

SRI KRISHNA SMARAK VIKAS SAMITI  
**OFFICE OF THE COMMISSIONER,**  
**PATNA DIVISION, PATNA**

**TENDER DOCUMENT**  
**to**  
**GRASS CUTTING**  
**at**  
**GANDHI MAIDAN, PATNA**

1. Last date for Sale of Tender Document : 15.12.2018 till 03.00 PM
2. Last date for submission of Tender document : 24.12.2018 till 01.00 PM
3. Opening of Tender Document: 24.12.2018 at 03.30 PM

**Signature of Authorised Signatory**

Stamp of SKSVS

## **1. INTRODUCTION**

Sri Krishna Smarak Vikas Samiti (SKSVS) is a non-profit society registered under the Society Registration Act 21, 1860. It is a body bestowed with authority for management of Gandhi Maidan and Sri Krishna Memorial Hall, Patna.

Gandhi Maidan previously known as the Patna Lawns, is a historic ground. Gandhi Maidan is presently having various activities like – Portable Food Court, Portable Haat, Weekly Cultural/Musical Programs, Open Gym (Male & Female), Karate, Yoga (Male & Female) etc. Along with this SKSVS also organised major events on yearly basis like Vasant Mela & Vasant Utsav and Dussehra Mela & Dussehra Mahotsava etc.

Keeping in view the importance of Gandhi Maidan, it is very necessary to maintain the attractiveness of Gandhi Maidan. SKSVS is seeking an agency for grass cutting in Gandhi Maidan, Patna. Hence this Tender is called from the interested and suitable company/ firm/agency.

**Note:-**Bidder to verify the whole ground (Gandhi Maidan) surface condition on site before submitting their tender.

## **2. ELIGIBILITY CRITERIA**

Tender shall be evaluated in two stages:-

### *1. Technical evaluation of proposal*

- a) Earnest money of Rs. 5,000/- is to be paid along with the technical bid through D.D./Cheque in favour of 'Sri Krishna Smarak Vikas Samiti' payable at Patna
- b) Company/firm/agency must provide photo copy of Pan Card.

## **3. FINANCIAL BID (Separate sealed envelope)**

The Agency shall be selected after fulfilling the terms & conditions of the technical bid and the bidder who offers the lowest amount (L1) will be considered.

The bidder fulfilling Technical Stage will be shortlisted for financial evaluation. Claims without documentary evidence will not be considered.

SKSVS reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the SKSVS decision shall be final in this regard. SKSVS may, in its absolute discretion, waive any of the conditions and/or requirements in the TENDER in respect of any or all of the bidders.

## **4. OBLIGATIONS OF THE BIDDING AGENCY**

- (i) The Agency will be liable to cut the grass of whole Gandhi Maidan within a week whenever SKSVS orders it to do so.
- (ii) The Agency shall use its own Machine and equipments in the execution of said the work.

- (iii) The agency shall be liable for the maintenance of the machines and equipments at their own cost.
- (iv) The agency is to coordinate with Officer In-charge SKSVS or his dully delegated and authorized officer on all site issue and constraints.

**5. Guidelines for scope of work:**

- (i) The agency will be responsible for grass cutting of whole Gandhi Maidan.
- (ii) The agency shall be liable to cut the grass ordinarily as required by the SKSVS.
- (iii) The agency shall be required to cut the grass both manually and mechanically by trained persons in a maximum time of 7 days for which adequate labour and machine deployment shall be done by the agency. Each day of delay in completion of work will invite a cut of 10% from the payment.
- (iv) The grass cutting should be done in such a way that after cutting the maximum height of grass should not exceed 30 mm above the ground/field level.
- (v) Grass that will be cut down shall be raked properly and removed from Gandhi Maidan by the agency.
- (vi) Grass shall be removed and disposed by the agency and such disposal shall not be within the vicinity of Gandhi Maidan campus.
- (vii) Disclaimer notices to be placed while grass cutting is in progress.

