



# DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

Shahbad Daultapur, Bawana Road, Delhi-110042.

E-mail : ga@dtu.ac.in Phone 91-11-27296326

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**This NIT is approved for Rs. 50,92,212/- (Rs. Fifty Lacs Ninety Two Thousand Two Hundred Twelve only) and containing from pages 0 – 22.**

**Assistant Registrar (Gen. Admn.)  
Delhi Technological University  
Bawana Road, Delhi-42**



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## NOTICE INVITING TENDER FOR PROVIDING HORTICULTURE SERVICES IN DTU CAMPUS

E-tenders are invited under Two bid system from reputed and experienced agencies, either by themselves or as a joint venture/consortium/partnership having capacity to provide Horticulture Services in Delhi Technological University, Shahbad Daulatpur, Bawana Raod, Delhi-110042 for a period of two years on contract basis/outsourcing basis through e-tendering. However, initial award is for one year as bid is based on one year. The Second year award will be subject to satisfactory performance during the tenure of first year of the contract. Contract can be further extended for one more year but total tenure will not be more than three years.

Last date for submission/receipt of tender(s) is 02.02.2017 at 15.00 Hrs. and will be opened by the Tender Committee in the presence of tenderers or their authorized representatives who wish to be present on the same day at 15.30 Hrs. in the Office of Assistant Registrar (Gen. Admn.). In case, any holiday falls on the day of opening, the tenders will be opened on the next working day. The tenders received after the above said scheduled date and time, will not be considered. No tender by FAX will be entertained.

**Assistant Registrar (Gen. Admn.)  
Delhi Technological University  
Bawana Road, Delhi-42**

**EMD** : Rs. 2,54,610/-

**Estimated Cost** : Rs. 50,92,212/-

**NOTICE INVITING TENDER FORMING PART OF NIT TO BE POSTED ON WEBSITE**

The Assistant Registrar (Gen. Admn.) DTU Campus, Bawana Road, Delhi invites on behalf of Board of Management of Delhi Technological University, **ONLINE ITEM RATE** tender on two bid systems from the approved and eligible contractors of CPWD, MES, BSNL, Railways Deptt. of Telecommunication, Central and State Govt. & Semi-Govt. and PSUS/specialized agency having similar works experience in Govt. Deptt. or PSUs meeting eligibility as indicated in the eligibility criteria, for the following work through e-procurement solution:-

Sl. No.	Name of the Deptt.	Name of work and location	Estimated cost put to tender	Earnest money	Time Allowed	Last Date and Time of receipt of tenders through e-procurement solution	Date and Time of opening of tender
1.	DTU	Providing Horticulture Services in DTU Campus, Delhi.	50,92,212/-	2,54,610/-	12 Months	02-02-2017 Upto 3:00 PM	02-02-2017 at 3:30 PM

**1. List of Documents to be scanned and uploaded within the bid submission by the contractors.**

1. EMD/Earnest Money in favour of "Registrar, Delhi Technological University", Delhi.
2. Self attested pass port size photograph of authorized contractor.
3. Self attested scanned copy of PAN Card number under Income Tax Act.
4. Self attested scanned copy of TIN number issued by DVAT Deptt.
5. Self attested scanned copy of proof of having submitted the latest D-VAT/CST returns etc. (Bids will be rejected if older copies are submitted even by mistake).
6. Self attested scanned copy of service tax registration number.
7. Self attested scanned copy of valid registration of agency / firm.
8. Self attested scanned copy of completion certificate of similar works from experienced / specialised contractors.
9. Self attested scanned copy of valid EPF registration number.
10. Self attested scanned copy of valid ESI registration number.
11. Self attested scanned copy of ISO certificate of the firm (if any).
12. The agency for similar nature of work should have completed following similar nature works during the last five years ending last day of the month **November -2016** as per criteria below:
  - a) Three similar works, each of value not less than 40% of the estimated cost put to tender.
  - Or**
  - b) Two similar works, each of value not less than 60% of the estimated cost put to tender.
  - Or**
  - c) One similar work of value not less than 80% of the estimated cost put to tender.

