

**ADA**  
**AERONAUTICAL DEVELOPMENT AGENCY**  
 (Ministry of Defence, Govt. of India)  
 PB No. 1718, Vimanapura Post, Bangalore - 560 017, India

ADA/BAN/GAR/2019-20/003

29<sup>th</sup> April 2019

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**ARBORICULTURE: MAINTENANCE AND DEVELOPMENT OF GARDEN  
 AND LAND SCAPING AT ADA HQ's & ADA CAMPUS II**

Dear Sir,

1. Aeronautical Development Agency (ADA) is an Autonomous Body under Govt. of India, Ministry of Defence situated at Ramesh Nagar, (Behind HAL Helicopter Division) Vimanapura Post Bangalore-560017. ADA has a beautiful landscape with green lawns, Shrubs, hedges and small nursery.
2. ADA is looking for a qualified Horticulturist –cum contractor who is interested in undertaking the maintenance and development of ADA garden initially for a period of one year commencing from 01<sup>st</sup> October 2019. However the contract is likely to be extended for further 02 years, subject to satisfactory performance one year at a time. Please send your quotations in a sealed envelope so as to reach the under signed on or before **20<sup>th</sup> May 2019 at 03.00 PM** addressed to Chief Administrative officer, Aeronautical Development Agency, Post Box No.1718, Vimanapura Post, Bangalore-560017. Quotations received after due date and time will not be entertained.
3. ADA garden has approximately 1,09,022 Sq. Ft. of lawns, 4,527 Sq Ft .of shrubs / edges plants, 1,464 No of trees and 2,485 numbers of potted plants in the nursery and 4,320 Sq. Ft. planting area..
4. Enclosed herewith please find Tender Terms and Conditions as per Annexure "A" , Scope of Work (Arboriculture) as per Annexure "B", & Garden maintenance / development & Labour Charges as per Annexure "C" Part I & II.
5. The contractor may survey the area and understand the condition of soil / work need to be carried out before submitting the quotation. Contractor is requested to feel free to contact undersigned (O) 080-25087484, 25237244, (M ) 9686697218 or Mr CV Muralidhar (O) 080-25087289 (M) 9844446956 for queries if any.

Continued .....Page No.2



6. ADA will provide water and power at the nearest point. The bidder has to make his own arrangements for drawing water and electricity. All the garden implements including water pipe, Sprinklers, tools, spares, Lawn movers, Bush cutters, Medicine praying machines are to be brought by the contractor and the same is to be maintained by the contractor.

7. The contractor shall have the requisite infrastructure so that he can ensure commencement of the work immediately on award of the contract w.e.f. 01<sup>st</sup> Oct 2019. The contractor should be in a position to deploy one qualified and experienced male supervisor with 364 man day's deployment per month for day to day maintenance / development of the garden.

8. The completed quotation (Annexure A,B,C Part I & II) in a sealed envelope super scribing "MAINTENANCE AND DEVELOPMENT OF GARDEN AND LANDSCAPING AT ADA HQ'S & ADA CAMPUS II" by hand, courier, or by post /speed post should reach on or before 20<sup>th</sup> May 2019 at 3.00PM.



Yours faithfully,

(S Rangarajan)  
Chief Administrative Officer  
For Director (Admin & HR)

**S. RANGARAJAN**  
Chief Admin Officer  
Aeronautical Development Agency  
(Ministry of Defence, Govt. of India)  
P.B. No. 1718, Vimanapura Post,  
Bangalore - 530 017.

