour of the Accounts Officer, Dr.MCR HRDIT, Hyderabad.
Estimated volume of business	Rs.5,80,000/- per month excluding GST Rs.69,60,000/- per annum excluding GST Rs.1,39,20,000/- for the contract period (2 years) excluding GST.
Date of issue of bid document (web downloading)	Dt.21.05.2025, 03:00 PM
Last date & time for online submission of bid	Dt.05.06.2025, 03:00 PM
Bid validity period	90 days
Performance Security	The successful bidder/ selected agency for providing Horticulture services on a monthly basis will have to submit a performance security of Rs.13,00,000/- (Rupees Thirteen Lakhs Only) in the form of an irrevocable bank guarantee or account payee demand draft in favor of the Accounts Officer, Dr.MCR HRDIT, Hyderabad, Telangana, from any scheduled commercial bank payable at Hyderabad, within 7 days of the issue of the letter of allotment award.
Contact Details	The General Manager (IT& Facilities), Dr. Marri Channa Reddy Human Resource Development Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad (500 033), Ph No.9248032098, e-mail id: jyothi.v@mcrhrdi.gov.in.
General Terms & Conditions	As per Tender Document



Administrative Officer
Dr. MCR HRD Institute of Telangana
Road No.25 Jubilee Hills, Hyderabad.

3. Registration with the e-procurement platform

- a) For registration and online bid submission, bidders would be required to register on the e-procurement market place, <https://tender.telangana.gov.in>
- b) All the bidders shall submit their bids online through the e-procurement platform at <https://tender.telangana.gov.in>

4. This bid document contains two parts Part I - Functional & Technical Specifications and Part II - Bidding Process and Evaluation and is subjected to two stage processes:

- 4.1. Pre-qualification technical bid and
- 4.2. Financial bid processes.

4.1. Pre-qualification technical bid

The bidders shall upload the following self-signed and scanned copies of the original certificates and documents for evaluation of technical bids.

- i. Registration certificate of Goods and Service Tax (GST)
- ii. Copy of PAN Card
- iii. Registration Certificate of Employees State Insurance
- iv. Registration Certificate of Employees Provident Fund
- v. Registration Certificate under Contract Labour (Registration & Abolition) Act, 1970
- vi. Acknowledgement copies of the latest I.T. returns for the last three years i.e., 2021-2022, 2022-2023 and 2023-2024, audited balance sheets, and profit & loss accounts, certified by a chartered accountant for the above three years.
- vii. Any other registration/ license which are mandatory for such agencies stipulated by concerned authorities from time to time such as storage of Hazardous Chemicals and insecticides etc.
- viii. Proof of document showing that the agency has a local office in Hyderabad.
- ix. Non-blacklisting certificate on firm's letterhead as per Annexure-IV
- x. Solvency Certificate of Rs.2,00,00,000/-(Rupees Two Crores Only) to be submitted on Bank's letter head as per attached Annexure-V and should be enclosed with technical bid.
- xi. A self-declaration certificate regarding Clean Track Record (Annexure -VII)
- xii. Checklist as per attached Annexure-VIII.

Note: Consortium/ Joint Venture bids shall not be accepted under any circumstances.

4.2. Financial bid

Bidders shall quote the rates on e-procurement online portal only. Financial Bid Form shall be as per Annexure-XI of the tender document which is enclosed.

5. Abbreviations:

- 5.1 Dr.MCR HRDIT – Dr.Marri Channa Reddy Human Resource Development Institute of Telangana.
- 5.2 PSU – Public Sector Undertaking
- 5.3 PSE – Public Sector Enterprise
- 5.4 EMD – Earnest Money Deposit
- 5.5 NIT – Notice Inviting Tender
- 5.6 PAN – Permanent Account Number
- 5.7 GST – Goods & Service Tax
- 5.8 EPF – Employees Provident Fund

- 5.9 ESI – Employee State Insurance
5.10 TGTS – Telangana Technology Services

6. Definitions:

In this request for Notice Inviting Tender, the following terms shall be interpreted as indicated below:

- 6.1 “Dr.MCR HRDIT” or “Institute” means “Dr.Marri Channa Reddy Human Resource Development Institute of Telangana” Road No. 25, Jubilee Hills, Hyderabad.
- 6.2 “Bidder” or “Tenderer” means any Company/Firm/ Agency offering services and or materials required in the tender document. The word bidder when used in pre -award period shall be synonymous with bidder and when used after award of the contract shall mean the successful bidder with whom the Dr.MCR HRDIT signs the agreement for rendering of services.
- 6.3 “Service Provider” means the successful bidder to whom the contract will be awarded and with whom the Tendering Authority signs the contract for providing Horticulture Services on Outsourcing basis at Dr. MCR HRDIT.
- 6.4 “Contract” means the agreement entered in between the Tendering Authority and the Service Provider, as recorded in the document signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein.
- 6.5 “EMD” means Earnest Money Deposit, i.e., Rs.3,48,000/- (Rupees Three Lakhs Forty-Eight Thousand Only).
- 6.6 “Service” means providing Horticulture Services on outsourcing basis at Dr.MCRHRDIT.
- 6.7 “Performance Security” or “Bank Guarantee” means the guarantee provided by the bidders i.e., Rs.13,00,000/- (Rupees Thirteen Lakhs Only).
- 6.8 Attested copies of document means self-attested copy of documents by the bidder (duly signed and stamped by the firm on the document).

7. Confidentiality:

The Tender document is confidential and is not to be disclosed, reproduced, transmitted or made available by the recipient to any other person. The tender document is provided to the recipient on the basis of undertaking of confidentiality given by the recipient to Dr.MCR HRDIT. The institute may update or revise the document or any part of it and would subsequently make available on its website. The recipient acknowledges that any such revised or amended document is deemed to be received through e-procurement portal, subject to the same confidentiality undertaking. The recipient will not disclose or discuss the contents of the document with any officer, employee, consultant, agent or other person associated or affiliated in any way with Dr.MCR HRDIT or any of its customers or suppliers without the prior written consent of the Institute.

8. NIT Disclaimer:

This Notice Inviting Tender containing Annexures (hereinafter called as NIT) has been prepared solely for the purpose of enabling Dr.MCR HRDIT to select a Service Provider for providing Horticulture Services on outsourcing basis as per specifications, terms and conditions and scope defined in this NIT (hereinafter referred as providing Horticulture Services).

The bidder will be required to be innovative, capable and would need to extend all their resources in order to meet the expectations of Dr.MCR HRDIT towards providing the required services.

9. Costs to be borne by the Bidder:

All costs and expenses incurred by bidders in any way associated with the preparation and submission of their responses to the NIT, including but not limited to attendance at meetings, discussions, presentations, demonstrations, etc., and providing any additional information required by Dr.MCR HRDIT, will be borne entirely and exclusively by the bidder and Dr.MCR HRDIT shall not be liable for any costs or expenses in relation to responses to the NIT or shall not entertain any requests or representations regarding bearing or sharing of costs or expenses.