**Assistant Registrar (Gen. Admn.)  
Delhi Technological University  
Bawana Road, Delhi-42**

**Guidelines / Procedure to be followed in introduction of  
'e'- procurement Solution**

1. **Payment of cost of Tender documents:** The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of bidder participating in e-procurement solution. The bidders can view/download the tender documents from the: <https://govtprocurement.delhi.gov.in>.
2. **Submission of Bids:** The bidders who are desirous of participating in 'e' procurement shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at <https://govtprocurement.delhi.gov.in>. The bidders should upload the scanned copies of all the relevant certificates, documents etc., in the <https://govtprocurement.delhi.gov.in> in support of their price bids. The bidder shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity and copies thereof may also be submitted in the office of the Assistant Registrar (Gen. Admn.), DTU along with original EMD. However documents of the bidders downloaded online or requisitioned subsequently only will form the basis for deciding the tender.
3. **Payment of Bid Security (Earnest Money Deposit) :** The EMD shall be in the form of the Demand Draft/Pay order of Nationalized Bank /Fixed Deposit Receipt of a Nationalized Bank issued in favour of **Registrar, Delhi Technological University , Delhi**. Zerox copy of the DD/PO/FDR is to be scanned and uploaded along with the bid, and the original DD/PO/FDR shall be sent to DTU upto Last Date and Time of receipt of tenders through e-procurement solution
4. **Price Bid Opening :** The Price Bids will be opened online by the concerned officer/officers at the specified date & time and the result will be displayed on the: <https://govtprocurement.delhi.gov.in>. which can be seen by all the bidders who participated in the tenders.
5. **Processing of Tenders :** The concerned officer/officers will evaluate and process the tenders and will communicate the decision to the bidder online.
6. **Payment of performance Guarantee:** The successful tenderer shall furnish a bank guarantee/FDR of the value equal to 10% of the tendered amount for a period of sixty days beyond two year from a Nationalized bank to ensure the satisfactory performance of item executed. The performance guarantee is to be submitted at the time of award of work. In case the performance of the work is not found satisfactory, the amount of bank guarantee will be forfeited & credited in University account. This guarantee shall be in the form of DD / Banker Cheque / pay order / FDR / guarantee bonds of any Nationalized Bank draw in favour of **Registrar, Delhi Technological University , Delhi**.
7. **Participation of Bidders at the time of opening of bids :** Bidders have two options to participate in tendering process at the time of opening of Bids :
  - (i) Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process
  - (ii) Bidders can visualize to process online.
8. **Participation Financial Rules for e-procurement :** The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs and other relevant rules.
9. **Signing of agreement :** After the award of the contract, an agreement may be signed as done in Conventional Tenders.

**Assistant Registrar (Gen. Admn.)  
Delhi Technological University  
Bawana Road, Delhi-42**

**INSTRUCTIONS TO BIDDERS**

**1. GENERAL:-**

The present tender is being invited to provide Horticulture work the whole DTU premises to keep the campus rich with lush green lawns and parks with beautiful flowers so as to provide an excellent ambience of work-environment and at the same time make the University premises environment friendly, to make a good impression on the visitors and public who visit here for various purposes. The contractor has to undertake all such jobs/activities required to maintain the campus in a presentable condition and in above mentioned spirit at all the time whether such activities are elaborated hereunder or not.

**2. ELIGIBLE BIDDERS:-**

2.1 The agency for similar nature of work should have completed following similar nature works during the last five years ending last day of the month **November -2016** as per criteria below:

- a) Three similar works, each of value not less than 40% of the estimated cost put to tender.

**Or**

- b) Two similar works, each of value not less than 60% of the estimated cost put to tender.

**Or**

- c) One similar work of value not less than 80% of the estimated cost put to tender.

**3. QUALIFICATION OF THE BIDDERS:-**

3.1. The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.

3.2. (a) Memorandum of Understanding shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership.

(b) Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm;

(c) Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.

3.3. The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.

3.4. Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card No. under the Income Tax Act.

3.5. Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.

3.6. Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his/her bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If Delhi Technological University subsequently finds to the contrary, the DTU reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.

3.7. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

**4. ONE BID PER BIDDER:-**

Each bidder shall submit only one tender either by himself/herself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

**5. COST OF BID:-**

The bidder shall bear all costs associated with the preparation and submission of his bid and the University will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

**6. VISIT TO DEPARTMENT:-**

The bidder is required to provide horticulture services to the DTU and is advised to visit and acquaint himself/herself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the DTU and is aware of the operational conditions prior to the submission of the tender documents.

**7. TENDER DOCUMENTS:-**

7.1. Contents of Tender Documents.

7.1.1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing Horticulture Services. The Tender document comprises of:

(a) Terms & Conditions-Annexure –A, Scheduled of Quantity-Annexure-B, T&P-Annexure-C, form of bank Annexure-D, Form of Agreement –Annexure-E.

7.1.2. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his/her bid.

7.1.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

**7.2. CLARIFICATION OF TENDER DOCUMENT**

7.2.1. The bidder shall check the pages of all documents against page number given in indexes and, in the event of any discrepancy or missing pages, the bidder shall inform the Office of Assistant Registrar (Gen. Admn.), Room No. 104, Ground Floor Admn. Building, DTU in writing.

7.2.2. In case, the bidder has any doubt about the meaning of anything contained in the Tender document, he/she shall seek clarification from the Office of Assistant Registrar (Gen. Admn.), Room No. 104, Ground Floor Admn. Building, DTU not later than one week before submitting his/her bid. Any such clarification, together with all details on which clarification had been sought, be communicated to the concerned bidder and also posted on University Web Site.

7.2.3. Except for any such written clarification by the DTU, which is expressly stated to be an addendum to the tender document issued by the Office of Assistant Registrar (Gen. Admn.), Room No. 104, Ground Floor, Admn. Building, DTU. No written or oral communication, presentation or explanation by any other employee of the University shall be taken to bind or fetter the DTU under the contract.

**8. PREPARATION OF BIDS**

**8.1. Language**

Bids and all accompanying document shall be in English or in Hindi. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

**8.2. Documents Comprising the Bid**

Tender document issued for the purposes of tendering as described in Clause 7.1 and any amendments issued shall be deemed as incorporated in the Bid.

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8.2.2. One copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same.

