



Strategy and Synergy for Security

**SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY [SETS]**  
MGR Knowledge City, CIT Campus, Taramani, Chennai – 600 113. India.  
Phone: 044 – 66632506, Fax: 044 – 66632501 website: [www.setsindia.in](http://www.setsindia.in)

**Notice Inviting Tender**

**TENDER NOTICE NO: SETS/CHE/CIVIL/AMC Lawn/2025-26/**

**Name of Work: AMC for maintenance of lawns, shrubs, plants, trees etc at SETS Taramani, Chennai – 600 113.**

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*16/2/26*

# SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY [SETS]

(Under O/o the Principal Scientific Adviser to the Government of India)

## Cybersecurity Research and Development Organization

(Registered under The Societies Registration Act XXI of 1860 Registration No. S.42605 of 2002)

MGR Knowledge City, CIT Campus, Taramani, Chennai – 600 113 Tamil Nadu, India

Phone: 044 – 66632506 Fax: 044 – 66632501 website: www.setsindia.in



Strategy and Synergy for Security

16<sup>th</sup> February 2026

### Notice Inviting Tenders

Name of work: AMC for maintenance of lawns, shrubs, plants, trees etc at SETS , Chennai :600 113.

### TENDER NOTICE NO: SETS/CHE/CIVIL/AMC- Lawn/2025-26/48

Sealed item rate bids are invited on behalf of the Society for Electronic Transactions and Security [SETS], from Lawn experienced contractors who are interested to do AMC of lawns, Shrubs, plants, trees etc at SETS, Taramani, Chennai.

Estimated Cost	: Rs.5.06 Lakhs /-
Earnest Money Deposit (2%) *	: Rs.10,120/-
Tender Processing Charges*	: Rs.525/- (non-refundable)
Time Allowed for Work	: 12 Months
Security Deposit	: 10% of the Tendered cost

The tender document can be downloaded from the websites: <https://setsindia.in/tender-eol/>

The downloaded tender document is to be submitted along with the tender processing charges of Rs.525/- as mentioned above. The tenders submitted without the tender processing charges shall be rejected.

The Single Bids System (technical & financial bid) will be received upto 15:00 hrs on 06.03.2026 by SETS at the above address.

This shall contain separately sealed envelopes super scribed as below:

1. Tender Processing Charges Rs. 525/- Non Refundable and EMD amount of Rs. 10,120 /- by way of demand draft in favour of SETS, Chennai. Proof of MSME Registration may be kept to avail Tender Processing Charges and EMD exemption and along with Price Bid
2. The Sealed Envelope shall be put inside a big Envelope sealed and super scribed with the from and to address, tender number, date and time of opening.

Bids will be received upto 15:00 hrs on 03.03.2026 by SETS at the above address. Bids will be opened on the same day at 15:30 hrs in the presence of attending tenderers.

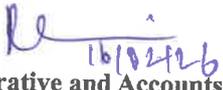
### BIDS NOT ACCOMPANYING THE FOLLOWING ARE LIABLE TO BE SUMMARILY REJECTED

- i. DD Payable at Chennai towards the Tender Processing Charges Rs. 525/- as indicated above in favour of SETS.
- ii. DD Payable at Chennai for the Earnest Money Deposit as indicated above in favour of SETS.
- iii. Copy of PAN Card, Copy of MSME and Copy of GST
- iv. Minimum 01 Year experience in the Garden Maintenance works.
- v. The bidding firm should have successfully carried out at least 1 Garden Maintenance works in last 3 years for Central Govt/State Govt/PSUs/Reputed Private Organization / Govt. bodies in India.
- vi. Name, full address and phone number of the bidder are to be furnished.

Note: 1. EMD will be accepted in the form of DD Drawn from Nationalised bank. EMD will not be accepted in the form of Cash or Cheque.

2. \* (MSME Registered firms are exempted)

SETS does not bind itself to accept the lowest or any other tender. SETS reserves itself the authority to reject any or all of the bids or to allot parts of the works to different agencies without assigning any reason therefor. All bids in which any of the prescribed conditions is not fulfilled and or conditional rebates are offered will be summarily rejected.

