



Prayag Association Of Apartment Owners NEW KOLKATA PRAYAG

NOTICE INVITING TENDER FOR

Facility Horticulture Management Services

Prayag Association of Apartment Owners (PAAO)
Address: 449 / A / 2 G T ROAD , MAHESH, SERAMPORE, HOOGHLY - 712202
Email : newkolkataprayag@gmail.com
Contact No.: 80136 17754

Tender No.: PAAO/FM/2025-26/04
Date :- 03/08/2025

The Managing Committee, of Prayag Association of Apartment Owners (hereafter may called as Society / PAAO) New Kolkata, 449/A/2 G. T. Road, Mahesh, Serampore, Hooghly - 712202 having PAN No. AAKAP901F, GSTN 19AAKAP9015F1ZB on behalf of Society invites sealed tenders from reputed and experienced agencies for providing Facility Management Services at Prayag Apartment Complex, on behalf of the Prayag Association of Apartment Owners (PAAO). The Society premises consisting of 6 (six) Towers having total 1274 number of Flats, Common Areas (11.07 lac sq.ft.) consisting of triple layer Car Parking, Podium Garden, Club House with swimming pool, other amenities and surrounding areas within the boundary of the society.

The society contains water treatment plants, fire fighting systems, generator sets for emergency power back-up, solar cells besides other essential systems. There are three Main Gate entries for Residents, Visitors, Domestic Staff and Vehicle entries.

This is a tender bid, wherein separate technical and financial proposals must be submitted in separate sealed cover and both the above envelopes shall be put together in a single sealed envelope. Technical aspect shall be opened first for evaluation of the tender and price bid for qualified tenderer shall be opened at a later date. Interested bidders may submit their bids as per the instructions given in this document.

Disqualification in the technical aspect shall automatically render the bidder ineligible to participate in the Commercial Bid. Accordingly, the Commercial Bid of any technically unqualified bidder shall be rejected / nullified.

Details of tenders are as under:

Tender ID	PAAO/FM/2025-26/04, dated 01-08-2025
Name of Work	Facility Horticulture Management Services
Processing Fee of Tender Documents	A non-refundable amount of Rs. 1000/- (Rupees One Thousand only to pay Demand Draft in favour of 'Prayag Association of Apartment Owners' to be enclosed in sealed envelope with technical bid.
Date and time of pre-bid meeting	17/08/2025 at 11.00 am for House Keeping and Horticulture and 3 PM onwards for Facility Operation & Management Services and Security management Service.
Date of Application and submission of Technical as well as Commercial Bid.	24/08/2025 up to 2:00 pm. The documents shall be submitted physically by the vendors or his authorized representative. <u>No postal tender will be entertained.</u>
Date and time of opening of Technical aspect of Tender Bid / Documents	24/08/2025 at 3:00 PM at Milan Club House Prayag
Date and Time of Opening of Commercial Bid	27/08/2025 at 7:30 PM
Security Deposit / Performance Guarantee to be submitted by L1 qualified vendor	Bank Guarantee 10% of Monthly contract value.



Prayag Association of Apartment Owners (PAAO), located at 449/A/2 G.T. ROAD, MAHESH, SERAMPORE, HOOGHLY - 712202 invites sealed quotations / tenders from reputed, experienced, and licensed Housekeeping Agencies for round-the-clock deployment of manpower for Horticulture services within the premises.

HORTICULTURE MANAGEMENT:

JOB SPECIFIC SCOPE OF WORK:

- a) All activities related to proper horticulture management required to maintain the garden / landscape at the society. The garden is installed at ground floor, in and around the six towers, and at podium at first floor.
- b) Activities include planting, weeding, watering, pruning and harvesting of seasonal flower gardening, with study and management of plant cultivation.
- c) Cutting of grass / jungle, herbs and bushes (not big trees) up to the ground surface, clearing and removing the waste to a suitable location as instructed by Executing Authority.
- d) The work involves day to day watering, trimming, pruning and harvesting of seasonal flower gardening, with study and management of plant cultivation, weeding of the various plants like shrubs, ground covers, trees, grass lined and lawn and undeveloped areas, removal of dry leaves from all the lawns and undeveloped areas etc.
- e) Maintenance of greenery including removal of wild growth etc. other than lawn, every month in monsoon season and at an interval of every two months other than monsoon season. Replacing the dead plants shall be done without extra cost.
- f) The contractor shall keep all the tools, tackles, hose pipes etc. of his own required for the gardening work. The water sources are provided at convenient locations and the contractor should maintain the desired length of leak proof hose pipe at site for adequate day to day watering.
- g) All necessary tools and tackles (horticultural tools, lawn mower etc) are to be arranged and supplied by the contractor.
- h) Total minimum manpower required 06 numbers including 1 (one) supervisor. Duty hours will be from 9:00 am to 5:30 pm all seven days a week.
- i) Deployment of man power is based on 30 days in a month basis and weekly off / replacement cost shall be considered in the quoted price
- j) The contractor shall provide uniform to each of its staff members and ensure that they are properly attired including dress, shoes, safety appliances like gloves and masks and also carry identity cards.
- k) The health and growth of the plants with scenic beauty of landscape shall be the prime concern of the contractor, and if at any point of time, the performance is found not to be satisfactory; it may lead to reduction in the monthly charges at the sole discretion of the EA.

COMMON SCOPE OF WORK FOR THE ABOVE SERVICES:

- a) The contractor shall maintain a log book under the supervisor's care in which daily attendance of the staff shall be marked to ensure that the required number of persons have been engaged. Also all daily activities to be maintained in the log book. It is to be noted that beside log book attendance, biometric attendances are must for ensuring monthly salary payments.
- b) The log book maintained by the site supervisor shall be shown daily to the EA at 10:00am and at any other time on demand.



- c) The contractor shall ensure that the supervisor supervises all the jobs and attends to complaints personally.
- d) Contactor supervisor shall take care of any complaints regarding unsatisfactory jobs and shall, in addition, attend to any other jobs assigned by EA.
- e) The contactor shall be responsible for the discipline of the personnel deployed in the premises. Any failure in this regard will be viewed as breach of contract leading to forfeiture of security deposits and other actions, as deemed fit by the EA.
- f) If any of the contractor's employees is found to be absent, the contractor shall immediately provide replacement at no additional expenses. Any absent without replacement shall entail deduction at the rate of the amount equal to 1.5 times the prevalent per man day charges.
- g) The contractor shall ensure that the staff employed by them is well mannered, well trained in the required services and posses good conduct. Physical and medical fitness of the personnel for the job should also be ensured.
- h) The contractor shall provide uniform to each of its staff members and ensure that they are properly attired including dress, shoes, safety appliances like gloves and masks and also carry identity cards.
- i) Adequate safety and protective measures are to be taken and if any accident happens during working hours, Executing Authority will not be responsible.
- j) Deployment of man power is based on 30 days in a month basis and weekly off / replacement cost shall be considered in the quoted price

MINIMUM ELIGIBILITY CRITERIA:

- a) Registered agency / contractors/ firms, Consortiums and Partnership firms registered with the State Government / Central Government are eligible to participate. Joint venture firms are not eligible to participate.
- b) The Bidder should not have ever been blacklisted by any organization in the past for breach of general or specific condition of the contract, fraudulent, unethical or corrupt business practices. A declaration is to be furnished on the letter head of the bidder.
- c) Bidder should have experiences during the last 10 (ten) financial years of successful execution of facility management services to any government / reputed private organization in West Bengal / Other state (Details of experience as per prescribed format given in Annexure-III).
- d) Participation Fee will be deposited through bank draft (BD) in favour of Prayag Association of Apartment Owners, should be submitted with application & technical bid.
- e) The participate shall submit solvency certificate / cash credit limit certificate / last three years balance statement duly certified by Banker.
- f) Intending bidder should produce Photocopy of income tax certificate & income tax return of last 3 (three) financial year and PAN / TAN / TIN of bidding firm. Details of Goods and service tax registration and photocopy of registration certificate.
- g) Intending bidder should produce Certificate of registration for Sales Tax / Service Tax/GST, if any.
- h) Intending bidder should produce the valid certificate of enrolment under EPF.



- i) Intending bidder should produce valid certificate of registration under ESI.
- j) Letter of acceptance of terms and conditions of tender document to be submitted in the prescribed format (Annexure-IV)
- k) The participate shall submit solvency certificate / cash credit limit certificate / last three years balance statement duly certified by Banker
- l) Pre-qualification Application to be submitted in prescribed format (Annexure-II).
- m) Certificate from the Banker regarding performance of the Bank Account.

Note:

Prospective applicants are advised to note carefully the eligibility criteria mentioned above and follow the checklist as appended in Annexure-VI to ensure that all the requirements are complied with before submitting the bids.

GENERAL TERMS AND CONDITION:

- 1) The application cum technical bid should be accompanied by a Bank Draft of Rs. 1000/- (Rupees One Thousand) only in favour of Prayag Association of Apartment Owners as participation fee.
- 2) All prevalent taxes including Sales Tax or any other Taxes applicable such as Service Tax, GST, etc. in respect of the contract to be entered into shall have to be borne by the Service Provider.
- 3) The Service Provider is responsible for payment of monthly salary maintaining Minimum Wages Act. Including all statutory provisions to the housekeeping personnel as applicable to them under the Law through bank account of each personnel within 1st week of every successive month positively.
- 4) Receipt copy of EPF, ESI and monthly bank statement of successful payment to the security personnel is required to be submitted to the office of each successive month.
- 5) All damages caused by the personnel to the property of the society shall be recovered from the Service Provider.
- 6) The contract will be for a period of 12 (Twelve) consequent Months. Any extension of contract period may be allowed, if required, for any unavoidable circumstances with the same terms and condition and rates.
- 7) This Office reserves all rights to postpone/ and / or extend the date of receipt / opening of Rates / Quotations or to withdraw the same, without assigning any reason thereof.
- 8) Rates/quotations should be submitted and signed by the proprietor of the firm with its current business address.
- 9) The Successful Bidders shall make an Agreement with the Prayag Association of Apartment Owners (PAAO), Address: 449 / A / 2 G T ROAD , MAHESH , SERAMPORE, HOOGLY – 712202 as per the terms and conditions along with an Indemnity Bond ensuring that any legal issues in respect of payments of employees arising out of this contract will be the irresponsibility and they will bear all expenses related to it.
- 10) In case of the L-1 sealed bid rate can be accepted provided the concerned bidder submits a Bank Guarantee of 10% of the total value of the monthly contract as Additional Performance Security before issuing of Work Order .
- 11) Prayag Association of Apartment Owners (PAAO) reserves the right to accept / reject any or all tenders received without assigning any reasons thereof. Quotations received later than the stipulated date will not be entertained under any circumstances.
- 12) For any clarification, inspection of site etc., bidders may contact with the office of the Prayag Association of Apartment Owners (PAAO), on any day between 11:00 A.M. to 8:00 P.M.



- 13) The agency shall not engage any sub-contractor or transfer the contract to any other person.
- 14) In normal course, the contract can be terminated by this Office by giving one month's notice to the contractor. In case the services of the contractor are not found satisfactory, the contract can be terminated without giving any notice.
- 15) The contractor shall take due care to comply with the provisions of the Contract Labour (Regulation & Abolition) Act, 1970 including all other legal obligations, like policy changes made by the authority or legal amendments from time to time, during the period of contract.
- 16) Any personnel engaged by the agency if found indulging in illegal and intolerable activities will be handed over to the police or any other action deemed fit against him will be taken besides termination of the contract immediately. Agency shall be solely responsible for the conduct and behaviour of persons deployed by him.
- 17) The agency shall not replace the staff frequently without proper substitute & without prior permission of the Office.
- 18) In normal conditions workers will not be deployed for double duty. However, in case of emergency/urgency, a worker may be allowed for not more than two continuous duties with proper written information to the authority of this Office.
- 19) ALL employed personnel should have photo identity card having details of Name, Residential Address, Blood Group, Phone Number, ESI card No. and EPF Number. The agency shall be prompt in making replacement in case any Guard is not available on duty or found unsuitable for duty. Agency shall promptly arrange additional staff whenever required by the Office. The agency should ensure police verification of all persons deployed.
- 20) The firm applying for tender should certify that they will adhere, full fill and meet the terms of payment of Minimum wages under Minimum Wages Act, 1948 as declared by Government.
- 21) The tenderer should have a separate Provident Fund code No. allotted by the concerned Regional Provident Fund Commissioner to provide Provident Fund benefits to workers engaged by it, as provided under EPF Scheme, 1952.
- 22) The rates for the personnel should be quoted as in prescribed format. The rates should be inclusive of all in accordance with the provision of the Minimum wages Act, Contract Labour Regulation and Abolition Act and other statutory provisions regarding Provident Fund, ESI, Bonus, Gratuity, Leave, Uniform etc.
- 23) The tenderer should please note that it will be entirely his responsibility to adhere to the provisions of the statutory Rules/Acts mentioned above in the matter of payment of the EPF subscription, ESI subscription, Service Tax etc. Therefore, the rates should be quoted with explicit understanding of his statutory obligations.
- 24) The tenderer must have valid and latest Income Tax clearance certificate issued by Assessing Officer. PAN number allotted by the Income Tax department should be quoted and a photocopy of the same should be enclosed.
- 25) No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
- 26) This office shall not be liable to provide any residential accommodation to the Horticulture personnel. No cooking or lodging shall be allowed within the premises.
- 27) All employed personnel deployed by the Contractor shall be the employee of the Contractor. The contractor shall bear all expenses in connection with their employment. The Office shall not be responsible financially or otherwise for any injury to the Horticulture personnel's in the course of performing the duty.



- 28) The payment shall be made strictly as per Biometric Attendance, jointly certified by Estate Manager and one / two PAAO Board Member.
- 29) The payment shall be made against 3 (three) copies of GST/Tax Invoices, showing amount of GST together with:
- Copies of attendance sheets duly certified by Estate Manager and one / Two Board member.
 - Copy of Challan for payment of PF and ESI.
 - Copy of Challan for payment of P Tax as applicable.
 - Copy of Challan for payment of GST / Copy of GSTR 1 / 3B duly certified confirming that the tax paid by PAAO has to be deposited in Govt Department. PAAO has every right to hold GST amount till the time not showing payment in GST portal
- 30) The payment shall be made within 45 days from the date of submission of Invoice. PAAO has every right to hold payment if any discrepancies occur during verification of Invoice by Treasury Team.



(Authorised Signatory)
Prayag Association of Apartment Owners (PAAO)
Prayag – New Kolkata ,



Enclo : Annexures as above

Enclosure :-

Annexure – I	Particulars of Bidder
Annexure – II	Declaration of Bidder
Annexure-III	Certificate of Experience
Annexure-IV	LETTER OF ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER ENQUIRY
Annexure-V	Affidavit (in Non-Judicial Stamp paper)
Annexure-VI	CHECK LIST OF THE DOCUMENTS
Annexure – VII	Financial aspect (to be submitted in separate sealed envelope)