



**URBAN DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM
GANGTOK**

Tender for

**Annual Maintenance Contract (AMC) for Gardens, Gardening, Floral Display, Delivery & Display of Flower
Pots and Horticulture Services
at**

various Urban Areas/Towns of Sikkim

for the Financial Year 2025-26

**NITNO:01/UDD/CE/2025-26
Dated 24.03.2025**

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3	<u>Section-III:-</u> Part 'A' - Important instruction regarding the tender. <ol style="list-style-type: none"> 1. Eligibility Criteria 2. General Terms & Conditions for awards of work. Part 'B' - Instruction to the bidders Part 'C' - Specific Condition for successful Tenderer/Bidder Part 'D' - Detailed Scope of Work Part 'E' - Penalty Framework Part 'F' - List of Documents to be maintained at Site
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Section I



**URBAN DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM
GANGTOK.**

NIT NO:01/UDD/CE/2025-26

Dated 28.03.2025

Notice Inviting Tender(NIT)

For and on behalf of the Governor of Sikkim, the Chief Engineer, Urban Development Department invites Bids from interested, experienced and **eligible** individuals/firms within the jurisdiction of the State of Sikkim. The details of the work and time schedule are as under:-

(Amount in Rs.)

Sl No	Name of work	Tender Cost	Cost of Tender Documents	Earnest Money/ @ 2.5%
Annual Maintenance Contract(AMC)for Gardens,Gardening,Floral Display,Delivery&Display of Flower Pots and Horticulture Services at various Urban Areas / Towns of Sikkim for the Financial Year 2025-26 as indicated below:-				
a	Package-I From Guru Lakhang to Zero Point (near GICI) along the NH 10 including all Foot Over Bridge enroute.	15,00,000.00	500.00	37,500.00
b	Package-II From Metro Traffic Point to old Star Cinema Hall along the MG Marg and from Zero Point (Near GICI) to Ridge park via Nehru Bust including roadside façade of the Samman Bhawan area.	35,00,000.00	1500.00	87,500.00
c	Package-III Rangpo and Singtam Bazar Area	10,00,000.00	250.00	25,000.00
d	Package-IV Namchi,Melli and Jorethang Bazar Area	20,00,000.00	500.00	50,000.00
e	Package-V Soreng and Sombaria Bazar Area	10,00,000.00	250.00	25,000.00
f	Package-VI Gyalshing Bazar Area and Dentam Bazar Area	10,00,000.00	250.00	25,000.00

Schedule of Tender (SOT)

A	Dates	
1.	Date of Sale of Tender Document	16 th April to 17 th April 2025, from 11.00 am to 2 pm
2.	Date of Pre-Bid Meeting	19 th April 2025 at 2pm
3.	Issue of Clarifications	21 st April 2025 at 2pm
4.	Date of closing of tender and last date for submission of bid	22 nd April 2025 before 1.00 pm
5.	Date & time of opening of bids	23 rd April 2025 at 2pm

B	Address	Office of Chief Engineer, Urban Development Department Government of Sikkim, Gangtok
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5. The tender / Bidding documents may be obtained from the office of the Chief Engineer, Urban Development Department, Government of Sikkim during the period specified above on production of non refundable fee as indicated against each package in the form of a Bank Receipt paid to the State Bank of Sikkim under the Head 0045.800.03-Other Miscellaneous Receipt (Urban Development). The intending bidders are advised to read the bid document as uploaded in the website indicated below, to understand their eligibility before obtaining BR from the SBS. They can also read the document in the Office of the undersigned before obtaining the BR.
6. Tenderers shall submit TENDER and refundable EMD/FD in the form of TDR duly deposited into the State Bank of Sikkim in Favor of the Senior Account officer ,UDD. In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein.
7. Tender documents can be purchased from the Office of the Chief Engineer UDD, Govt of Sikkim, Hospital Dara, Gangtok during period specified above.
8. The eligibility criteria have been indicated in the bid documents which may be seen on the **website :- udd.sikkim.gov.in** before payment of the tender form fee.

Chief Engineer
Urban Development Department,
Government of Sikkim, Gangtok.

SECTION II

NOTE: Section II is the General Directions and Conditions of Contract for Works on Item/ Percentage Rate Tender as per the Standard Government Document. Bidders can refer to this document by visiting the Office of the Tender Inviting Authority.

Section–III

Part ‘A’:-Important Instructions Regarding TENDER

The interested and eligible bidders are requested to read and understand the Notice Inviting Tender documents and subsequent Corrigendum, if any, before submitting the Tender.

1. Eligibility Criteria

- i. The agency /firm must be registered in Sikkim and its proprietor should be a local inhabitant of Sikkim.
- ii. The applicant may be an independent single firm or in a joint venture or consortium with other firms with work experience in similar nature of works. In the case of a Joint venture or consortium, the lead partner's name should be mentioned.
- iii. The agency must have a well-established Nursery / Garden Centre to cater to the demand of the required Floral & ornamental Plants and Décor OR must have a legal Memorandum of Understanding with the owner(s) of such nursery (s) with delivery commitment.
- iv. The Tenderer should have a full-fledged office in within the town/ city of the concerned package or a nearby place from where required quality service can be provided without any complaint/disruption.
- v. The firm must have enough expertise and adequate floricultural support staff. A list of support staff is to be enclosed with the Tender documents.
- vi. The firm must submit an undertaking stating that it will complete the allotted assignment within the given time frame as mentioned in the Work /Job order, failing which its security deposit will be forfeited.
- vii. The firm/organization must have a GST (Goods and Services Tax) registration number.
- viii. The firm/organization must have Income Tax clearance/PAN Card.
- ix. The documents (Completeness) must include
 - a. Firm registration certificate
 - b. Experience certificate
 - c. Partnership deed in case of partnership firm
 - d. Details of empanelment with Government, if any
 - e. Employee strength (including Floriculturist)
 - f. GST registration
 - g. PAN Card registration