  
16/02/26  
Chief Administrative and Accounts Officer  
For and on behalf of SETS, Chennai.

Strategy and Synergy for Security

Registered Office:

C/o. Electronics Corporation of India Limited (ECIL)

North Zone, B-7, LSC, 'A' Block, Naraina, Ring Road, New Delhi – 110028

  
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**EMD / BID SECURITY DECLARATION**  
**(AMC for maintenance of lawns, shrubs, plants, trees etc at SETS)**

“We Hereby accept that in case we modify or withdraw Bid during the period of validity, we shall be liable to be suspended / blacklisted to participate in tender of SETS for a period of Three (03) years from such modifications / withdrawal of Bid”

SIGNATURE OF THE CONTRACTOR  
(WITH SEAL)

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## **SECTION – II**

**FORM OF AGREEMENT & GENERAL  
RULES OF CONTRACT AND  
DIRECTIONS FOR GUIDANCE OF THE  
CONTRACTOR AND ITEM RATE TENDER  
FOR WORKS**

**FORM OF AGREEMENT AND GENERAL RULES OF CONTRACT  
AND  
DIRECTIONS FOR THE GUIDENCE OF CONTRACTOR**

**ITEM RATE TENDER AND CONTRACT FOR WORKS  
(CENTRAL P.W.D. CODE, PARAGRAPH-95)**

1. All works proposed for execution by contract will be notified in a form of invitation to tender pasted in public places and signed by the Officer inviting tender or publication in newspapers as the case may be.

This form will state the work to be carried out as well as the date for submitting and opening tenders and time allowed for carrying out the work, also the amount of earnest money to be deposited/ bid security declaration to be submitted along with the tender, and the amount of security deposit to be deposited by the successful and the percentage, if any to be deducted from the bills. Copies of the specification, designs and drawing for the purpose of identification by the Officer inviting tender shall also be open for inspection by the Contractor at the Office of the Officer inviting tender during office hours.

2. In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, such power of attorney to be produced with the tender and it must disclose the firm is duly registered under the Indian partnership Act.
3. Receipts for payment made on account of a work, when executed by a firm, must also be signed by all the partners except where the contractors are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners or by some other persons having due authority to give effectual receipts for the firm.
4. Any person who submits a tender shall fill up the prescribed form, stating at what rate he is willing to undertake each item of the work. Tenders, who propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contains any other condition, of any sort, including conditional rebates will be summarily rejected. Tenders shall have the name and number of the work to which they refer written outside the Envelops.  
The rate(s) and amount(s) must be quoted in decimal coinage both in words and figure.
5. The Officer inviting tender or his duly authorized assistant will open tenders in the presence of any intending contractors who may be present at the time, and will enter the amounts of the several tenders in a comparative statement in a suitable form.  
In the event of tender being accepted, a receipt for the earnest money forwarded therewith shall there upon be given to the contractor who shall thereupon for the purpose of identification sign copies of the specifications and other documents mentioned in Rule – 1. In the event of a tender being rejected, the earnest money forwarded with such unaccepted tender shall thereupon be returned to the contractor marking the same, without any interest.
6. The Officer inviting tenders shall have the right of rejecting all or any of the tenders, and will not be bound to accept the lowest tender or any other tender.
7. The receipt of an accountant or clerk for any money paid by the Contractor will not be considered as any acknowledgement of payment to the Officer inviting tender and the Contractor shall be responsible for seeing that he procures a receipt signed by the Officer inviting tender or duly Authorized Accounts Officer/Cashier.