8.2.3. The contractor shall deposit Earnest Money Deposit (EMD) for an amount of Rs. 2,54,610/- in the form of any of the financial instruments i.e an Account Payee DD, Fixed Deposit Receipt and Bank Guarantee from the Nationalized Bank in an acceptable form in favour of "Registrar, Delhi Technological University" along with the Tender document. The EMD will remain valid for a period of Sixty days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

8.2.4. After uploading the bid, the tenderer will submit the hard copy of Technical bids and EMD in the Tender Box to DTU which is available General Administration Branch, Room No. 104, Ground Floor, Admn. Building, Delhi Technological University upto 15.00 hrs on 02.02.2017. In case EMD is not received by this time the technical bids will not be considered for evaluation.

8.2.5. The Bidder (each member in case of joint venture/consortium/partnership firms) shall furnish the details regarding total number of works, as stated in Clause 3.2.(a)(b) and(c), completed in preceding five years, which were similar in nature and complexity as in the present contract requiring supply of trained man power to provide Horticulture Services.

### **8.3. BID PRICES:-**

8.3.1. Bidder shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Horticulture at Delhi Technological University. This includes cost of T &P and all the liabilities of the contractor such as cost of uniform (if any), and identity cards of personnel deployed by the contractor and all other statutory liabilities.

8.3.2. The rates and prices quoted by the Bidder shall be exclusive of Service Tax, where applicable.

8.3.3. The rate quoted shall be responsive and the same should be inclusive of all Statutory obligations such as Minimum Wages, ESI, EPF contributions, wages for leave reserve, any statutory increase in taxes and minimum wages etc. after award of work shall be paid to the contractor by the department.

8.3.4. Conditional bids/offers will be summarily rejected.

### **8.4. FORM OF BID:-**

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

**8.5. Duration of Contract:-** The contract may be valid for a period of two years. However, initial award is for one year as bid is based on one year. The Second year award will be subject to satisfactory performance during the tenure of the contract. Contract can be further extended for one more year but total tenure not more than three years.

### **8.6. BID HORTICULTURE:-**

8.6.1. No tender will be accepted without EMD.

8.6.2. EMD of the successful bidder shall be returned on receipt of Performance Guarantee i.e.10% of cost of tender for award of Horticulture work in the DTU and after signing the contract agreement.

8.6.3. EMD shall be forfeited if the bidder withdraws his bid during the validity period of Tender.

8.6.4. EMD shall be forfeited if the successful bidder refuses or fails to execute the Contract or fails to furnish the required Performance Guarantee within the time frame specified by the Department.

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### **8.7. Format and Signing of Bid:-**

8.7.1. The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

8.7.2. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the Department, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

### **8.8. Submission of Bids:-**

8.8.1. The bidder shall submit Technical Bid and Financial bids through e-tendering. In addition, the technical bids must also be submitted in a separate sealed covers and duly superscribed.

8.8.2. The Technical Bid should consist of the following documents:-

1. EMD/Earnest Money in favour of "Registrar, Delhi Technological University", Delhi.
2. Self attested pass port size photograph of authorized contractor.
3. Self attested scanned copy of PAN Card number under Income Tax Act.
4. Self attested scanned copy of TIN number issued by DVAT Deptt.
5. Self attested scanned copy of proof of having submitted the latest D-VAT/CST returns etc. (Bids will be rejected if older copies are submitted even by mistake).
6. Self attested scanned copy of service tax registration number.
7. Self attested scanned copy of valid registration of agency / firm.
8. Self attested scanned copy of completion certificate of similar works from experienced / specialised contractors.
9. Self attested scanned copy of valid EPF registration number.
10. Self attested scanned copy of valid ESI registration number.
11. Self attested scanned copy of ISO certificate of the firm (if any).

8.8.3 The price bid should contain as per BOQ.

8.8.4. The tender shall remain valid and open for acceptance for a period of 30 days from the last date of submission of tender.

### **9. Late and Delayed Tenders:-**

9.1. Bids must be uploaded / received in the DTU as per address specified in NIT within stipulated date & time. The DTU may, at its discretion, extend the deadline for submission of bids.

9.2. Any bid received by the DTU after the deadline will not be accepted in any circumstances.

### **10. Bid Opening and Evaluation:-**

10.1. The authorized representatives of the University will open the Pre-qualification/Technical Bids in the presence of the Bidders or their representatives who wish to attend at the appointed place and time.

10.2. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

10.3. Conditional bids will also be summarily rejected.

10.4. Financial bids of only of the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.



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### **11 Right to accept any Bid and to reject any or all Bids:-**

11.1. The Delhi Technological University is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.

11.2. The Delhi Technological University may terminate the contract if it is found later on that the contractor is black listed on previous occasions by any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

11.3. The Delhi Technological University may terminate the contract in the event the successful bidder fails to furnish the desired Performance Guarantee (PG) for maintaining Horticulture or fails to execute the agreement.

### **12. Award of Contract:-**

12.1. The Delhi Technological University, will award the contract to the successful evaluated 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.

12.2. Delhi Technological University, will communicate the successful bidder by facsimile confirmed by letter transmitted by Registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount which University will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.

12.3. The successful bidder will be required to execute an agreement in the form specified in Annexure-E within a period of 7 days from the date of issue of Letter of Offer.

12.4. The successful bidder shall be required to furnish a Performance Guarantee (PG) within 15 days of receipt of 'Letter of Offer' for 10% of tendered amount in the form of an Account Payee DD, Fixed Deposit Receipt from a Nationalized Bank, or Bank Guarantee from a Nationalized Bank in an acceptable form (Annexure-D) in favour of "Registrar, Delhi Technological University". The Performance Guarantee (PG) shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Horticulture shall also be extended by the contractor accordingly.

