

(MDIG/IS/2024-25/dated 10 April 2024)

TENDER DOCUMENT

FOR

"Engagement of Agency for providing Horticulture Services at Management Development Institute Gurgaon"

Last Date of submission of filled tender to MDI Gurgaon: 30 April 2024 by 3 P.M.

Pre-Bid meeting will be held on 16 April 2024 (Tuesday) at 11:30 A.M.

(The tender document is to be submitted in sealed cover, duly filled and signed using same colour ink on all pages by Authorized Signatory/Proprietor with company's seal stamped on each page).

**Management Development Institute Gurgaon
Mehrauli Road, Sukhrali, Gurgaon-122007**

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PART-I

Engagement of Agency for Providing Horticulture Services at Management Development Institute Gurgaon

Management Development Institute Gurgaon, (MDIG), Haryana (hereinafter referred to as the "Institute") an Institute of national repute is dedicated to offer world class programmes in Management Education.

The Institute invites Sealed Bids on 'Two Bid System' as mentioned hereunder in the attached prescribed formats from experienced and reputed Agency/Firm who are directly handling/providing the horticulture services and have adequate experience in the Horticulture Services/Landscaping in Regulatory bodies, Large Educational /Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies / Undertakings, Autonomous Bodies etc. The agency should have their own tools, machines, cutters and other horticulture equipment's required for carrying out complete horticulture work, including maintenance of grassy lawns etc. at MDI Gurgaon.

The agency shall be required for providing complete horticulture services to the Institute based on the requirement of the Institute from time to time for a period of three years from the date of commencement of services. However, the performance of the agency during the year will be evaluated/ assessed by the Institute on completion of each year. On satisfactory performance the contract will be continued for the next year. However, the Institute, at its discretion, at any time can alter/reduce/modify the scope of work of the agency without citing any reasons.

Manpower supplying agencies are advised not to participate in the Tender process as their bids will not be entertained and summarily rejected.

Interested parties may submit bids in two separate envelopes duly super-scribed as "Technical Bid" and "Financial Bid". Both these bids should be put in one big envelope superscribed **"Engagement of Agency for Providing Horticulture Services at Management Development Institute Gurgaon"**.

Tender form can be downloaded from Management Development Institute Gurgaon website <https://mdi.ac.in> from 10 April 2024 to 25 April 2024 submitted in physical form latest by 30 April 2024 up to 3:00 PM.

PART-II

IMPORTANT INFORMATION RELATED TO TENDER

S. No	Information	Dates
1.	Date of Publishing of Tender	10 April 2024
2.	Date/Time of Pre-Bid Meeting	16 April 2024/ 11:30 A.M.
3.	Date/Time of closing of Tender	30 April 2024 / 3:00 P.M.
4.	EMD Amount (Interest free)	Rs. 1,00,000/- , to be paid through Demand Draft in favour of " Management Development Institute Society ", payable at Gurgaon . The DD should be submitted with the Technical Bid envelope, without which the bid would not be considered valid.
5.	Period of validity of Tender	Minimum 90 days from closing date

1. The bids duly filled in all respect enclosing necessary documents addressed to Chief Administrative Officer (IS), Management Development Institute Gurgaon Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana) should reach on or before 30 April 2024, upto 3 P.M.
2. The address and contact numbers for sending Bids or seeking clarifications regarding this Tender are given below:
 - a. **Bids/queries to be addressed to:** Deputy Administrative Officer (IS), Management Development Institute Gurgaon at is@mdi.ac.in,
 - b. **Postal address for submitting the Bids:** Management Development Institute Gurgaon (Mehrauli Road, Sukhrali, Gurgaon-122007 Haryana)
3. Bids should be accompanied with EMD amounting Rs. 1,00,000/- (Rupees One Lakh Only) submitted in the form of Demand Draft in favour of "Management Development Institute Society", payable at Gurgaon.
4. **Tenderers are to ensure that they do not quote rates less than Minimum Wages as published by Labour Department, applicable at Gurgaon, from time to time.**
5. **Bids received after the last date and time (i.e. 30 April 2024 at 3 P.M.) will not be considered.**
6. **MDI Gurgaon reserves the right to either accept or reject any or all of the tenders without assigning any reason whatsoever and decision of Director MDI Gurgaon shall be final and binding.**

PART-III

INSTRUCTIONS FOR BIDDERS

1. **Scope of Services:** The Scope of Services is given in Part IV.
2. **Eligibility Criteria:**
 - a) Should be registered under appropriate authority and applicable Central/State government Act/Rule/Provisions (as the case may be) to provide horticulture services and should be in existence as such entity for five years or more before 31 March 2024.
 - b) Should be providing horticulture services regularly during last five financial years i.e. F.Y. 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 in Regulatory bodies, Large Educational/Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies/ Undertakings, Autonomous Bodies etc.
 - c) Must have a valid (as on bid submission date) labour license for providing Horticulture Services through trained manpower.
 - d) Must have achieved Average Annual Turnover of Rs. 30 Lakh during financial years i.e. F.Y. 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23.
 - e) Should have their own Bank Account.
 - f) Should be registered with Income Tax and GST departments.
 - g) Should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act) and should be in compliance of applicable and relevant labour laws.
 - h) Should have minimum five years' experience (Financial Years 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24) in doing similar nature of horticulture work in Regulatory bodies, Large Educational/Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies/ Undertakings, Autonomous Bodies etc. and have successfully completed the same. In support of this, tenderer should submit the copy of such work orders along with satisfactory completion certificates issued from the clients.
 - i) Should have their own serviceable tools, machines, cutters, water sprinklers, water pipes and other horticulture equipment's required for smooth carrying out complete horticulture works, including maintenance of grassy lawns etc. Also, the agency should have their own serviceable rickshaw/trolley(ies) for shifting of flower pots/plants/dry leaves etc., as may be required, in sufficient numbers. The bidders are advised to be visit MDI campus and familiarize for all such requirements before submitting bids. MDI Gurgaon will not entertain the agency who has been awarded the work for shortfall of any such equipment and rickshaw/trolley(ies) etc. for smooth carrying out of the day-to-day work. The institute will not provide any instrument/equipment to the agency. Maintenance of the equipment is the responsibility of the agency at its own cost.
 - j) The agency should not have been black listed/debarred by any of the

Regulatory bodies, Large Educational /Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies / Undertakings, Autonomous Bodies etc. or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities.

3. Documents required in support of eligibility and Qualification:

The Tenderer should submit the following documents along with Technical Bid:

- a) Self-Attested copies of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in Delhi/NCR – for the months of April 2022 and March 2024.
- b) Self-attested copy of Agency Registration Certificate issued by appropriate authority under applicable Central/State government Act/Rule/Provisions, as the case may be, to provide horticulture services.
- c) Self-attested copy of valid registration certificate of Labour Department/EPFO / ESIC.
- d) Statement of Average Annual Turnover of financial years i.e. F.Y. 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23, in support of eligibility criteria mentioned issued by a registered practicing Chartered Accountant.
- e) EMD (interest free) of required amount as specified in this tender document.
- f) Self-attested copy of GST registration certificate and PAN.
- g) Self-attested copies of Work Orders and Client's Satisfactory Certificates for five Financial Years 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24.
- h) Declaration for not having been blacklisted as per the format in this tender document.
- i) Copies of Balance sheet for financial years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23.
- j) Income Tax Return for financial year's 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 (duly attested by the CA/CA Firms).
- k) Crossed Bank Account Cheque of the company.
- l) TENDER Document dully signed and official stamped on all the pages to be submitted in original with the Technical Bid.

4. Tender Validity

The validity period of the bid will be 90 days from the date of closing of submission of tender documents at MDI Gurgaon, which may be extended by the bidders for such period as may be requested by MDI Gurgaon. A proposal valid for a shorter period may be rejected as non-responsive.

5. Earnest Money Deposit (EMD)

- a. The interested bidders should submit the tender document complete in all

respect along with Earnest Money Deposit (EMD) of Rs.1,00,000/- (**Rupees One lakh only**) in the form of a Demand Draft/Fixed Deposit Receipt from a commercial bank, in favour of "**Management Development Institute Society**", payable at Gurgaon.

- b. Any Tender not accompanied with EMD shall be summarily rejected and not considered at all.
- c. EMD of the unsuccessful bidders will be returned to them without any interest within 30 days after finalization of tender.
- d. EMD of the successful bidder shall be returned on receipt of Performance Security in MDI Gurgaon and after signing the contract.
- e. The Earnest Money shall be forfeited if
 - (i) The Bidder/Tenderer withdraws his Tender during the validity period of Tender.
 - (ii) The successful bidder fails to comply with all the terms and conditions of the Tender Document during the currency of the contract.
 - (iii) The successful bidder fails to comply with the rules and regulations set forth by Government such as PF, ESI, Minimum Wages and other statutory requirements.

6. Preparation and Submission of Bids:

- a) Tenders are to be submitted as per two bid system i.e.- Technical Bid and Financial Bid.
- b) All entries in the tender form should be legible and filled clearly.
- c) Tender should be typewritten and every correction and interlineations in the bid should be attested with full signature by the tenderer, failing which the bid will be treated as ineligible. Corrections done with correction fluid should also be duly attested.
- d) All documents/papers should be numbered, signed and sealed by the Tenderer on each page.
- e) Technical Bid should contain all the documents required and EMD as specified in relevant paras. Technical Bid should also contain Tender Form, Declaration Form, Manpower Details, Performance Statement, and Details of Staff available with the Agency.
- f) Financial Bid should only contain the Price Schedule duly filled as per format given in Part VII. No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.
- g) The rates should be quoted for the services to be provided as per instructions given in the tender document and should not be less than minimum wages (as per notified by Labour Department for Gurgaon) applicable in which case the bid shall be rejected.
- h) Both the bids (Technical and Financial) separately sealed in envelopes superscribing as Technical Bid and Financial Bid, respectively. Both the sealed envelopes should be put in a third sealed envelope and should be super scribed

as "Tender for Horticulture Services at MDI Gurgaon".

7. Bid Submission:

Sealed Bids should be addressed and submitted along with requisite documents to Chief Administrative Officer (IS), MDI Gurgaon, Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana) latest by 30 April 2024 by 3 P.M. through Speed Post/By Hand only.

8. Late Bids:

Bids received after closing date and time will not be considered.

9. Evaluation of Bids:

- a) The committee constituted by the competent authority of MDI Gurgaon shall evaluate the Technical Bids with reference to technical requirements and commercial criteria given in the Tender document. Eligibility conditions have to be satisfied as on the last date of submission of bid and not later.
- b) The bid of the bidders who submit their bid in the proper format and with the required EMD will be evaluated. The bids of the non-conforming bidders shall be rejected without further evaluation.
- c) Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
- d) MDI Gurgaon may seek such clarification/information/document as may be required for it to satisfy the eligibility of the bidders. Failure on the part of the bidder to submit such information within the stipulated time may entail cancellation of the bid of such bidder.
- e) Only Technically qualified bids shall be further considered for opening and evaluation of financial bids.
- f) The matrix for evaluation of Technical Bids on the scale of 60 marks shall be as follows subject to the condition that the **Minimum Qualifying Marks for Technical Bid would be 36 out of 60.**

Technical Evaluation Sheet

S. N	Technical Evaluation Criteria	Marks	Total Marks
1	Experience of the bidder to provide Horticulture Services (enclose Self-attested copies of Work Orders and Client's Satisfactory Certificates) at Regulatory bodies, Large Educational /Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies / Undertakings, Autonomous Bodies etc.		
	(1) Minimum 5 financial years (i.e. Financial Years 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24)	12	15
	(2) More than 5 financial years	15	
2.	Average Annual Turnover of Bidder from similar Horticulture Services during Financial Years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23.		
	(1) between Rs 30 Lakh to Rs 40 Lakh	16	20
	(2) above Rs. 40 Lakh to Rs 60 Lakh	18	
	(3) above Rs 60 Lakh	20	
3.	Number of staff (Trained Gardner & Supervisors) currently engaged in providing similar horticulture services at Regulatory bodies, Large Educational /Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies / Undertakings, Autonomous Bodies etc. working on the Pay Roll of Bidder duly supported by EPFO Challan for month of February 2024 .		
	(1) Between 50 and 65	10	15
	(2) Above 65 and less than 75	12	
	(3) More than 75	15	
4.	<p>Bidding Agency has own sufficient number of serviceable tools, machines, cutters, water sprinklers, water pipes and other horticulture equipment's required for smooth carrying out complete horticulture works, including maintenance of grassy lawns etc. Also, the agency should have their own serviceable rickshaw/trolley(ies) for shifting of flower pots/plants/dry leaves etc., as may be required, in sufficient numbers. The bidders are advised to visit MDI campus and familiarize for all such requirements before submitting bids. MDI Gurgaon will not entertain any request of the agency who has been awarded the work for shortfall of any such equipment and rickshaw/trolley(ies) etc. for smooth carrying out of the day-to-day work. The institute will not provide any instrument/equipment to the agency. Maintenance of the equipment is the responsibility of the agency at its own cost.</p> <p>Attach detailed list of the equipment's agency will provide and maintain for execution of the horticulture work at MDI Gurgaon, evaluating requirement of the Institute from time to time, if selected. If the detailed list is not enclosed 0 (Zero) Marks will be provided.</p>	10	10
	TECHNICAL SCORE (TS) OUT OF 60 MARKS		

Financial Evaluation of Bids:

The matrix for evaluation of financial bids on the scale of 40 marks shall be as follows:

S. No.	Financial Criteria	FINANCIAL SCORE (FS) Out of 40 Marks
1.	L-1 (Lowest Bidder)	40
2.	L-2 (Bidder)	40 X (L1/L2)
3.	L-3 (Bidder)	40 X (L1/L3)
4.	L-4 (Bidder)	40 X (L1/L4)
5.	L-5 (Bidder)	40 X (L1/L5)

The successful bidder shall be declared on the basis of final marks (100) obtained in Technical evaluation Score (TS) (60) + Financial evaluation Score (FS) (40 marks) to highest scorer. The top scorer would be eligible for award of work.

10. Each bidder shall submit only one bid. If a bidder or if any of the partners participate in more than one bid, the bids are liable to be rejected

11. Award of Contract:

12. MDI Gurgaon may award the contract to the successful bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

13. MDI Gurgaon will communicate to the successful bidder that its bid has been accepted through "Letter of Offer" prescribing the terms of payment to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.

14. The successful bidder will be required to execute an Agreement with MDI Gurgaon.

15. Failure of the successful bidder to comply with the requirements of the above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of bid security.

16. Performance Security Deposit and Award of Contract:

The successful bidder who is awarded the contract shall be required to submit a Performance Security Deposit of Rs. 5 Lakh (Rupees Five Lakhs) in the form of Bank Guarantee from any Scheduled Commercial Bank drawn in favour of "Management Development Institute Society" covering the period of contract and 180 days beyond the contract period. In case, the contract is further extended the Bank Guarantee will have to be accordingly extended/renewed by the successful Catering service provider. All incidental charges whatsoever such as premium, commission etc. with respect to the Bank Guarantee shall be borne by the successful bidder. Non deposit of Bank Guarantee within the stipulated time shall render the contract invalid at the discretion of MDI Gurgaon.

(a) The successful bidder shall execute an Agreement on a non-judicial stamp paper of value Rs. 100/- (stamp duty to be paid by the bidder) within 15 days from the date of the intimation from Tender Inviting Authority informing that

his bid has been accepted.

- (b) If the successful bidder fails to execute the Agreement and/ or to deposit the required Performance Security Deposit within the specified time or withdraw his bid, after the intimation of acceptance of his bid has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the EMD deposited by him along with the bid shall stand forfeited by the Tender Inviting Authority.

17. Effectiveness and Duration of Contract

The contract shall come into effect on the date of signing the contract by both the parties. The contract shall be valid for a period of three years from the date of commencement of services. However, the performance of the agency during the year will be evaluated/ assessed by the Institute on completion of each year. On satisfactory performance the contract will be continued for the next year. However, the Institute, at its discretion, at any time can alter/reduce/modify the scope of work of the agency without citing any reasons.

18. Commencement of Services: -

The agency should commence the horticulture services within 15 days of signing of Agreement or any other date mutually agreed by both the parties, however the same can be further extended with the mutual consent of both the parties.

- 19.** The Competent Authority of MDI Gurgaon reserves the right to cancel all bids or discontinue tender process at any stage, without assigning any reason at any time prior to signing of Agreement with the successful bidder.

- 20.** The bidder will be bound by the details furnished to MDI Gurgaon while submitting the bids or at subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.

- 21.** This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of agency described herein.

- 22.** This document is meant to provide information only and upon the express understanding that recipients will use it only for the purposes set out above. It does not purport to be all inclusive or contain all the information about the horticulture service provider agency or be the sole basis of any contract. No representation or warranty, expressed or implied, is or will be made as to the reliability, accuracy or the completeness of any of the information contained herein. It shall be assumed that there shall be no deviation or change in any of the herein mentioned information on the horticulture service provider agency. While this document has been prepared in good faith, neither MDI Gurgaon, nor any of their officers or subscribers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly and expressly disclaimed by MDI Gurgaon and any of their officers or

subscribers even if any loss or damage is caused by any act or omission on the part of MDI Gurgaon or any of their officers or subscribers, whether negligent or otherwise.

23. By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of MDI Gurgaon. MDI Gurgaon and any of its officers or subscribers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.
24. This document constitutes no form of commitment on the part of MDI Gurgaon. Furthermore, this document confers neither the right nor an expectation on any party to participate in the proposed Horticulture Service Provider selection process.
25. When any bid is submitted pursuant to this Tender, it shall be presumed by MDI Gurgaon that the bidder has fully ascertained and ensured about its eligibility to render service as a horticulture service provider agency, in the event of the same being selected ultimately to act as such, under the respective governing laws and regulatory regime and that there is no statutory or regulatory prohibition or impediment to acting as such horticulture service provider agency and it has the necessary approvals and permissions and further suffers no disability in law or otherwise to act as such.
26. MDI Gurgaon reserves the right to vary/alter/amend the eligibility criteria for the horticulture service provider agency at any time, in its discretion, before the last date of submission of proposals.
27. The horticulture service provider agency shall comply with and abide by such directions that MDI Gurgaon may issue from time to time.
28. The proposal and all correspondence and documents shall be written in English. All proposals and accompanying documents received within the stipulated times shall become the property of MDI Gurgaon.
29. The proposal shall be valid for a period of three months from the date of opening of proposals. A proposal valid for a shorter period may be rejected as non-responsive.
30. Any matter relating to the appointment of horticulture service provider agency or the procedure for the appointment of horticulture service provider agency shall be governed by the Laws of Union of India and state of Haryana from time-to-time Disputes, if any arising under the said process shall be subject to the exclusive jurisdiction of courts at Gurgaon.

Part-IV

SCOPE OF WORK OF THE HORTICULTURE AGENCY

The Scope of horticulture service provider agency would include all activities/sub-activities generally comprised and understood forming part of Horticulture Services/Landscape Maintenance Services/Aesthetics and more specifically would include the following. The agency will ensure that MDI Gurgaon campus is always flooded with the seasonal flowers and other aesthetic plants all the times around the year.

RESPONSIBILITIES OF HORTICULTURE AGENCY: -

1. The horticulture agency will be responsible for overall horticulture arrangements at MDI Gurgaon Campus premises covered in the contract and/or as per instructions of the Institutional Services (IS) Department, as may be required from time to time.
2. Agency will ensure that instructions are strictly followed with no lapse.
3. Agency shall maintain a nursery within the campus to feed the garden and flower pots for replacement of new plantation. A designated space will be allocated for the same.
4. All seasonal flower beds will be prepared and maintained by the Agency.
5. Maintenance of lawns by doing all intercultural operations like weeding, mowing, watering, cleaning, pruning, dressing, applying insecticides and pesticides, manual weeding, sowing and maintenance of seasonal flowers beds etc.
6. Maintenance and development of areas near the peripheral boundary walls of MDI Gurgaon.
7. Agency will provide its own sufficient number of serviceable tools, machines, cutters, water sprinklers, water pipes and other horticulture equipment's required for smooth carrying out complete horticulture works, including maintenance of grassy lawns etc. Also, the agency will provide own serviceable rickshaw/trolley(ies) for shifting of flower pots/plants/dry leaves etc., as may be required, in sufficient numbers. The agency should visit MDI campus and familiarize for all such requirements before submitting bids. MDI Gurgaon will not entertain any request of the agency who has been awarded the work for shortfall of any such equipment and rickshaw/trolley(ies) etc. for smooth carrying out of the day-to-day horticulture related work. The institute will not provide any instrument/equipment to the agency. Maintenance of the equipment is the responsibility of the agency at its own cost.
8. Agency will regularly maintain nursery for growing flower saplings from seeds at MDI Gurgaon campus. Agency will also supply seeds, saplings, seasonal/ perennial plants, pots, cow dung, pesticide, insecticide and other material required for maintenance of horticulture plants, flower beds, lawns etc. as per market rates, ensuring the best competitive rates, as per requirement of the Institute from time to time. MDI Gurgaon will make payment to the agency for such additional cost against proper invoice/bills, along with the payment of the monthly invoice/bills.
9. Maintenance of potted plants doing all intercultural operations like watering

- manicuring, hawing pruning etc. Maintenance of hedges doing all the intercultural operations like pruning, watering hawing, maturing etc.
10. The cost of petrol/diesel to run the horticulture equipment, machinery and maintenance shall be paid to the agency by MDI Gurgaon, as per actual basis, against submission of the original invoice, along with monthly bill payments.
 11. Cost on repair of the tools/machinery/equipment's etc. used for providing the horticulture services will be borne by the agency.
 12. Tree pruning at such intervals as may be decided in consultation with the Administration.
 13. Removal and disposal of fallen leaves twigs and other horticulture refuse collected from the lawns, roads and other paved areas, on a periodic basis, outside MDI Gurgaon Campus, at the MCG designated areas/space shall be done by the agency on competitive rates. MDI Gurgaon shall make the payment to the agency, as per actual basis, against submission of the original invoice, along with monthly bill payments.
 14. Maintaining the paved roads along with garden areas, by removing grass weeds etc. from time to time.
 15. Keeping the landscaped area neat, clean and free from all foreign materials, waste etc.
 16. Agency will be held responsible for any loss /damage caused to the property of the institute in any manner by the staff engaged by him. The services provided at the campus by the agency staff should not create any hindrance or pollution in any manner.
 17. The campus will be kept free of all dried and dead leaves, wild grass and other plant waste and it will be ensured that the open drains are free of dry leaves and other plants, materials soil etc. at all times. No burning of waste is permitted.
 18. Water for the horticulture will be provided by the institute. Agency will ensure that his deployed staff do not waste water and fruitfully utilize it for horticulture purpose.
 19. Advising the Institute for procurement/planting of permanent plants and seasonal flowering plants etc., if required by the institute, as the case may be.
 20. Complete maintenance of the lawns, trees, bushes, potted flower plants, hedges etc. including weeding, mowing, watering, maintenance of trees and shrubs on lawn, regular mowing of lawn, removal of garden rubbish and uprooting rank vegetation, applying insecticides, pesticides, cow dung manure, manual weeding, making sowing and maintenance of seasonal flower beds and other garden related works.
 21. Normal Frequency of Activities/Sub-activities –
 - i. Mowing: Lawn mowing at regular intervals of 7-10 days in a month or as may be required. This frequency may increase in rainy season.
 - ii. Pruning: Clipping and trimming of hedges and edges, trimming of shrubs, plants tree creepers and bougainvillea's etc. at regular intervals, stacking of plants whenever and wherever required.
 - iii. Plant Protection: Periodic checks to be carried out for pests and disease.
 - iv. Fertilizer: Manure and fertilizers required shall be applied by the tenderer.
 - v. Irrigation: Daily adequate watering (except Sunday) of all garden features through sprinkle system in different areas.

- vi. Potted plants in corridors, open areas etc. should be maintained in good condition all the times.
- vii. The activities/sub-activities comprised in the Services shall be rendered through provision of the following: -
 - a. Experienced 20 full-time Gardeners and 1 Horticulture Supervisor
 - b. Provision and Maintenance of Machines, Equipment, Tools etc.

Part-V

TERMS AND CONDITIONS OF CONTRACT

1. The contract shall tentatively commence from and shall continue till unless, it is curtailed or terminated by MDI Gurgaon owing to deficiency of service, sub-standard quality of Horticulture staff deployed, breach of contract, etc. Non-compliance with any relevant labour laws, or change in requirements of MDI Gurgaon or for any other reasons as stipulated in the contract to be entered into with successful bidder at the following rates;
 - i) Trained Horticulture Gardener (Male/Female)
 - ii) Horticulture Supervisor
2. The contract shall automatically expire on unless extended further by the mutual consent of contracting agency and MDI Gurgaon.
3. The contract may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the successful service provider and MDI Gurgaon.
4. The agency shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this contract to any other agency without the prior written consent of MDI Gurgaon.
5. MDI Gurgaon, at present, has requirement of **20 Nos. of horticulture trained gardeners and one (1) Horticulture Supervisor**. The requirement may vary during the period of contract and the agency awarded contract will have to maintain horticulture staff, as per requirement of the institute on the same terms and conditions.
6. MDI Gurgaon reserves right to terminate the contract of the agency giving one month's notice to the selected agency.
7. The agency shall not employ any person below the age of 18 yrs. and above the age of 50 years. Employment of child labour will lead to the termination of the contract.
8. The horticulture staff i.e. supervisor and gardener deployed by the agency shall be the employees of the Agency at all times and all statutory liabilities will be paid by the Agency viz ESI, PF, Workmen's Compensation etc. The horticulture staff deployed by the agency should be properly trained, have requisite experience and having the skills for carrying out a wide variety of horticulture services using appropriate materials, and tools / equipment.
9. Agency shall engage only such trained horticulture staff whose antecedents, health, character have been verified and police verification is done. Agency at all times shall be fully responsible for good conduct of his staff deployed at MDI Gurgaon.
10. The agency at all times should indemnify MDI Gurgaon against all claims, damages or compensation under the provisions of payment of wages Act 1936, Minimum wages Act 1948, Employer's Liability Act 1938, Workmen Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961 or any modification thereof or any other law relating thereof and rules made hereunder from time to time in this regard.

11. Payment of minimum wages, as notified by the appropriate government, equal to or more than the minimum wages prescribed by DC Gurugram, shall be ensured all the times by the horticulture agency to its staff.
12. Place of duty, Working hours and Punctuality:
 - a. The eight hours shift for the work at MDI Gurgaon generally will be from 0800 hrs. to 1700 hrs with half an hour lunch break 1300-1330hrs. The shift timing may be changed by MDI Gurgaon, if required.
 - b. The gardener and horticulture supervisor will have to report to the work at least 15 minutes in advance of the commencement of the shift.
13. Adequate supervision should be provided to ensure correct performance of the required horticulture services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the horticulture staff of the agency deployed, the horticulture supervisor should regularly move and ensure responsibility.

The staff engaged by the agency shall be dressed in neat and clean agency uniform (including proper name badges), failing which agency invites penalty of Rs 500 /- on each occasion. Habitual offenders in this regard shall not be allowed to be deployed. Agency has to ensure that its employees deployed invariably wear ID card during office hours.

14. The personnel engaged should be courteous and have pleasant manner in dealing with the people. The institute shall have right to have any person moved out in case of complaints or if the person is not performing the job satisfactorily or otherwise. The agency shall have to arrange the suitable replacement in all such cases.

15. Compensation & Penalty

- a. In case any of agency's gardener deployed under the contract fails to report in time and agency is unable to provide suitable substitute in time for the same it will be treated as absence and compensation of double the wages shall be payable to MDI Gurgaon.
- b. In case any complaint received attributable to misconduct / misbehavior of agency's staff and if it is proved to the satisfaction of MDI administration, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from the agency's bill. Further the agency shall forthwith take steps for replacement of such gardener.
- c. Agency has to compensate the Institute in case of any default or dereliction of duty on their part in any manner in adhering to the terms and conditions as agreed to, equivalent to amounts chargeable for getting the job done from outsiders at piecemeal rates plus the office overheads for the time and energy of various officials of the Institute, as may be decided by the Institute.
- d. All the routine maintenance jobs to be completed on the same day within the stipulated time.
- e. Penalty @ Rs. 15,000/- will be imposed for the following lapses on each occasion:
 - i. Non-watering/ partial watering of plants on any day.
 - ii. Unscrupulous cutting of trees/plants and allowing them to die.
 - iii. non-replacement of dead plants.

- iv. Inadequate care of any plant leading to emaciation.
 - v. Garbage disposal without conforming to the Institute stipulations as above.
 - vi. Not following the instructions given by the Institute
 - vii. Non-completion of regular as well as other seasonal maintenance jobs, to the satisfaction of the Institute.
 - viii. Non application of fertilizers, manure, pesticide, insecticide and soil etc. as per requirement.
 - ix. Non-maintenance of any of the services that may affect the beauty of the Garden of Institute.
 - x. Not wearing proper uniforms (to be provided by the horticulture agency) by the horticulture supervisor and staff engaged by the agency.
 - xi. Unsatisfactory work done by the gardeners and supervisor for numerous reasons but not limited to untrained gardeners and supervisors, insufficient work force etc.,
 - xii. Delay in service.
 - xiii. In case the services are not found satisfactory, the Institute shall be at liberty to withhold any payment/s that may be due to the agency till such time, such services are rendered to the satisfaction of the Institute.
16. The agency will provide a list of its personnel deployed for work along with their credentials, permanent and present address, and their latest photographs to the IS department of MDI Gurgaon.
 17. It shall be responsibility of the agency to issue the employment card / photo / identity card to its staff and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act.
 18. No request for accommodation to the agency staff inside MDI Campus shall be entertained.
 19. The agency shall replace within twenty-four hours any of its personnel, if they are unacceptable to the institute because of risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty / misconduct on the part of the staff deployed by the agency, upon receiving written notice from the institute. Notwithstanding the above, the institute shall have the right to ask to change / replace the horticulture staff at any point of time without assigning any reason.
 20. MDI Gurgaon shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, tools and equipment of the agency.
 21. The agency shall be responsible for any damages done to the property of the institute by its staff deployed. MDI Gurgaon will be free to recover it from the security deposit submitted by the agency or from any other dues or recover as per loss / damaged.
 22. The agency's personnel working in the MDI should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the MDI. The agency shall be responsible for any act of indiscipline on the part of persons deployed by him.
 23. The staff deployed by agency in MDI Gurgaon shall not claim any benefit, compensation, absorption or regularization of their services in MDI Gurgaon either under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. The agency shall have to obtain an

undertaking from the deployed persons to the effect that the deployed person is the employee of the agency and shall submit the said undertaking to MDI Gurgaon. In the event of any litigation on the status of the deployed persons, MDI Gurgaon shall not be a necessary party to such proceedings. However, if in any event, either the deployed staff of the agency or to the order of the Court, MDI Gurgaon is made a party to such dispute, the agency shall take all steps to protect the interest of MDI Gurgaon and the agency shall reimburse the expenditure that would have been borne by MDI Gurgaon to defend itself, if so required.

24. The agency shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering, use of mobile phones for entertainment purpose and shall not engage in gambling, satta or any immoral act.
25. The agency shall be solely responsible for making payment directly to the deployed staff by 7th of each month.
26. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency it shall be recovered by MDI Gurgaon from the agency.
27. The horticulture supervisor and gardener deployed by the agency shall work under overall supervision and direction of the agency and shall be guided by the IS Department to the extent required.
28. The agency will properly maintain muster roll of the person employed / engaged in connection with the work at the premises of MDI Gurgaon.
29. The agency shall raise the bill, in triplicate, along with attendance sheet duly verified for actual shifts manned / operated by the personnel deployed by the agency and submit the same to MDI Gurgaon by 3rd of the succeeding month.
30. The agency will be solely responsible for making the payment directly to its deployed personnel at MDI Gurgaon. Since there may be occasional delay in releasing payment by MDI Gurgaon to the agency due to contingencies, payment of wages to the deployed personnel by agency should not be linked with receiving of payment from MDI Gurgaon and shall be independent of the same.
31. Payment to staff of the agency must be made by the agency through e-transfer only. To ensure this, agency will get a bank account opened for every engaged gardener/supervisor of horticulture staff.
32. The agency will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted.
 - a. In order to ensure that such workers get their entitled wages by 7th of the following month, the following schedule will be adhered to:
 - i) Monthly bill cycle will be from 1st day of the previous month to last day of the month.
 - ii) Monthly bill as per above cycle, will be submitted by the agency in first week of following month.
 - iii) The agency must ensure that entitled wages of the workers are credited to their bank account on the 7th of the following month; agency will not be given any relaxation in this matter. If the accounts are not credited in any month by 7th of the following month, there will be a penalty of Rs. 15,000/- for each instance.

- b. While submitting the bill for the next month, the services provider must file a certificate certifying the following:
- i) Wages of workers were credited to their bank accounts on (date).
 - ii) ESI Contribution relating to workers amounting to Rs was deposited on (date). (Copy of the challan enclosed).
 - iii) EPF contribution relating to workers amounting to Rs was deposited on (date) (Copy of the challan enclosed).
 - iv) Agency is complying with all statutory labour Laws including Minimum Wage Act.
- c. The agency should submit the bill in accordance with the above time schedule.
33. The entire financial liability in respect of horticulture services staff deployed in MDI Gurgaon by the agency shall be that of the agency and MDI Gurgaon will in no way be liable for the same.
 34. For all intents and purposes, the agency shall be the "Employer" within the meaning of different labour Legislations in respect of horticulture personnel deployed by it. There shall be no claim by such deployed staff of the agency of any employment in MDI Gurgaon. The staff deployed by the agency in MDI Gurgaon shall be the employees of agency at all times and not have any stake or claims like employer and employee relationship against MDI Gurgaon.
 35. The agency shall be solely responsible for the redressal of grievances if any of its staff deployed in MDI Gurgaon and shall, in no way, be responsible for settlement of such issues whatsoever.
 36. MDI Gurgaon shall not be responsible for any financial loss or any liabilities arising out of incident, accident or death to any of the horticulture staff deployed by agency in the course of their performing the functions / duties at MDI Gurgaon for payment towards any compensation.
 37. Adequate supervision will be provided by the agency to ensure correct and effective performance of the horticulture staff in accordance with the prevailing assignment and instructions agreed upon between the two parties.
 38. The agency's staff shall not divulge or disclose to any person, any details of office, operational process, technical know-how, administrative / organizational matters.
 39. The agency will be responsible for compliance of all statutory provisions including Minimum Wages, Provident Fund, and Employees State Insurance, contract labour and any other applicable law in respect of the persons deployed by it in MDI Gurgaon. MDI Gurgaon shall have no liability in this regard. Payment of the bill will be made only after successful submission of statutory payment receipts.
 40. The agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to MDI Gurgaon to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
 41. The agency shall maintain all statutory registers under the Law and submit periodical returns and statements. The agency shall produce the same, on demand, to the concerned authorities and to MDI Gurgaon or any other authority under Law.
 42. The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act / Rules, as amended from time to time and a certificate to this effect shall be

provided to the agency by MDI Gurgaon.

43. In case, the agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof MDI Gurgaon is put to any loss/obligation, monetary or otherwise, MDI Gurgaon will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms or shall be entitled to recover the same by legal recourse.
44. The agency shall submit proof of deposit of PF / ESI and of other statutory dues, payable by it in respect of its staff, deployed in MDI Gurgaon, which shall be a condition precedent for payment of its bills.
45. In case of breach of any terms and conditions as specified in the contract and signed between the parties, the Performance Security Deposit of the Horticulture Service Providers will be liable to be forfeited by MDI Gurgaon besides, annulment of the contract and other legal resource.
46. The successful bidder who is awarded the contract by MDI Gurgaon will retain all the documentary proof/ papers deposited with the respective statutory bodies/ Government departments i.e. Employees State Insurance, Provident Fund and GST. All such documents / papers will be necessarily submitted within seven days by the agency as and when they are requisitioned by MDI Gurgaon, failing which a penalty of Rs. 100 /- per day shall be deducted from the monthly bill of the agency.
47. MDI Gurgaon reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage for the smooth and timely provision of services.
48. Any delay or forbearance on the part of MDI Gurgaon or any waiver of its rights or condonation of any acts, on the part of MDI Gurgaon shall not be construed as a waiver of the obligations of the agency and it shall continue to be liable for all such acts or defaults.

Part-VI
BIDDER DETAILS FORM

(Tender for providing Horticulture Services at MDI Gurgaon - on the Agency Letter Head)

S.No	Description (Attach self-attested certificate)	Information
1	Name of Horticulture Service Provider Agency	
2	Date of Incorporation of Agency	
3	Details of Earnest Money Deposit (EMD) (Rs. 1,00,000/-, to be paid through Demand Draft in favour of "Management Development Institute Society", payable at Gurgaon.)	DD No. date drawn on Bank.....
4	Name of Director	
5	Full Address of Registered Office: Telephone No.: FAX No.: E-Mail Address :	
6	Full address of Operating Branch/Office: Telephone No. FAX No. E-Mail Address	
7	Banker of the Horticulture Service Provider Agency. Attach certified copy of statement of A/c for the last two years)	
8	PAN No./GIR No. : (Attach attested copy)	
9	GST Registration No (in respect of Horticulture Services) (Attach attested copy)	
10	Employee Provident Fund Registration No.	
11	Employee State Insurance Registration No.:	

Signature of authorized person

Date:

Name:

Place:

Office Seal:

Part-VII

AVERAGE ANNUAL TURNOVER

Income of the tenderer from Horticulture Services only (On the Letter Head of CA Firm)

Financial Year	Annual Income/Turnover Amount (Rs.)	Average Annual Turnover Amount (Rs.)
2018-19		
2019-20		
2020-21		
2021-22		
2022-23		

Signature of CA Firm

Name:

Date:

Place:

Office Seal

Part-VIII

Work experience/Details of similar contracts handled by the tenderer

(On the Letter Head of Tenderer/Agency)

Give details of the major similar contracts handled by the tenderer during the five financial years (i.e. 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24) in the following format (if the space provided is insufficient, a separate sheet may be attached). Attach proof.:

S.No	Name of the Client, Address, Telephone No.	Details of Horticulture Services Provided		Amount of Contract (INR)	Duration of Contract	
		Type of service	No. of staff deployed		From	TO
Financial Year 2023-24						
1						
2						
3						
Financial Year 2022-23						
1						
2						
3						
Financial Year 2021-22						
1						
2						
3						
Financial Year 2020-21						
1						
2						
3						
Financial Year 2019-20						
1						
2						
3						

1. Submit attested copy of the Work Orders and client's satisfaction certificate to whom services have been provided by tenderer (Regulatory bodies, Large Educational /Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies/ Undertakings, Autonomous Bodies etc.)

2. Additional information, if any. (Attach separate sheet, if required)

Signature of authorized person

Name:

Date:

Place:

Office Seal

Part - IX

UNDERTAKING BY THE TENDERER/BIDDER

On the Letter Head of Tenderer/Agency

Management Development Institute Gurgaon
Mehrauli Road, Sukhrali Gurgaon-122007 (Haryana)

Dear Sir/Madam,

Date:...../...../.....

Ref: **Tender for Selection of Agency for Horticulture Services at MDI Gurgaon**

Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the Tender for Selection of Agency for Horticulture Services.

To meet such requirements and to provide services as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal. We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the tender and the agreement to be entered with MDI Gurgaon.

We agree for unconditional acceptance of all the terms and conditions set out in the tender document as also in the contract to be signed with MDI Gurgaon for provision of Horticulture Services. We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to MDI Gurgaon are true, accurate and complete. This bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead MDI Gurgaon as to any material fact." we understand that if at any point of time it is noticed/discovered by MDI Gurgaon that as information given by us is false or incorrect or misleading MDI Gurgaon shall have the right to take such necessary action as it may deem fit including cancellation of contract.

It is hereby confirmed that I/we are entitled to act on behalf of our company/firm/organization and empowered to sign financial bid document as well as such other documents, which may be required in this connection.

Signature of authorized person

Name:

Date:

Place:

Office Seal

Part - X
SELF-DECLARATION - NON-BLACKLISTING
On the Letter Head of Tenderer/Agency

Date:...../...../.....

Management Development Institute Gurgaon
Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana)

Dear Sir/Madam,

In response to the Tender Document for Selection of Agency for Horticulture Services at MDI Gurgaon, 1 / we hereby declare that presently our company / firm ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Regulatory bodies, Large Educational /Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies/ Undertakings, Autonomous Bodies etc.

We further declare that presently our Company / firm is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any Regulatory bodies, Large Educational /Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies/ Undertakings, Autonomous Bodies etc. on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our Horticulture may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Signature of authorized person

Name:

Date:

Place:

Office Seal

Part-XI
FINANCIAL BID PROFORMA

(To be printed on the Letter Head of Tenderer and to be sealed in Financial Bid Envelope)

	MDI Gurgaon, Haryana	Rate (Rs) Per person per month (exclusive of GST/TAX)	
		Per Horticulture Gardener (Mali)	Per Horticulture Supervisor
A)	Basis Wages		
	HRA		
	Washing Allowance		
	Total Wages @ 8 Hours		
	PF		
	ESIC		
	Gratuity		
	Bonus @		
	LWF		
	Sub-Total		
	Total for 20 Horticulture Gardener (Mali) (Rs)		-----
	Total for 20 Horticulture Gardener (Mali) plus one Horticulture Supervisor (Rs)		
	Lumpsum Charges per month (Rs)		
B)	Management Fees /Service Charge		
Grand Total of (A) and (B) above			

Note: (i) Taxes extra, as applicable.

(ii) Rates quoted for provisioning of above-mentioned manpower should not be less than the minimum wages currently applicable as prescribed by DC Gurugram on the date of submission of bid.

Signature of authorized person

Full Name:

Date:

Place:

Official Seal:

CHECK LIST FOR BIDDER

Sl. No.	Details	Document attached Mention YES / NO
	TECHNICAL BID ENVELOPE	
a.	Self-attested copy of Certificate of Registration	
b.	Self-Attested copies of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in Delhi/NCR for the month of April 2022 and March 2024 (02 only).	
c.	Self-attested copies of valid registration certificate from Labour Department / EPFO / ESIC etc., as may be required, for providing horticulture services.	
d.	Self-attested copies of the GST certificate and PAN.	
e.	Bidder Details Form, as per Section VI.	
f.	Average Annual Turnover - Financial Years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23, in support of eligibility criteria mentioned, from a registered practicing Chartered Accountant, as per Section VII.	
g.	Audited Balance Sheet of financial years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23.	
h.	Income Tax Return for financial year's 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 (duly attested by the CA/CA Firms).	
i.	EMD as specified in this tender document.	
j.	Crossed Bank Account Cheque of the company.	
k.	Work Experience proof documents (Work Orders/P.O. and Successfully Completion certificates) issued by the competent authorities of the organizations served on the organizations letter head (provided similar horticulture services) during financial years i.e. 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24 as per Section VIII.	
l.	Undertaking by the Tenderer/Bidder, as per Section IX.	
m.	Self-Declaration/Non blacklisting of the agency, as per the format at Section X.	
n.	Detail of horticulture staff on roll of the bidder registered with EPFO currently providing similar horticulture services.	
o.	TENDER Document dully signed and official stamped on all the pages to be submitted in original with the Technical Bid.	

p.	Detailed list of the equipment's agency will provide and maintain for execution of the horticulture work at MDI Gurgaon, evaluating requirement of the Institute from time to time, if selected.	
	SEPARATE FINACIAL BID ENVELOPE	
	Financial Bid Proforma, as per Section XI.	

Signature of the authorized person of the bidder agency

Name :

Place :

Date :

Official seal