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8. The tenderers shall sign a declaration under the Official Secret Act 1923, for maintaining secrecy of the tender documents drawing or other records connected with the work given to them. The unsuccessful tenderers shall return all the drawings given to them.
9. In the case of Item Rate Tenders, only rates quoted shall be considered. Any tender containing percentage below/above the rates quoted is liable to be rejected. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figure and words. However, if discrepancy is found, the rate which correspond to the amount worked out by the contractor shall unless otherwise proved be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates quoted by the contractor in words shall be taken as correct. Where the rates quoted by the contractor in figures and in words tally but the amount is not worked out correctly, the rates quoted by the contractor will unless otherwise proved be taken as correct and not the amount. **In event no rate has been quoted for any item(S), leaving space both in figure(S), words(S), and amount blank, it will be presumed that the contractor has included the cost of this/these item(S) in other items and rate for such item(S) will be considered as zero and work will be required to be executed accordingly.**
10. Other than filling in rates and amounts in the schedule of quantities, no additions, alterations made in the tender document and if any such additional/alteration are made the tender is liable to be rejected. Remarks and explanations if any should be set out in a covering letter and will become part of contract only if specially accepted in writing by the Officer in charge at the time of acceptance of the tender.
11. In case of any tender where unit rate of any item / items appears to be unrealistic, such tender will be considered as unbalanced and incase the tenderer is unable to provide satisfactory explanation, such tender is liable to be disqualified and rejected.
12. All rates shall be quoted on the tender form. The amount for each item should be worked out and requisite totals given. Special care should be taken to write the rates in figures as well as in words and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the word 'Rs' should be written before the figure of rupees e.g. Rs. 2.00 and in case of words, the word, 'Rupees' should precede. While quoting the rate in schedule of quantities, the word only should be written closely following the amount and it should not be written in the next line.
13. On acceptance of the tender, the name of the accredited representative(S) of the contractor who would be responsible for taking instructions from the Civil Engineer shall be communicated in writing to the Civil Engineer.
14. GST and all other Taxes on material in respect of this contract shall be payable by the Contractor and SETS will not entertain any claim whatsoever in respect of the same.

Signature of the contractor  
(With Seal)



Strategy and Synergy for Security

## SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY (SETS)

(Under O/o the Principal Scientific Adviser to the Government of India)

Operational Headquarters

M.G.R. Knowledge City, C.I.T.Campus, Taramani, Chennai – 600 113

Phone: 044-66632506 Fax No: 044 - 66632501 Website: www.setsindia.in

### ITEM RATE TENDER FOR WORKS

I/We have read and examined the notice inviting tender, Schedule of drawing, supply of material, specifications applicable, drawings & design, General rules and directions, conditions of contract, Clauses of contract, special conditions, schedule of quantities & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the Execution of the work specified for the SETS, CHENNAI with in the time specified in the memorandum, schedule of quantities and in accordance in all respect with specifications, design, drawings and instructions in writing and with such materials as are provided for by, and in all respects.

#### MEMORANDUM

- a. **General Description** : **AMC for maintenance of lawns, shrubs, plants, trees etc at SETS , Chennai**
- b. **Estimated Cost** : **Rs.5.06Lakhs /- (Rupees Five Lakhs Six Thousand Only)**
- c. **\*\*Earnest Money Deposit** : **Rs.10,120/- (2 percentage of estimated cost)**
- d. **Security Deposit** : **10% of the Tendered cost**
- e. **Time Allowed for the work** : **12 Months**

The security deposit will be collected by deductions from the running bills of the contractor at the rate of 10% of the gross amount of value of work done, till total security deposit is recovered.

We agree to keep the tender open for sixty (60) days from the due date of submission thereof and not to make any modifications in its terms & conditions.

**\*\*1.Cash, Cheques & Bank Guarantees for Earnest Money Deposit will not be accepted.**

**\*\*2. (MSME Registered firms are exempted)**

To execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviation as may be ordered up to a maximum of an increase or decrease in the total value contract to the extend 25% and to the event of exceeding these limits to be determined in accordance with the provisions contained clause 12.2 & 12.3 of the tender general condition of contract.

#### DECLARATION

I/We hereby declare that I / We shall treat the tender documents, drawings and other records connected with work as secret / confidential documents and shall not communicate information / derived therefrom to any person other than a person to whom I / We am /are authorized to communicate the same or use the information in any manner prejudicial to the safety to the state.

