

GOVERNOR'S SECRETARIAT, ASSAM

RAJ BHAVAN : GUWAHATI-781001.

No.GSA/16/2021/116

March 01, 2022

NOTICE INVITING TENDER FOR ENGAGEMENT OF MALIS/GARDENER AT GOVERNOR'S SECRETARIAT, ASSAM, RAJ BHAVAN, GUWAHATI

Sealed Tenders affixing court fee stamp of Rs.8.25/- in Two Bids (Technical Bid & Financial Bid) systems are invited from reputed, experienced, financially sound, established agencies/firms/associations having credibility in providing manpower to Govt./Semi Govt. Organizations/Offices, Autonomous Institutions, Universities, Public Sector Undertakings or reputed private organizations for engagement of **5 (Five) Malis/Gardener** for services at Governor's Secretariat, Assam, Raj Bhavan, Guwahati through outsourcing on contract basis as per specification laid down in the tender document. The tender should reach the undersigned from **1st March, 2022 upto 16th March, 2022 till 1 pm** and the same shall be opened on **16th March, 2022 at 2.00 pm**. The tenders should be submitted in 2 (two) separate envelopes one containing only the relevant documents (as specified in the bid) including earnest money deposit (Technical Bid), the other containing the financial implications (Financial Bid). The Bids shall remain valid for a period not less than 180 (One hundred eighty) days after the deadline date specified for submission.

The intending tenderers will be required to deposit earnest money *to* 2% of their respective bid value quoted for a period of one year, in the form of **Demand Draft/Term Deposit/Fixed Deposit** of a Nationalized Bank drawn/pledged in favour of Governor's Secretariat, Assam valid for a period of 45 days along with the tender papers. The selected agency should be ready to engage in work immediately from the day of awarding the contract.

Services required from the firm

1. Maintenance of Lawn: mowing, weeding, applications of insecticides, pesticides, fertilizers
2. All kinds of plantations and care as per the requirement
3. Trimming and care of hedges
4. Irrigation, applications of NPK and micronutrients in fruit plants (as per requirement)
5. Plantation and care of vegetables throughout the year
6. Plantation and care of potted plants (indoor/outdoor)
7. Plantation and care of seasonal flowers, both summer and winter
8. Supply of good quality insecticides, pesticides, fungicides, NPK and micronutrients as per requirement at rates not above MRP.
9. Supply of seasonal flowers seedlings/seeds, cutting of best quality seasonal flowers both summer and winter as per requirement at reasonable rates not above market rates (where MRP is not available)
10. Supply of indoor, outdoor plants, ornamental plants and any kind of plants and vegetable seeds and seedlings as per requirement at a reasonable price not above market price (where MRP is not available)
11. Plant reproduction: Seed germination, cutting, budding, grafting, layering etc will be done by Gardener/Mali
12. For the supply of manpower and maintenance of whole garden, including lawn and existing potted plants monthly charges will be fixed.
13. For the supply of all plants and planting materials including Fertilizers, manures, pesticides, separate bill will have to be submitted, as per MRP wherever applicable and at reasonable rates not above market rates, where MRP is not available

The detailed terms & conditions for the tender, procedure for application etc i.e. the tender document is to be downloaded from the website, www.rajbhavanassam.gov.in.

A pre-bid meeting is scheduled on **8th March, 2022 at 1.30 pm** in Governor's Secretariat, Assam, Raj Bhavan, Guwahati. All interested firms may attend the pre-bid meeting to acquaint themselves of the work to be done.

This office reserves the right to reject all/part of any of the tender without assigning any reason thereof. No correspondence in this regard will be entertained. This office also reserves the right to postpone and/or extend the date of receipt/opening of rates/tenders or to withdraw the same, without assigning any reasons thereof.

Sd/-

Deputy Secretary,
Governor's Secretariat, Assam,
Raj Bhavan, Guwahati-01

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Memo No.GSA.16/2021/116 - A

March 01, 2022

Copy to:

1. The Director, Information and Public Relation, Assam, Dispur. He is requested to publish the Tender Notice in leading dailies, both vernacular and English immediately and send copies of the same to this Deptt. in which the tender notice is published.
2. The State Informatics Officer, NIC, Assam State Centre, Dispur, Guwahati-06. It is requested to kindly upload the tender notice in the website of Govt. of Assam immediately.
3. The District Informatics Officer, NIC, Kamrup Metro District, Guwahati-01 with a request to upload the tender notice and tender document immediately in the website of Raj Bhavan, Assam.
4. Notice Board.
5. Concerned File.



Deputy Secretary,
Governor's Secretariat, Assam,
Raj Bhavan, Guwahati-01