**Annexure "A"**

**TENDER TERMS & CONDITIONS**

1. Tender not submitted in the prescribed form is liable to be rejected. All the papers pertaining to the tender should be submitted duly signed and stamped and rates quoted.
2. Tender should be submitted in a sealed envelope super scribing the tender reference number on the cover duly addressed. The Tenderers are advised to visit the site with prior appointment before submitting their offer. Tenderer can visit the site from Monday to Friday from 0900 hrs to 1630 hrs. (Except Saturday, Sunday and Govt. Holidays)
3. Tenderer should initial all the corrections if any made in tender documents and initial all the pages of the tender document. Any corrections made in ink without signature is liable to be rejected.
4. In case your offer is accepted, you need to remit security deposit @ 5% of the value of total order as Security Deposit in the form of a Bank Guarantee issued by a Commercial Bank or Demand Draft or Cash to be deposited at this office Finance Department covering the tenure of the contract. The security deposit will not carry any interest.
5. The rates quoted should inclusive of taxes.. Employees being deployed by the contractor should be covered by all statutory obligations like ESI, EPF etc. ADA is not liable to pay any compensation for non-implementation of any of statutory obligations laid down by the Govt. TDS will be recovered on monthly bill as per rates prevailing from time to time.
6. Tenders received after the due date and time of receipt of tender shall be treated as late tender and shall be rejected. ADA shall not take any responsibility whatsoever in respect of tender lost or delayed in transit by post or otherwise.
7. The personnel to be deployed in ADA will be subject to police verification before their actual placement and shall carry out the task assigned to them.
8. The contract will be operational from 01<sup>st</sup> Oct 2019 for a period of one year. Based on the satisfactory performance of the contractor, ADA at its discretion may extend the period of work order for a further period of one year at a time (not exceeding three years) at an annual increase of 10% only on uniform, garden implements, materials & service charges.
9. ADA reserves the right to accept the lowest or any other tender. ADA reserves the right to accept any tender either in full or in part/ reject the entire tender without assigning any reasons.
10. ADA reserves the right to discontinue the services by giving 02 months notice in normal course. However, contract can be discontinued with short notice for unsatisfactory services.
11. The ADA authorities shall not be responsible and will not pay any compensation for any injury or loss of life, to the contractor's personnel that may take place while on said job.



**Annexure "A" (Contd...)**

12. The vendor has to deploy 14 labours and one Supervisor (including ADA HQ & ADA Campus II). The working hours starts at morning 0800 hrs to 1700 hrs on all the working days including Saturday, excluding Sunday and National holidays. On Sunday and National holidays the contractors should deploy 03 labours for watering potted plants /other plants. These labourers can avail their weekly off on any other working day.

13. Sub-contract of the contract to third party is not permitted.



(S Rangarajan)  
Chief Administrative Officer  
For Director (Admin & HR)

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**Annexure "B"**

**SCOPE OF WORK (ARBORICULTURE)**

1. Maintenance and Development of trees inside the ADA campus by removal of weeds/plants, trimming, manuring and Spraying Pesticides including spade work as and when required.
2. Maintenance and Development of Lawns, Flowers, beds, shrubs, hedges, and clusters through removal of weeds/plants, watering, trimming, manuring, spraying pesticides and spade work inside ADA campus.
3. Maintenance and Development of Rose Garden in ADA Hqrs Campus and Campus II by using manure micronutrients and soluble fertilizers. Also removal of weeds, watering trimming and spraying pesticides including spade work as and when required.
4. Maintenance and Development of nursery by using manure and fertilizer as required. Spreading, keeping the roots of trees covered by red earth, spreading of manure to the plants as and when required.
5. Maintenance and Development of potted plants. Positioning/ changing of pots indoor/ outdoor in frequent interval in portico, round building pathway and canteen/ VIP canteen and all the entrances of the buildings.
6. Cleaning the entire garden area by removing fallen dry leaves, collect and dispose off in and identified place within ADA Hqrs and campus II. Water & Electricity will be provided by the ADA. Watering of plants to be carried out by the contractor using his own pipes / Materials.
7. Three Number of labourers to be deployed at ADA and Campus II on Sunday and Govt. holidays for watering the plants without fail. These labourers can avail their Weekly off on any other working day.
8. The contractor shall bring his own materials like water pipes, Spades, Axe, Lawn movers, Bush cutter, extension cable box, necessary tools for the machines, sprinklers, weeds removers, hosepipe, hard brooms, buckets, mugs, bandlis, crow bars, pesticides spraying machines, saw, etc. Contractor also to bear the maintenance charges /accessories of the machines like, bush cutters, lawn movers, spraying machines etc.
9. Flowering plants both seasonal and perennial are to be maintained throughout the year. The development of additional flowering plant through propagation, preservation of seeds, bulbs are the responsibility of the contractor for developing additional plants in the nursery,




**Annexure "B" (Contd)**

10. Herbal plants are also to be maintained, any other work related to maintenance and development of garden assigned by ADA. ADA shall provide Plants/ Seeds/ Grass as required basis.