Dated:

Signature of Contractor  
With Seal

Witness:

Address:

Occupation:

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Registered Office:

C/o. Electronics Corporation of India Limited, North Zone, B-7, LSC, 'A' Block, Naraina, Ring Road, New Delhi – 110028.

Delhi Office:

Room No. 418, TIFAC, Wing-A, Vishwakarma Bhavan, Shaheed Jeet Singh Marg, New Delhi – 110 016

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# **SECTION – III**

## **SPECIAL CONDITIONS**

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SECTION – III  
**SPECIAL CONDITIONS**

1. **Location:** The Proposed site for the work is at SETS campus at M.G.R. knowledge city, C.I.T. campus, Taramani, Chennai – 600 113. The site is accessible through road leading to IITM Park adjacent to Tidal Park in I.T. corridor Road, Taramani.
2. **Site Inspection:** The contractor acknowledge that he has satisfied himself as to the nature and location of the work, the means of access to the site, the general and local conditions, particularly those bearing upon transportation, disposal, handling and storage of materials, availability of labour, water, electric power, roads and uncertainties of weather, or similar physical conditions of the site, including the character of equipment facilities needed preliminary to and during the progress of the work, and all other matters upon which information is reasonably obtainable and which can in any way affect the work or his cost thereof under this contract. Any failure of the contractor to acquaint himself with all the available information concerning these conditions will not relieve him from responsibility for estimation properly the difficulty or cost of successfully performing the work. Non- familiarity with the site conditions will not be considered a reason either or extra claims or for not carrying out the work in strict conformity with drawings and specifications, conditions of contract, schedule of quantities, scope of work, drawings etc., are required, he should contact the Civil Engineer . No claim on account of ambiguity in any respect will be entertained.
3. **Specification:** In the absence of any specifications for any material, relevant Indian standard specification will apply. In the case of any class of work for which no specifications have been given, such works shall be carried out in accordance with the CPWD specifications – 2009 volume I & II read with correction slips and relevant IS codes or as directed by the Engineer. All Electrical works shall be carried out as per Indian Electricity rules 1956 and CPWD general specifications of Electrical works.
4. **Applicability of general conditions of contract:** The general conditions of contract applicable for the work is available in the office of the Engineer SETS for perusal of the contractor. The contractor is deemed to have read and understood the general conditions of contract. If there is any contradiction between General conditions and special conditions the special conditions the special condition will take precedence.  
  
No claim on account of non- acquaintance with General condition of contract will be entertained.  
Any error in description, quantity or any omission there from shall not vitiate the contract or release the contractor from the execution of the whole or any part of the works comprised therein according to the drawings and specifications or from any of his obligations under this contract.
5. **Materials Supply:** The contractor shall at his own expenses provide all material required for the works. The material shall be got approved by the Engineer-in-charge before use in works. The quantity stated are to be considered approximate only and

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unit prices entered in the schedule of quantity shall apply to the actual quantities in the completed work.

6. **Schedule of Quantities:** The Schedule of quantities is to be read in conjunction with this special conditions, General conditions of the contract, specifications, drawings, and schedule of supply of materials etc.,
7. **Rates shall be firm:** All rates quoted by the contractor shall remain firm for the contract period/duly approved extended contract period and price variation clauses will not be applicable.
8. **Works Contract Tax:** The rates quoted by the tenderer shall also be inclusive of works contract tax, if any on the transfer of property in roads involved in execution of work contract Act 1983 (in other words turn over tax) which is to be paid by the tenderer to the Government from time to time during the execution of the contract / works. No separate claim on this account will be entertained by the Department.
9. **Deduction of TDS & GST:** TDS under Income Tax Act and GST Act as applicable on the net value of the work done will be recovered from the bills. A certificate for the amount so recovered will be issued by the Department to the contractor.
10. **Validity of the tender:** The tender shall be valid for a minimum period of 60 days from the date of opening of the tender.
11. **Indemnities:** The contractor will responsible for compliance of all statutory provisions governing the nature of contract. The contractor shall at all times indemnify and keep indemnified SETS against all losses, claims, damages or compensation including under the provision of the payment of the wages Act 1936, Minimum Wages Act 1948, Workmen's Compensation Act 1923, The Maternity Benefit Act 1961 and the contract labour Act 1970 and employment of children Act, Industrial employment Act, Employment provident fund Act or any modifications thereof or under any other Act, Legislation relating thereto and rules made there under from time to time or as a consequence of any accident or injury to any workman or other person in or about the work whether in the employment of SETS or contractor or not and also or proceeding whatsoever out of such accident or injury or combination of any such claims. The contractor shall at all times indemnity and keep indemnified SETS against all losses and claims for injuries or damage to any person or any property whatsoever which may arise out of or in consequence of the construction and maintenance of the work and against all claims, demands, proceedings, damages, costs, charges and expenses, whatsoever in respect of or in relation thereto.
12. **Security deposit:** The contractor whose tender is accepted (upto a value of Rs. 5 lakhs) will be required to furnish by way of security deposit for the fulfilment of his contract an amount equal to 10% of the tendered value of the work.

In respect of contract value exceeding Rs 5 lakhs the contractor will be required to furnish within Ten days performance Guarantee of 5% of the tendered value of the work as

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performance Guarantee in the form of an irrevocable bank guarantee bond of any Nationalized Bank or state Bank of India.

In addition the contractor is required to furnish in respect of contract value exceeding 5 lakhs by way of security deposit for the fulfilment of his contract an amount equal to 5% of the tendered value of the work.

**13. Collection of Security Deposit:** The security deposit will be collected by deductions from the running bills of the contractor at the rates mentioned above and the earnest money already deposit will be treated as a part of the security deposit.

**14. Release of security deposit:** Security deposit will be released after completion of defect liability period after deducting expenses if any incurred to make good the defects if any noticed.

In the case of maintenance works the security deposit shall be refunded after two month from the date of completion of the maintenance contract, without any interest

**15. Failure to proceed with the work:** If the Contractor fails to proceed with the work within the stipulated time as specified from the date of issue of letter of intent/letter to proceed with the work, the SETS take action as deemed fit

**16. Compensation for delay:** Failure to complete the work within the stipulated period / duly approved extended period the contractor is liable to pay compensation at the rate of 1.5% per week of delay to be computed on per day basis. The maximum compensation would be limited to 10% of the contract value.

**17. Withdrawal of Tender:** The tender for the works shall be open for acceptance for a period of 60 days from the date of opening of the tenders. If any tenderer withdraws his tender within the validity period or makes any modification in the terms and conditions of the tender which are not acceptable to the SETS, then the SETS shall without prejudice to any other right or remedy be at liberty, to take action as deemed fit. Further the tenderer shall not be allowed to participate in the re-tendering process of the works.

**18. Storage:** All materials shall be stored as to prevent deterioration or contamination by Foreign matters and to ensure the preservation of their quality and fitness for the work.

**19. Execution of work:** The whole work and every part of the work will be executed in most substantial and work man like manner and no structure / installation will be damaged.

**20. Resolution of disputes:** In the event of any dispute or difference arising out of this contract between the contracting parties, it shall be referred to the sole arbitration by a person nominated by the Executive Director, SETS as per the Indian Arbitration Act, 1996 as amended from time to time. The place of arbitration will be in Chennai. Decision of the arbitrator shall be final and binding on both the parties.

**21. Subletting:** The contractor shall not sublet or assign the contract in full or part thereof.

**22. Antecedents of persons employed:** It is to be ensured that all the employees and workers employed by the contractor and also by the sub-contractors are law abiding citizens, with clean record. Anti-social elements rowdies and persons with adverse police records should not be employed at site of work.

The contractor should have correct addresses of the workers employed by them.

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23. **Security Rules:** The contractor shall follow at site all security rules as may be framed by the SETS from time to time regarding removal of materials from site, issue of Identity cards control of entry of personnel and all similar matters.

The contractor has to ensure that movement of their personnel engaged on the work are confined strictly to the permitted work premises only and follow all security guide lines.

24. **Labour Hutment:** No labour hutment shall be allowed in the premises. All labourers should leave the site after days' work. The security & Watch ward of site contractor materials/work etc. shall be at his cost only. No living accommodation will be provided at site.

25. **Signing Agreement:** An agreement on stamp paper of Rs. 100 shall be executed with SETS to carry out the work before commencement of the work. The stamp fee will be borne by the contractor.

26. **Payment of Bills:** Payment of Bills will be made on monthly basis on submission of bills along with detailed measurements certified by the Engineer. No advance payment will be paid.

27. **Keeping clean the work area:** The work area should be kept clean and work is to be carried out without inconvenience to the functioning of the office

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Signature of the contractor  
(With seal)

## DECLARATION

We declare and confirm that we have not been debarred black listed or deregistered by any Central / state Government departments, Public sector undertaking, Autonomous bodies at any time. We clearly understand and acknowledge the right of SETS, if information furnished by us are contradicts, to declare our tender to be non- complaint and if the contract has been awarded, to declare the contract null and void.

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Signature of the contractor  
(With seal)

**SECTION – IV**  
**GENERAL CONDITIONS OF CONTRACT**

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## SECTION – III - A

### ADDITIONAL SPECIAL CONDITION

1. The labourers deployed on the work should have sufficient experience in gardening and landscaping work. All the staff and labourers should follow the safety and security rules including State and Central Government guidance against COVID -19.
2. No labour below the age of 18 years shall be employed on the work.
3. The personnel of Contractor should observe only 7 closed holidays in a calendar year irrespective of number of the holidays observed by the SETS as per the list given by the SETS from time to time. The 7 closed holidays normally cover Pongal, Republic Day, Tamil New Year's Day, Independence Day, Gandhi Jayanthi, Deepavali & Christmas.
4. The labourers should start work at 8.45 AM and will continue upto 5.30 PM including lunch break.  
The services of employees of Contractor should be made available on all days on a six day week basis in a month irrespective of holidays except on Sundays.
5. The minimum labour strength to be deployed on the work will be as follows  
Labourers: Unskilled 2 Nos (On All working days)  
Highly skilled worker: 1 or 2 (To inspect works and take up trimming of hedges, scrubs, mowing lawn etc, as and when required)
6. The contractor will make their own arrangements for providing tools and plant (grass cutter/ power mower, sickle, shears, crowbar, knife and other small garden implements, hoses of required length, sprayers, sprinklers etc) required for day to day gardening and maintenance and other garden work.
7. The required organic nutrients and organic pest management chemicals should be applied as per specification and applied as per the instructions of Engineer-in-charge.
8. Notwithstanding fact that every item necessary involved may not be specifically mentioned all the work when finished shall be delivered in a complete undamaged state.
9. The contractor's personal engaged on the work shall abide by all security measures imposed by the SETS from time to time and they should restrict their movement to these areas assigned to them.
10. The areas east of Red & Green Zone, North of Red Zone and OSR area are not covered in the scope of work.
11. The Engineer in charge may require the contractor to remove from the site of the work any person in the contractor's employ on the work who may be in competent or misconduct himself and the contractor shall forth with comply with such requirements and provide suitable replacement immediately. Consequent of such removal of persons/ person the contractor is not entitled for any compensation.

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12. In the opinion of the Engineer if certain areas are not maintained as per specification such areas will be deducted for the payment.
13. If it is observed at any stage that the quality of the work is not satisfactory, the contract/work order as a whole may be terminated and Security deposit forfeited. The Contractor will have no claims whatsoever on SETS
14. In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to the SETS for the inferior works as determined by the SETS and in case any payment has been made to the contractor for this work, it will be deducted from any sum due to the Contractor on any other work within the SETS or from the Security Deposit and any Balance amount due is payable to the Contractor
15. It will be sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:
  - a. Employment of Children Act
  - b. Workmen compensation Act
  - c. Employment of Labour/Contract Labour Act
  - d. Industrial Employment Act
  - e. Contract Labour Abolition & Regulation Act 1970.
  - f. Minimum Wages Act
  - g. Employee Provident Fund Act
  - h. Any other act or legislation, which may govern the nature of the contract.
16. Any liability arising on the SETS shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security money of the contractor and any balance amount due is payable to the contractor. There would be no liabilities towards the workers of the contractor by SETS.
17. The Contractor is required to name his authorized representative at the site of the work who shall receive the instructions from the Officer (to be nominated by the Executive Director from time to time. All such instructions received by the authorized representative on behalf of the Contractor shall be deemed to have been received by the Contractor within the scope of this work order.
18. Water required for the work will be made available free of cost. The contractor shall make his own arrangement of water connection and laying of pipe line providing hose from the existing source of supply. Wastage of water should be avoided.
19. You will be permitted to tap electricity for work from nearby points. The contractor shall make his own arrangement and lay required cabling power tapping boards and other electrical requirements following safety rules / codes at his own cost.

