



## THE COTTON CORPORATION OF INDIA LTD.

(A Government of India Undertaking)

Kapas Bhavan, Plot-No. 3A, Sector 10, CBD Belapur,

Navi Mumbai- 400 614. Telephone No. 27579217,

Fax No. 27579219.

Web site: <http://www.cotcorp.org.in> <http://www.eprocure.gov.in>

E-mail: [headoffice@cotcorp.com](mailto:headoffice@cotcorp.com)

CIN – U51490MH1970GOI014733

1	Title of the Tender	:	Gardening Services for its Office at Kapas Bhavan, Plot-No. 3A, Sector 10, CBD Belapur, Navi Mumbai- 400 614.
2	Tender Ref. No.	:	CCI/HO/ADM/ Gardening Services/2017-18 Dated –14.03.2017
3	Product Category	:	Gardening Services
4	Sub Category	:	Office at Kapas Bhavan
5	EMD	:	<b>Rs.2500/-</b>
6	First announcement Date	:	17.03.2017
7	Last Date & Time of Document Collection	:	All working days up 17.03.2017 to 29.03.2017 between 11 a.m. to 5.00 p.m.
8	Last Date & Time of Submission	:	<b>30.03.2017</b> Upto 3:00 p.m
9	Opening Date & Time	:	<b>30.03.2017</b> at 3.30 p.m only.
10	Work description	:	Gardening Services for its Office at Kapas Bhavan, Plot-No. 3A, Sector 10, CBD Belapur, Navi Mumbai- 400 614.
11	Documents to be attached to the tender	i)	P F Number (self attested copy must be enclosed)
		ii)	PAN No. (self attested copy must be enclosed)
		iii)	ESIC Number (self attested copy must be enclosed)
		iiii)	Service Tax No. (self attested copy must be enclosed)
		v)	The party should enclose self attested copies of two similar work order or work completion certificate of Govt. office, PSU' /private organization during last 3 year.



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निगमित पहचान संख्या: U51490MH1970GOI014733

भाकनि/प्रशा/निविदा/फैक्स/2017-18

दि. 17.03.2017

निविदा सूचना

भारतीय कपास निगम लिमिटेड, कपास भवन कपास भवन, प्लॉट नंबर 3/ए, सेक्टर -10, सीबीडी बेलापूर, नवी मुंबई-400 614 प्रतिष्ठित पार्टियों से दो बीड से यानि तकनिकी बिड -I और वित्तीय बीड -II मे एक वर्ष अवधि के लिए मोहरबंद निविदाएँ आमंत्रित करते है जिसके ब्यौरा निम्नानुसार है।

क्र सं	विवरण	कार्य का स्वरूप	EMD राशि
1	गार्डनिंग सर्विसेस कपास भवन कपास भवन, प्लॉट नंबर 3/ए, सेक्टर -10, सीबीडी बेलापूर, नवी मुंबई-400 614	गार्डनिंग सर्विसेस की एएमसी	2500/- रु.

- 1 गार्डनिंग सर्विसेसके लिए कोरा निविदा फॉर्म उपर्युक्त पतेपर दि 29.03.2017 तक किसी भी कार्यदिवस में प्रातः 11.00 बजे से सायं 5.00 बजे तक उपलब्ध है।
- 2 टेंडर कागजात निगम के वेब साईट पोर्टल [www.cotcorp.org.in](http://www.cotcorp.org.in) अथवा सरकारी पोर्टल [www.eprocure.gov.in](http://www.eprocure.gov.in) से डाऊनलोड भी कर सकते है।
- 3 2500/- की ईएमडी राशि भाकनि के पक्ष में डीडी/पीओ किसी भी शिडूल बैंक के रूप में मुंबई/नवीमुंबई में भुगतान योग्य निविदा की तकनिकी बीड-I के साथ संलग्न करें। ईएमडी बिना निविदा रद्द की जायेगी।
- 4 मोहरबंद निविदाएँ भारतीय कपास निगम लिमिटेड, कपास भवन कपास भवन, 4थी मंजिल स्थित टेंडर बॉक्स में प्रस्तुत करने की अंतिम तारीख 30.03.2017 को 3.00 बजे तक है।
- 5 तकनिकी बीड-I वित्तीय बीड -II उसी दिन यानि 30.03.2017 को 3.30 बजे खोली जायेगी। टेंडर कर्ता जो उपस्थित रहना चाहते है तो उनके समक्ष खोले जायेगे।
- 6 टेंडरकर्ता अपना मोहरबंद टेंडर भारतीय कपास निगम लिमिटेड, कपास भवन, प्लॉट नंबर 3/ए, सेक्टर -10, सीबीडी बेलापूर, नवी मुंबई-400 614 के 4थी मंजिल पर स्थित टेंडर बॉक्स में निम्नानुसार प्रस्तुत कर सकते है।