2. General Terms and Conditions for Award of Work/job Order

- i. The UDD will award the contract to Bidder whose bid has been determined to be substantially responsive to the Bidding documents and who has offered the lowest evaluated bid price.
- ii. A Tender Opening Committee in the presence of the tenderers who wish to be present will open the tender on the date and time indicated in the tender document.
- iii. Failure to provide information which is essential to justify the Applicant's meeting the requirements or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant.
- iv. Each bidder shall submit only one bid for the work.
- v. The bidder is expected to examine carefully all instructions, conditions of contract, contract data, forms, terms, and technical specifications, Bill of Quantities, Annexure. Failure to comply with the requirement of Bidding documents shall be at the bidder's own risk. The bids which are not substantially responsive to the requirements of the bidding documents shall be rejected.
- vi. Avoidable damages due to negligence of the contractor shall be at his own risk and cost. The Department shall not be liable for payment of such damages (if any), including accidents to labourers at the site.
- vii. In case the man powers employed by the contractor are from outside the State or neighbouring countries, it shall be the responsibility of the bidder to get them registered with the Labour Department, Government of Sikkim as per the relevant Labour Laws.
- viii. Damages to properties in and around the work site must be avoided at all costs. The bidder shall be held responsible for any act of negligence and shall be made to make good the damages.
- ix. The assignments should be completed within the specified time mentioned in the award letter.
- x. The payment will be made on a pro-rata basis with progress of work and only after satisfactory delivery of the materials in good condition and in full quantity.
- xi. The concern Engineer-in-charge has the right to reject the material(s) /consignment(s), if not found as per standard specifications and to the satisfaction of the Department.

- xii. The Department shall not be responsible for any delay in the payment that may occur on account of official procedure.
- xiii. The Bid has to be submitted Offline at the Address indicated at B of SOT. Tenders will be opened on specified date and time as given in the Tender SOT.
- xiv. All entries in the Tenders should be entered in the format without any ambiguity.
- ix. Bidder(s) need to submit necessary EMD and Transaction fees (If ANY) to be eligible to bid in the Tender. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the Tender inviting authority.
- x. It is mandatory that all the bids are submitted with signature on every page, otherwise the same may be liable for rejection.
- xi. The UDD reserves the right to cancel or reject or accept or withdraw or extend the Tender in full or part or extend the due date of receipt of the bid(s) as the case may be without assigning any reason(s) thereof. The Department's decision shall be final and binding to all the bidders.
- xii. No deviation from the terms and conditions of the Tender document is acceptable. Submission of bid confirms bidder acceptance of terms & conditions for the Tender.
- xiii. Post tender no deviation from the technical and financial terms & conditions is allowed without written approval and permission of the UDD.
- xiv. The Sikkim SPWD Code & Manual, General Condition of Contract and Agreement form part of the agreement for this contract
- xv. In all cases, the amount of bid security, cost of bid documents, and validity of the bid shall be scrutinized
- xvi. The bidders should provide a valid postal address, mobile number and email address.
- xvii. The offers shall remain valid for a period of 90 days. The work should commence within 15 days from the date of issue of the work order.
- xviii. It is accepted that the tenderer has inspected the site before submitting his/her bid. There may be possible site difficulties for which the tenderer should have their own correct assessment before submitting the bid.

Section III, Part B: Instruction to Bidders

	A. General
1. Scope of Tender	<p>a. The UDD invites Tenders from the eligible parties engaged in providing floral plants, gardening and horticulture services and having their office/branch office at Gangtok or any other near place for ensuring the effective rendering of quality services as also fulfilling the described criteria for the work. The period of the work shall be till 31st March 2026.</p> <p>b. Please refer to Part 'D' of this tender document for the detailed scope of work.</p> <p>c. The Tenderers should visit the sites of the UDD with prior permission for assessing the detailed scope of work before submitting the Tender.</p>
2. Contents of Tender Document	The Tender Documents consist of Sections I, II, III and IV.
3. Clarification of Tender Document	a. A Tenderer requiring any clarification of this document shall contact the Chief Engineer, UDD, Govt of Sikkim in writing prior to the pre bid meeting.
4. Amendment of Tender Document	<p>a. At any time prior to the deadline for submission of Tenders, UDD may amend this document by issuing amendments / corrigendum on UDD website (sikkim.gov.in).</p> <p>b. Any amendments / corrigendum issued shall be a part of this document.</p> <p>c. To give prospective Tenderers reasonable time in which to take any / all amendments / corrigendum into account in preparing their Tenders, UDD may, at its discretion, extend the deadline for the submission of Tenders.</p>
5. Cost of Tendering	a. The Tenderer shall bear all costs associated with the preparation and submission of its Tender. UDD shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.
6. Document comprising the tender & Submission of Tender	<p>a. The Tenders shall comprise the following:</p> <ul style="list-style-type: none"> • Notice Inviting Tender • Bids details • Earnest Money Deposit through TDR/FDR in favour of the Senior Account Officer, UDD, Govt of Sikkim Gangtok. • Contract Agreement. • Incomplete bid shall be summarily rejected <p>b. The tenders shall be physically submitted to the office of the Chief Engineer, UDD, Govt of Sikkim, Gangtok</p>
7. Period of Validity of Tenders	<p>a. The Tender validity period shall be 90 days from the last date of the submission of tender.</p> <p>b. In exceptional circumstances, prior to the expiration of the Tender validity period, UDD may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing.</p>
8. EMD as Tender Security	a. Tenderers need to submit the necessary EMD to be eligible to bid in the Tender. No interest will be paid on EMD. EMD of the unsuccessful Tenderer(s) will be refunded by the Tender inviting authority after award of the contract to the successful Tenderer.