10. Acceptance of terms:

The purpose of the NIT is to provide necessary information to the potential bidders, who qualify and intend to submit their response to the NIT. Though the NIT has been prepared with sufficient care and diligence with an endeavor to provide all required information to the potential bidders, Dr.MCR HRDIT acknowledges the fact that the potential bidders may require more information than what has been provided in the NIT. Accordingly, in such cases, the potential bidder(s) may seek additional information/ clarification required from Dr.MCR HRDIT. Dr.MCR HRDIT reserves the right to provide each additional information/ clarification at its sole discretion.

Dr.MCR HRDIT makes no representation or warranty and shall incur no liability, whatsoever, under any law, statute, rules or regulations on any claim the potential bidder may make in case of failure to understand the requirement and respond to the NIT. A bidder will, by responding to Dr.MCR HRDIT's NIT document, be deemed to have fully read and understood and accepted all the terms as stated in this NIT document.

It is the bidder's responsibility to:

- a) Properly understand and examine the NIT.
- b) Examine all other information available on reasonable inquiry relevant to the risks, contingencies and circumstances affecting its response;
- c) Satisfy itself as to the completeness, correctness and sufficiency of its response.

11. Liabilities of Dr.MCR HRDIT:

This invitation is not an offer by Dr.MCR HRDIT, but an invitation for bidder responses. No contractual obligation on behalf of Dr.MCR HRDIT whatsoever shall arise from the invitation process unless and until a formal Service Agreement is signed and executed by duly authorized officials of Dr.MCR HRDIT and the selected bidder.

Willful misrepresentation/ suppression of any fact/ fraud within the bid will lead to the cancellation of the definitive agreement, without prejudice to the other actions that Dr.MCR HRDIT may take including blacklisting of the bidder. All the submissions, including accompanying documents, will become the property of Dr.MCR HRDIT.

12. Last date for submission of bid

The bidders are advised to upload their tender documents well in advance as per the schedule. Dr.MCR HRDIT shall not entertain and take any responsibility in case of delay, and no manual tender is accepted under any circumstances

13. Digital Certification Authentication:

The bidders shall authenticate the bid with their digital certificates for submitting the bid electronically on the e-procurement platform and bids not authenticated by the digital certificates of the bidders will not be accepted on the e- procurement platform.

14. Submission of hard copies:

After submission of bid online, the bidders shall have to submit the originals of Demand Draft /Postal Order /Bankers Cheque towards the EMD drawn in favor of “Accounts Officer, Dr MCR HRD Institute of Telangana, Hyderabad” and the bid processing fee along with the hard copies of bid document that were submitted online.

These are to be submitted to the Tender Inviting Authority before the due date prescribed. The MCR HRD IT shall not take any responsibility for any delay for non-receipt of tender within the time limit. If any of the documents furnished by the bidders are found to be false, fabricated, or bogus, such bidders are liable for blacklisting and forfeiture of the EMD, besides cancellation of services tendered for. Hypothetical, conditional and incomplete bid in any manner will not be accepted and the same will be summarily rejected.

15. Payment of Transaction Fee:

It is mandatory for all the participating bidders from 1st January 2006 to electronically pay a prescribed non-refundable transaction fee to M/s Telangana Technology Services (TGTS), the service provider, through the payment gateway service on e-procurement platform. The electronic payment Gateway accepts all Master and Visa cards issued by any bank as well as direct debit facilities / net banking. An 18% GST and applicable bank charges on the transaction amount payable to TGTS will be applicable.

16. Bid Document:

The bidders are requested to download the tender document, read all the terms and conditions mentioned in the tender documents, and seek clarification, if any, from the tender inviting authority in the Pre-bid meeting scheduled on **28.05.2025**. Please keep visiting the Dr.MCR HRDIT website regularly for any corrigendum/ amendments as the same will not be notified again in either the print media or electronic media. The bidders must keep track of any changes by viewing the addendum/corrigendum issued by the tender invitation authority from time-to-time in the e-procurement platform. Dr.MCR HRDIT shall not be responsible for any claims or problems arising out of this.

17. Bid Submission Acknowledgement:

The bidders shall complete all the processes and steps required for the bid submission. The system will generate the acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidders. Users may also note that the bids for which an acknowledgment is not generated by the e-procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the tender inviting authority for processing the bids. The Government of Telangana and M/s.TGTS are not responsible for incomplete bid

submission by users.

18. IMPORTANT INSTRUCTIONS

- 18.1 Read the tender document carefully before filling.
- 18.2 Sign each page with the seal of your office/ organization.
- 18.3 PART - I should contain:
- 18.4 Pre-qualification Technical Bid with all relevant signed documents as mentioned in Term and Conditions.
- 18.5 Earnest Money Deposit (EMD).
- 18.6 Tender submission cost.
- 18.7 PART - II should contain only Financial Bid.
- 18.8 The Technical bid will be opened on **06.06.2025** at 12.00 PM in the presence of the representatives of the tenderers, if present.
- 18.9 The Financial bids of only those tenderers whose Technical bids are recommended by the Tender Committee will be opened at a later date after evaluation of the Technical bid.
- 18.10 The offer of the tenderer shall be valid for (3) three months from the last date of submission of Tender.
- 18.11 In deciding upon the selection of agencies for the tendered service, more emphasis will be put on the ability and competence of the bidder to provide high-standard quality services as per requirement and according to the time lines/schedules.
- 18.12 The period of contract would be for two years from the date of award of the contract, and it may be further extended up to one year on satisfactory performance of the service provider during the tenure. The performance of the service provider will be evaluated on a yearly basis.
- 18.13 The Institute reserves the right to modify the conditions of the tender at any time without assigning any reasons thereof.
- 18.14 Dr.MCR HRDIT reserves the right to accept or reject any tender, in part or full, without assigning any reason whatsoever.
- 18.15 The Director General, Dr.MCR HRDIT reserves the right to withdraw or cancel this Tender at any stage of the tender process without assigning any reason thereof and whatsoever.
- 18.16 If the last date of receiving or opening of the tenders coincides with a holiday, then the next working day shall be the receiving or opening date.
- 18.17 All bidders are requested to read the tender document carefully, including its terms and conditions, procedures before filling the tender form, and be sure to fill the same in compliance of the tender terms and conditions and assessment criteria thereof.