**6. DECLARATION OF SUCCESSFUL BIDDER**

SKSVS may either choose to accept the proposal of the successful tenderer or invite him for negotiations. Upon acceptance of the Proposal of the tenderer financially qualified with or without negotiations, SKSVS shall declare the tenderer as the Successful Bidder.

**7. NOTIFICATION**

SKSVS will notify the Successful Bidder by a Letter of Award (LOA) that its Proposal has been accepted.

**8. RIGHT TO ACCEPT OR REJECT PROPOSAL**

SKSVS reserves the right to accept or reject any or all of the Proposals without assigning any reason.

SKSVS reserves the right to invite revised Proposals from Bidders with or without amendment of the Tender Document at any stage, without liability or any obligation for such invitation and without assigning any reason.

## **9. OVERALL MANAGEMENT**

The Agency must employ adult and efficient labour/ Staff only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified including character and other formalities.

The agency shall ensure that all the workforce deployed should be in proper uniform while on duty.

## **10. TERMS AND CONDITIONS**

- 1) The SKSVS shall award work to the Agency for 11 (eleven) months. This work may be further extended upto 2 (two) years as the sole discretion of SKSVS and subject to the satisfactory performance of service of the grass cutting in Gandhi Maidan, Patna and proper fulfillment of all the terms and conditions and subject to decision and requirement of SKSVS.
- 2) If there is any damage to any public property/ facility at Gandhi Maidan or any payments due to SKSVS or any demand from any authority to SKSVS regarding dues payable by the Agency, the Bidder shall be liable to pay the same, failing which SKSVS will take action against the Agency.
- 3) Inspection of the Grass cutting area may be conducted by any officer/ employee of SKSVS at any time and day.
- 4) The SKSVS reserves the right to cancel allotment at any point of time after giving fifteen (15) days written notice to the Agency and also the right to inspect and control the maintenance and operational work undertaken by the Agency at all times and the Agency shall obey the orders and directions issued by the SKSVS in this regard.
- 5) The successful bidder shall have to deposit bank guarantee/demand draft of Rs. 50,000/- (Fifty Thousand) as performance guarantee.

Agency agreeing the above terms and conditions, satisfying the above eligibility conditions and interested in running the above activities should give the **financial bid**.

## **11. Technical Bid**

### **Particulars of the Company/ Firm/ Agency (Please submit along with documentary evidence)**

A bidder shall submit Technical Bid and Financial Bid in separate sealed envelopes contained in another envelope containing both the Financial and Technical Bid. A bidder shall not submit more than one bid.

<b>S.No.</b>	<b>Particulars</b>	
01	Name of the Company/ Firm / Agency	
02	Type of the Company whether, Proprietorship, Partnership Etc.	
03	Name and Address of the Proprietor/Partners/Directors of the Company.	(i) (ii) (iii)
04	Registered Office Address and Telephone / Mobile Number & Email address.  Local Contact Address/ Telephone / Mobile Number.	
05	Photo copy of Pan Card	
06	EMD of Rs. 5,000/- (five thousand)	

**Signature of the applicant with Seal**

**12. Financial bid envelope should contain the following :-**

SI. No.	Details of scope of work	Amount in Rs. (inclusive of all taxes) for each time of grass cutting in whole Gandhi Maidan.
1.	As mentioned in the tender document. (for each time of grass cutting in whole Gandhi Maidan)	

**Declaration:** I/We declare that, the information given above is correct to the best of my knowledge and understanding. In case it is found false/incorrect, at any stage, SKSVS may terminate the contract and could take suitable actions against the company/firm/agency. I/We have read/gone through the terms, conditions, rules, guidelines etc. of the tender work. I/We agree for grass cutting in Gandhi Maidan as mentioned in the tender document @ Rs. ....  
(In words.....).

Date:-

(Signature/s of the Tenderer /Authorized person

Place:-

Full Name/s:.....

Designation: .....

Stamp: .....

(Please put signature and name on every page of Bid Document and Enclosures.)

**Signature of Authorised Signatory**

Stamp of SKSVS