9. Submission, and Marking of Tenders	<p>a. Tenderers submitting Tenders shall follow the procedure specified in the Tender Document.</p> <p>b. If desired/prescribed information is not submitted, the UDD will assume no responsibility for the rejection of Tender.</p>
10. Deadline for Submission of Tenders	<p>a. Tender must be submitted before the specified date and time indicated in this document.</p> <p>b. The UDD may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Document.</p>

11. Late Tenders	a. No Tender after the deadline shall be allowed.
12. Tender Opening	a. The UDD shall open the Tender Offline on the notified date.
13. Confidentiality	a. Information relating to the evaluation of Tenders shall not be disclosed to Tenderers or any other persons not officially concerned with such process until information on Contract award is communicated to the successful Tenderer.
14. Clarification of Tenders	a. To assist in the examination, evaluation, comparison of the Tenders and qualification of the Tenderers, the UDD may, at its discretion, ask any Tenderer for a clarification of its Tender, allowing a reasonable time for response. Any clarification submitted by a Tenderer that is not in response to a request by UDD shall not be considered. The UDD's request for clarification and the response shall be in writing. No change in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by UDD in the evaluation of the Tenders.
	a. If a Tenderer does not provide clarifications of its Tender by the date and time set in UDD's request for clarification, its Tender shall be liable to be rejected.
15. Evaluation of Tenders	a. The UDD shall use the prevailing tender evaluation criteria as per Government norms. The Tenderer who will fulfil the criteria will only be considered for such evaluation.
16. Qualification of the Tenderer	b. The UDD shall determine, to its satisfaction, whether the selected Tenderer meets the qualifying criteria in accordance with Section III Part 'A'
17. Right to Accept Tender and to Reject Any or All Tenders	a. UDD reserves the right to accept or reject any tender, and to annul the Tendering process and reject all Tenders at any time prior to contract award, without thereby incurring any liability to Tenderers or assigning any reason thereof. Further, the conditional bids shall be rejected outrightly.
18. Award Criteria & Notification of Award	a. The UDD shall shortlist the Tenderers based on the evaluation criteria. The lowest bidder shall be recommended by the department for award of the contract and on approval of the competent authority the work / job order shall be issued.
19. Signing of Contract Agreement	a. The successful Tenderer shall execute an agreement with the UDD within 15 days of the issue of work / job order. However, the issue of intimation of award of work by the UDD shall be considered as binding contract, although such an agreement has been executed and all the terms and conditions shall apply to this contract. The agreement and rates will be valid till 31 st March 2025.

Section III, Part 'C' :- Specific Conditions of Contract (SCC)

1.	<p>Gardening, Floral Display, Delivery & Display of Flower Pots and Horticulture Service</p> <p>The successful Tenderer/contractor shall carry out and complete the said work in every respect in accordance with this Contract and the directions of and to the satisfaction of the UDD. The UDD may in its absolute discretion and from time to time issue written instructions, details, directions and explanations. The successful Tenderer/contractor will be responsible to take up additional work arising due to modifications carried out to the existing work area, as per the requirements of the department, under the same terms and conditions.</p> <p>The successful Tenderer/contractor shall consider leave reserves to have continuous work including Saturdays/ Sundays / Holidays.</p> <p>The successful Tenderer/contractor shall employ only reliable workers and furnish their complete details with their two photographs. In case of any dispute, or default like theft or burglary on the part of the worker, the successful Tenderer/contractor will be totally responsible and set it right.</p> <p>The minimum wages paid for labour, PF and ES Insurance shall be as per Government Rules for which the successful Tenderer/contractor shall be solely responsible. No extra amount shall be paid by the UDD consequent to the revision of minimum wages during the contract.</p> <p>In case, the UDD decides to discontinue gardening and horticulture work at any of its facilities resulting in a reduction in the scope of work, no amount shall be paid for a such site where the work is discontinued from the date of discontinuation.</p> <p>The cost of successful Tender/contract shall be inclusive of all taxes and shall include all types of materials and equipment, machines, tools etc. or any other materials which are necessary for satisfactory completion of work.</p> <p>The successful Tenderer/contractor shall ensure deputation of suitable manpower as mentioned in the detailed scope of work. However, the UDD reserves the right to deploy manpower of successful Tenderer/contractor to any of the facilities based on requirement.</p> <p>The successful Tenderer/contractor shall maintain an attendance register for the workers and submit a copy of the same with the bill.</p>
	<p>The successful Tenderer/contractor shall ensure that all workers are properly dressed in uniform and groomed. They shall follow the etiquette of the UDD.</p> <p>The successful Tenderer/contractor shall on the request of the UDD, immediately dismiss from the works, any person employed thereon by it who in the opinion of the UDD, is incompetent or has misconducted himself /herself and such person/s shall not be again employed on the works, without the permission of the UDD. In case any person is found giving poor workmanship, misbehaving, disobeying instruction of the UDD, etc., the successful tender/contractor shall replace such person(s) from the work as directed by the UDD.</p> <p>The successful Tenderer/contractor shall ensure proper supervision for the work being carried out.</p> <p>The successful Tenderer/contractor shall ensure the removal of unwanted bushes from the work site including the rooftops and removal of the dead leaves, cleaning of the area including disposal of waste and dead leaves, twigs, garbage on day to day basis, making bunds to the plants wherever required, adding fertile soil and manure to the roots of the plants wherever necessary.</p> <p>The successful Tenderer/contractor shall provide at his cost, everything necessary for the proper execution of the works according to the intent and meaning of the Schedule of Quantities and Specifications taken together whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred therefrom, and if the successful Tenderer/contractor finds any discrepancy in the Schedule of Quantities and Specifications, he shall immediately and in writing refer the same to the UDD, who shall decide which is to be followed.</p>