लिफाफा क : टेक्नीकल बिड - I में ईएमडी राशि तथा तकनिकी पात्रता के विवरण शामिल होनी चाहिए।

लिफाफा ख : वित्तीय बिड -II में केवल प्राईज बिड शामिल की जाये।

लिफाफा ग : लिफाफा ग में लिफाफा क तथा लिफाफा ख रखा जायें।

नोट : प्रत्येक लिफाफे पर टेंडरकर्ता अपना नाम तथा पता स्पष्ट रूप से लिखे। प्रत्येक लिफाफा क, ख तथा ग पर उसमें दस्तावेज के अनुसार स्पष्ट रूप से लिखें। इस टेंडर दस्तसवेज में कुल 10 पेज है।

निगम किसी या सभी निविदा स्वीकार या अस्वीकार करने का अपना अधिकार आरक्षित रखता है। तथापि निविदा कर्ता निगम से उनके टेंडर की अस्वीकृत करने का कारण पूछ सकता है।

उप महा प्रबंधक (प्रशा/सूप्रौ.)

संलग्न टेंडर डाक्युमेंट



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Ref:CCI/HO/ADM/GARDENING SERVICES/2017-18

Date 17.03.2017

### TENDER NOTICE

The Cotton Corporation of India Ltd. invites sealed tenders from reputed parties in prescribed format in two bid system i.e. Technical bid-I and Financial bid-II for the **GARDENING SERVICES** for one year at their Kapas Bhavan, Plot N0.3/A, sector 10, CBD, Belapur, Navi Mumbai- 400 614. The details are as under:

Sr. No.	Description	Scope of work	EMD (Rs.)
1.	GARDENING SERVICES Kapas Bhavan, plot No. 3/A, Sector 10, CBD, Belapur, Navi Mumbai- 400 614.	AMC for Gardening Services	Rs.2500/- (Rs. Two Thousand Five hundred only)

- Blank tender forms for the GARDENING SERVICES are available at above mentioned address on working days from 11.00 a.m. to 5.00 p.m., upto 29.03.2017.
- The tender documents can also be downloaded from the Corporation web site [http: www.cotcorp.org.in](http://www.cotcorp.org.in) or Government tender portal <http://www.eprocure.gov.in>.
- Earnest money deposit of **Rs.2500/- (Rupees Two Thousand Five Hundred only)** in the form of Bank D.D/Pay Order of any scheduled bank in favour of The Cotton Corporation of India Ltd., payable at Mumbai/Navi Mumbai must be enclosed along with Technical Bid-I of tenders. Tenders without EMD shall be rejected.
- Last date for submission of sealed tenders in tender box situated at 4<sup>th</sup> floor, Kapas Bhavan, Plot No. 3A, Sector-10, CBD, Belapur, Navi Mumbai - 400 614 is up to 3.00 p.m. on **30.03.2017**.
- Date of opening of Technical Bid –I / Financial Bid-II shall be at 3.30 p.m. on **30.03.2017**. The tenders shall be opened in presence of tenderer who wish to remain present.
- Tenderer should submit their sealed tender in the tender box placed at 4<sup>th</sup> floor, The Cotton Corporation of India Ltd, Kapas Bhavan, Plot No.3A, sector-10, C.B.D. Belapur, Navi Mumbai– 400 614 is as under:

**Envelope A : Technical bid-I shall include EMD amount and Technical Eligibility Criteria.**

**Envelope B : Financial Bid-II shall include the price bid only.**

**Envelope C : Envelope “C” should contain Envelope “A” & Envelope “B” .**

Note: State clearly on each envelope the name and address of the tenderer. State clearly on each envelope ‘A’, ‘B’, & ‘C’ as per their contents as above. This document consists of 10 pages.  
Corporation reserves its right to accept or reject any tender (s.). However, tenderer may seek the reasons for rejection of their tender from the Corporation.

Encl: Tender document

**Dy General Manager (Adm/IT)**



**THE COTTON CORPORATION OF INDIA LTD.,  
KAPAS BHAVAN, CBD BELAPUR, NAVI MUMBAI – 400 614.**

**TENDER DOCUMENT FOR GARDENING SERVICES  
AT KAPAS BHAVAN, CBD, BELAPUR,  
NAVI MUMBAI- 400 614**

**TECHNICAL BID-I**

## **INDEX**

<b>Sr.No.</b>	<b>Particulars</b>	<b>Page No.</b>
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3	Terms and Conditions	6-7
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4

(should be submitted on letter head of Company)

Date:

The Cotton Corporation of India Ltd.,  
Kapas Bhavan, Plot No.3A, Sector-10,  
CBD, Belapur  
Navi Mumbai- 400614

Sub: "Submission of tender for GARDENING SERVICES at  
Kapas Bhavan, CBD, Belapur, Navi Mumbai- 400 614."