19. TENDER DOCUMENT CONSISTS OF THE FOLLOWING:

- 19.1 General Instructions to Tenderers/Bidders
- 19.2 Eligibility Criteria
- 19.3 General Conditions of the Contract (GCC)
- 19.4 Scope of Work
- 19.5 Terms and Conditions
- 19.6 Financial Instructions
- 19.7 Payment terms
- 19.8 Site Particulars
- 19.9 Earnest Money Deposit (EMD)
- 19.10 Performance Security
- 19.11 Resource requirement
- 19.12 Equipment & Material
- 19.13 Insurance
- 19.14 Penalty Clause
- 19.15 No Sub-Contracting
- 19.16 Meetings
- 19.17 Changes
- 19.18 Notices
- 19.19 Legal Jurisdiction for all Disputes
- 19.20 Annexures:
 - Declaration of the Bidder (Annexure – I)
 - Resources (details) (Annexure-II)
 - Penalties (Annexure-III)
 - Declaration regarding Non-blacklisting/ debar/ integrity (Annexure-IV)
 - Solvency Certificate (Annexure-V)
 - Technical Bid (Annexure-VI)
 - Declaration of Clean Track Record (Annexure – VII)
 - Checklist of documents (Annexure-VIII)
 - Annual Turnover Details (Annexure – IX)
 - Good Performance/Satisfactorily Completed Certificate from clients (Annexure – X)
 - Financial Bid (Annexure-XI)

19.1. General Instructions to Tenderers/ Bidders:

1. **Financial Bid** means the part of the offer by the bidder, that provides price schedule and total costs excluding taxes.
2. **Firm/Company** means a company, authority, cooperative or any other organization incorporated under appropriate statute as is applicable in India and State of Telangana.
3. **Pre-qualification and Technical bid** means that part of the offer that provides information to facilitate assessment by the Institute, professional, technical and financial standing of the bidder and in conformity to requirements in the bid document.
4. **Tender call/notification** means the detailed tender notification seeking a set of services and or materials or any combination of them.

I. General Eligibility:

1. Subject to Pre-Qualification conditions, this invitation for bids is open to all the firms/companies/agencies/organizations which are eligible to do business in India under relevant Indian laws as are in force as on bid closing date. Preference will be given to ISO certified agencies.
2. Bidders marked/considered by any Government Organisation to be ineligible to participate for non-satisfactory past performance, corrupt, fraudulent, breach of trust or any other unethical business practices.
3. Breach of general or specific instructions for bidding, general and special conditions of contract with the Institute or any of its organizations may make a firm ineligible to participate in bidding.

II. Bid Document and Forms:

1. Whenever a specific form is prescribed in the bid document, the bidder shall use the same form to provide relevant information. If the form does not provide sufficient space for any required information, space at the end of the form or additional sheets shall be used to provide the said information.
2. In all other cases, the bidder shall design a form on its own to provide the required information

III. Cost of Bidding:

1. The bidder shall bear all costs associated with preparation and submission of its bid, and the Institute will no case be responsible for those costs, regardless of the conduct or outcome of bidding process.
2. Bidders are expected to examine all instructions, forms, terms and conditions of the bid document before submission of the bid. Failure to furnish all information required by the bidder in the tender documents or to submit bid not substantially responsive to the bidding documents in every respect will be at bidder's risk and may result in the rejection of its bid.

IV. Clarification of bidding documents:

1. A prospective bidder requiring any clarification of the bidding documents may notify the Institute Contact person/ authorized officer within the period indicated in the bid i.e., before closing date of the bid. Written copies of the Institute response of the Pre-bid queries alone will be placed on website where the tender document was hosted, and it will be binding upon the bidders.
2. No clarification from any bidder shall be entertained after the close of date and time for seeking clarification mentioned in the tender call notice. It is further clarified that the Institute shall not entertain any correspondence regarding delay or non-receipt of clarification.

V. Amendment of bidding documents:

1. At any time prior to the deadline for submission of bids, the Institute, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by an amendment.
2. All amendments to bid document will be placed on website where the tender document is hosted.

VI. Period of Validity of bids

1. Bids shall remain valid for the duration specified in the bid document.
2. In exceptional circumstances, the Institute may solicit the bidder's consent for an extension of the period of validity. The request and responses thereto shall be made in writing. The bid security shall also be suitably extended. However, a bidder granting the request will not be permitted to modify its bid.

19.2. ELIGIBILITY CRITERIA

1. Bidder should have at least three (3) years of experience in providing manpower services to at least three institutions (Govt./ Semi Govt./ PSU) where they have done manpower services in the last three years satisfactorily. This should be supported by documentary evidence. Certificates of Work order copies & **experience certificate and satisfactory performance from at least three clients** are also to be submitted along with the tender.
2. **The Bidder should be a registered company / proprietorship /partnership/ society.**
3. **Should have at least;**
4. One similar ongoing work contract of **75 lakhs** or more per annum; OR
5. Two similar ongoing work contracts of **35 lakhs** or more per annum;
6. **Proof of the same (work order) to be furnished along with contact details of the concerned firms.**
7. The bidders shall upload the following self-signed and scanned copies of the original certificates and documents for evaluation of technical bids.
 - a) Registration certificate of Goods and Service Tax (GST)
 - b) Copy of PAN Card
 - c) Registration Certificate of Employees State Insurance
 - d) Registration Certificate of Employees Provident Fund
 - e) Registration Certificate under Contract Labour (Registration & Abolition) Act, 1970
 - f) Acknowledgement copies of the latest I.T. returns for the last three years, i.e., 2021-2022, 2022-2023 and 2023-2024 audited balance sheets, and profit & loss accounts certified by a chartered accountant for the above three years.
 - g) A self-declaration certificate regarding Clean Track Record (Annexure - VII)
 - h) Any other registration/ license which are mandatory for such agencies stipulated by concerned authorities from time to time such as storage of Hazardous Chemicals and insecticides etc.
 - i) Proof of document showing that the agency has a local office in Hyderabad
 - j) Non-blacklisting certificate on firm's letterhead as per Annexure- IV.
 - k) Solvency Certificate of Rs.2,00,00,000/- Crores to be submitted on Bank's letter head as per attached Annexure-V and should be enclosed with technical bid.
 - l) Check list as per attached as Annexure VIII.

- m) The Tenderer should have sufficient number of employees on its rolls specifically trained for the work. Document in support of GST, ESI, EPF deductions and details of the health and safety measures the tenderer takes for his workers should also be attached with the technical bid.
- n) Tender forms not accompanied by the EMD shall be summarily rejected. This amount will be returned interest-free to the unsuccessful tenderers after three months from the closing date of the Tender or after one month of the award of the contract, whichever is earlier. No interest will be paid on the EMD under any circumstances.
- o) The MSME Certificate does not qualify for EMD exemption.
- p) The agency should be willing to accept cashless services on the billing system on monthly basis. Payment will be made through the PAO, TG, Hyderabad, on receipt of bills in triplicate.

19.3. GENERAL CONDITIONS OF CONTRACT:

1. The period of contract will be 2 years, which can be extended further for a period of One (1) year with a built-in scheme for review of the performance for the end of each year. Revision of Minimum wages of manpower will be applicable as per rule of Govt. of Telangana, Minimum Wages Act and Ministry of Labour & Employment.
2. Request for advance of any type during the contract period by the service provider to Dr.MCR HRDIT will not be entertained at any cost.
3. Dr.MCR HRDIT reserves the right to terminate the contract by serving 1 month notice, in writing, if the services of the service provider are not found satisfactory. The service provider may also ask for the same by giving 3 months' notice, but it has to provide the horticulture facility till the next agency is engaged. In case, if service provider fails to do so, the security deposit will be forfeited.
4. The persons to be deployed by the service provider should be properly trained, have requisite experience and skills for carrying out a wide variety of horticulture work using appropriate materials and tools/equipment.
5. The service provider will have to provide standard liveries as approved by Dr.MCR HRDIT, / concerned In-charge at his own cost to its horticulture staff. The staff shall be in proper uniform bearing their name tag displayed on their uniform, all the time along with their identity card.
6. Samples of liveries will have to be submitted by the service provider for the approval of competent authority within 15 days and proper uniform should be provided to the workers within 45 days from the date of entering into the agreement. If the case of non-wearing of uniform were found by any of the staff/supervisor, penalty @ Rs.200/- per worker per day will be deducted from the bill.
7. The Uniform means:
 - 2 Sets of Uniforms.
 - Male – Trouser, Shirt, over coat shoes.
 - Female – Sari, Over coat, shoes.
8. Gumboots as per need and requirement.
9. Hand gloves as per need and requirement.
10. Face Mask and goggles as per need and requirement.
11. The service provider will arrange all items needed for their staff, maintain the inventory of stores, sufficient stationery, daily duty roster chart etc. The horticulture staff will

first report to appropriate place to their supervisor and subsequently will be deployed for duty after having been checked for liveries, upkeep, issue of material and equipment's, etc.