12.5. The successful bidder should submit the SOP (Standard Operating Procedures) within one week of offer letter without which contract will not be awarded with the performance Guarantee itself.

12.6 Award of contract after being declared L-1 will be subject to submission of following documents: a) Labour Licence b) Agreement C) SOP d) Police Verification and their relevant Rules as prescribed in Labour Act.

**Assistant Registrar (Gen. Admn.)  
Delhi Technological University  
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## Form-6

1. **Item rate** bids are invited on behalf of Board of Management, Delhi Technological University from approved and eligible contractors of CPWD, Central and State Govt. & Semi-Govt. and PSUS/specialized agency having similar works experience in Govt. Deptt. or PSUS meeting eligibility as indicated in the eligibility criteria for the **work of Providing Horticulture Services in DTU Campus, Delhi.**
  - 1.1 The work is estimated to cost **Rs. 50,92,212.00 (Rupees Fifty Lakhs Ninety Two Thousand Two Hundred Twelve Only)**
  2. **List of Documents to be scanned and uploaded within the period of bid submission by the contractors.**
    1. EMD/Earnest Money in favour of “Registrar, Delhi Technological University”, Delhi.
    2. Self attested pass port size photograph of authorized contractor.
    3. Self attested scanned copy of PAN Card number under Income Tax Act.
    4. Self attested scanned copy of TIN number issued by DVAT Deptt.
    5. Self attested scanned copy of proof of having submitted the latest D-VAT/CST returns etc. (Bids will be rejected if older copies are submitted even by mistake).
    6. Self attested scanned copy of service tax registration number.
    7. Self attested scanned copy of valid registration of agency / firm.
    8. Self attested scanned copy of completion certificate of similar works from experienced / specialised contractors.
    9. Self attested scanned copy of valid EPF registration number.
    10. Self attested scanned copy of valid ESI registration number.
    11. Self attested scanned copy of ISO certificate of the firm (if any).
    12. The agency for similar nature of work should have completed following similar nature works during the last five years ending last day of the month **November -2016** as per criteria below:
      - a) Three similar works, each of value not less than 40% of the estimated cost put to tender.

**Or**

    - b) Two similar works, each of value not less than 60% of the estimated cost put to tender.

**Or**

  - c) One similar work of value not less than 80% of the estimated cost put to tender.
3. The time allowed for carrying out the work will be 24 Months from the date of start as defined in Schedule of Quantity or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the bid documents.
4. The site for the work is available.
5. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents except Standard General Conditions of Contract Form, can be seen on website <https://govtprocurement.delhi.gov.in> free of cost.
6. After submission of the bid, the contractor can re-submit revised bid in any number of times but before last time and date of submission of bid as notified.
7. While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
8. Earnest Money of **Rs. 2,54,610/-** in the form of Demand Draft or Pay order or Banker`s Cheque or Deposit at Call Receipt or Fixed Deposit Receipt (**drawn in favour of Registrar, Delhi Technological University , Delhi.**)

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**The original EMD (Earnest Money) to be deposited in the tender box placed in Assistant Registrar (G.A.) office room no. 104, Ground Floor, Administrative Building, DTU.**

Copy of the certificate of work experience and other documents as specified in the NIT shall be scanned and uploaded to E-Tendering Website within the period of bid submission. Self attested Zorex Copies of all documents alongwith original EMD should also be put in tender box in sealed cover mentioning on the envelop, Name of Work / address to the Assistant Registrar (G.A.).

Online shall be opened only of those bidders, **who has scanned and uploaded of Earnest Money Deposit and desired documents as per NIT, are found in order.**

The online bid submitted shall be opened at **3:30 P.M. on 02.02.2017**

09. The bid submitted shall become invalid if:

(i) The bidder is found ineligible.

(ii) The bidder does not upload all the documents as stipulated in the bid document **including the EMD of the scanned copy of EMD uploaded.**

(iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and original documents can be demanded by the authority.

10. The contractor whose bid is accepted will be required to furnish **performance guarantee of 10% (Ten Percent)** of the bid amount. This guarantee shall be in the form of any Nationalized Bank/Banker's cheque /Demand Draft /Pay order. or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Nationalized Bank or the State Bank of India in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as per terms & conditions of contract, including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. **The earnest Money deposited along with tender shall be returned after receiving the aforesaid performance guarantee.**

11. Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies operating system and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the. The department shall provide store space for storage of T & P and other required materials.

12. The competent authority on behalf of the Board of Management, Delhi Technological University, does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.

13. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.

14. The competent authority on behalf of Board of Management, Delhi Technological University reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.

15. The contractor shall not be permitted to bid for works in the CPWD Circle (Division in case of contractors of Horticulture/Nursery category) responsible for award and execution of contracts, in which his near relative is posted a Divisional Accountant or as an officer in any capacity between the grades of Superintending

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Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the Central Public Works Department or in the Ministry of Urban Development. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department.

16. No Engineer of Gazetted Rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
17. The bid for the works shall remain open for acceptance for a period of **thirty (30) days** from the date of opening of bids if any bidder withdraws his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the DTU, then the DTU shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidders shall not be allowed to participate in the rebidding process of the work.
18. This NIT shall form a part of the contract document. The successful bidder/contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of:-
  - (a) The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
19. In the tender documents the word 'CPWD' shall include 'PWD (GNCTD)' wherever exists.

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Delhi Technological University  
Bawana Road, Delhi-42**

**TERMS AND CONDITIONS**

1. The work should be carried out according to C.P.W.D specification 2009 Vol. 1 and 2 with upto date correction slips.
2. The staff should have experience & the normal working hours will be 8 hours a day from 9 am to 5 pm with half hour lunch break from 1.30 p.m. to 2.00 p.m., subject to staggering of duty hour as per actual requirement during Sundays and other holidays contractor must deploy essential staff as per direction of officer incharge to ensure minimal maintenance particularly for watering of pots and maintenance of nursery etc.
3. The contractor should maintain attendance & other record of man power engaged by him and must observe all the formalities under the labour Act.
4. The contractor shall not employ workers below the age of 18 years on the work.
5. The department will provide a suitable place to store horticulture T & P etc. within the premises. The contractor must ensure that all garden machinery / tool / hose pipe etc. are removed from site during off-hours. Any loss, damage to the machinery by any reason including the theft etc. shall be responsibility of the contractor.
6. The contractor is forbidden to remove / sell or gift any item from the garden area to any person or organization.
7. All the material like good earth, manure, chemical fertilizer, insecticide, pesticides, seasonal flower seeds and earth / cement pot and water will be issued by the department.
8. Rates are net and nothing extra will be paid beyond the quoted rates and workers must be paid according to minimum wages Act. The contractor must quote their rates for each item of work both in figure and words.
9. All the garden should be kept neat and clean and be maintained to the optimum level through out the contract period and garden area should be kept ready for inspection by judges at the time of garden completion.
10. The maintenance will be carried out under the general supervision of Officer In-charge (Hort), DTU, New Delhi
11. The instructions of University are to be carried out promptly. In case of any difference of opinion / interpretation of specification & conditions, the matter is to be referred by the contractor to the Officer in-charge (horticulture) for decision of the University, which shall be final & binding.
12. The contractor must get acquainted with the proposed site of the works and study specification and conditions carefully before tendering.
13. The contractor will have to start the work as per the terms & conditions of the contract.
14. No payments will be made to the contractor for damage caused by Rains / Rabbits/Rats or other natural calamities during the execution of work and no such claim on this account will be entertained.
15. All statutory recoveries shall be made as per rules.
16. The contractor shall provide all T & P required for maintenance of complete Landscape and horticulture feature. No work should be suffered without tools and machinery etc. The following garden tools & implements have to arrange by contractor.
17. No conditional tender shall not be entertained.
18. The security deposit shall not be refunded till the clearance certificate obtained from the concerned officer of DTU.
19. The University reserves the right to accept or reject the tender without any reason.
20. The Contractor will be hold to have visited the site before quoting for the tender and to have examined for himself the conditions under which the work will be carried out including local condition effecting labour and to have studied the items of the bills relating to them and to have satisfied himself that, the rates quoted by him provide for all minor accessories and contingent works or services necessary for the works described even though they are not precisely defined.
21. Where an item of work not mentioned in a particular bill of quantities, is required to be executed and where the rate for such an item of work is quoted under different bill of quantities forming part of this contract, then the Contractor being called upon shall execute the work and shall be paid at the rate so quoted. Nothing extra over shall be payable of these accounts.

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22. The Horticulture In-charge have the right to modify or change the specification as per physical conditions of site.
23. The Contractor has to water the lawns, trees plantation, plantation (shrub ornamental) for maintenance regularly so that the lawns etc. are always lush green and the standard of maintenance is of high quality. The Contractor has to mow the lawns regularly and keep the planter, Plantation area, lawn/seasonal beds etc. free from weeds, jungle growth disease etc.
24. In the development area (Lawn selection 1 fine quality grass) and maintenance lawn area if found any uneven and yellowish of lawn/ patches, they should be removed by the contractor at his own cost.
25. If the plants die due to careless operation or negligence the contractor are required to replace the plants at his own cost until they are well established. Payment will be made for those plants, which are grown and developed properly for the period under consideration as outlined in the bill of quantities.
26. If the Contractor fails to replace the plant within a 10 days the client reserves the right to replace it and recover the cost for the same from the Contractor's bill/security deposit.
27. None of the employee of the Contractor shall enter in to any private work at the campus during working hours.
28. The Contractor shall maintain an inspection book, which will be made available to the supervisory staff of the Institute. Discrepancies / observation recorded there on shall be attended to immediately.
29. The Contractor shall be bound to perform the assigned jobs even though the same may not have been included in the schedule of services/ quantity.
30. Water for watering of lawns and other Horticulture areas will be made available free of cost and no charges shall be deducted by the department from the contractor. The operating of tube wells will be the responsibility of the Contractor.
31. Cleaning of wastage material on every day will have to be ensured by the Supervisors of the Contractor and the waste is to be disposed off within campus area as per directions of the Officer In-charge.
32. Under no circumstances, the contractor will be allowed to sublet his work to another Contractor.
33. The contractor shall pay to the labour not less than the minimum wages fixed by the Govt. of NCT of Delhi from time to time and shall also ensure that in case of Wages Revision Orders coming thereafter, full arrears are to be paid to the workers. However the contractor is entitled for the reimbursement of the extra amount paid on account of revision of minimum wages after the date of receipt of tender. The reimbursement shall be made only against the proof of payment made to the respective workers.
34. Trained manpower (minimum) i.e. 29 unskilled (mali), 05 semi skilled (Sr. Mali) and 1 Skilled (Chaudhary) should be provided by the contractor.
35. Tenders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders (so as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks contingencies and other circumstances which may influence or affect their tender. Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent upon any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. The contractor shall have to make approaches, to the site, if so required and keep them in good condition for transportation of labour and materials as well as inspection of works by the officer-In-charge. Nothing extra shall be paid on this account. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tool & plant etc. will be issued to him by the government and the local conditions and other factors having a bearing on the execution of the work.
36. The competent authority on behalf of Board of Management, DTU does not bind itself to accept the lowest or any other tender, and reserves to itself the right to reject any or all of the tenders received without assigning any reason.
37. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
38. The competent authority on behalf of Board of Management, DTU reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.

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39. The tender for the works shall remain open for acceptance for a period of thirty days from the date of opening of tender, if any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then University shall, without prejudice to any other right or remedy, be at liberty to forfeit 100% of the said earnest money.
40. The successful tenderer/contractor, on acceptance of his tender by the accepting authority, shall within 15 days from the stipulated date of start of work sign the contract agreement consisting of:-
  - a. The notice inviting tender, all the documents including additional conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereof.
41. The tenders should be uploaded on e-tendering site on GNCTD and original EMD must be submitted in the separate envelop alongwith hard copy of Technical bids in the Tender Box available in the Office of Assistant Registrar (GA), room no. 104, ground floor , Administrative Building of DTU before closing the bid.
42. Bids complete in all respect must reach this office not later than 1500 Hrs. on the notified date of closing of the tender, bids sent by hand delivery should be put in the tender box at this office not later than 1500 Hrs on the specified date. All out-station bids, if sent by post should be sent under registered cover. DTU will not be responsible for loss of tender form in transit / any partial delay.
43. Bidders are advised in their own interest to ensure that their bids must reach this office well before the closing date and time of the tender as the bids received after the closing date and time of the tender will no be considered.
44. The necessary tests shall be conducted (if required) in the laboratory of PWD (DA), CPWD, Central Board Research Institute or IIT, Delhi or any other laboratory approved by the University. The testing charges shall be paid by the Agency initially and will be reimbursed by University for the samples confirming to specifications.
45. The contractor or his authorized representatives shall associate in collection, preparation, forwarding and testing of such samples. In case he or his authorized representatives is not present or does not associate himself the results of such test and consequences thereon shall be binding on the contractor.
46. Wherever any reference to any Indian Standard Specifications occur in the documents relating to this contract same shall be inclusive of all documents issued there to or revision thereof if any, upto date of the tender notice.
47. Any damage done by the contractor to any existing work shall be made good by him at his own cost.
48. The contractor or his authorized representatives should always be available at the site of work to take instruction from department officers, and ensure proper execution of work. Accordingly, no work should be done in the absence of such authorized representatives.
49. All work and materials brought and left upon the ground by the contractor or by his orders for the purpose of forming part of the works, are to be considered to be the property of the Board of Management, DTU and same are not to be removed or taken away by the contractor or any other person without the special license and consent in writing of the University, but the Board of Management, DTU is not to be in any way responsible for any loss or in respect of any such work of materials either by the same being lost or damaged by whether or otherwise.
50. Water shall be supplied by the University free of cost and no recovery shall be made on this account.
51. The rate for all items of works, unless clearly specified otherwise, shall include the cost of all labour, materials and other inputs involved in the execution of the items.
52. Unless otherwise provided in the Scheduled of Quantities the rates tendered by the contractor shall be all- inclusive and shall apply to all heights, depths, lead and lifts.
53. The malba/garbage, removed from the site shall be disposed-off by the contractor at any suitable place as directed by the Engineer-In-charge (horticulture) within the campus of DTU.
54. Any change in Bid after opening of tender will not be allowed.
55. The contractor must study the specifications and conditions carefully before tendering.
56. The contractor shall submit the programme of execution of work within a week after taking over of the site and get it approved from the University and strictly adhere to the same for timely completion of the project/work.



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57. The contractor shall have to make approaches to the site, if so required, and keep them in good condition for transportation of labour and materials as well as inspection of works by the University. Nothing extra shall be paid on this account.
58. The work shall be carried out in such a manner so as not to interfere or effect or disturb other works being executed by other agencies, if any.
59. Any damage done by the contractor to any existing work shall be made good by him at his own cost, failing which the same shall be got done at his risk and cost.
60. The work shall be carried out in a manner complying in all respects with the requirement of relevant bye-laws of the local bodies under the jurisdiction of which the work is to be executed and nothing extra shall be paid on this account.
61. For completing the work in time, the contractor might be required to work in two or more shifts including night shifts and no claims whatsoever shall be entertained on this account, notwithstanding the fact that the contractor will have to pay extra amount to the labourers and other staff engaged directly or indirectly on the work according to the provisions of the labour regulation and/or for any other reason.
62. The contractor shall bear all incidental charges for cartage, storage and safe custody of materials issued to him by the department.
63. The contractor shall maintain and render proper account of all materials issued to him by the department, consumed by him on the work and the balance, if any, in the first week of every month. If he fails to do so, no further quantity of materials shall be issued to him and he shall be wholly responsible if any delay occurs in the completion of the work on this account.
64. The material shall only be issued in presence of authorized representative of contractor.
65. The Nos. of workers to be engaged not shall be less than theoretical requirement given above for the actual quantities. Recovery shall be made on daily basis at the rate Rs. 500/- (Rupees Five Hundred only) per worker for any short supply of workers.
66. Rate quoted should be exclusive of ESIC, EPF & Service Tax. It shall be reimbursed on actual basis for the manpower deployed by the contractor.

