

**No. 3536/DSTE/PCS&T/AKSCP/TA-II/2023/251**  
**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF SCIENCE, TECHNOLOGY AND ENVIRONMENT**  
**PUDUCHERRY COUNCIL FOR SCIENCE & TECHNOLOGY**  
**3<sup>rd</sup> FLOOR, PHB BUILDING, ANNA NAGAR, PUDUCHERRY – 605 005**  
**TELEPHONE: (0413) 2201256; TELE FAX: (0413) 2203494**

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Puducherry, the 22 JUN 2023

To

✓ As per the mailing list.

Sir,

Sub: PCS&T – AMC for garden Maintenance at Dr. Abdul Kalam Science Centre and Planetarium, Lawspet, Puducherry – Quotation – Requested.

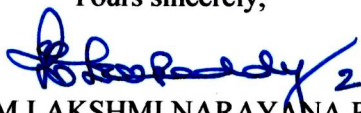
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With reference to the subject cited above, sealed quotation is requested from the registered and experienced firms in the field of Garden maintenance work for Annual Maintenance Contract of the Garden developed at Dr. Abdul Kalam Science Centre and Planetarium (AKSCP), Lawspet, Puducherry. The total area of the garden at Dr. AKSCP is 1589 sq.mts. The quotation may include labour charges for 3 Gardeners (Male – 1 No. and Female – 2 Nos.) as per the Minimum Wages Act and Contract Labour Act, payment of ESI, PF and GST, application of compost and plant protection measures. The Garden Maintenance Work Scope and Specifications are enclosed as Annexure – I. The Terms and Conditions of the AMC are enclosed as Annexure – II.

The last date for receipt of sealed quotation by this office is 07.07.2023 before 5.00 P.M.

1/2

Yours sincerely,

  
YASAM LAKSHMI NARAYANA REDDY  
DIRECTOR/M.S (PCS&T) 21/06/23

Encl: as above.

Copy to:

Standing Guard File.

## ANNEXURE – I

### **GARDEN MAINTENANCE WORK SCOPE AND SPECIFICATIONS**

#### **SCOPE OF THE WORK:**

<b>Sl. No</b>	<b>Nature of works to be carried out in the Garden Maintenance for the newly developed garden and already developed garden</b>	<b>Details / Frequences</b>
1.	a) Watering the lawn and other plants regularly b) Weeding the lawn area and maintaining the lawn free from other unwanted plant. c) General cleaning of the lawn area, removal of dried leaves and other unwanted materials.	Watering on the need based (Wages payment for the labour as per the Central Labour Act)  Weeding the lawn area once in 15 days.  Every day on need based and to keep the lawn and garden area neat and tidy.
2.	Moving of lawn grass	Once in 3 months / need based, by using Mechanized lawn mower
3.	Application of Farm Yard Manure / Fertilizer	Once in a month for grass area and specimen plants and edge plants (Register should be maintained)
4.	Application of plant protection chemicals including the cost of chemicals.	Once in a month and additional spray on need based (Register should be maintained) and scrutinized from authority
5.	a) Hedge trimming, Maintenance of flower bed, Specimen plants, etc., free from spread of lawn grass, other unwanted plants, if any.	Once in 3 months / on need based.
6.	a) The watering source for garden watering will be arranged. b) Hose pipe for watering purpose should be arranged.	By PCS&T/Dr. AKSC&P  By the Contractor

#### **SPECIFICATION OF THE WORK:**

1. The garden area should be kept neat and clean without any dried plants, lawn, waste materials, etc.
2. Regular watering should be provided for keeping the greenery in a good condition. Usage of irrigation water should be done as per the actual requirement for lawn grass, plants & tree seedlings, etc., and wastage / excess usage of bore well water should be restricted.

3. Weeding operations should be carried out once in 15 days and to keep the lawn and other garden area neat and clean without any unwanted weed growth.
4. Moving of lawn grass should be carried out once in 3 months/need based to maintain the lawn area in uniform growth.
5. Application of required farm yard manure should be attended once in a month for the lawn grass, specimen plants, hedge / edge plants, flower bed and other garden plants within the garden area.
6. Required plant protection operation should be carried out by spraying suitable plant protective chemicals as and when required to keep the garden plants without any pest and disease attack.
7. Hedge trimming, pruning, removal of dried leaves & branches, removal of unwanted plants, keeping the flowering plants in the flowering bed, specimen plants in a good condition should be carried out regularly to keep the gardens are good looking status.
8. Each and every specimen plants and other foliage / flowing plants already planted in the garden area should be made basic around the plants to retain required water and manure etc. for its proper growth.
9. The required materials for providing irrigation facilities should be arranged by PCS&T/ Dr. AKSC&P including the maintenance of already provided irrigation pipe lines within the garden area.
10. The bore well motor providing irrigation source to the garden area should be maintained properly by the garden contractor and if any major repairs to the bore well motors should be informed to Dr. AKSC&P and will be rectified and payment will be made accordingly.
11. The contractor should utilize required irrigation water from the already existing bore well maintained for this purpose.

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## **ANNEXURE – II**

### **TERMS & CONDITIONS:**

Sealed Quotations are invited from the reputed / registered garden contractors for carrying out garden maintenance work at Dr. AKSC&P campus for a period of three years.