	<p>1.14 The successful Tenderer/contractor shall conform to the provisions of any Act of the Legislature or law relating to the works and to the regulations and bye-laws of any authority based on which the work is proposed to be carried out. The successful Tenderer/contractor shall bring to the attention of the UDD , all notices required by the said Acts, regulations or bye-laws to be given to any authority and pay to such authority or to any public office, all fees that may be properly chargeable in respect of the works, and lodge the receipts with the UDD. The successful Tenderer/contractor shall indemnify UDD against all claims in respect of rights, and shall defend all actions arising from claims, and shall himself pay all royalties, license fees, damages, cost and charges of all and every sort that may be legally incurred in respect thereof.</p> <p>1.15 The UDD and their respective representatives shall at all reasonable times have free access to the works and/or the workshops or other places where materials are lying or from which they are being obtained and the successful Tenderer/contractor shall give every facility to the UDD and their</p>
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	<p>representatives necessary for inspection and examination and test of the materials and workmanship. Any person who is not authorised by the UDD except their representatives of public authorities, shall not be allowed on the works at any time</p> <p>The successful Tenderer/contractor shall be deemed to have satisfied himself before Tendering as to the correctness and sufficiency of his tender for the works and of the prices stated in the Schedule of Quantities and/or the Schedule of Rates and Prices which shall cover all his obligations under the Contract, and all matters and things necessary for the proper completion of the works.</p> <p>If the successful Tenderer/contractor, after receipt of written notice from the UDD , requiring compliance within 10 days, fails to comply with any instructions, UDD is at liberty to employ and pay any other person/s to execute any such work whatsoever that may be necessary to give effect thereto, and all costs incurred in connection therewith shall be recoverable from the successful Tenderer/contractor by the UDD or may be deducted by the department from any sums of money due to the successful Tenderer/contractor under the contract.</p> <p>The successful Tenderer/contractor shall obtain a license as required under the Contract Labour (Regulation and Abolition) Act, 1970 or any other law, as applicable, failing which he alone would be responsible for actions/proceedings ensuing there to. UDD shall not be held responsible for acts, commissions or omissions of the successful Tenderer/contractor and shall in no way be made liable to the labourers engaged by the successful Tenderer/contractor. The authorized representative of the successful Tenderer/contractor shall record under his signature a certificate at the end of the Register of Wages (Register of Wages-cum-Muster Roll) in the following form:</p> <p>“Certified that the amount shown in claim has been paid to the workman concerned.” The copy of the such account statement shall be given to the UDD along with the bill.</p> <p>All labour and supervisor should report to the supervisor of the department in each property. The working hours shall be arranged in shift duty (if required) i.e. for every 8.00 hrs for 7 days in a week. The weekly holiday should be given to the workers by the successful Tenderer/contractor once a week and due to the weekly-off AMC work shall not be stopped. The schedule of weekly off shall be planned accordingly by the successful Tenderer/contractor (No reliever charges given under this contract) However, in case of emergency works, the workers shall present on their holiday also and continue to work till the emergency work is over. The successful Tenderer/contractor shall make alternative arrangements in the absence of a regularly assigned workman. Any additional manpower required to carry out the complete scope of work shall be provided by the successful Tenderer/contractor without any additional charge. No extra payment shall be considered other than rates quoted by the firm. The successful Tenderer/contractor shall maintain a record of payment to the workers, which shall be submitted along with the bill. The UDD reserves the right to depute officers/ staff to verify minimum wages. Electricity and water be arranged by the successful tender/contractor on their own.</p>
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	<p>Organicandeco-friendlymanuresandfertilizerofgoodqualityshallbesuppliedbythesuccessful Tenderer/contractor. Singleuse plastic is totally banned.</p> <p>The successful Tenderer/contractor shall ensure that the work is carried out without any disturbances to the public. All operations necessary for the execution of the works shall, so far as the compliance withthe requirements of the concerned statutory authorities, be carriedout so as not to interfere unnecessarily or improperly with the public convenience or the access to use and occupation of public or private roads and footpaths or to any properties whether in the possessionof the UDDorany other agencies orof any other person. Stacking of materials, excavated earth and equipment should not make any hindrance to the movement of other vehicles and people. The successful Tenderer/contractor shall suitably barricade the work area, whenever the situation so requires,athisown cost so as to ensure the safetyof his own men and other residents/ members of the public.</p>
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Section III, Part 'D'

Detailed Scope of Work

The successful tenderer/contractor will have to supply and deliver required plants and materials, look after and maintain the Gardens, Floral Plants, Decorative Plants, Floral Display and Horticulture Services in the open area/other specified areas including horticulture services in accordance with the directives of the UDD. The services shall also include the planting of herbar plants viz. Tulsi, Aloe vera, Curryleave etc, if required.

The Successful tenderer/contractor will have to supply & deliver new plants to maintain and augment the existing season flowering and decorative plants placed at various locations as reflected in Section IV and as per instruction of UDD. In addition to this, the successful bidders has to undertake professional floral display/decor on important national events, festivals and during special occasions /events as directed by the UDD. The work shall include minor repairs to the flower hangers/ MS Structures including replacement of damaged flower pots as required. The pots/ planters/ gardening spaces which are of various sizes should be provided with adequate number of flower saplings/ seedlings for giving a filled up (full) and vibrant look as directed by the UDD.

The successful tenderer/contractor should deploy the minimum workforce on a retainer basis. The labour and supervisor shall report to the representative of the UDD in each property. The working hours shall be arranged in shift duty (if required) i.e. for every 8.00 hrs for 7 days in a week. The weekly holiday should be given to the workers by the successful tenderer/contractor once a week. However, the AMC work shall not be stopped owing to weekly off. The schedule of weekly-off shall be planned accordingly by the successful tenderer/contractor (No reliever charges shall be given under this contract). During emergency work, the workers shall present on their holiday also and continue to work till the emergency work is over. The successful tenderer/contractor shall make alternative arrangements in the absence of a regularly assigned workman. Any additional manpower required to carry out the complete scope of work shall be provided by the successful tenderer/contractor without any additional charge.

The successful tenderer/contractor shall submit a daily labour report duly signed to the UDD. The successful tenderer/contractor shall also maintain a record of payment to the workers, which shall be submitted along with the bill.

The same worker shall not be deployed for the maintenance works at two places at a time. The successful tenderer/contractor may engage an additional workforce as and when required to meet the above job requirements for which no extra payment shall be made to the successful tenderer/contractor. However, in case the number of workforces deployed is less than what has been prescribed above, proportionate deductions will be made from the payment to the successful tenderer/contractor. **In case the UDD decides to discontinue gardening and horticulture works at any of its facilities resulting in a reduction in the scope of work, no amount shall be paid for a such site where the work is discontinued.**

Maintenance of the Gardens, Floral Plants, Decorative Plants, Floral Display and Horticulture Services:

The Maintenance work is required to be carried out in relation to the allocation of business as specified by the UDD. It also includes maintenance of the existing as well as any other additions to the gardens/lawns/plants. The scope of works are stated below :-

1. To maintain the grass lawns, on regular basis by weeding, mowing, watering, manicuring, forking the ground, top dressing with manure-mixed soil, mixing the same with forked soil, cleaning the areas etc.
2. To maintain trees, shrubs, creepers and ground covers etc. (including any new plantation) spread over the entire area by weeding, hoeing, mixing manure, watering, pruning as per the requirement of the UDD.
3. To use organic Manures, fertilizers, environment friendly insecticides/pesticides, Cow-dung (Well composed), Sewage sludge (Free of Sandy material), Garden Soil, Fine Sand, Neem Oil Cake (Pulverised), Agromex, Vermicompost, Zinc, Mustard oil cake, Red oxide paint, etc. as and when required. Only organic and eco-friendly insecticides/Pesticides should be applied to control pests and cure the insect infections. Organic pesticides like Neem (Azadirachta indica) oil shall be sprayed periodically to prevent & cure contamination. Suitable and seasoned bio-manure / cow dung / compost / fertilized soil shall be provided to the plants as and when necessary or at least four times in a year.
4. To collect garden waste consisting of wild growth, weeds, waste generated by pruning & cutting operations, pebbles, dead trees, dry leaves etc. surfaced as a result of day-to-day horticulture operations.