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20. The contractor will provide:

- i. Uniforms: Minimum of two sets of Uniforms and safety equipments to his/her workers as approved by the authority (Both Male & Female) while on duty. Sufficient number of uniforms would have to be provided so that the worker is never without neat and tidy uniform.

21. The tender document should be duly filled in and signed and returned with all paper intact without detaching any part of it.

**Signature of the Contractor with Seal  
(With Seal)**

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**SECTION – V**  
**SCOPE OF WORK**  
**&**  
**TECHNINCAL SPECIFICATIONS**

*16/2/21*

**SPECIFICATIONS FOR MAINTENANCE OF  
LAWNS, SHRUBS, PLANTS, TREES ETC**

**1.0 General**

Maintaining ever fresh look garden, land scape, and keep them in good condition till the entire maintenance period is necessary.

**The maintenance work includes the following:**

- a. Manure/other inputs as instructed by Engineer-in-charge, SETS should be applied once in a month or at intervals decided by Engineer-in-charge.
- b. Pesticides/fungicides should be sprayed for the grass, plants and trees once in a month or as and when required as instructed by the Engineer-in-charge. Instruction given by the Engineer-in-charge, SETS to be followed strictly by the contractor.
- c. The exerting plants should be removed or replaced by the contractor at his own cost.
- d. The lawn shall be regularly mowed with lawn mower. The side grass should be trimmed with grass cutter.

The height of the grass shall not be allowed to increase beyond 60 mm & minimum height shall be maintained as 25 mm when measured from top of the soil surface. The lawn shall be kept free from all kinds of weeds, pests, diseases, dry plants / leaves. The grass lawns shall be kept constantly rolled to give cushioning effect to the grass bed.

The grass in recess between stone path ways slabs are to be maintained by trimming the grass periodically.

- e. Pruning hedges, and assorted trees (both existing old trees and new) should be done periodical intervals and not later than once in a month with proper hedge trimmer or garden shear only.
- f. Hoeing the soil around plants
- g. Wherever required suitable bunds will have to be formed around trees for watering.
- h. The contractor shall carry out all minor repairs to Garden features damaged due to digging in this area, natural calamities or any other reason.
- i. The flower beds to be maintained with alteration (if required) by planting summer and winter seasonal flowers/ seeds.
- j. The recesses between stone pathway slabs are to be maintained by trimming the grass.
- k. If it is observed that watering / maintenance has not been done properly, the same will be got executed by Department through other agencies and the cost will be recovered.
- l. During rains if excess water is collected, the same shall be cleared / drained at no extra cost.
- m. Trees – Plants :

*M/S  
16/12/2014*

Staking should be done immediately after planting. Form the tree basin around the tree. The area around the tree plants upto a minimum of two feet from trunk of the tree plants shall be kept free from grass and all kinds of weeds. Training and pruning shall be done regularly. Hoeing of the area around the trees shall be done regularly. The plants shall also be watered regularly as required and as directed by the Engineer-in-charge. Hoeing shall also be done after every watering as per the direction of the Engineer-in-charge. The tree plants/trees shall also be kept free of any disease, insects or pest by regularly spraying insecticides as required and as directed by the Engineer-in-charge. The appropriate insecticide along with the spraying machine and manpower required shall be provided by the contractor. To keep the tree plants healthy, manure should be applied based on the tree plant requirement.

- n. In case any dead / disease/decay occurs to any trees/plants/ shrubs etc that shall be made good by replacing with the same kind of trees/plants/shrubs.
- o. The babbles provided for decorative purposes are to be taken out periodically washed and placed in position in proper order.
- p. All trees soft stemmed plants are to be firmly supported with suitable stake support. For maintenance work the materials to be applied by the contractor once in 4 months and its quantum ( for general guidance only) will be as follows :

	<u>Every 4 months</u>	<u>Total per year</u>
1. Neem oil	- 2 ltrs	6 ltrs
2. Neem Cake	- 200 kg	600 kg
3. Vermicompost	- 200 kg	600 kg
4. Monocrotopos	- 3 ltrs	9 ltrs
5. Farnyard manure	- 1 cum	3 cum

- q. The rate for maintenance shall include applying, spreading / spraying mixing of the above materials as required and directed by the Engineer. The short supply of labour will be recovered as given below.

1. Laborer (unskilled) - Rs.590.00 per person / day

- r. Disposing off the cut grass, weeds in contractor's own vehicles and disposing them at OSR area by burning/burying as directed by the Engineer in charge. Traces of burning should be effetyly erased.

*Md*  
*16/11/20*

**Signature of the Contractor  
(With Seal)**

**SECTION – VI**  
**DRAWINGS**

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*16/2/24*

**SECTION – 6:**

The SETS building drawings are available in the Office of the Civil Engineer (for the bidders interested to view only). It is advised to visit the location and site of work to get the correct information and details of the nature of work before tendering.

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*12/12/23*

**SECTION – VII**  
**ISSUE OF MATERIALS**

*Mr*  
*16/2/20*

**Section 7 – ISSUE OF MATERIALS:**

No free issue of materials other than, water and electricity required for the work. The firm shall have sufficient number of tools and materials for the execution of the work.

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**SECTION – VIII**  
**SCHEDULE OF QUANTITY**

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**Checklist for Tender Evaluation**

Si.no	Description	Compliances	Remarks
1.	DD Payable at Chennai towards the Tender Processing Charges Rs. 525/- as indicated above in favour of SETS.	(Yes/No)	
2.	DD Payable at Chennai for the Earnest Money Deposit as indicated above in favour of SETS.	(Yes/No)	
3.	Copy of PAN Card, Copy of MSME and Copy of GST	(Yes/No)	
4.	Minimum 01 Year experience in the Garden Maintenance works.	(Yes/No)	
5.	The bidding firm should have successfully carried out at least 1 Garden Maintenance works in last 3 years for Central Govt/State Govt/PSUs/Reputed Private Organization / Govt. bodies in India	(Yes/No)	
6.	Name, full address and phone number of the bidder are to be furnished.	(Yes/No)	
Remarks (Eligible/Not Eligible)			

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*16/2/26*

Signature of the Contractor  
(With Seal)

Name of work: Maintenance of lawns, shrubs, plants, trees etc at SETS, Taramani, Chennai-600113.					
Schedule					
SI.NO	Description	Qty	Unit	Rate	Amount
1	Labour charges for maintenance of lawns, trees, plants including flower beds , potted plants by watering, weeding on day to day basis, applications of organic fertilizers like microbial enriched Vermicompost, De-oiled Neem Cake, organic neem based pesticides/ fungicides, Monocrotopos, Farmyard manure and moving of lawn at regular intervals at various locations including trimming the hedges using shears around the lawn area and sweeping dried leaves over the lawn falling from the standing trees at site and disposing, the cost shall include for all tools and tackles, uniform for the workers safety measures etc complete as per specification and as directed by the Engineer-in-charge.	2400	Sqm Per month		
Rate in Words:-					
Amount in Words:-					
	Total Amount for 12 months before GST				
Amount in Words (for 12 Months):					
	Add applicable GST in Percentage				
	Total Amount including GST				
Total Amount in Words:-					

M/ 16/2/26

Signature of the Contractor  
(With Seal)