**Tender for Maintenance of Garden & Horticulture Work (Last Date for Submission: 04.09.2015 before 16.00 hrs.)**

1. Name of the Individual/Firm/ Organization and Address (with telephone number/contact Mobile No.)
2. Date of Establishment / Incorporation
3. Details of Registration with Labour Department (Central/State)
4. Past experience in the field (Enclose testimonials for the purpose)

4.1. Maintenance of Garden & Horticulture Work (In the past 3 financial years)

|  |  |  |  |
| --- | --- | --- | --- |
| Period of Contract | Name of the Firm / Person/Organisation for whom Maintenanceof Garden & Horticulture Workcontracts were undertaken |  |  No. of  |
| From | To | Annual Turn over | persons employed |
|  |  |  |  |  |
|  |  |  |  |  |
| 4.2. Maintenance of Garden & Horticulture Work (At present) - Continuing |
|  |  |  |  |  |
|  |  |  |  |  |
| 4.3. Mention with reasons the details of any Maintenance of Garden & Horticulture Work annulled /Broken before the end of the Contractual period. |
|  |  |  |  |  |
|  |  |  |  |  |

5. Annual turnover during the last 3yrs.

(Enclose copies of latest financial statement preferably audited)

|  |  |  |  |
| --- | --- | --- | --- |
| Turnover (Rs. In lacs) | As at 31.03.2013 | As at 31.03.2014 | As at 31.03.2015 |
|  |  |  |  |

6. a. PAN & TAN Nos. and copy of latest

Income Tax Assessment order

b. Service Tax Registration No.

7. Proof of ESI registrations,
 and the registration numbers thereof.

8. Name and Address of Bankers, A/c No.,

IFSC Code and type of facility enjoyed.

9. Name, Address, Tel./Mobile Nos. of

two referee institutions whom the Gardening services were provided in the Past as mentioned in Column 4.1 & 4.2

: a)

: b)

Seal:

Date:

Signature of Tenderer

Name & Address

**Maintenance of Garden and Horticulture work in**

**Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**

|  |  |  |
| --- | --- | --- |
| Sr. No | Particulars of Work  | Amount (Rs) |
| 1. | Annual Maintenance charges for maintaining the entire lawn area, garden, trees & plants, shrubs, hedges, flower beds, ground covering plants etc.Maintenance charges including day to day maintenance, keeping plants alive and healthy, insecticide application for controlling insects, watering, providing manure, pruning, cutting, dressing, removal and disposal of dead leaves/ unwanted items/ garbage, replacement for dead plants, making bunds, keeping the garden in clean and neat condition with beauty and aesthetic sense etc. |  |
|  | Total |  |
|  | Service Tax |  |
|  | **GRAND TOTAL** |  |

**Signature of the Contractor**

(Date & Stamp of the Company)

**Terms and Conditions**

1. Tender consisting of Commercial Terms and Price shall be submitted in sealed envelope duly superscribed addressed to the Director General, Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, 159-161, M. G. Road, Fort, Mumbai 400023.The sealed envelope has to be delivered to the Administrative Officer of CSMVS on or before 04.09.2015. Tenders submitted after due date will not be considered.
2. Please attach separate Annexure for your company details such as name, address, telephone nos., contact person and email address etc.
3. Quotations must be valid for a period of 180 days from the due date.
4. Tenders containing correction, overwriting will not be considered. Late or delayed/Unsolicited quotations/offers shall not be considered at all. These will be returned to the firms as it is. Post tender revisions/corrections shall also not be considered.
5. Tenderer should sign on all the pages of the tender.
6. Total no. of employees / manpower should be 6 (six)
7. Charges will be inclusive of weekly off and working of all days as well as public holidays.
8. The Institute shall be under no obligation to accept the lowest or any other tender received in response to this tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.
9. Attach supporting documents such as PAN card, Registration certificate of company (if applicable), copies of last 3 years Annual returns, last 3 years turnover, List of existing clients alongwith their contact details and contact person.
10. CSMVS reserve the right to ask for or to provide any clarification, changes after the release of this tender.

Last date for submission of tender is **04.09.2015** upto **4 PM**.