5. To dispose-off garden waste at designated municipal dumping grounds and to provide Transport, Labour etc. for this work.
6. The Erosion of soil on any part of the garden due to rain or for whatsoever reason will have to be filled up with good fertile soil and the ground should be levelled
7. To provide and maintain required implementation tools & plants. To provide uniform, gum boots, gloves etc. personal protective equipment (PPE) to the garden workers deployed at the work site. The choice & colour of the uniform will be decided in consultation with the UDD. The workman should always wear uniform/jacket with Label stating "UDD Gardening Service" in bold letters and a photo I.D card duly signed by the Supervisor at all works site
8. The weed removal must be carried out a minimum of once in seven days during the rainy season and 10 days in other seasons.
9. Hoeing and minor digging-15 days (fortnightly).
10. Organic Manure/fertiliser etc.-Every month or as mutually decided.
11. Watering-Regularly and immediately after mowing lawns.
12. Cleaning and removal of foreign materials- Regularly whenever foreign materials surface. Sweeping and removing grass after mowing
13. Pruning of trees-Major: during the rainy season and minor as per requirement
14. Pruning of shrubs-Once in 30 days in the rainy season and 45 days in other seasons
15. Pruning of Creepers-During non-flowering season or as directed by the UDD
16. Weeding of plant base and surroundings- Once in ten days during the rainy season and three weeks in other seasons
17. Mixing manure and fertilizers-As and when required or directed by UDD
18. Hoeing/Trimming-Thrice a year
19. The successful tenderer/contractor to provide and use tools/equipments for Gardening and horticultural services viz., tools & tackles such as Long Cutters, Scissors, Long ladders, Sickles, Khurpi, Spade, ropes, Pall is for collecting waste, Rubber pipe bundles, sprinklers, etc.
20. Provision and maintenance of all gardening/horticulture tools like hose pipes for watering, portable sprinklers, lawn mowers, etc.
21. Spraying of organic insecticides, pesticides etc- As and when required or directed by UDD. Watering, Cleaning/ washing of Plants should be carried out on regular basis. The foliage shall be cleaned/ washed once in a week and the plant shall be given proper support and dressing.

Maintenance of Flower Beds: Digging- Digging to a depth of 4" and removing unwanted growth as directed or as and when needed. Seedlings & bulb seeds of seasonal (Winter & Summer) flowers, growing & developing a good number of flower beds all around the premises. Weeding, raking, clearing of debris, removal of dead plants, replanting of flower beds as required and pruning. Supply, maintenance, and placing at the designated place including replacement at least at monthly intervals with healthy plants of standard height.

**22. Flower Arrangements for National events, Festivals and during Special Occasions/Functions-
"Total 7 numbers of Special Events"**

The successful tenderer/contractor shall make necessary floral arrangements, professional floral display/decor on important national events, festivals and during special occasions /functions at the designated places. The details are as indicated below :-

- I. On day of National Festivals/Events
 - i. 15th August 2025
 - ii. 02nd October 2025
 - iii. 26th January 2026
- II. During meetings, conferences and visits of VVIPs
 - i. 02 times during the contract period till March 2026.

III. During important festivals

- i. Durga Puja/Dasai–30 Days
- ii. Losong Festival-30 Days

The successful bidder has to initiate the work well in advance for the occasion as specified vide sl no I & III as per Annual Calendar, however, for the assignment vide sl no II, the exact date will be intimated 10 days before the scheduled occasion /event.

23. Supply of flower-vase for the UDD head office:

The successful tenderer/contractor shall supply of suitable Flower / decorative pots for main the building of the Head office of the UDD with the adequate number of flowering and decorative plants, the same shall be replaced at a interval of two months.

24. Daily dusting, cleaning and watering of plants/flowers including replacement of rejected/damaged plants. Cleaning the dust and dirt, debris etc. and removal of the scaffoldings and other materials used for the works away from the site and keep the site free from above.
25. No flowering or decorative plants or trees shall be cut or removed without prior approval of the UDD and permission from the Forest /Municipal Authorities, wherever the same is required.
26. Maintenance the drains of the garden so that the drainage water freely flows out without any stagnation/clogging.
27. The successful tenderer/contractor must maintain a nursery in nearby work locations for storing sufficient number of potted plants (ornamental) for periodic replacement of plants.
28. The dried leaves, mowed grass etc. shall be carted on a daily basis without causing any damage / inconvenience to the surroundings.
29. The lower branches of trees/shrubs/bushes shall be pruned allowing them to grow above a particular height. After pruning the plants shall be mulched with manure and compost to facilitate new growth.
30. The decorative plants shall be cleaned on regularly basis and periodical watering, weeding, cleaning, providing of organic Manure/Compost reearth etc. at regular intervals for proper growth of all the lawn, plants, tree etc. as required at site should be carried out at regular interval.
The specifications are as under:
 - a. **Garden earth/soil:** It shall be loamy, all earth clods shall be broken uniformly, properly screened to suit the type of plant (coarse for trees and finer for lawns etc.) containing adequate amount of humus, friable, free from perennial weeds, stones, pebbles, etc. and free of deleterious substances.
 - b. **Farmyard manure:** It shall be well decomposed manure in dry condition and free from unwanted debris.
 - c. **Organic Insecticides:** The eco-friendly insecticides shall be applied for plants, trees, shrubs, creepers etc. at appropriate doses of approved brand.
31. Obtaining approval and permission of statutory authorities shall be the responsibility of the successful tenderer/contractor without any role of the UDD.
32. Proper records of all above activities shall be kept and be produced to UDD as and when required

List of Indoor Plants

1	Arocaria (Top to bottom lush green, well developed)	17	Singonium
2	Rapish Palm	18	Zanardu
3	Royal Palm	19	Rubber plants
4	China Palm	20	Pothos
5	Can Palm	21	Philodendron
6	Snake plants	22	ZZ plants
7	Spider plants	23	Aloe

8	Jade plants	24	Chinese evergreen
9	Anthurium	25	Water Lettuce
10	Succulents	26	Peace Lily
11	Kalanchoe	27	Boston Fern
12	Lucky Bamboo		Tall plants
13	Oxalis	1	Alocasia
14	Asparagus Fern	2	Fiddle leaf fig
15	Croton	3	China doll
16	Dracena Mahatma	4	Chordyline

Winter-Seasonal flowers

1	Dahlia	12	Marigold-Hybrid
2	Stock	13	Cineraria
3	Aster	14	Salvia
4	Petunia	15	Flocks
5	Antirrhinum	16	Balsam
6	Pansy	17	Zebra
7	Dianthus	18	Poppy
8	Sweet William	19	Candy tuft
9	California Poppy	20	Hollyhock
10	Calendula	21	Dog flower
11	Sweet peas	22	Chrysanthemum
		23	Poinsettia (Christmas flower)

Summer/Monsoon-Seasonal flowers/Plants

1	Cockscomb	8	Begonia
2	Gomphrena	9	Vinca
3	Zinnia	10	Hydrangea
4	Sun Flower	11	Verbena
5	Marigold	12	Impatiens
6	Rajnigandha	13	Coleus plants
7	Lily		

Indicative Frequency of Work:

- Mowing of lawns & cutting of hedges, edges and shrubs:** Mowing of lawns with hand/mower twice a month or as directed by the UDD from time to time.
- Cleaning of Hedge and Edge:** Once in every month
- Irrigation:** Flower beds, shrubs, hedges, edges etc. will be irrigated according to requirements so as to ensure that the grass and the plants look healthy and green at all times, to the satisfaction of the UDD.
- Inter-Culture:** All the flower beds should be inter-cultured fortnightly or after every irrigation.
- Maintenance of flower beds, etc.:** Cutting of plant, root opening, filling of the bed and application of manure and fertilizers as and when required or as directed by the UDD's Official.

- (f) **Maintenance of green belts:** Mowing,trimming,filling ofthebedsandapplication ofmanureand organic compost as and when required.
- (g) **Application of Organic fertilizer:** Organic compost & manure will be provided bythe successful tenderer/contractor for top dressing of lawn and flowers to be applied as and when required.
- (h) **Spraying of Organic Insecticide, fungicide and termite treatment:**Eco-friendly insecticide, fungicide and termite treatment liquid shall be sprayed as and when required. The sprayingmachine and materials shall be provided by the successful tenderer/contractor.
- (i) **Maintenance of potted plants:** Potted plants will be provided with flowering plants and maintained by the successful tenderer/contractor, including repair replacement as required.
- (j) **Maintenance of open space:** Areashouldalways becleanandnovegetationandwildgrowth shall be allowed.

SAFETY CODE:Thesuccessfultenderer/contractorshallcomplywiththe“SafetyCode”asmentioned below:

- a. First-aid appliances, includingan adequate supplyof sterilized dressings and cotton wool, etc. shall be maintained in a readily accessible place.
- b. Theinjuredpersonshallbetakentoahospitalwithoutlossoftimeincaseswheretheinjury necessitates hospitalisation.
- c. Alwaysusethe safetywareslikelifejacket,seat-beltetc.whencarryingoutthetrimmingand pruning work
- d. No concentrated chemicals should be used which may create any injury to workers, or the public,while attending pesticide spraying work.
- e. Noharmful/highlyinflammable/inorganicchemicalsshouldbeusedforpesticidespurpose.
- f. Workers employed shall be provided with protective footwear, masks, and protective gearsincluding hand gloves or any protectable cover as per requirement while carrying out gardening work to avoid injuries.
- g. Firesafetymeasuresshallbeadheredtoasperlocalbye-laws.

I/We hereby declare that I/we have read and understood the above scope of work, safety code.The same shall remain binding upon me/us in case the work is entrusted to me/us.

Name&Signatureoftenderer
(Pleasesignatthe bottomofall pages)

Date:.....Place:.....

Section III, PART E

Penalty Framework

The following penalty framework shall be applicable under the contract without any prejudice. However, the UDD is free to levy higher penalty in any of the scenarios and the decision of the department shall be final and binding with respect to imposition and enforcement of penalty and that payment of penalty would in no way tantamount to regularization of any irregularity or whatsoever:

Penalty for Instances					
Sl No	Type of irregularity	On 1 st instance in a year	On 2 nd and 3 rd instances in a year	4 th instances in a year	On 5 th instances in a year
a	Non-performance/Delay in completion of work as per scope of work	₹5000/- and Other Action as UDD may deem fit.	₹10000/- per instance and Other Action as UDD may deem fit.	₹20000/- and Other Action as UDD may deem fit.	Termination of Contract, invoking of Performance Bank Guarantee and blacklisting
b	Use of abusive language with staff members	₹2000/- and Other Action as UDD may deem fit.	₹5000/- per instance and Other Action as UDD may deem fit.	₹10000/- per instance and Other Action as UDD may deem fit.	Do
c	Non maintenance of statutory and other registers/documents or Non submission of required documents sought by UDD/non submission of documentary evidence	₹5000/- and Other Action as UDD may deem fit including intimation to statutory authorities	₹10000/- per instance and Other Action as UDD may deem fit including intimation to statutory authorities	₹20000/- and Other Action as UDD may deem fit including intimation	Do
d	Use of Single Use Plastic (SUP) and other banned materials.	₹2000/- and Other Action as UDD may deem fit including intimation to statutory authorities	₹5000/- per instance and Other Action as UDD may deem fit including intimation to statutory authorities	₹10000/- and Other Action as UDD may deem fit including intimation	Do
e	Employment of Minors/ Wages not being paid / Non adherence to Prohibition/non adherence to Central/State Government laws.	₹5000/- and Other Action as UDD may deem fit including intimation to statutory authorities	₹10000/- per instance and Other Action as UDD may deem fit including intimation to statutory authorities	₹20000/- and Other Action as UDD may deem fit including intimation	Do
f	Change of manpower without intimation and approval of UDD	₹5000/- and Other Action as UDD may deem fit including intimation to statutory authorities	₹10000/- per instance and Other Action as UDD may deem fit including intimation to statutory authorities	₹20000/- and Other Action as UDD may deem fit including intimation	Do
g	Deployment of less manpower than agreed without acceptable justification	₹1000/- per person per day			Do

Section III, PART F

List of documents to be maintained at site by the successful Tenderer/contractor–

The Registers/ Documents mentioned in table below shall be maintained at site by the successful Tenderer/contractor at his own cost and updated regularly. These documents shall be available for inspection by UDD's representative during his site visit at all reasonable times. After completion of contract period, the successful Tenderer/contractor shall submit the duly completed registers/ documents to UDD .

Sl No	Description of the Document	Remarks
1	Contract Agreement.	Photocopied Document.
2	Site staff attendance register	To record attendance of the site staff including their contact numbers.
3	Work instruction/ Site order Book	For issue of instructions by Officer-in-Charge or his representative at site.
4	Work status/report register/hindrance register	To be updated by the Contractor; Contractor shall obtain the endorsement of the Departmental representative, after completion of the jobs

Section IV-Schedule Quantities and Bidding Forms

Name of work :- Annual Maintenance Contract (AMC) for Gardens, Gardening, Floral Display, Delivery & Display of Flower Pots and Horticulture Services for the Financial Year 2025-26

Package-I

From Guru Lakhang to Zero Point (near GICI) along the NH 10 including all Foot Over Bridge enroute. Package cost :- 15.00 lakh

SINo	Particulars	Unit	Quantity	Rate per unit	Amount Quoted in Rs
I.	Details of Flowering & Decorative Plants and Landscaping				
A	Pots of Assorted sizes				
1	Seasonal Flowering Plants	pots	1250		
2	Perennial Decorative Plants (Office)	pots	50		
II.	Details of Manpower to be deployed daily				
1	Floriculturist (once in a month)	no	0.08x240		
2	Skilled Gardener/Supervisor	no	0.5x240		
3	Semi-Skilled	no	0.5x240		
4	Labour	no	3x240		
III	Special Events (for all locations in all Bazaars)	events	7		
SubTotal					
GST 18%					
Labour cess 1%					
GrandTotal					

The payment will be made in consonance with the work progress as per actual work done in full quantity and specified quality to the satisfaction of the Department. Proportionate deduction will be made in work bill for work not taken up or not done during the billing period as per the penalty framework.

Declaration(s) by the bidder:-

1. I/We have read the entire Bid Document issued vide NIT No 01/UDD/CE/ 2025-26 dated 28.03.2025 comprising of Sections I through IV and offer my bid to execute the contract in accordance with the entire bid document.
2. I/We clarify/confirm that we are eligible to trade (supply / job / contract/etc) in the goods and services, as indicated in the document as per law.
3. I/We understand that you are not bound to accept the lowest or any bid you may receive.

Signature of Bidder, Official Seal:

Name of Firm / Agency :

GST No :

Contact Number:

Date:

Place:

(Please sign at the bottom of all pages)

Package-II

From Metro Traffic Point to old Star Cinema Hall along the MGMarg and from Zero Point (Near GICI) to Ridge park via Nehru Bust including road side façade of the Saman Bhawan area.

Package Cost: Rs 35.00 lakh

SINo	Particulars	Unit	Quantity	Rate per unit	Amount Quoted in Rs
I.	Detailsof Flowering&DecorativePlantsandlandscaping				
A	Potsof Assorted sizes				
1	Seasonal Flowering Plants	pots	2400		
2	Perennial Decorative Plants	pots	165		
B	Landscaping/Garden				
1	At all the demarcated & designated space in enroute & specified location				
	a. New Market Area	Job	1		
	b. Ridge Park Area	job	1		
II.	Detailsof Manpower to be deployed daily				
1	Floriculturist (twice in a month)	no	0.16x240		
2	Skilled Gardener/Supervisor	no	2x240		
3	Semi-Skilled	no	3x240		
4	Labour	no	4x240		
III	Special Events (for all locations in all Bazaars)	events	7		
SubTotal					
GST 18%					
Labour cess 1%					
GrandTotal					

The payment will be made in consonance with the work progress as per actual work done in full quantity and specified quality to the satisfaction of the Department. Proportionate deduction will be made in work bill for work not taken up or not done during the billing period as per the penalty framework.

Declaration(s) by the bidder:-

1. I/We have read the entire Bid Document issued vide NIT No 01/UDD/CE/ 2023-24 dated 28.03.2025 comprising of Sections I through IV and offer my bid to execute the contract in accordance with the entire bid document.
2. I/We clarify/confirm that we are eligible to trade (supply / job / contract/etc) in the goods and services, as indicated in the document as per law.
3. I/We understand that you are not bound to accept the lowest or any bid you may receive.

Signature of Bidder, Official Seal:

Name of Firm / Agency :

GST No :

Contact Number:

Date:

Place:

(Please sign at the bottom of all pages)

Package-III

Rangpo and Singtam Bazar Area

Package Cost Rs 10.00 lakh

Sl No	Particulars	Unit	Quantity	Rate per unit	Amount Quoted in Rupees
I.	Details of Flowering & Decorative Plants and Landscaping				
A	Pots of Assorted sizes				
1	Seasonal Flowering Plants	pots	1500		
2	Perennial Decorative Plants	pots	10		
B	Landscaping/Garden				
1	At all the demarcated & designated space in enroute & specified location	Job	1		
II.	Details of Manpower to be deployed daily				
1	Floriculturist (once in a month)	no	0.08x240		
2	Skilled Gardener/Supervisor	no	0.5x240		
3	Semi-Skilled	no	0.5x240		
4	Labour	no	2x240		
III	Special Events (for all locations in all Bazaars)	events	7		
SubTotal					
GST 18%					
Labour cess 1%					
GrandTotal					

The payment will be made in consonance with the work progress as per actual work done in full quantity and specified quality to the satisfaction of the Department. Proportionate deduction will be made in work bill for work not taken up or not done during the billing period as per the penalty framework.

Declaration(s) by the bidder:-

1. I/We have read the entire Bid Document issued vide NIT No. 01/UDD/CE/ 2025-26 dated 28.03.2025 comprising of Sections I through IV and offer my bid to execute the contract in accordance with the entire bid document.
2. I/We clarify/confirm that we are eligible to trade (supply / job / contract/etc) in the goods and services, as indicated in the document as per law.
3. I/We understand that you are not bound to accept the lowest or any bid you may receive.

Signature of Bidder, Official Seal:

Name of Firm / Agency :

GST No :

Contact Number:

Date:

Place:

(Please sign at the bottom of all pages)

Package-IV

Namchi, Melli and Jorethang Bazar Area

Package Cost: Rs 20.00 lakh

SlNo	Particulars	Unit	Quantity	Rate per unit	Amount Quoted in Rupees
I.	Details of Flowering & Decorative Plants and Landscaping				
A	Pots of Assorted sizes				
1	Seasonal Flowering Plants	pots	1800		
2	Perennial Decorative Plants	pots	900		
B	Landscaping/Garden				
1	At all the demarcated & designated space in enroute & specified location (three areas)	Job	3		
II.	Details of Manpower to be deployed daily				
1	Floriculturist (twice in a month)	no	0.16x240		
2	Skilled Gardener/Supervisor	no	0.75x240		
3	Semi-Skilled	no	0.75x240		
4	Labour	no	3x240		
III	Special Events (for all locations in all Bazaars)	events	7		
SubTotal					
GST 18%					
Labour cess 1%					
GrandTotal					

The payment will be made in consonance with the work progress as per actual work done in full quantity and specified quality to the satisfaction of the Department. Proportionate deduction will be made in work bill for work not taken up or not done during the billing period as per the penalty framework.

Declaration(s) by the bidder:-

1. I/We have read the entire Bid Document issued vide NIT No 01/UDD/CE/ 2025-26 dated 28.03.2025 comprising of Sections I through IV and offer my bid to execute the contract in accordance with the entire bid document.
2. I/We clarify/confirm that we are eligible to trade (supply / job / contract/etc) in the goods and services, as indicated in the document as per law.
3. I/We understand that you are not bound to accept the lowest or any bid you may receive.

Signature of Bidder, Official Seal:

Name of Firm / Agency :

GST No :

Contact Number:

Date:

Place:

(Please sign at the bottom of all pages)

Package-V

Soreng and Sombaria Bazar Area

Package Cost: Rs 10.00 lakh

SlNo	Particulars	Unit	Quantity	Rate per unit	Amount Quoted in Rupees
I.	Details of Flowering & Decorative Plants and Landscaping				
A	Pots of Assorted sizes				
1	Seasonal Flowering Plants	pots	1200		
2	Perennial Decorative Plants	pots	400		
B	Landscaping/Garden				
1	At all the demarcated & designated space in enroute & specified location (two areas)	Job	2		
II.	Details of Manpower to be deployed daily				
1	Floriculturist (once in a month)	no	0.08x240		
2	Skilled Gardener/Supervisor	no	0.5x240		
3	Semi-Skilled	no	0.5x240		
4	Labour	no	2x240		
III	Special Events (for all locations in all Bazaars)	events	7		
SubTotal					
GST 18%					
Labour cess 1%					
GrandTotal					

The payment will be made in consonance with the work progress as per actual work done in full quantity and specified quality to the satisfaction of the Department. Proportionate deduction will be made in work bill for work not taken up or not done during the billing period as per the penalty framework.

Declaration(s) by the bidder:-

1. I/We have read the entire Bid Document issued vide NIT No01/UDD/CE/ 2025-26 dated 28.03.2025 comprising of Sections I through IV and offer my bid to execute the contract in accordance with the entire bid document.
2. I/We clarify/confirm that we are eligible to trade (supply / job / contract/etc) in the goods and services, as indicated in the document as per law.
3. I/We understand that you are not bound to accept the lowest or any bid you may receive.

Signature of Bidder, Official Seal:

Name of Firm / Agency :

GST No :

Contact Number:

Date:

Place:

(Please sign at the bottom of all pages)

Package VI

Gyalshing and DentamBazarArea

PackageCost: Rs 10.00 lakh

SINo	Particulars	Unit	Quantity	Rateper unit	Amount Quotedin Rupees
I.	DetailsofFlowering&DecorativePlantsandlandscaping				
A	PotsofAssortedsizes				
1	SeasonalFloweringPlants	pots	1200		
2	PerennialDecorativePlants	pots	400		
B	Landscaping/Garden				
1	Atallthedemarcated&designatedspacein enroute & specified location(two areas)	Job	2		
II.	DetailsofManpowertobedeployed daily				
1	Floriculturist(onceinamonth)	no	0.08x240		
2	SkilledGardener/Supervisor	no	0.5x240		
3	Semi-Skilled	no	0.5x240		
4	Labour	no	2x240		
III	SpecialEvents(foralllocationsinall Bazaars)	events	7		
SubTotal					
GST 18%					
Labourcess1%					
GrandTotal					

The payment will be made in consonance with the work progress as per actual work done in full quantity and specified quality to the satisfaction of the Department. Proportionate deduction will be made in work bill for work not taken up or not done during the billing period as per the penalty framework.

Declaration(s)by the bidder:-

1. I/We have read the entire Bid Document issued vide NIT No. 01/UDD/CE/ 2025-26 dated 28.03.2025s comprising of Sections I through IV and offer my bid to execute the contract in accordance with the entire bid document.
2. I/We clarify/confirm that we are eligible to trade (supply / job / contract/etc) in the goods and services, as indicated in the document as per law.
3. I/We understand that you are not bound to accept the lowest or any bid you may receive.

Signature of Bidder, Official Seal:

Name of Firm / Agency :

GST No :

Contact Number:

Date:

Place:

(Please sign at the bottom of all pages)