11. Maintenance of Garden/lawn at ADA house is also part of this contract & Supply of materials is the responsibility of the contractor.

12. Contractor should supply garden maintenance materials at all ADA offices like, ADA HQrs, ADA Campus II, NFTC & ADA house without any additional charges.



  
(S Rangarajan)  
Chief Administrative Officer  
For Director (Admin & HR)

**S. RANGARAJAN**  
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Annexure "C"

GARDEN MAINTENANCE MATERIALS CHARGES(PART-I)

(RATE CONTRACT FOR GARDEN MATERIALS INCLUSIVE OF TAX , SERVICE CHARGES & TRANSPORTATION CHARGES)

SL NO	PARTICULARS OF ITEMS	RATE	AMOUNT
01	Red earth (good fertile soil)	Per Cubic Meter	
02	Cow dung	Per Cubic Meter	
03	River Sand	Per Cubic Meter	
04	Neem Cake	Per Kg	
05	Rose Mixture	Per Kg	
06	Calcium (Lime Stone)	Per Kg	
07	Red Oxide(Apple Brand)	Per Kg	
08	Mud Pot(Big Size)Top-14inch,Bottom-8inch,height -10 inch	Rate per each piece	
09	Big plastic container for placing mud pot in side.	Rate per each piece	
		<b>TOTAL AMOUT Rs.</b>	

**Note:-**

1. Pesticide to be supplied on required basis. 10% on bill amount of pesticide to be paid extra as service charges.
2. Any items supplied by the contractor which is not covered by rate contract, 10% of handling charges are paid extra.

Total Amount of Rs

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.....Only.

Date:

Place:



(S Rangarajan)  
Chief Administrative Officer  
For Director (Admin & HR)  
**S. RANGARAJAN**  
Chief Admin Officer  
Aeronautical Development Agency  
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**STAMP AND SIGNATURE OF THE CONTRACTOR**



**GARDEN MAINTENANCE LABOUR CHARGES (PART-II)**

SL NO	SUBJECT	CALCULATION	PAYMENTS	TOTAL AMOUNT Rs.
01	<b>Manpower</b> (a) Labours	364 Man days	As per Central Govt. Minimum Wages Act 364 x Rs.558/-	2,03,112.00
02	(b) Supervisor	26 Man days	As per Central Govt. Minimum Wages Act 26 x Rs.679/-	17,654.00
03	(c) EPF	13%	(a) + (b) 2,20,766.00	28,700.00
04	(d) ESI	4.75%	(1) + (2) + (5) 2,39,156.00	11,360.00
05	Bonus	Bonus 8.33% on Rs. 2,20,766.00		18,390.00
05	(e) Uniform & Washing Allowance	416.67 x 15		6,250.00
06	Garden Implements charges.	i) Spades with handle-09 ii) Axe with handle-3 iii) Sprinklers-12 iv) Weed remover with handle-24 v) Hose pipe for water =2X150 meter vi) Hard broom-36 vii) Medicine spraying machine-1 viii) Lawn mover-1 ix) Bush cutter-1 x) Bandli-15 xi) Crow bar-3 xii) Saw-2(big) xiii) Guddali-15 xiv) Plant Cutter Small-3	Total rate:-	Total Rate to be divided by 12 and amount to be quoted.





		xv) Brush 4 inch-10 xvi) Plant cutter Big-3 xvii) Scissor-3 xviii) Sickle-18 xix) Machet-6 xx) Spares for machines/maintenance charges/Tools for operation/Petrol charge		
07	Service charges	i) Lumsum of Rupees claiming Or ii) Percentage of amount from SI no-01 to 06.		Total amount:-
			TOTAL AMOUNT:-	
			GST	
			GRAND TOTAL AMOUNT	

Total amount Rs (in words)

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(S. Rangarajan)

Chief Administrative Officer  
For Director (Admin & HR)

**S. RANGARAJAN**

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Date:

Place:

Stamp and Signature of the Contractor