1. Last date and time for receipt of Sealed Quotations: 07.07.2023 upto 5.00 P.M.
2. The offer must be in English. The rates should be indicated both in figures and words.
3. The details of garden maintenance work to be carried out during the maintenance period are furnished in the Annexure – I of the Quotations schedule and the maintenance operation has to be properly carried out as per the work specifications.
4. Gardener should follow the regular timings of office hours (8.45 A.M – 1:00 P.M and 2.00 P.M – 5.45 P.M). They should work on 6 days in a week (including Sunday) and any other official duties as per the direction of officials of Dr .AKSC&P without any non – compliance.
5. Payment of Gardening charges will be settled by 5<sup>th</sup> of every month by Cheque/NEFT on claim of cash / credit bill in favour of the Member Secretary, PCS&T, Puducherry.
6. 3 nos. of Gardening Staff (2 Female and 1 Male) are required to attend the duty at the Garden area of Dr. Abdul Kalam Science Centre and Planetarium. They should be more than the age of 25 and below 40 years.
7. The Bidder should inspect the garden and ascertain the actual garden maintenance area, existing garden plants, lawn, nature of field works to be carried out for proper maintenance of gardens, etc., before applying for the Quotations.
8. The Bidder should possess a minimum of 3 years of experience in the garden maintenance work at any Government Agencies / Corporations.
9. The rate quoted in the Quotations should be valid for 36 months from the date of award of the work order.
10. The contractor should submit their profile of work containing Certificate of Registration, Labour Licence from Labour Department (Central), Garden Experience Certificate from Government Agencies / Corporations and other field of specialization in landscaping and garden development, if any, etc. to be enclosed along with the Quotations application. Without the certificates and profile, the Quotations will be rejected.

11. The mode of selection is to accept the lowest rate (L1) offered by the bidder PCS&T reserves the right to negotiate with the bidder for further reduction in the rates quoted for maintenance.
12. Quoting merely the lowest price does not confer any right to any bidder for award of work order. The PCS&T Committee reserves the right to select garden under the grounds of specification compliance, technical skill / quality, proven performance track record, service back up support, offer of additional / special features, compatibility with the existing system, etc.,
13. Any damages / loss during the maintenance period should be rectified and the expenses for the damages to the garden components should be rectified and replaced with new plants / garden items and the expenses should also be borne by the successful bidder of the garden awarded.
14. The period of contract is the period from the date of Work Order, but PCS&T reserves the right to extend / short close, if it is necessary without any change in the rate and terms and conditions.
15. The PCS&T reserves the right to renew the contract for a further period of one year at the same rate and on same terms & conditions.
16. The contractor shall not sublet, transfer, or assign the contract or any part there-off to any other party without the written permission of the PCS&T. Notwithstanding any such permission to sublet the work, the contractor shall always be responsible for the due fulfilment of the contract.
17. The following registers should be maintained by the garden maintenance contractors as per the Wages Act.
  - a) Attendance Register.
  - b) Wages Distribution Register.
  - c) Garden Maintenance work Register.
  - d) Register of time / register of over time / register or deduction for damages and loss.
  - e) Wages slip.
18. All the garden labourers working under their control should be covered under EPF Act and ESI Act. The contractor should make all the payments towards EPF for the labourers engaged by them for the garden maintenance work
19. The contractor shall be entirely responsible for any injury to the workmen in the event of them being involved in an accident and shall render all co-operation to the PCS&T/Dr. AKSC&P officials if any enquiry is held thereon.
20. All safety pre-cautions and safety rules should be followed and failure to adhere to the same will be viewed seriously and the consequences there of shall be borne by the contractor.
21. In case of default by the contractor in fulfilling the obligations under the Acts and Rules, the PCS&T have right to punish the contractor by recovery from bills, security deposit or any amount due to him or otherwise as recovery of debts.



22. In the course of execution of the contract by the contractor, if any damage occur to the materials, equipment's, water supply, power supply, power supply connections, fittings or any other installations, such damages will be recovered from the contractor of the cost prices of the articles damaged, plus other cent age charges.
23. No alterations or erasures in the Quotations form are permissible without proper authentication, otherwise it is liable to be rejected.
24. Additional terms and conditions will be incorporated in the work order, if needed, to safe guard the interests of the PCS&T.
25. PCS&T reserves the right to terminate the contract in addition to recovery of any loss or consequence there-of, at any time, if it is found that the contractor is not able to carry out the work satisfactorily.
26. PCS&T reserves full right to accept, reject or cancel or postpone the Quotations without assigning any reason depending upon the situation even after opening and conduct of the Quotations.
27. The Sealed Quotations cover should be super-scribed with the name of the garden works at Dr. AKSC&P, for example; **Sealed Quotation for the garden works as per the model shown below:**

**Sealed Quotation submitted for Development and Maintenance of Garden at Dr. AKSC&P, Puducherry.**

**To,**

**The Member Secretary,  
Puducherry Council for Science and Technology,  
3<sup>rd</sup> Floor, PHB Building, Anna Nagar,  
Puducherry – 605 005.**

**From,**

**Bidder's Address with contact No.**

28. The sealed Quotations along with required particulars may also be deposited into receipt section in Department of Science, Technology & Environment in the Pondicherry Housing Board building (Third Floor) within the due date / time i.e., on or before 07.07.2023 at 5.00 P.M.
29. The sealed Quotations along with required particulars should be address to,

**The Member Secretary,  
Puducherry Council for Science and Technology,  
3<sup>rd</sup> Floor, PHB Building, Anna Nagar,  
Puducherry – 605 005.**

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