12. Dr.MCR HRDIT will provide space for a store room to the service provider in the premises of the Institute. The Supervisor deployed by the service provider will store all their liveries, materials, equipment in the store room and maintain a record of the stores, which shall be opened for inspection by competent authority of Dr.MCR HRDIT.
13. The service provider should ensure the Health and Safety measures of their employees. Dr.MCR HRDIT may also conduct health checkup of the staff deployed at regular intervals.
14. The Service provider must deploy adult and experienced labour only. Employment of child labor will lead to the termination of the contract.
15. The service provider shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The service provider shall be fully responsible for the conduct of their staff.
16. The service provider at all times should indemnify Dr.MCR HRDIT against all claims, damages or compensation under the provisions of Payment of Wages Act 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, the Workmen Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961, or any other law relating thereto and rules made there under from time to time. Dr.MCR HRDIT will not own any responsibility in this regard.
17. The tenderer should quote manpower charges in Financial Bid strictly in accordance with the minimum wages as decided by the Government of Telangana. If the rates quoted found below the minimum wages, tender will be rejected.
18. Under any circumstances whatsoever, the manpower deployed shall be paid wages not below the Minimum wages set by Government of Telangana. The rate will be revised solely based on the revision of minimum wages as notified by Government from time to time. It is a sole responsibility of service provider to ensure that each and every horticulture staff/ supervisor should be either paid as per the revised minimum wages slab or as per actual. The differential amount on account of revision of minimum wages act will be reimbursed by Dr.MCR HRDIT on actual basis, subject to submission of proofs/challans.
19. In case of introduction of any new statutory taxes by State/Central Government, if applicable, it will be reimbursed by Dr.MCR HRDIT on the actual basis, subject to submission of proofs/challans.
20. In the event of injury, illness or accidents to any worker, Dr.MCR HRDIT will not be liable to pay any compensation. The insurance cover shall including the liability under the Workmen Compensation Act.
21. The service provider shall in no case pay its employee less than the minimum mandatory rates per day in accordance with the Minimum wages fixed by Government of Telangana and a record of that should be kept in a register, which may be made available for examination to Dr.MCR HRDIT, as and when demanded.
22. The workers employed by the service provider shall be its sole employees and Dr.MCR HRDIT shall not have any relation whatsoever with employees of the service provider. The service provider shall be fully responsible for their acts, conduct and any other liabilities.
23. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the service provider will be liable to be forfeited besides annulment

- of the contract.
24. Once the horticulture staff is allotted an area of work, he or she will be under supervision of the concerned In-charge of the Institute. In addition to the instructions issued by the service provider side, the horticulture staffs have to follow all instructions and orders given by the concerned In-Charge of the Institute. These instructions should be considered as the scope of work.
 25. The Service provider shall:
 - a) Ensure that their managers/supervisors are equipped with mobile phones with contact numbers are available at Institute, as per the need and requirement.
 - b) Collect all the information for processing of paper formalities for timely disbursement of wages to their workers. It is the sole responsibility of service provider to collect and prepare all the relevant papers in consultation with concerned In-Charge for the same.
 - c) Ensure that the payment to workers be paid by 1st of every month.
 26. If there are conflicting points in the NIT, Dr.MCR HRDIT reserves the right to take a position on the conflicting issue which will be binding on the selected bidder, any time during the period of contract. No appeal will be entertained.
 27. No binding legal relationship will exist between any of the bidders and Dr.MCR HRDIT until execution of a definitive legal agreement.
 28. The Service Provider shall have a local Office at Hyderabad.

19.4 SCOPE OF WORK

- I. The basic purpose of said Horticulture Work is to
 - a) Maintain the existing plantation and horticulture work.
 - b) Cover the whole campus with all seasoned greenery and beautiful flowering plants.
 - c) Implementation of some new concept of landscaping to increase the face value of Institute set up and to increase the green area of the Institute at the cost of Institution.
- II. The scope of the work consists of the following:
- III. To maintain all the trees, plants, shrubs, hedges and lawns.
- IV. Regular watering, weeding, mowing, manuring and relaying.
- V. Spraying of insecticides, fungicides, weedicides and Plant Growth Regulations (PGR) at regular intervals and as per the need.
- VI. Regular lawn mowing.
- VII. Cutting, pruning and trimming of plantations at regular intervals and as per need.
- VIII. Preparation & maintenance of flower beds, seasonal & perennial both.
- IX. Preparation & maintenance of flower pots, & plant pots, for indoor and outdoor designated places.
- X. Plantation of new trees, flowers and shrubs by excavation, as & when required.
- XI. Development of nursery for seasonal & perennial types of flowers & plants.
- XII. Clearing of wild grass across the entire campus.
- XIII. Removal and disposal of unwanted weeds, bushes, shrubs & other garden refuse from garden area & other area to designated areas.
- XIV. Any other jobs, which are required to improve the aesthetic appearance of buildings by introducing new concepts and ideas in the said field by the Institute Officials.

