

NOTICE INVITING TENDER

1. Online e-tenders are invited by General Manager (Tech. & HR.), SCOPE on behalf of Constituents of SCOPE MINAR, Laxmi Nagar Delhi- 110092 for the following work :

1.01	Name of the work	: AMC of Horticulture works in & around SCOPE Minar.
1.02	Estimated Cost	: Rs. 1788672/- per Annum.
1.03	Earnest Money	: Rs. 35800/-
1.04	Tender Processing fee	: Rs. 1604/-
1.05	Duration of Contract	: Two years from the date of issue of LOI.
1.06	Cost of Tender	: Rs. 560/-
1.07	Commencement of downloading E-Bid	: 13.06.2025 from 10.00AM
1.08	Last date of downloading of E-Bid	: 30.06.2025 Up to 10.00AM
1.09	Last date of E-Bid submission	: 30.06.2025 Up to 03:00PM.
1.10	Last date of submission of EMD & Tender Cost (online payment)	: 30.06.2025 Up to 03.00PM
1.11	Tender opening date & time(technical)	: 30.06.2025 at 03.15PM
1.12	Tender Opening date & time (Financial)	: To be intimated later

2. Bidders have to download the Bid documents from the e-procurement portal i.e. <https://scope.ewizard.in> after registering themselves on portal and submit e-bids after payment of bid processing fee & Bid document fee before last date & at time of downloading the e-bids online. Bidder can also view the NIT, scope of work on www.scopeonline.in. For E-tendering support:- 9355030607, 9355030616

3. Bids shall be submitted through e-bidding mode only. No other mode of bid submission shall be accepted.

4. Tender document shall be accepted only from reputed ,specialized Contractors working with CPWD/PWD/MES/Railway/PSUs/Autonomous Bodies/SCOPE who fulfill following pre-qualification criteria & showing their original document in this regard:

- 4.1 Proof of having successfully completed similar works during the last 5 years ending last day of the month previous to the one in which applications are invited:

Three similar completed works, each costing not less than the amount equal to 40% of estimated cost put to tender.

OR

Two similar completed works, each costing not less than the amount equal to 60% of the estimated cost put to tender.

OR



One similar completed works of aggregate cost not less than the amount equal to 80% of the estimated cost put to tender.

- 4.2 The tenderer must have his own well developed Nursery within 10 Km of SCOPE Minar for availability of fresh plants and smooth operation of AMC. Relevant documents in this regard shall be submitted alongwith other documents. Physical verification may be done to ensure the same.
 - 4.3 The tenderer must be registered under ESI, PF, GST & Income Tax act and PAN No. Copies of registration papers along with details need to be furnished. Latest ESI & PF deposit with challan authority is also needed.
 - 4.4 Average annual financial turn over should be at least 100% of the estimated cost during the immediate last 3 consecutive financial year.
 - 4.5 Balance sheet for previous three years with ITR.
 - 4.6 Copies of similar works executed / in hand for multi-storied office building & industry during last Five years along with work order & clients performance certificate.
 - 4.7 All the above certificate / documents shall be submitted by the firm duly signed & self attested subject to verification with original documents.
- 5 **The tender shall be submitted: through portal only i.e. <https://scope.ewizard.in>.**
- 6 **The Tender Cost (Form Fee), Earnest Money Deposit (EMD), and Tender Processing Fee (TPF) must be paid by the bidder through online payment mode only, as provided on the e-tendering portal, i.e., <https://scope.ewizard.in>. In case the bidder fails to technically qualify as per eligibility criteria of the tender or is not the Lowest (L1) bidder, The EMD amount will be refunded to the bidder's account details as provided on the bidder enrollment registration page of SCOPE e-Tendering portal: <https://scope.ewizard.in>.**
- 7 The agencies are advised to visit the site before quoting their rates in the tender.
- 8 Tenderers are invited to submit their offers strictly based on the layout, design parameters, specific requirements, terms & conditions and specifications given in the tender document and instruction to bidder.
- 9 Pre-bid Conference shall be held at 03.00 PM on 26.06.2025 if required.
- 10 SCOPE reserves the right to reject any or all tenders without assigning any reasons.



General Manager (Tech. & HR)

SCOPE OF WORK

The scope of work shall include the Annual maintenance Contract for Horticulture works at SCOPE Minar.

1. There are 92 nos. of planters around the periphery of the building which is to be maintained.
2. Agency needs to maintain the Horticulture work of the said areas i.e. providing good earth, Manure & plants as per requirement, grass cutting etc as and when required. This also includes labour for execution, supervision and other consumables with replacement during the AMC period.
3. The agency shall supply 100 nos. seasonal flowery plants and 760 nos. indoor / outdoor well developed ornamental plants with suitable mixing of air purifier plants on monthly basis.
4. Providing & Maintaining 300 nos. seasonal / indoor / outdoor well developed ornamental plants with pots for Mushroom area of SCOPE Minar I/c maint. of bio - wall(126.9 sqft) provided in convention centre of SCOPE Minar.
5. For AMC of Horticulture works, contractor should depute minimum 2 nos. Gardeners on regular basis for satisfactory execution of work and 01 no. of supervisor as per requirement at his own cost
6. The agency shall also maintain plants in pots which shall be provided in the location like entrance, reception, VIP lounge, dining and convention hall etc. as directed by Engineer – In-charge.
7. Agency needs to supply all materials required for proper maintenance of these planters i.e providing good earth, Manure & plants. This also includes labour for execution, supervision and other consumables with replacement maint. Guarantee during the AMC period. .
8. The agency shall be responsible for entire horticulture services which includes cleaning of leaves, watering the plants properly, cleaning of pots, painting of pots by red oxide paint , replacing the mortality of plants , pruning of plants in planters , spraying insecticide / pesticide etc. by providing all necessary labour , tools and tackles complete.
9. Two / Three points for taking water for watering of plants shall be provided by SCOPE at suitable locations, the agency has to arrange all the required accessories i.e rubber pipes, clamps etc. for taking water from those points. No water leakage from pipes etc. shall be accepted and if such case found, suitable penalty shall be imposed on the agency.
10. Maintenance of plants includes :
 - a) Regular watering of plants.
 - b) Cleaning of leaves of each and every plant every day.
 - c) Removal of dead or yellow / wilting leaves.
 - d) Plants should be maintained fresh and healthy.
 - e) Cleaning of fiber/wooden container/ planter.
 - f) Proper supervision of work.
 - g) Time to time manuring of plants.
 - h) Total work to be completed inside building before 9.30 Am in case of indoor Plants.
 - i) Mass stick in good condition shall be provided for maintenance of plant and changed as and when required.
 - j) Any wilting or plants in bad shape to be replaced immediately.
 - k) Pots should be neat & clean and of similar shape and size and painting of pot shall be carried out regularly.
10. Documents to be maintained:-
 - i. logbook(s) of daily work.
 - ii. Complaint register(s)
 - iii. Consumables consumption register / reports.
 - iv. Attendance Register
11. Working Hours: Working hours shall be 8.00 AM to 5.30 PM with one hour lunch break. No overtime shall be paid to the contractor.