**Assistant Registrar (Gen. Admn.)  
Delhi Technological University  
Bawana Road, Delhi-42**





**DELHI TECHNOLOGICAL UNIVERSITY**  
**(Formerly Delhi College of Engineering)**  
**Shahbad Daulatpur, Bawana Road, Delhi-110042.**  
**E-mail : ga@dtu.ac.in Phone 91-11-27296326**

### SCHEDULE OF QUANTITY

**Name of Work:- Providing Horticulture Services in DTU Campus, Delhi.**

SLNo	Description	Qty	Unit	Rate	Amount
1	Complete maintenance of the entire DTU campus garden feature of the garden area (as detailed below) i.e. lawn trees, rosary, shrubs, hedge, potted plants, flower beds creepers etc. and other garden features including pruning, watering, if required (water, water tanker with Driver & Khalasi will be supplied separately by the Department) hoeing, making of plants basin, preparation of flower beds in garden area, manuring, trimming, cleaning of hedges/plants/beds spraying of insecticides, fungicides, weeding, mowing, top dressing of lawn with good earth and manure, hedge clipping and removal of the garden waste as per direction & satisfaction of the officer-in-charge (excluding the cost of good earth, manure sludge, yamuna sand and fertilizer) to maintain the plants, hedge and lawns in good & healthy conditions at all the time during the maintenance.				
1.1	Lawns/ Gardens (60.73 acres x 12 month i.e. 728.76 acres)	728.76 Acres per annum	Per month per Acres		
2	Trees (3597 nos. x 12 month = 43164 nos.)	43164 nos. per annum	Per month each		
2.1	Hedge (20000 R.ft. x 12 month = 24000 R.ft.)	24000 R.ft. per annum	Per month R.ft.		
3	Potted Plants (all size Earthen & Cement pots) etc. pots. (1545 nos. x 12 month = 18540 nos.)	18540 nos. per annum	Per month each		
3.1	Maintenance of Shrubbery (12347.30 nos. x 12 month = 148168 nos.)	148168 nos. per annum	Per month each		
	<b>Total</b>				

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**Bawana Road, Delhi-42**



## DELHI TECHNOLOGICAL UNIVERSITY

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Email id- [arga@dtu.ac.in](mailto:arga@dtu.ac.in)

List of T & P and recovery detail.				
S.No	Description	Qty	Recovery Charges	Remarks
1	25 mm PVC Flexible Pipe	1000 mtr.	Rs. 10/mtr/day	All T & P should be new and in good working conditions
2	3 ench PVC/Suction Pipe for connecting with water tanker	60 mtr.	Rs. 10/mtr/day	
3	24 inch Power lawn mover, roller type, heavy duty fitted with Greaves/ Elig diesel engine. 7 blades cutting cylinder. Hand operated centrifugal clutch, speed controlling accelerator and grass box. Cutting size: 24".	02 No.	Rs 2000/Each/day	
4	New 16 inch manual lawn mover	02 No.	Rs. 500/Each/day	
5	New 9 inch lawn mover with roller	01 No.	Rs.300/Each/day	
6	Hand cart trolley size: Length 5 feet, Width- 3 feet and depth 1 feet	02 No	Rs.100/Each/day	
6	Small Hand cart (two wheel burrow)	02 No	Rs.100/Each/day	
7	Khurpi (hand hoe)	40 No	Rs. 10/Each/day	
8	Kassi	20 No	Rs. 10/Each/day	
9	Talwar	40 No.	Rs. 10/Each/day	
10	Secatuer	10 No.	Rs.10/Each/day	
11	Pruning Saw	05 No.	Rs.10/Each/day	
12	Hedge Shear, high carbon steel cutting blade-7", Handle-9"	05 No.	Rs.50/Each/day	
13	Water cane/Bucket (10 Ltr.) with hose shower	15 No.	Rs. 10/Each/day	
14	Pick axe (GATTI)	04 No.	Rs.10/Each/day	
15	Rickshaw	02 No.	Rs.200/Each/day	
16	Axe (Kulhari)	05 No.	Rs.10/Each/day	
17	Daab (Chopper)	05 No.	Rs.10/Each/day	
18	Edging shear (Side cutter)	10 No.	Rs.10/Each/day	
19	Phawra	10 No.	Rs.10/Each/day	
20	Hand Spraying machine capacity 16 litre, handle with fixing system for continuous spray	02 No.	Rs. 25/Each/day	
21	Bush cutter (grass trimmer) :	02 No.	Rs.2000/Each/day	

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	petrol enginer, Cutting size (dia): 1) Circular Saw-4 ench, 2) Nylon- 10 Inch			
22	Power chain saw: (petrol), power (hp)-6.5 – 7, Bar length(cm)-72, Dry weight 9Kg)-7-8	01 No.	Rs.50/Each/day	
23	Aluminium ladder 20 foot, folding step ladder and platform on top, enable to one person handle	01 No.	Rs.200/Each/day	
24	Aluminium ladder 10 foot, folding step ladder and platform on top, enable to one person handle	01 No.	Rs.150/Each/day	
25	Branch cutter: long handle, cutting capacity diameter: 2", overall length 32"	02 No	Rs. 20/- each per day	
26.	Rolling weeding fork	10 no	Rs 10/- each/ day	
27.	Sprinkler withstand and provision of connection with hose pipe (25mmdia)	15 no	Rs 20/- each/ day	

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# DELHI TECHNOLOGICAL UNIVERSITY

Shahbad Daultapur, Bawana Road, Delhi 110 042

Tel : +91-11-27294673 [www.dtu.ac.in](http://www.dtu.ac.in),

Email id- [arga@dtu.ac.in](mailto:arga@dtu.ac.in)

## FORM OF BANK GUARANTEE

(To be stamped in accordance with Stamps Act of India)

KNOW ALL MEN by these present that we \_\_\_\_\_

(Name and address of Bank), having our registered office at \_\_\_\_\_

(hereinafter called "the Bank") are bound unto \_\_\_\_\_

(Delhi Technological University) (hereinafter called "the Department") in sum of Rs. \_\_\_\_\_ for which payment will and truly to be made to the said Employer, the Bank binds himself, his successors and assigns by these presents.

WHEREAS \_\_\_\_\_ (Name of Bidder) (hereinafter called "the Bidder") has submitted his bid dated \_\_\_\_\_ for providing Horticulture Services (hereinafter called "the Bid").

WHEREAS the Bidder is required to furnish a Bank Guarantee for the sum of Rs. \_\_\_\_\_ (Amount in figures and words) as Performance Horticulture against the Bidder's offer as aforesaid.

AND WHEREAS \_\_\_\_\_ (Name of Bank) have at the request of the Bidder, agreed to give this guarantee as hereinafter contained.

WE further agree as follows:-

1. That the University may without affecting this guarantee grant time of other to or indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the University and the Bidder.
2. That the guarantee herein before contained shall not be affected by any change in constitution of our Bank or in the constitution of the Bidder.
3. That this guarantee commences from the date hereof and shall remain in force till:-
  - (a) The Bidder, in case the bid is accepted by the Department, executes a formal agreement after furnishing the Performance Guarantee of a scheduled commercial Bank based in India.
  - (b) Forty five days after the date of validity or the extended date of validity of the Tender, as the case may be, whichever is later.
4. That the expression "the Bidder" and "the Bank" herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assigns.

**THE CONDITIONS of this obligation are:**

- (i) If the Bidder withdraws his bid during the period of Tender validity specified in the Form of Tender; or
- (ii) If the Bidder refuses to accept the corrections of errors in his bid; or
- (iii) If the Bidder having been notified of the acceptance of his bid by the University during the period of tender validity and (a) fails or refuses to furnish them Performance Guarantee and/or (b) fails or refuses to enter into a contract within the time limit specified in para of the NIT.
- (iv) If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract.
- (v) If the contract is terminated for the reason that the agency is blacklisted in Government of NCT of Delhi or in any other State Governments/Union Government.

WE undertake to pay to the University upto the above amount upon receipt of his first written demand, without the University having to substantiate his demand provided that in his demand the University will note that the amount claimed (i), (ii), (iii)(a), (iii)(b), (iv) or (v) mentioned above, specifying the occurred condition or conditions.

Signature of Witness

\_\_\_\_\_

Name of Witness  
Address of Witness

Signature of Authorized Official of the Bank

Name of Official \_\_\_\_\_

Designation \_\_\_\_\_

ID No. \_\_\_\_\_

(Stamp/Seal of Bank)



# DELHI TECHNOLOGICAL UNIVERSITY

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Annexure-E

## FORM OF AGREEMENT

THIS AGREEMENT is made on the day (Month) \_\_\_\_\_(Year) Between the Board of Management Delhi Technological University through the Registrar, Delhi Technological University hereinafter called "the Department", which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND (Name and address of the contractor) through Shri \_\_\_\_\_, the authorized representative (hereinafter called "the contractor") (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavours to provide Laboratory/Hostel/Library Attendants to Delhi Technological University, Delhi.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
  - a. Letter of acceptance of award of contract;
  - b. Terms and Conditions;
  - c. Notice inviting Tender;
  - d. Bill of Quantities;
  - e. Scope of work;
  - f. Addendums, if any;
  - g. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Department to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and the Laboratory/Hostel/Library services w.e.f \_\_\_\_\_ as per the provisions of this Agreement and the tender documents.
4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of Rs. ( \_\_\_\_\_ Rupees in words).
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

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IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor  
Signature of the authorized official

For and on behalf of the Board of  
Management, DTU  
Signature of the authorized Officer

Name of the official  
Stamp/Seal of the Contractor

Name of the Officer  
Stamp/Seal of the Employer

By the said  
Name

By the said  
Name

on behalf of the Contractor in  
the presence of:

on behalf of the Employer in the presence of:

Witness  
Name  
Address\_

Witness  
Name  
Address\_

Telephone No: