



COEP Technological University Pune

INVITATION OF TENDER

For

**PROVIDING GARDEN MAINTAINACE SERVICES AT COEP
TECHNOLOGICAL UNIVERSITY PUNE**

No. COEP Tech/FM/Tender/Garden/2026/44

Date: 31/07/2026

Cost of document Rs. 1,000/- (Nonrefundable)

Website: <https://www.coeptech.ac.in>

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COEP TECHNOLOGICAL UNIVERSITY (COEP TECH)

SHIVAJINAGAR, PUNE- 411005 (MAHARASHTRA) INDIA

(Unitary Public University of Government of Maharashtra)

w.e.f 21st June 2022(Formerly College of Engineering Pune)

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No. COEP Tech/FM/Tender/Garden/2026/44

Date: 31/07/2026

INVITATION OF TENDER

TENDER NOTICE FOR PROVIDING GARDEN MAINTENANCE SERVICES AT COEP TECHNOLOGICAL UNIVERSITY, PUNE FROM 21/08/2026 TO 20/08/2027 EXTENDABLE UP TO 20/08/2029.

Name of the Work:

COEP Technological University, Pune invites digitally sealed quotations for providing Garden Maintenance Services at COEP Technological University, Pune including Hostel, Play Ground and extended campus at Chikhali of COEP Technological University Pune through procurement system of COEP Technological University Pune (<https://www.coeptech.ac.in>) as per the

Part 1: Technical Bid (Appendix-A) and Part 2: Commercial Bid (Appendix-B) in the prescribed Bid forms.

Digitally sealed bids are invited to provide Garden Maintenance Services at COEP Technological University, Pune including Hostel, Play Ground and extended campus at Chikhali of COEP Technological University Pune from reputed and experienced firms as mentioned.

Part 1: Technical Bid

The tender Document can be downloaded from the website <https://www.coeptech.ac.in>

Sr. No	Tender No & Date	No: COEP/FM/Tender/Garden Services/2026/44, Date: - 31/07/2026
1.	Issue of online Tender Forms	Tender is uploaded on Procurement system of COEP Technological University Pune (https://www.coeptech.ac.in) from 31/07/2026 to 10/08/2026.
2.	Last Date of online submission of Tenders	10/08/2026 before 17:00 Hours.
3.	Pre bid	06/08/2026 before 11:00 Hours.
4.	Opening of Tenders	11/08/2026 at 11:00 Hours
5.	Bid Validity	120 Days
6.	Contract Period	Three Years from the date of Award of Contract
7.	Tender Fees	Rs. 1,000/- (Non-Refundable) The tender fees and EMD of Rs. 50,000/- (Refundable)
8.	Correspondence Address	COEP Technological University, Shivaji Nagar, Pune 411005

-Sd-
Registrar,
COEP Technological University Pune

1. Eligibility Criteria:

- a) The firm applying for this should be registered with good service records, should be from Pune only and should have minimum three years of experience of providing Garden Maintenance, Horticulture and such services to a degree University/ professional University. The bidder must have executed at least one work order for similar kind of work of not less than Rs. 25.00 Lakhs (Rs. Twenty-Five Lakh only) (Single order) during the last three years.
- b) The contracting agency/firm/company should have minimum annual turnover of Rs.1,00,00,000/- (Rs. One Crore only) and above in any of the last three financial years in providing Gardening Services.
- c) The bids of the contracting agencies with inadequate/irrelevant details as required above are liable for rejection. The bidding firm should submit supporting documents online (<https://www.coeptech.ac.in>) in this regard.
- d) The bidding firm should submit supporting documents online (<https://www.coeptech.ac.in>) in this regard.
- e) Experience from horticulture landscaping.

Pre-Qualification / Eligibility Criteria details:

Sr. No.	Pre-Qualification Criteria	Supporting Documents to be enclosed with the Bid
1.	Bidder should be registered in India under Companies Act 1956	Certificate of Incorporation
2.	The bidder must be a renowned agency from Pune in the relevant field.	Goods and Service Tax (GST) certificate
3.	Bidder must have experience of at least 3 years in the relevant field.	Copies of relevant work-order(s)
4.	Bidder should have duly filed Income Tax Returns, Service Tax and other applicable Govt./Statutory body Taxes for the past three years.	Relevant Documents
5.	Prime bidders, including the consortium members, shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies.	Self-Certification

Seal and signature of Manager / Representative of
the firm on behalf of the firm submitting Tender

Telephone:.....Mobile:.....

Fax:.....Mail.....

Name of person.....

Designation:.....

2. Online Bidding Process through procurement system of COEP Technological University Pune (<https://www.coeptech.ac.in>):

The Bid / Tender document will be in two-cover system - Technical Bid (Part 1) and Commercial Bid (Part 2).

Part 1: Technical Bid - Detailed profile of the agency/organization/firm/company, eligibility for selection, tender terms & conditions, etc. - to be submitted in separate sealed cover. This should include documents in support of turnover, experience, list of similar work carried out, client list, Pre-Qualification / Eligibility Criteria, Appendix-A etc.

Part 2: Commercial Bid - As per the tender, commercial bid should be indicated in Indian rupees in figures as well as words. The final offer given by the bidder shall be with respect to the complete cost of the project (Appendix-B)

Instructions for submitting bids online through procurement system of COEP Technological University Pune (<https://www.coeptech.ac.in>) are given below:

3. Submission of Tender Documents online through procurement system of COEP Technological University Pune (<https://www.coeptech.ac.in>)

3.1.1 Part 1: Technical Bid – in prescribed format sealed and duly signed

Part1: shall contain the following:

1. A covering letter in the format enclosed and participation cost of the bid document of Rs. 1,000/- (Receipt of RTGS be attached)
2. **EMD of Rs. 50,000/-** to be submitted online through Procurement system of COEP Technological University Pune.
3. Details of bidder's experience and capabilities in the format (Appendix –A) Balance sheets / audited accounts for the past three years.

3.1.2 Part 2: Commercial Bid - in prescribed format sealed and duly signed (Appendix-B)

3.1.3 Bidder shall submit their online commercial offer only in the procurement system of COEP Technological University Pune in prescribed format. Price quoted elsewhere shall be liable to rejection.

4. Acceptance of Tender conditions:

- 4.1 The last date for online submission of tender documents is 10/08/2026 before 17.00 hrs. Bids received online beyond the closing date / time will not be accepted and will be rejected, unopened.
- 4.2 Part 1 (Technical Bid) will be opened on 11/08/2026 at 11.00 hrs. At the same venue in presence of the bidders' representatives who wish to attend. In the event of any change in the date of opening, the same will be intimated to all.
- 4.3 Part 2 (Commercial Bid) will be opened only after the technical evaluation of tenders and only eligible and technically qualified bidders will be invited for commercial bid opening at the same venue in presence of the bidders'

representatives who wish to attend. The date of opening of commercial bid will be intimated to only eligible and technically qualified bidders. In the event of any change in the date of opening, the same will be intimated to all.

5. Incomplete tenders will be rejected without consideration.
6. COEP Technological University Pune reserves the right to award contracts for all required services either to one party or more than one party.
7. Vice-Chancellor, COEP Technological University, Pune reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the Registrar in this regard shall be final and binding on all.
8. The vendors shall have to quote for all the items of the Tender. Part Tenders/incomplete Tenders shall be summarily rejected.
9. The Government of India or any other Government body has not issued any show-cause notice to bidder or declared ineligible or blacklisted on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure / lapses of serious nature.
10. The workers provided by contractor would not have any employer-employee relation with the institute and thereby not claim any regularization of their services or enhancement in their wages from institute.
11. Contractors should deploy only well-trained, and police verified workers on the site.
12. Contractor should have sufficient well-trained manpower for the subject work.

13. Performance Security Deposit / Bank Guarantee:

A Performance Security Deposit / Bank Guarantee (Nationalized Bank only) for an amount 5% value of the contract (if order is placed) is to be submitted immediately after accepting the work order. The performance security must be valid for a period of contract. The same will be returned without any interest after completion of contract period.

14. Verification of Bank Guarantees:

The Bank Guarantee submitted by the bidder as Performance Security is subject to verification from the issuing bank by purchaser before its acceptance.

15. Delivery & Penalty for delayed services:

The staff deployed by the company shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government property. If any negligent action or inaction on the part of workers of the company causing damage to the contracted item(s) is reported, then full amount equivalent to that of the damaged article will be recovered from the company in addition to any other action as deemed appropriate by the Competent Authority.

16. The bidder should be prepared to come to COEP Technological University, Pune, to take part in the discussion, if required at short notice. If the agency fails to carry out the jobs as per the terms and conditions agreed upon, it will be liable for the forfeiture of Performance Security Deposit.
17. The workers employed by the agency must wear a uniform and name badge which is provided by the agency and the agency will be responsible for the discipline of his workers. The workers shall have to follow the security regulations as directed by the security and administration of the COEP Technological University, Pune. Workers will not form a union or carry out trade union activities on the campus.

18. The Agency shall ensure the police verification of all the persons before deploying them at the allotted premises.
19. No accommodation will be provided on the campus for the workers. The agency will make its arrangement.
20. Sub-letting / Sub-contracting the work is not permissible under any circumstances. If it is found that the contractor has violated these conditions, the contract shall be terminated forthwith without any notice and Performance Security Deposit will be forfeited.
21. The bidders will be bound by the details furnished to COEP Technological University, Pune, while submitting the tender or at a subsequent stage. In case any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making the contract liable for legal action besides termination of the contract.
22. The Contractor shall be responsible for engaging an adequate number of properly trained manpower required for the services in COEP Technological University, Pune.
23. The employees of the Contractor should possess good health and free from any diseases, especially contagious and frequently recurring diseases.
24. The Contractor will, prior to the commencement of the operation of contract, make available to COEP Technological University, Pune the particulars of all the employees who will be deployed at the University premises. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.
25. The Contractor shall be responsible for timely payment of wages to his/her workers as per the Minimum Wages Act of Government.
26. The contractor shall fulfill all other statutory obligations, such as Provident Fund, ESI, GST, etc. in force from time to time, as applicable.
27. The Contractor shall ensure proper discipline among his / her workers and further ensure that they do not indulge in any unlawful activity.
28. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not deploy any persons below the age of 18 years.
29. In the event of a violation of any contractual or statutory obligations by the Contractor, he/she will be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the COEP Tech by any individual, agency or government authority due to acts of the Contractor, the Contractor will be liable to make good / compensate such claims or damages to the COEP Tech. As a result of the acts of the Contractor, if the COEP Tech is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the COEP Tech or the COEP Tech reserves the right to recover such amount from the payment(s) due to the Contractor while settling his / her bills or from the amount of Security Deposit of the Contractor lying with the COEP Tech.
30. The Contractor shall at all times keep indemnified the Institute authority and designated concerned staff for and against all third-party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his / her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.

31. All employees engaged by the agency shall be comprehensively insured for accidents and injuries by the agency at their cost.
32. The verification of the antecedents of the staff will be the responsibility of the Contractor. The contractor will provide sufficient sets of Uniforms and a pair of shoes to his employees and will ensure that they always wear them during the course of their duties and maintain them properly.
33. The Contractor will be personally responsible for the conduct and behavior of his staff and any loss or damage to COEP Technological University's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by COEP Tech. The decision of the COEP Technological University's designated officer in this regard shall be final and binding on the Contractor.
34. The staff shall be issued identity cards carrying photographs by COEP Tech on regular basis as per the rules in force. However, verification of the antecedents of the staff will be the responsibility of the Contractor.
35. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, and equipment provided by COEP Tech are damaged. Any damage done to the same or any other property will have to be repaired/replaced by the Contractor, failing which the same will be got done by COEP Tech at the contractor's risk and cost. In this regard, the decision of the designated officer of COEP Tech shall be final and binding on the Contractor.
36. All work shall be carried out with due regard to the convenience of COEP Tech. The orders of the authority concerned shall be strictly observed.
37. The workers employed by the Contractor shall be directly under the supervision, control, and employment of the Contractor and they shall have no connection whatsoever with Institute. Institute shall have no obligation to control/supervise such workers or to take any action against them except as permissible under the law. In case of any untoward incident/fire/death/injury of any employee of the contractor, COEP Tech will not be liable to pay any damages. The contractor shall be fully responsible for such incidents.
38. Contractor should have at least an agriculture graduate/diploma. Agriculturist/Horticulturist should remain present throughout during execution of proposal work mention qualification & person details.
39. The Contractor shall ensure that either he/she himself/herself or his / her representative is available for proper administration and supervision at the works to the entire satisfaction of the COEP Technological University, Pune.
40. **Code of conduct:**
 - The Contractor shall strictly observe that its personnel:**
 - a. Are always smartly turned out and vigilant.
 - b. Are punctual and arrive at least 15 minutes before the start of their duty time.
 - c. Take charge of their duties properly and thoroughly.
 - d. Perform their duties with honesty and sincerity.
 - e. Extend courtesy to all Officials of the Institute.
 - f. Shall not drink liquor on duty or come drunk and report for duty and tobacco consumption is not permitted in education premises.
 - g. Will not gossip or chit chat while on duty?

- h. Will never sleep while on duty.
- i. Should not engage in any activity of tree felling or branch cutting without guidelines/instruction.
- j. Internal changes of workplace should be accommodated.
- k. Ready for additional work if any.
- l. Will immediately report if any untoward incident/misconduct or misbehavior occurs, to the Institute. When in doubt, approach the concerned person immediately.
- m. Get themselves checked by security personnel whenever they go out.
- n. Shall not smoke or use gutkha/pan etc. on the campus premises.

41. Penalties:

The contractor shall supply fresh sets of uniforms/badges, identity cards, shoes to all personnel who shall wear the same while on work and also keep their uniform neat and clean. If any employee (including Manager and Supervisor) is found without uniform, penalty @ Rs.100/- per person per day shall be recovered from the contractor's bill.

42. Termination of The Contract:

- The Contract can be terminated by either party, i.e., Institute or the Contractor, after giving three months' notice to the other party extendable by mutual agreement till alternate arrangements are made. However, Institute reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. Institute decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
- On termination of the contract, the Contractor will hand over all the equipment / furniture / articles etc., supplied by Institute, back to Institute in good working condition.
- If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory during the probation period of three months from the date of taking over charge of the services, Institute reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

- 43. Offers in bid should be written in English and price should be written in both figures and words.
- 44. The relevant supporting document(s) should be enclosed with the offer.
- 45. No bid will be entertained by E-mail / FAX.
- 46. The Institute reserves the right to split the work order.
- 47. The Institute reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder.
- 48. Manpower includes skilled and unskilled labours to maintain the existing garden, landscapes and green areas and effort for improve the quality of natural beauty of the campus. The authorities are supposed to plan for beautification of hostel, Chikhali and University campus with innovative ideas incorporating various standards and guidelines prescribed for educational institutions. The agency is supposed to suggest such plans and help us implement them successfully on the campus.

49. The Garden Services are to be provided for six days a week, i.e. Monday to Saturday, however COEP Tech Admin dept. has the freedom and authority to request agencies services on Sundays and National Holidays if need be. The timings will be from 8:00 AM to 4:00 PM.
50. The agency should deploy the manpower in following proportion
 University: Gents- 5 Ladies - 5
 Hostel: Gents - 2 Ladies – 2
 Supervisor 01 (Overall In-charge for Hostel and University)
 Total: 15 (10+4+1)
51. The agency will be responsible for maintaining the garden area, all the flower beds on the sides of the Roads as well as Garden areas, taking good care of all the old and new trees and Shrubs and Bushes in both the campus, taking good care of the garden related equipment.
52. The agency should use the resources (like water, plastic /rubber pipes for water, other material, tools, pesticides, Medicines for plants etc.) judiciously, if it is found that there is wastage of these resources, COEP Tech reserves the right/option to levy charges/penalty on the agency.
53. The agency shall always keep COEP Tech indemnified against all actions suits proceedings, losses, costs damages, claims and demands in any way arising out of or reason of anything done or omitted to be done by the agency.
54. Any disputes arising out of the terms and conditions of this contract or in the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of COEP Tech and the authorized representatives of the agency. The Vice-Chancellor, COEP Technological University, Pune, will be the final authority in resolving such disputes.
55. The agency will co-operate with all other agencies on the campus.
56. The agency may be asked to undertake additional work at approved rates.
57. In case the workers of the agency have any grievances, they will take it up with the agency without creating any disturbance in the campus. Under no circumstances agitation means are to be resorted to by the workers of the agency. On expiry of the contract, the agency will leave the premises of COEP Tech along with their workers in peace without creating any disturbance. The agency will be solely responsible if the workers misbehave or create problems.
58. COEP Tech has the right to modify any of the conditions as and when required with mutual understanding with the agency.
59. COEP Tech has the right to recover the amount from the agency towards the damage caused during the course of contract and/or to impose a penalty for the poor performance of the agency or if the quality of work is not found satisfactory.
60. The representative of agency and Landscape & COEP Tech Representative will have joint visit to decide the work plan for the month. The program chart of the same should be submitted with the bill for further process.
61. **Billing & Payment:**
 Bill for payment will be submitted by the agency in triplicate along with employee's attendance sheets, salary, ESIC and PF details to employees and copy of Work Order during first week of following month for each month/ assignment.
62. Any liability arising out of any litigation (including those in consumer courts) due to any act by your firm's personnel shall be directly borne by bidding firm including all expenses/fines.
63. In case any public complaint is received attributable to misconduct/misbehavior of your firm's personnel, a penalty of Rs.1000/- for each such incident shall be levied and the same shall be deducted from your firm's bill. Further the concerned personnel shall be removed from the system immediately.
64. The university shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his

- duty and similarly Contractor reserves the right to change the staff with prior intimation to the university.
65. Bidding firm will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official of COEP Technological University, Pune. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, if any, should be shown. Bidding firm must give an undertaking (on the format), duly countersigned by the concerned official of COEP Technological University, Pune regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards. Contractor/ Service provider shall submit the list of addresses and contact number of all their employees appointed by them and deployed at COEP Technological University Pune will be communicated to us in writing for record.
 66. The payment would be made at the end of every month based on the actual shift manned/operated by the personnel supplied by bidding firm and based on the documentary proof jointly signed by the representative of the institute and the contractor/his representative/personnel authorized by him. No other claim on whatever account shall be entertained by the University.
 67. If, because of post payment audit, any overpayment is detected in respect of any work done by the agency or alleged to have been done by the agency under the tender, it shall be recovered by the institute from the contractor.
 68. Bidding firm shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by COEP Tech.
 69. On termination /cease of contract under any circumstances, you will continue to provide garden & landscape services to the University at prevailing rates and terms and conditions for one more month/new contractor taking over, which ever happens later if instructed by the authorized person of COEP Tech.
 70. Scanned copy of online receipt of online payment of Tender fee and EMD.
 71. Contractor firm should be Govt. Registration with PWD.
 72. Valid Registration Certificate under ESI Act with ECR for minimum 50 labours.
 73. Valid Registration Provident Fund Certificate under P.F. Act with ECR for minimum 50 labours.
 74. Valid Registration Certificate of Labour License for minimum 50 labours.
 75. Professional Tax (P.T) Registration Certificate and last challan.
 76. Labour welfare fund Registration and current challan.
 77. Contractor should be Agriculture/ Horticulture Graduate. Attached Gov. University Degree Certificate.
 78. Contractor should have at least one Agriculture Graduate/Diploma. Agriculturist / Horticulturist should remain present throughout during execution of proposal work. Mention qualification & Person details.
 79. Scanned copy of PAN CARD.
 80. Scanned copy of GST registration & GST 3B & Annual return Last Year.
 81. Average Annual financial turnovers during the last 3 years ending 31st March of the previous financial year should be at least 75% of the estimated cost.
 82. Scanned copy of Income Tax Returns for the last three years along with audited financial statements.
 83. Solvency Certificate 75% of estimated cost issued by Nationalized/Scheduled Bank with the validity of one year should be attached.
 84. Experience of having successfully completed similar works (Definition of "similar work" is " Garden Development & Garden Maintenance") Gov./ Semi Gov. during last 5 years are invited should be either to the following:
 - a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost.

Or

- b. Two similar completed works cost not less than the amount equal to 50% of the estimated cost.

Or

- c. One similar completed work costing not less than the amount equal to 80 % of the estimated cost.

85. Statement showing all works previously executed in last five years.

86. Statement showing all work in hand.

87. Statement showing all technical personnel available with bidder for the above work.

88. Statement showing machinery available with bidder for execution of the above work. It is mandatory for the contractor to own at least one water tanker and for this the registration certificate (RC) must be attached.

89. Tenderers / bidders should submit affidavit & undertaking in requisite format on Rs.500/- stamp paper.

90. Joint venture bids are not accepted.

**-Sd-
Registrar,
COEP Technological University Pune**

Annexure-A
Affidavit (on Rs.500/- Stamp Paper)

I _____ age _____ years, address _____ (Authorized signatory to sign the contract), hereby submit, vide this affidavit in truth, that I am the owner of the contracting firm _____ / authorized signatory and I am submitting the documents in envelope no.1 for the purpose of scrutiny of the contract. I hereby agree with the conditions mentioned below: -

1. I am liable for action under Indian Penal Code for submission of any false / fraudulent paper / information submitted in envelope no.1.
2. I am liable for action under Indian Penal Code if during contract period and defect liability period, any false information, false bill of purchases supporting proof of purchase, proof of testing submitted by my staff, subletting company or by myself, I will be liable for action under Indian Penal Code.
3. I am liable for action under Indian Penal Code if any paper is found false / fraudulent during contract period and even after the completion of contract (finalization of final bill).

(Signature of contractor & seal of company)

**Appendix –A (To be filled up by the bidder)
Following details required for all bidders**

Sr. No.	Name & Full Address of the firm:	Necessary Documents Submitted (Yes/No)
1.	Registered Office with Address (Copy of registration certificate of firm may be enclosed)	
2.	Pan no./TAN no.	
3.	GST – Registration number	
4.	Previous Work Order details	
5.	Legal status (individual, proprietary, partnership firm, limited company, corporation, etc.)	
6.	Name & Addresses of the person who will represent the firm while dealing with the Institute.	
7.	Turnover for the last three financial years. 2023-24 2024-25 2025-26	
8.	Detail list of Clients to be provided services in last five years.	
9.	Month and Year of commencement of business	
10	Do you have experience for at least 3 years in the relevant field of providing Gardening Services and Horticulture Landscaping to any Public Sector Undertaking (PSU), Govt. Organization, educational institution, or any other reputed private organization, etc.	
11	Have you duly filed Income Tax Returns, Service Tax and other applicable taxes for the past three years?	
12	Have you been blacklisted by any government authority in India? If so, then you will not be eligible. Submit Self-Certification stating you are not blacklisted in the past.	

Seal and signature of Manager /Representative of
the firm on behalf of the firm submitting Tender

Telephone:.....Mobile:.....

Fax:.....Mail:.....

Contact Person

Name:.....

Designation:.....

Appendix-A

Part 1: Technical Bid:

To provide Gardening Services at University of Engineering Pune (COEP)

FORMAT & REQUIREMENTS

1. Tender Ref. No:
2. Name of Bidder:
3. Complete office address of Bidder.....
4. Contact details of authorized person of Bidder who have signed the tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone (Office).....
 - d. Phone (Mobile).....
 - e. E mail.....
5. Due date & Time of submission of bid:
Tender fee with details of DD number & bank details.....
6. Submission of technical confirmation to the requirement.
7. Higher technical specifications may be considered subject to competitive price offers.
8. Documents to be enclosed with the technical bid are as under:
 - a. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance.
 - b. Details of latest client to whom similar services are provided should be submitted in the following format: -

Sr. No.	Name of Clients along with contact details
1.	
2.	

- c. Supporting information with respect to the similar service provided
- d. Copies of PAN, GST/ TIN duly Signed & Stamped. Copy of relevant registration documents certifying its entity as a proprietorship/ partnership/ company.
- e. Certificates from the E.S.I. & the E.P.F. for employees of the company/firm (if applicable to the firm)
- f. Certificates of Sales Tax Clearance, Income Tax Clearance.
- g. Audited Balance Sheets for the last 3 years. The contracting agency/firm/company should have minimum annual turnover of Rs.1,00,00,000/- (Rs. One Crore only).
- h. Work Orders for similar kind of work during any of the last three years.

Signature of the Bidder with stamp

Appendix-B
Details of Commercial Bid

Part 2: Commercial Bid

FORMAT & REQUIREMENTS

Ref. No.:

Name of the Bidder:

The format of commercial offer for providing Gardening services at COEP Technological University, Pune

Sr. No	Name of work	Details	No. of Person	BID price for one Year (Exclusive of all Taxes) in Rs.	Total price for One Year (Exclusive of all Taxes) in Rs.
A.	Providing Gardening Services at COEP Technological University, Considering Min. wages to all Employees.	Latest Min wages applicable Gardeners	14		
		Supervisor	01		
B.	Service charges in % of "A" above only.				
Total Amount (Exclusive of all Taxes) in Rs.					
Total Amount (Inclusive of GST) in Rs.					
Total Amount (Inclusive of GST) in words					
Rupees..... only. (Annual)					
Total Gardening Services Charges per month Excluding GST					

*** GST / Taxes will be paid on actual basis as applicable**

*** Please refer Min. Wages Rates of Govt. of Maharashtra updated in January 2023 table No. 48 (Salary Table attached for ready reference)**

Signature with designation and office seal

Appendix-C (Minimum Wages Table)
Latest Rates as per Minimum Wages Act, 1948

Sr. No.	Salary Component	Un-Skilled	Skilled (Supervisor)
1	Basic Salary		
2	Dearness Allowance DA		
3	HRA (Calculated on basic wage + DA)		
4	Conveyance allowances (Fixed)		
5	Medical allowances (Fixed)		
6	Special allowances (if any)		
7	Total Gross Salary		
8	PF contribution by employee (on basic + DA) 12%		
9	ESI contribution by employee (on Gross) 0.75%		
10	Total Deductions (PF+ESI+PT)		
11	Net Salary (Gross-Total Deductions)		
12	Employer PF contribution 13%		
13	Employer ESI contribution 3.25%		
14	Leave with wages (LWW) 6.75%		
15	Bonus 8.33%		
16	Uniform		
17	Labour Welfare Fund (LWF)		
18	CTC Salary of an Employee (Sr.No.11- Sr.No.12- Sr.No.17)		
19	Reliever Charges (If Applicable)		
20	Cost to Agency		
21	Agency Charges		
22	Total Cost to COEP Tech per personnel		

Note: At all times COEP Tech will honor Minimum Wages as notified by the state government from time to time. GST as applicable will be extra.

[Covering letter to submitted by the bidder]

**To,
The Registrar,
COEP Technological University Pune,
Shivajinagar, Pune -411005,**

Subject: Tender to provide gardening services at COEP Technological University Pune

Resp. Sir,

I have carefully gone through the tender document regarding the prequalification of agencies/ vendors to Gardening Services at COEP Technological University Pune. I shall be bidding in this tender as the sole representative of my company. I hereby declare that

1. All the information related to my company, customer base, financial details, etc., provided in my offer is true and without any alteration /modification.
2. All the provisions of this tender document are acceptable to my company. No violation of the terms and conditions mentioned in the tender document has been made.
3. I declare that my company or any member of the company has not been debarred / blacklisted by any Government / Semi –Government organizations in India.
4. I certify that the period of validity of bid is 120 (one hundred and twenty) days from the last date of submission of proposal I further certify that I am authorized signatory of my company, and I am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the bidder with seal)

Firm submitting tender.....

Telephone:Mobile:

Fax: Mail:

Designation:

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List of Documents attached by the Bidder