Dear Sir,

1. I/We have read and understood all the terms & conditions of the tender notice vide ref. no. CCI/ADM/GARDENING SERVICES/2017-18/ dated 17.03.2017 and other instructions and hereby undertake to abide by them.
2. I/we are enclosing herewith, Demand Draft/Pay Order No. ----- dt.- ----- **Rs. 2500/-** drawn on ---- in your favour towards earnest money deposit.
3. I/We have filled and signed each page of the tender documents and the same are enclosed herewith.
4. /e hereby declare that tender documents have been downloaded from CCI website [www.cotcorp.org.in/www.eprocure.gov.in](http://www.cotcorp.org.in/www.eprocure.gov.in) and it is submitted in original without any alterations/modifications/deletions/additions.

Seal and Signature of tenderer

Name

Full address:

**THE COTTON CORPORATION OF INDIA LTD.**  
**CBD Belapur, Navi Mumbai- 400 614.**

**TECHNICAL BID – I**  
**(Should be placed in Envelope marked “A”)**

Technical Eligibility Criteria:

<p><b>1. Name of the Reputed parties with address:</b></p>	<p>M/s. _____</p> <p>Official Address: _____</p> <p>_____ City:- _____</p> <p>_____ PIN: _____</p> <p>Tel.No. (O) _____</p> <p>(R) _____</p> <p>Name of Contact Person _____</p> <p>Mobile No. _____</p>
<p><b>2. Earnest Money Deposit Amount &amp; their details:</b></p> <p><b>Drawn on any scheduled bank</b></p>	<p><b>Rs. 2500/-</b> (Rupees Two Thousand Five hundred only) Drawn on _____</p> <p>Vide DD/PO No. _____ dated. _____</p> <p>_____</p> <p>in favour of The Cotton Corporation of India Ltd. Mumbai/Navi Mumbai is enclosed.</p>
<p><b>3. Registration with various Authorities and their Nos.</b>  <i>(Self attested Copies of the same must be enclosed)</i></p>	<p>1. <b>PF Number</b> _____</p> <p>2. <b>PAN No.</b> _____</p> <p>3. <b>ESIC Number</b> _____</p> <p>4. <b>Service Tax No.</b> _____</p>
<p><b>4. Qualification Eligibility.</b></p>	<p>The party should enclose self attested copies of two similar work order or work completion certificate of Govt. office, PSU /private organization during last 3 year.</p>

Date:

Seal and Signature of Tenderer

Name

Place:

Full address:

**THE COTTON CORPORATION OF INDIA LTD.**  
**CBD Belapur, Navi Mumbai- 400 614.**

**TERMS AND CONDITIONS:**

1	The offer shall remain valid for a period of 30 days from the last date of opening of tenders.
2	The Scope of the tender is to provide of <b>GARDENING SERVICES</b> for a period of one year.
3	Evaluation of Technical Bid-I shall be as per technical eligibility criteria and Financial Bids-II shall be opened of those tenderer who qualifies technically as per Technical Bid-I.
4	Earnest Money deposit amounting to <b>Rs. 2500/-</b> (Rupees Two Thousand Five only) by way of Demand Draft/Pay Order drawn on any scheduled Bank in favour of " <b>The Cotton Corporation of India Ltd.</b> " payable at Mumbai/Navi Mumbai must be attached with Technical Bid-I. The EMD of the unsuccessful bidders will be refunded without any interest.
5	If the tenderer is registered under NSIC, MSEs (micro and small enterprises) or MSEs owned by SC/ST entrepreneurs should enclose self attested Copies of their registration. Such tenderers need not pay earnest money deposit. A Copy of the registration certificate must be enclosed with Technical Bid I.
6	If the tenderer neglects or refuses for their rates quoted after submission of their tender to comply with the terms and conditions or any of them, the earnest money deposit paid shall be forfeited. Further, if the successful tenderer refuse to execute order the earnest money deposit paid shall be forfeited and party shall be black listed for future business dealings.
7	The tenderer should enclose self attested copies of their PF, PAN No, ESIC and Service tax registration certificate with Technical Bid.
8	The Financial Bid should be submitted on the letter head. The tender document is consisting of 10 pages. The tenderer shall submit the page no. 3 to 8 duly signed with Technical bid-I and Page No. 9 to 10 in Financial Bid
9	The tenderer should be a reputed Nursery/gardening consultant / gardening contractor located in Navi Mumbai
10	The duration of above AMC shall be for period of one year. The Corporation may extend the Contract period for another one year with mutual consent if the work is found satisfactory.
11	Tenderer should have experienced/trained gardener for planning and regular maintenance of similar gardens. Tenderer should have the requisite gardening tools
12	Tenderer should have experience in maintaining the gardens with eco-friendly plants which will improve and keep up the beauty of the office interiors and surroundings
13	The agency shall be solely responsible for compliance to the provisions of various following Labour Laws :- (a) The Payment of Wages Act 1936 (b) The Employees Provident Fund Act, 1952 (c) The Factory Act, 1948 (d) The Contract Labour (Regulation) Act, 1970 (e) The Payment of Bonus Act, 1965 (f) The Payment of Gratuity Act, 1972 (g) The Employees State Insurance Act, 1948 (h) The Employment of Children Act, 1938 (i) The Motor Vehicle Act, 1988 ) (j) Minimum Wages Act, 1948
14	The Corporation shall release payment within 15 days after receipt of invoice after deducting the applicable Taxes.

