

## **Tender Document**

### **For Engaging Agencies for Supply of Gardeners/staff Services in TERI School of Advanced Studies, New Delhi**

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#### **1. Introduction**

TERI School of Advanced Studies (TERI SAS), New Delhi, invites sealed tenders from reputed and experienced agencies for providing, **Gardeners Services** on its campus located at Vasant Kunj, New Delhi-110070

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#### **2. Scope of Work**

The selected agency shall be responsible for the following services:

##### **a) Gardeners Services**

- Knowledge of plant care, soil, water, and plant health is essential.
- Ability to use gardening tools and equipment.
- Developing Lawns & Gardens of the University by cutting of bushes, cleaning of weeds & hedges, putting annual and seasonal flower plants and ornamental plants, watering, cutting and pruning of plants.
- All pots and lawn to be regularly watered and maintained in good conditions, grass in the lawn to be maintained.
- Mowing, edging, and removing weeds from lawns.
- Maintaining the health and shape of trees, shrubs, and hedges.
- Identifying and treating pest and disease issues, potentially using pesticides or other methods.
- Installing, maintaining, and repairing irrigation systems.
- Removing debris, cleaning pathways, and maintaining the overall appearance of the garden.

##### **b) Other Facility Services (*if applicable*)**

- Operation and maintenance support staff.
  - Pantry and office support.
  - Drivers and other ancillary services, if required.
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#### **3. Eligibility Criteria**

Agencies must fulfil the following criteria:

- Registered company/firm with valid licenses under relevant statutory laws.
- Minimum 5 years of experience in providing similar services to reputed institutions or organizations.
- Annual turnover of at least 25 lakhs in the last three financial years.
- Valid registrations: GST, EPF, ESI, PAN, and Labour License.
- Should not have been blacklisted by any government or private organization.

- Principle employer can deduct money equivalent to the extent of the liability / penalty from the bills payable to the contractor, with a view to settle the matter.
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#### **4. Submission of Bids**

Interested agencies are required to submit their bids in two parts :

##### **a) Technical Bid**

- Company profile
- Details of experience and clientele
- Statutory registrations and licenses
- Organizational structure and manpower strength
- Any certifications (e.g., ISO)
- Documents supporting all the mandatory eligibility criteria(s).

##### **b) Financial Bid**

- Monthly rate for services (separately for Housekeeping and Security)
  - Breakup of wages, statutory payments, service charges, and taxes
  - Any additional service cost (optional)
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#### **5. Important Dates**

<b>Event</b>	<b>Date</b>
Issue of Tender Document	25 April 2025
Last Date for Submission	19 May 2025, 5:00 PM
Opening of Technical Bids	21 May 2025, 11:00 AM
Opening of Financial Bids	23 May 2025, 11:00 AM
Date of conclusion of agreement	27/28 May 2025

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#### **6. Terms and Conditions**

- The contract shall initially be for a period of one year, extendable based on performance and mutual agreement.
  - TERI SAS reserves the right to reject any or all bids without assigning any reason.
  - No advance payment will be made.
  - All applicable statutory deductions will be made at source.
  - The Courts at Delhi alone will have the Jurisdiction for adjudication of disputes if any between the Parties.
  - Any liability / penalty arising out of non-compliances of statutory requirements from time to time or any other dispute will be dealt with and borne by the contractor.
  - The Management of TERI School of Advanced Studies will not be held responsible for violation of any provision of labour law or any other Act by the contractor in respect of his employees.
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## **7. Address for Submission**

The sealed tenders should be submitted to and mailed to [gauri.rana@terisas.ac.in](mailto:gauri.rana@terisas.ac.in) by the due date. TERI SAS shall not be responsible for any postal delay. Preferably bids should be in sealed envelopes sent by post with clearly mentioning on the top : Technical Bid for ..... and other envelope with mention of Financial bid for .....

### **The Registrar**

TERI School of Advanced Studies  
Plot No. 10, Institutional Area,  
Vasant Kunj, New Delhi – 110070

### **Or**

Can be sent through mail at [gauri.rana@terisas.ac.in](mailto:gauri.rana@terisas.ac.in) Technical bid in pdf and financial bid in pdf (password protected). Password to be retained with the vendor and to be disclosed only on successful technical bid evaluation.

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## **8. Contact for Clarification**

For any queries or clarifications, please contact: Ms Gauri Rana, 011-71800222

- Interested agencies can visit our campus for site inspection prior to submitting their bids on any working day (Monday – Friday, 09:30 AM to 05:00 PM)
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## **9. Dispute Resolution**

Any dispute to the conflicts and its implementation of the agreement shall be settled amicably between both the parties.