19.5 TERMS & CONDITIONS:

1. Eligible and willing agencies are advised to visit the Institute before closing of the bid, to get any information in this regard on any working day between 10.00AM to 04.00 PM from the General Manager (Facilities), Dr. MCRHRDIT, Hyderabad.
2. EMD of **Rs.3,48,000/- (Rupees Three Lakhs Forty-Eight Thousand Only)** must be submitted along with the technical bid by DD drawn in favour of "Accounts Officer, MCRHRDIT". The same will be returned after completion of tender process to the unsuccessful bidders. The EMD of successful bidder will be returned on submission of performance security deposit.
3. Tender/ bid without enclosing the payment receipt of prescribed EMD will be summarily rejected.
4. The EMD will be forfeited
5. If the EMD paid is less than the prescribed amount.
6. If incomplete tender form is submitted or tender form with pre- conditions or additional conditions is submitted.
7. If the tenders are submitted in an unconcerned/irrelevant tender form.
8. A pre-bid meeting shall be held at the Dr.MCR HRDIT to clarify any queries of the tenderer **on 28.05.2025 at 12.00 Noon.**
9. The bids are to be submitted as per two bid system i.e. Technical bid and Financial Bid.
10. The technical bid should contain the papers to fulfil all the eligibility criteria, certificates of experience, satisfactory performance certificates, undertaking as per instructions, work plan and list of the equipment, tools and tackles required for the job.
11. Financial bid should contain the rates quoted for the services to be provided as per the instructions given in the tender document.
12. Both the bids should be submitted as prescribed in the e-procurement portal (<https://tender.telangana.gov.in>)
13. "Technical Bid for providing manpower services (Horticulture)" and
14. "Financial Bid for providing manpower services (Horticulture)".
15. The bid shall be valid for 90 days from the date of opening of tender. No tenderer will be allowed to withdraw his tender after submission during the bid validity period (90 days). In case the tenderer does not honour his bid, the EMD submitted by the tendering firm would stand forfeited.
16. Each page of the Tender document and paper submitted, should be numbered, signed and stamped by the authorized signatory as a token of acceptance of the terms and conditions laid down by Dr. MCR HRD IT.
17. **Award of Contract & Performance Security:** On receipt of Letter of Award (LoA) from Dr. MCRHRD Institute of Telangana, the successful bidder/ agency shall conclude the agreement within 7 days of such communication duly furnishing the Performance security @ **Rs.13,00,000/- (Rupees Thirteen Lakhs Only)** in form of Bank Guarantee or account payee Demand Draft in favour of Accounts Officer, Dr.MCR HRDIT, Hyderabad, Telangana in any a Nationalized Bank payable at Hyderabad, within 7 days of issue of Letter of Award. The performance security shall remain valid for a period of 90 days beyond the date of completion of the contractual obligation. The agency will have no claim for interest in case of Demand Draft. Non-furnishing of Performance security will be treated as non-responsive and the contract may be cancelled and EMD forfeited.

19.6 FINANCIAL INSTRUCTIONS:

1. The quotation/ rate should preferably be typed on letter head of the firm.
2. Rates/ quotations of two or more parties happen to be equal in that case the contract will be awarded to the part with more experience of providing manpower service at the discretion of the tender opening Committee.
3. The successful agency will have to execute an agreement on **Rs.100/- (Rupee One Hundred Only)** Stamp paper with the Institute within 10 days of issue of the award of contract.
4. The rate quoted per month will remain constant during the period of contract. However any increase in taxes will be paid by this office.
5. Quoted prices should be inclusive of material, equipment's and labour.
6. Applicable taxes should be mentioned separately.
7. The bills should be submitted on monthly basis.
8. Applicable TDS/ IT will be deducted by Dr. MCRHRDIT, before payment of the bill.

19.7 PAYMENT TERMS:

1. Payment will be made within 1st month from the date of submission of the original bill to the concerned In-charge. Payment of the bill will be based on standardized proforma, duly approved by Dr.MCR HRDIT, along with certified copy of attendance sheet in respect of the person deployed.
2. While submitting the bill, the service provider must attach the following proof/challans with the original GST invoice;
 - a) Wages of workers shall be credited to their bank accounts on 1st of every month.
 - b) ESI contribution relating to workers shall be deposited on 21st of every month.
 - c) EPF contribution relating to workers shall be deposited on 21st of every month.(Copy of the challan enclosed with contribution sheet).
3. Dr.MCR HRDIT complies with all statutory Labour Laws including Minimum Wage Act. The payment would be made on monthly basis on verification of attendance sheets, wage register, monthly ESI/ EPF/ GST Challan/Deployment sheets/Duty Roaster, which are duly signed by concerned in-charge.
4. The TDS shall be deducted as per the provisions of Income Tax Act., as amended from time to time and a certificate to this effect shall be provided by Dr.MCR HRDIT to the service provider.
5. The payment of wages to workers shall not be linked to the payment of bill by Dr.MCR HRDIT and should be paid by 1st of every month, failing which penalty of **Rs.1,000/-** per day will be imposed for the delayed period. If the service provider fails to provide proof of payment of statutory dues, the contract shall be terminated after serving one month notice. Cash payment receipt will not be accepted at all and payment in cash will be deemed as no payment done.
6. The Service Provider shall pay the salaries to the staff by 1st of every month as per the attendance recorded in Biometric system including the statutory contributions, applicable taxes and should submit the invoice by 10th of every month. The Bills shall be submitted to the Competent Authority, (along with proof of payment of salary, EPF & ESI to the staff), for necessary action and to release the payment.
7. Increase shall be admissible in addition to the contract amount only in case of any enhanced remuneration made by the Government of Telangana from time to time for the entire period of the contract/extended period of contract. The amount to be increased

shall be based on orders given by the Government of Telangana with the approval of the Dr.MCR HRDIT on the pay details.

8. The payments shall always be made in the name of the Service Provider by way of Cheque/RTGS and under no circumstances cash payment will be made.
9. The Service Provider shall pay the statutory payments such as contribution towards EPF, ESI, etc., in time to the staff deployed at the Dr.MCR HRDIT and the proof of such payments shall be submitted to the Dr.MCR HRDIT in advance every month along with the bill.
10. The Service Provider's Commission shall be paid as per the bid quoted in the financial bid of the tender and shall remain constant for whole period of contract.
11. The Dr.MCR HRDIT may deduct penalty, if any imposed, at source, from the amount payable to the Service Provider.
12. The currency of payment will be Indian Rupees (INR).
13. Prices charged by the Service Provider for services performed under the Agreement shall not vary from the prices quoted by the Service Provider in its bid, except for any price adjustments authorised in special conditions of contract or where the contract is extended after the term of expiry of original agreement period.
14. Even if the bill payment from the government is delayed, the service provider should pay the salaries without any delay their staff.

19.8 SITE PARTICULARS:

1. Dr.Marri Channa Reddy Human Resource Development Institute of Telangana (Dr.MCR HRDIT), spread in 33 acres of land area and the Lawns developed by the Institute in & around the buildings area, including the newly constructed helipad area and swimming pool and the landscapes developed around.
2. The tenderers are advised to visit, examine the site of works & its surroundings and obtain for himself all information that may be necessary for preparing the tender and entering into a contract for execution of works. The cost of visiting the site shall be tenderer's own.
3. It is understood and agreed that the above factors have properly been investigated and considered by the Tenderer while submitting the Tender.
4. No claim for financial or any other adjustments to contract price, on account of lack of clarity of such factors shall be entertained.
5. The facilities available at sites mentioned above are "as and where basis" and it can be examined by the tenderers before submitting their tenders. If any additional equipment and refurbishing of the existing ones are required, the same shall suggested by the tenderer, who is awarded the contract.

19.9 EARNEST MONEY DEPOSIT (EMD):

1. The Bidder has to pay EMD of **Rs.3,48,000/- (Rupees Three Lakhs Forty-Eight Thousand Only)**.
2. EMD will not carry any interest under any circumstances.
3. Offers made without the EMD will be rejected.
4. The amount of EMD would be forfeited in the following scenarios:
5. In case the Bidder withdraws the bid prior to validity period of the bid and after last date of submission of the bid for any reasons whatsoever.
6. In case the successful bidder refuses to accept and sign contract within **30** days of

- issuance of contract order/letter of intent for any reasons whatsoever.
7. The EMD of unsuccessful bidders shall be returned after completing due procedures of award of contract.
 8. EMD would be returned to the successful bidder after the submission of the Performance Guarantee.

19.10 PERFORMANCE SECURITY.

1. The successful bidder shall deposit a Performance Security for an amount of **Rs.13,00,000/- (Rupees Thirteen Lakhs Only)** in the form of Bank Guarantee in favour of Accounts Officer, Dr.MCR HRDIT payable at Hyderabad within **15** days from the date of issue of work order. The validity of Performance Security should be up to 60 days after the expiry of validity of contract and other obligations towards the contract. The guarantee should be of that of a Nationalized Bank only.
2. In the event of non-performance of obligation or failure to meet terms of this NIT, Dr.MCR HRDIT shall be entitled to invoke the Performance Guarantee without notice or right of demur to the bidder. Any amount pending for payment due to non-achieving of milestone/s set under the agreement or any other reason solely attributable to the bidder should be deducted from the remaining amount of Performance Guarantee.
3. Dr.MCR HRDIT reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and invoking Performance Guarantee, if any, under this contract.
4. If the Performance Guarantee is not submitted within the stipulated time, Dr.MCR HRDIT reserves the right to cancel the tender, and the EMD submitted by the bidder will be forfeited.
5. In case, the contract is further extended beyond the initial period, the performance Security Guarantee will have to be accordingly renewed by the successful bidder.

19.11 RESOURCE REQUIREMENT:

Manpower

Sl. No.	Designation/ Category	Requirement
1	Skilled/ Supervisor	2
2	Nursery Assistant	8
3	Gardeners	25
	Total	35

1. 35 Nos. of manpower (unskilled and skilled category) is needed for proper horticulture services in whole the campus. In case, if a desired standard of horticulture work is not been maintained, the service provider may be asked to increase the number of manpower as per the requirement. No payment, whatsoever, will be made for additional number of manpower. Further, if the horticulture work is not found satisfactory for want of sufficient number of horticulture staff, penalty will be imposed as per penalty clause as mentioned in this document.
2. Any misconduct/ misbehaviour on the part of the manpower deployed by the service provider will not be tolerated and such person will have to be replaced by the service provider at his own costs, risks and responsibilities immediately, with written intimation to the Director General, Dr.MCR HRDIT.
3. The service provider should ensure to maintain adequate number of manpower on all

working days and also arrange a pool of stand-by horticulture staff. In case any horticulture staff is absent from duty/ left the work, the new worker of equal status shall be provided by the service provider from an existing pool of horticulture staff with prior intimation and approval of the Director General, Dr.MCR HRDIT.

4. Horticulture service is to be provided on all 07 days of a week and as per the requirement of Dr.MCR HRDIT beyond the working hours.
5. The service provider shall deploy competent, experienced and trained personnel to perform services under this agreement. All personnel shall carry proper identity cards and shall be dressed in uniform. The staff shall maintain discipline and conform to office etiquette. Dr.MCR HRDIT may at any time instruct to remove undesirable staff of the service provider at their sole discretion. The Dr.MCR HRDIT can also verify the qualification of the deputed staff. Child labour is not permitted.
6. The supervisor will look after the duty roster of horticulture staff, stock of materials required and issue of materials to respective staff, uniform, salary and all the obligations of the service provider towards this contract. He will also be responsible to receive instructions from the Office of the Director General/ concerned In-charge towards horticulture work and accomplishment of the same accordingly.

19.12 EQUIPMENT & MATERIAL:

I. Provided by Dr.MCR HRDIT

- a. Sufficient number of normal tools such as spades, rakes, Hasia, khurpa, Weeding khurpi, Hedge gears, hatchets, pick axe, secateurs, Fawda and garden saws etc., required during day to day operation of the horticulture work shall be provided.
- b. Sufficient number of water canes, wheel barrows, Hose pipes & Sprayers, looking the area and scope of work in consideration shall be provided.
- c. Electricity and Water will be provided.
- d. Plants, Manure & Cycle rickshaw trolley will be provided.

II. Provided by Service Provider:

- Uniforms of horticulture staff,
- Id cards,
- gloves,
- dusters,
- scrubbers,
- sponge,
- safety gear, etc..

19.13 INSURANCE:

1. It is the sole responsibility of the service provider to insure his materials, equipment, workmen, etc., against accidents and injury while at work and to pay compensation, if any, to workmen as per Workmen's Compensation Act. The work be carried out in protected area and all the rules and regulations of the Dr.MCR HRDIT in the area of project which are in force from time to time will have to be followed by the service provider.
2. If due to negligence and or non-observation of safety and other precautions by the service providers, any accident/ injury occurs to the property/ manpower

belonging to the Dr.MCR HRDIT/ third party, the service provider shall have to pay necessary compensation and other expense, if so by the appropriate authorities. Dr.MCR HRDIT will not be responsible for any injury/ death caused to the employees provided by the Service provider at Dr.MCR HRDIT. It will be the responsibility of the service provider to abide with all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by Dr.MCR HRDIT in this regard. The workforce deployed by the service provider should be adequately covered under Personal Accident Insurance Plan and proof will be submitted with Dr.MCR HRDIT by the service provider.

19.14 PENALTY CLAUSE:

1. Wages of the workers should be paid by 1st of every month, failing which, penalty of **Rs.1000/- (Rupees One Thousand Only)** per day will be imposed for the delayed period.
2. Whenever and wherever it is found that the horticulture work is not up to the mark due to negligence of the horticulture staff, it will be brought to the notice of the supervisory staff of the service provider by the concerned In-charge of Dr.MCR HRDIT and if no action is taken within due course of time, penalty **@Rs.5000/- (Rupees Five Thousand Only)** per complaint shall be imposed. The decision of the Director General, Dr.MCR HRDIT shall be final in this regard.
3. If the case of non-wearing of uniform and not displaying photo id by any of the staff/ supervisor penalty **@Rs.200/- (Rupees Two Hundred Only)** per worker per day will be deducted from the bill.
4. The Director General, Dr.MCR HRDIT will be the final authority to decide any penalty on receipt of complaints towards horticulture services as well as to waive off any penalty imposed due to above mentioned points, in case of reasonable ground provided with written request by the service provider.

19.15 NO SUB-CONTRACTING:

The Service Provider either in full or in part shall not sublet or sub-contract the work under this contract to any other contractor / Firm / organization under any circumstances.

19.16 MEETINGS:

The service provider or their authorized representative shall attend meetings organized from time to time for discussions, evaluation of the performance of the contract and compliance of statutory regulations, etc.,

19.17 CHANGES:

Authorized Officer of the MCR HRDIT or any other authorized officer shall be competent to ask for any changes in the scope of work. The institute is entitled to increase or decrease the quantum of order regarding number of manpower.

19.18 NOTICES

All notices to be given under contract shall be in writing and shall be sent by personal delivery, registered post, special courier, electronic mail. Notices shall be deemed to include any approvals, consents, instructions, orders, certificates, information and other communication to be given under the contract.

19.19 LEGAL JURISDICTION FOR ALL DISPUTES:

Any dispute arising out of non-adherence of any terms and conditions stipulated above, Director General, MCR HRDIT is the Appellate authority and his/her decisions shall be final. However the legal jurisdiction for all matters would be Hyderabad city only.



Administrative Officer
Dr. MCR HRD Institute of Telangana
Road No.25 Jubilee Hills, Hyd-33.

ANNEXURES

ANNEXURE – I
DECLARATION OF THE BIDDER

From:

(Registered Name and Address of the Bidder)

To

The

Dr MCR HRD Institute of Telangana

Road No.25, Jubilee Hills

Hyderabad.

Sir,

Having examined the bidding documents and amendments thereon, we the undersigned, offer to provide the services in conformity with the terms and conditions of the bidding document and amendments thereon, for the following project in response to your Bid call dated _____

Project Title: Manpower Horticulture Services

We undertake to provide services to the above project assigned to us in conformity with the said bidding documents for an estimated sum of as detailed in Financial Bid.

If our bid is accepted, we undertake to

1. Provide services according to the time schedule specified in the bid document.
2. Obtain the Bank Guarantee in accordance with the bid requirements for the due performance of the contract, and
3. Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
4. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give us any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.
5. Until the formal final contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us.

Bidder's Signature and Seal

Place:

Date:

ANNEXURE-II

RESOURCES FOR HORTICULTURE SERVICES

S. No.	Manpower Services	No. of persons required	Experience
1.	Supervisors (Skilled)	02	Should have minimum 3 years of work experience in Horticulture
2.	Nursery Assistants	08	Should have minimum 3 years of work experience in Horticulture
3.	Gardeners	25	Should have minimum 3 years of work experience in Horticulture
Total		35	

ANNEXURE-III

PENALTIES

S. No.	Event	Baseline	Penalties for Breach		
			1 st Instance	2 nd Instance	3 rd Instance
1	Delay in deployment of personnel by the service provider	Deployment to start as per the Time Indicated by the Dr.MCR HRDIT.	In case of deployment is made with delay of 2 weeks over the time indicated by the Dr.MCR HRDIT and delay is due to service provider, 1% of the value of the contract shall be levied as penalty. However, Dr.MCR HRDIT shall be at liberty to cancel the order without any further reference to service provider.	In case of deployment is made with delay of 3 weeks over the time indicated by the Dr.MCR HRDIT and delay is due to service provider, 1.5% of the value of the contract shall be levied as penalty. However, Dr.MCR HRDIT shall be at liberty to cancel the order without any further reference to service provider.	In case deployment not made 4 weeks after placement of order the contract shall be terminated without any reference
2	If the employee of service provider is found to have misconduct or misbehaved in any manner or resort to any violent behavior etc., with public or employees and visitors of Institute and also other employees of service provider.	No instance	Replacement of such personnel and Rs.500/- fine on the service provider	Replacement of such personnel and Rs.1000/- fine on the service provider	Replacement of such personnel and Rs.5000/- fine on the service provider
3	Horticulture staff found not displaying photo id or found without uniform.	No instance	One day Salary of the concerned employee and Rs.200/- penalty on service provider	One day Salary of the concerned employee and Rs.500/- penalty on service provider	One day Salary of the concerned employee and Rs.1000/- penalty on service provider
4	Horticulture staff engaging in alcohol consumption	No instance	Immediate removal of the concerned personnel apart from deduction of 1-day salary and penalty of Rs.1000/- on the service provider		



Administrative Officer
Dr. MCR HRD Institute of Telangana
Road No.25 Jubilee Hills, Hyd-33.

S. No.	Event	Baseline	Penalties for Breach		
			1 st Instance	2 nd Instance	3 rd Instance
5	If the resource is absent or takes leave without informing or taking prior approval and if service provider fails to provide a substitute	No instance	Penalty equal to one day wages of the person, who was due to duty days shall be levied along with an amount of Rs.500/- penalty to service provider	Penalty equal to 2 times wages of the person who was due to duty shall be levied along with Rs.500/- penalty to service provider	Penalty equal to 2 times wages of the person who was to do duty shall be levied along with Rs1000/- penalty to service provider
6	In case of expiry of any of the licenses required for performing the services.		Termination of the contract		
7	Delay in payments to resources employed by the Service Provider		Rs.1,000/- for each default per day		
8	Delay in deposit of EPF and ESI (both employee and employer share)		Rs.1,000/- for each default per day		
9	In case of violation of Minimum wages Act, Contract Labour Act etc. as amended from time to time applicable for the services		Penalty of Rs.5000/- for default, in addition to termination of contract and all responsibility on account of violation shall be responsibility of service provider.		
10	Cumulative penalty		Cumulative penalty shall not exceed 10% of the total contract value and in case exceeds contract is liable to be cancelled		



ANNEXURE – IV

DECLARATION REGARDING Non-BLACKLIST/DEBAR/INTEGRITY

(To be executed by the bidder on **Rs.20/-** Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

This is to certify that _____ (Name of organization), having registered office at _____
(Address of the registered office) has never been blacklisted or restricted to apply for any such activities by any Central/State Government Department/Semi Government Department/PSU/Autonomous bodies or court of law anywhere in the country.

Yours faithfully,

Signatures

Name of Service provider/Officer/Authorized person
To sign the contract documents on behalf of Service provider
(Company stamp)

Date:.....

Place:.....



Administrative Officer
Dr. MCR HRD Institute of Telangana
Road No.25 Jubilee Hills, Hyd-50.

ANNEXURE – V
SOLVENCY CERTIFICATE

(For Rs. _____)

(On Bank/s letterhead)

Ref.No.:.....

Date:.....

TOWHOMSOEVER IT MAY CONCERN

This is to certify that to the best of our Knowledge and information, M/s _____ (Bidder name with complete address), a customer of our bank, is respectable and is capable of executing orders to the extent of Rs. _____ (Rupees

_____ as disclosed by the information and records which are available with us.

M/s _____ have been our customer since _____ to date and has been granted the following limits, at present, against various facilities granted by the Bank: _____

This certificate is issued without any guarantee, risk or responsibility on behalf of the bank or any of its officials. This certificate is issued at the specific request of the customer for the purpose of participating in Dr.MCR HRDIT Tender Ref.No. _____, dated _____.

Signature of Authorized Person

Name: _____

Designation: _____

Date: _____

Bank's Seal:



Administrative Officer
Dr. MCR HRD Institute of Telangana
Road No.25 Jubilee Hills, Hyd-33.

ANNEXURE VI
TECHNICAL BID
(To be filled by the bidder)

A. Details of Tenderer to be filled

1	Name of Company/ Firm/ Proprietorship/ Partnership, etc.	
2	Name of Proprietor/Director/Partner	
3	Name of the Responsible person and contact number	
4	Full particulars of Office	
a.	Postal Address	
b.	Telephone and Mobile No.	
c.	E-mail ID	
D	Website	
5	Company Registration Details	
a.	Date of Incorporation (Registration Number and Registering Authority)	
b.	Goods and service Tax Registration No.(GSTIN)	
c.	PAN No.	
d.	E.P.F. Registration No.	
e.	E.S.I. Registration No.	
f.	Labour License No.	
g.	License to handle Chemicals and pesticides for horticulture services	
h.	Any other registration which is mandatory for such agencies stipulated by concerned authorities	
6	Details of EMD	
	a. Amount (Rs.)	
	b. Transaction Reference No.	
	c. Transaction Date	
7	Details of Bid document fee Rs.	
8	Total Turnover of 3 Preceding Financial years	
a.	FY - 2021-22	
b.	FY - 2022-23	
c.	FY - 2023-24	
9	Average Annual Turn Over Rs.	
10	Total experience in supply of Horticulture services	
10	Total experience in supply of manpower services	
11	Local office Address located in the Hyderabad	



B. Details of Experience of similar work during last 3 years, ending on 31st March, 2024

Sl. no.	Client details	Contact person and mobile details	Value of Contract (Rs.)	Period		Duration	Completion Certificate attached? (YES/NO)
				From (DD/MM/YY)	To (DD/MM/YY)		
1	2	3	4	5	6		7
1							
2							
3							
4							
5							
Additional information, if any:							

(If necessary, a separate detailed chart may be enclosed and completion certificate to be enclosed)

Place:

Date:

Signature of the Bidder with Seal

ANNEXURE - VII

DECLARATION REGARDING CLEAN TRACK RECORD

To
The Director General,
Dr MCR Human Resource Development Institute
Road No. 25, Jubilee Hills
Hyderabad – 500 033

Sir,

We/I have carefully gone through the Terms & Conditions contained in the Bid Document (Ref No. _____). We /I hereby declare that our/ my company has not been debarred/blacklisted as on bid calling date by any Central or State Government/Quasi Government Departments or PSUs/ Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices. We/I further certify that We/I/ are/am the competent officer in our/my company to make this declaration

Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal

Date

Business Address



Administrative Officer
Dr. MCR HRD Institute of Telangana
Road No.25 Jubilee Hills, Hyd-33,

ANNEXURE VIII

CHECK LIST OF THE DOCUMENTS ATTACHED WITH THE TECHNICAL BID

Please confirm the enclosure of below listed documents without which tenderer may not be eligible to participate in the tender:

Sl. No.	Particulars	Attached (Yes/No)
1	Proof of payment of Bid document fee of Rs.5000/-	
2	Proof of payment of EMD for an amount of Rs.3,48,000/-	
3	Experience: Experience in Supply of Horticulture manpower of at least Three (3) years out of (5) years i.e., 2019-20, 2020-21, 2021-22, 2022-23, 2023-24.	
4	Company Registration Certificate and Bidder registered/Corporate office proofs along with relevant documents for the local Office at Hyderabad.	
5	Copy of Goods and Service Tax Registration Certificate	
6	Copy of PAN card	
7	Copy of EPF Registration Certificate	
8	Copy of ESI Registration Certificate	
9	Copy of Contract Labour License for supply of manpower as Contract Labour (R&A Act, 1970) and Rules,1971	
10	Audited Balance Sheet of last 3 years with Statement of Income & Expenditure Receipt/Profit & Loss account, etc.	
11	Copy of Income Tax Returns (ITR) of last 3 years (Financial Year- 2021-22, 2022-23, 2023-24)	
12	Total Turnover of 3 Preceding Financial years. Financial Year- 2021-22, 2022-23, 2023-24	
13	Average Annual Turn Over Rs.	
14	Declaration of the bidder as per Annexure – I	
15	An undertaking on letter of Agency that the bidder is following all directives of the Government, applicable to itself (bidding firm) and its employees regarding	
16	Letter of undertaking on Letter head of Agency/Company/Firm stating that they have not been blacklisted by any State Government /	

	Central Government / PSU for any reason (Annexure – IV)	
17	Copy of terms & conditions duly signed by the bidder with seal of the firm, in token of acceptance of terms & conditions (Annexure-I)	
18	Self-certificate of payment of wages to the staff as per minimum wages Act of Government of Telangana	



Administrative Officer
Dr. MCR HRD Institute of Telangana
Road No.25 Jubilee Hills, Hyderabad.

ANNEXURE – IX (Mandatory)

**ANNUAL TURNOVER DETAILS (Rs. in taken)
On providing outsourcing services**

S.No.	Financial Year	Annual Turnover
1	2019-20	
2	2020-21	
3	2021-22	
4	2022-23	
5	2023-24	

(The Audited Balance Sheets for 3 FYs out of 5 FYs as above are to be enclosed and to be got certified by a Chartered Accountant).

Place:

Date:

Signature of the Bidder with Seal



**Administrative Officer
Dr. MCR HRD Institute of Telangana
Road No.25 Jubilee Hills, Hyd-53.**

ANNEXURE - X

**GOOD PERFORMANCE/SATISFACTORILY COMPLETED CERTIFICATE FROM
CLIENTS PROVIDED WITH SIMILAR SERVICES**

Client Name & Address	Period of Contract	Value of Contract	Details of Horticulture manpower provided	Whether satisfactorily completed

“Certified that the Service provider satisfactorily completed the Contract with good performance during the period of contract with us as above”

Signature and Seal of the Client

Place

Date

Place

Date

Signature of the Bidder with Seal

Note: Bidders are required to submit separate form for each client (for Technical evaluation)

- Bidders may also furnish the above information on the letter head of the client with the same format. However, it has to be signed by the bidder while enclosing in the bid.

ANNEXURE XI

FINANCIAL BID

Horticulture services at Dr.MCR HRDIT, Telangana

Name & address of the tenderer:

Sl. No.	Manpower	Unit	Quantity	Wages per month (Rs.)	Total
a.	Supervisors	No.	2	16,247/-	32,494/-
b.	Skilled	No.	8	14,576/-	1,16,608/-
c.	Unskilled	No.	25	13,992/-	3,49,800/-
	Total Manpower:		35	Sub-total A:	4,98,902/-
Employer contribution EPF @13% on Rs.4,98,902/-					64,857.26
Employer contribution ESI @3.25% on Rs.4,98,902/-					16,214.32
Sub-total: B					81071.56
Sub-total C = (A+B):					5,79,973.56
Service Charge in terms of percentage(%) on Sub-total - A					
D - Service Charge in amount of Rs./-					
Sub-total E = (C+D)					
GST @ 18%					
Total amount = E+ GST					
Total Rupees in words (RupeesOnly)					

The tender is to be quoted the service charges in percentage (.....%) on the Sub total -A.

- The tender will quote the rate of workers for 26 days in a month.
- The tender job will be awarded on overall L1 basis, not on individual item basis.
- In case of tie between the parties, the L1 will be decided on overall criteria and more particular on financial capabilities and past experiences.
- Parties are advised to quote the rates considering all the statutory liabilities and their profit margins. Parties who will quote NIL margins and avoid any of the statutory liabilities will be treated as unresponsive and their bid will be treated as cancelled. If that would be the case, then the EMD of the respective bidder will be forfeited.
- List and quantity of the material for one month should be attached in technical sheet. No rate of any item should be mentioned by the bidder in any document of technical bid.

**** END OF THE DOCUMENT ****



Administrative Officer
Dr. MCR HRD Institute of Telangana
Road No.25 Jubilee Hills, Hyd-33.