15	Corporation reserves its right to accept or reject any tender (s.). However, tenderer may seek the reasons for rejection of their tender from the Corporation.
16	Sealed tenders in the prescribed proforma on the letterhead of the company/firm, duly signed and sealed by the authorized representative of the company/firm, addressed to " <b>Dy General Manager (Admn/IT.)</b> " should be dropped in the tender box kept at 4 <sup>th</sup> floor of Kapas Bhavan, CBD Belapur, up to 3.00pm on <b>30.03.2017</b> the sealed envelop containing the tender should be superscribed " <b>Tender for Gardening Services</b> ". Tender received after due date and time shall not be entertained.

**Dy General Manager (Adm/IT)**

#### Declaration by Tender

I/We have read above terms and conditions and we agree with the same.

Date:

Seal and Signature of Tenderer

Name

Place:

Full address:



**THE COTTON CORPORATION OF INDIA LTD.  
CBD Belapur, Navi Mumbai- 400 614.**

**CHECK LIST**

Please make tick (√) Mark

Sr. No.	Particulars				
1	a) Blank tender document Collect from office.	Yes		No	
	b) Tender document down loaded from web site.	Yes		No	
2	Earnest Money Deposit Amount of <b>Rs.2500/-</b> in favour of 'The Cotton Corporation of India Ltd., Mumbai' is enclosed.	Yes		No	
3	Registration of various authorities and their Nos. for eligibilities criteria. (self attested copy shall be attached)				
a.	P F Number (Self attested copy attached)	Yes		No	
b.	PAN under Income Tax Act(Self attested copy attached )	Yes		No	
c.	ESI Number (Self attested copy attached)	Yes		No	
d.	Service Tax Number (Self attested copy attached)	Yes		No	
4.	Self attested copies of two similar work order or work completion certificate of Govt. office, PSU' / private organization during last 3 year.	Yes		No	
5	Whether all the pages of the tender documents are signed and attached with Technical Bid and Financial Bid as the case may be.	Yes		No	

Date-

Seal and signature of tenderer

Place-

Name

Full address:

**भारतीय कपास निगम लिमिटेड**  
*THE COTTON CORPORATION OF INDIA LTD.*  
**कपास भवन, सी.बी.डी. बेलापूर,**  
KAPAS BHAVAN, CBD, BELAPUR,  
नवी मुंबई -400 614  
NAVI MUMBAI – 400 614.

**TENDER DOCUMENT FOR**  
**(Gardening Services for “Kapas Bhavan”)**

**FINANCIAL BID -II**

(should be placed in envelope marked “B”)

<b>Sr.No.</b>	<b>Particulars</b>	<b>Page No.</b>
1	Price Quote	10

**(Party should submit financial bid in their letterhead and placed in Envelope - B)**

Date: \_\_\_\_\_

To,  
The Cotton Corporation of India Ltd.,  
Kapas Bhavan,  
Plot No.3A, Sector 10,  
CBD Belapur, **NAVI MUMBAI - 400 614**

**FINANCIAL BID-II**

**Sub:** Annual maintenance Contract for Gardening Services in the office area occupied by CCI at Kapas Bhawan, CBD Belapur, Navi Mumbai- 400 614.

Sir,

I/we are submitting my/our Financial Bid for the above work as below

No	Particulars	Quantity	Rate per month (Rs.)	Rate per year (1x12) (Rs.)
1	Charges of one Gardener staff for maintaining garden at Kapas Bhavan, Plot No 3 A, Sector No 10, CBD Belapur, Navi Mumbai 400 614.	1 staff		
			<b>Tax</b>	
			<b>Total</b>	

(In words Rs. \_\_\_\_\_)

The above quoted rates are inclusive of all taxes as applicable.

Signature and seal of tenderer

Name

Full address: