



AMC FOR DEVELOPMENT AND MAINTENANCE OF GARDENS / TREES / PLANTS / INDOOR PLANTS / LAWNS, ETC. AT INDIAN BANK HOUSE (BUNGALOW), NO. 21/3, KOTHARI ROAD, NUNGAMBAKKAM.

NOTICE INVITING TENDER

FOR

AMC FOR DEVELOPMENT AND MAINTENANCE OF GARDENS / TREES / PLANTS / INDOOR PLANTS / LAWNS, ETC. AT INDIAN BANK HOUSE (BUNGALOW), NO. 21/3, KOTHARI ROAD, NUNGAMBAKKAM, CHENNAI.

Ref:No: CO:EST:TENDER:RPS:001:2026-27

Date : 01.06.2026

From:

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This Bid document contains 33 pages



Signature & Seal of the Bidder

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**INDIAN BANK
NOTICE INVITING TENDER**

Indian Bank, Corporate Office, Chennai invites sealed bid (Two bid System), Offline mode, from the reputed agency from the market for 'AMC for Development and Maintenance of Gardens / Trees / Plants / Indoor Plants / Lawns, etc. at Indian Bank House (Bungalow) at No. 21/3, Kothari Road, Nungambakkam, Chennai' from the experienced and reputed contractors.

1.	Name of work	AMC for Development and Maintenance of Gardens / Trees / Plants / Indoor Plants / Lawns, etc. at Indian Bank House (Bungalow), No. 21/3, Kothari Road, Nungambakkam, Chennai.
2.	Location of Site	Indian Bank House (Bungalow), No. 21/3, Kothari Road, Nungambakkam, Chennai.
3.	Estimated Cost for 12 month	Rs.4.30 Lakhs + GST as applicable
4.	Validity of Tender	90 Days from the date of opening of Technical Bids.
5.	Earnest Money Deposit (E.M.D)	Rs.8,600/- Submission of EMD is mandatory and the bidder who has NOT submitted EMD along with the Technical Bid envelop, will be summarily rejected. DD in favor of the "Indian Bank".
6.	Initial Security Deposit	5% of the Bid Amount (Including EMD amount) (To be submitted by the successful bidder)
7.	Cost of Tender Document	Nil
8.	Site Visit	09.06.2026 in office working hours
9.	Last date of submission of Bid	22.06.2026 upto 15.00 Hrs. at Indian Bank, Corporate Office, Premises, Estate & Expenditure dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
10.	Date of opening Technical Bid	22.06.2026 at 15.30 Hrs. at Indian Bank, Corporate Office, Premises, Estate & Expenditure dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
11.	Date of opening Financial Bid	Schedule will be intimated to Technically Qualified Bidders at later stage.
12.	Issue of Tender Documents	The Tender Documents can be downloaded from our Bank's website https://www.indianbank.bank.in/tender from 02.06.2026 to 22.06.2026

Note:

1. Technical bid and Price bid should be submitted in separate sealed covers. The application submitted Technical bid and Price bid or submitted without sealed covers will be summarily rejected without further communication in this regard.
2. The bank reserves the right to reject any tender/bid without assigning any reason.
3. The rates quoted by the tenderer shall be based only on the specifications and conditions of the tender documents.
4. Bank is not liable to make any payment to tenderers for preparation to submit the tender/bid.
5. The application submitted without the EMD / tender document (signed & sealed) will be summarily rejected without further communication in this regard.
6. The Earnest money (if any) of unsuccessful tenderers will be released after issue of work order to L1 bidder, without any interest subject to the contract terms & conditions. (If Applicable).
7. The notice inviting tenders, the conditions of tender and the duly completed form of tender, final contract value etc. will form part of the Agreement to be executed by the successful tenderer with the bank.



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8. The Indian Bank shall not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
9. Submission of a tender by a tenderer implies that he has read this notice and other contract / tender documents and has made himself aware of the scope, specifications, conditions, liabilities and duties bearing on the execution of the contract.
10. Any corrigendum/addendum/errata in respect of the above empanelment / Prequalification shall be made available only at our official web site <http://www.indianbank.bank.in/tender> and no further press advertisement will be given. Hence prospective applicants are advised to visit Indian Bank web site regularly for above purpose.

ASSISTANT GENERAL MANAGER (Estate)

Indian Bank, Corporate Office,
Premises, Estate & Expenditure Dept,
First Floor, No. 254-260,
Avvai Shanmugam Salai,
Royapettah, Chennai – 600 014.
Ph: 044 -28134618 / 4401 / 4498

Signature & Seal of the Tenderer



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1.0 GENERAL

Bidders are advised to acquaint themselves fully with the description of work, scope of services, time schedule and terms and conditions including all the provisions of the Tender document before firming up their Quotation.

Though adequate care has been taken while preparing this Tender Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within the last dated of submission of NIT, it shall be considered that the Tender Document is complete in all respects.

2.0 SUBMISSION OF BID

The Bidders shall submit their quotation in line with this NIT Document.

NIT Document should be in a proper sealed envelope superscripted as '**Tender for AMC for Development and Maintenance of Gardens / Trees / Plants / Indoor Plants / Lawns, etc. at Indian Bank House (Bungalow), No. 21/3, Kothari Road, Nungambakkam, Chennai**'.

Technical bid and Price bid should be submitted in separate sealed covers. The application submitted Technical bid and Price bid together or submitted without sealed covers will be summarily rejected without further communication in this regard. EMD amount to be submitted along with Technical bid only. The application submitted without the EMD / tender document (signed & sealed) will be summarily rejected without further communication in this regard. Conditional bid not accepted.

More than one bid from same owner shall be summarily rejected.

3.0 SITE PARTICULARS

The Bank has called for Tender for engaging reputed contractor under 1 year AMC (extendable for 2 years, as per Bank's Decision) for Development and Maintenance of Gardens / Trees / Plants / Indoor Plants / Lawns, etc. at Indian Bank House (Bungalow), No. 21/3, Kothari Road, Nungambakkam, Chennai. The plot is area of 13,755 sqft, in which bungalow is constructed on 1570 sqft. The bungalow is G + 1 floor.

Bidders are advised to inspect and examine the site and its surroundings between **11 am to 5 pm** on any of the working days of the Bank and satisfy themselves before submitting their bids as to nature of work, site conditions, flooring conditions, means of access to the site etc. Non-familiarity with the site conditions will not be considered a reason either for extra claims or for not carrying out the work in strict conformity with the specifications. For site visit you may contact Chief Manager (Estate) in 044-2813 4618/ 4301.

4.0 SCOPE OF WORK

4.1 AMC for Development and Maintenance of Gardens / Trees / Plants / Indoor Plants / Lawns, etc. at Indian Bank House (Bungalow), No. 21/3, Kothari Road, Nungambakkam, Chennai. The work consists of day to day development and maintenance of the gardens / lawns. Taking care of all kinds of plants / flowers / trees / indoor-outdoor plants. Providing appropriate manure, fertilizers, pesticide, etc. time to time as and when required to maintenance the garden. It includes all materials, labour, tools and equipment and management necessary for development and maintenance of the work.



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4.2 Rates quoted shall be deemed to be inclusive of manpower, material, machinery, tools and tackles, installation, all taxes (except GST), duties, cartage, freight loading & unloading, insurance etc.

4.3 No escalation of whatsoever nature shall be payable in future.

4.4 Only GST will be paid by the Bank. Any other tax shall be payable by the contractor.

4.5 Manpower Requirement :

The Annual Maintenance Contractor (AMC) should arrange to effectively provide and supervise all such services for the day-to-day nursing, upkeep and maintenance of greenery and equipment as indicated above, by deputing 01 workman (01 Gardener – execute the work on daily basis, along with one Reliever) for the above said premises.

- a. Gardener** - The Annual Maintenance Contractor should deploy well-experienced gardeners for the premises, as per the requirement of Bank. Watering, dispensing manure / fertilizers / insecticides / pesticides, trimming / pruning of branches / foliage, removing of wild growth and weeds growing in the premises including those growing on the bungalow walls/ parapet walls/ chajjas/ terraces, canopies, sunshades, cracks / crevices on the buildings / structures / compound wall / security cabin / servant quarters, spraying of pesticides as and when required for the growth, development, subsistence and up-keep of trees / plants / lawn etc. as instructed by the Bank's authorized officials are the responsibilities of the gardener. Carrying out all horticultural activities including tilling of soil, planting of new saplings, periodical moving (manual or using mechanical lawn movers) of the turf to remove overgrown grass and ensure uniform thickness / density of grass, trimming of overgrown / overhanging branches of trees, cutting, and removing and shifting the felled / trimmed / fallen branches / trunks / leaves / grass to the designated location(s) / nearby corporation dumping carts etc shall be taken care by her / him. Whenever new plants / saplings are provided by the Bank the same shall be planted as directed by the Bank's authorized officials. Also, the front area of the bungalow (outside footpath area) to be cleaned daily. Watering of plants / pots etc to be taken care.

4.6 Working days/ Timings for Gardener and workmen: The Gardener and workmen shall be present at the premises mentioned above, where the AMC services are required to be provided, for a minimum of 8.00 hours, between 09.30 Hrs and 5.30 Hrs on all days in a week i.e from Monday to Sunday. The contractor to post the workers by duly following the Labour Guidelines and the Tamil Nadu Industrial Establishment Act, 1958. The contractor shall provide reliever(s) for the gardener/ workmen/ employees on off duty / sick / leave without causing any disruption to the services/ work. However, the cost for such arrangement must be included in their quote and no additional cost will be paid separately for such arrangements.

Note: The intending bidders shall, however, visit and survey the premises and consult the Bank's authorized officials to acquaint themselves of the extend of the premises and scope of services to be provided therein under the AMC, before submitting their tender. The Bank reserves the right to itself, to remove any workmen engaged by the Annual Maintenance Contractor at any point of time, without assigning reason for the same. The Bank may advise the Annual Maintenance Contractor in writing, to increase or decrease the number of workmen to be deployed at the premises, at its discretion, at any point of time during the currency of the AMC and accordingly the AMC charges will be adjusted (additions / deductions) for such variations based on the actual number of workmen reduced / additionally deployed at the Minimum Wages prevailing at that particular point of time as notified by the Central or State Governments (whichever is higher).



4.7 The scope of services to be provided under the Annual Maintenance Contract :

1. Deploying the manpower as stipulated under clause 4.5 above and overseeing them for their effective performance of the duties as indicated under workmen of different designations.
2. Taking census of all the trees available and record the same in a register for the premise, with separate folios for each species of tree within a period of one month from the date of award of the Annual Service Contract.
3. Day-to-day maintenance of greenery comprising garden, trees, herbs, shrubs, creepers, lawns & indoor / outdoor potted plants, maintenance and cleaning in Bank's residential bungalow at Kothari Road, Nungambakka, Chennai, by utilizing the services of the gardener and workmen deployed as stipulated herein above and overseeing the services / work pertaining to the AMC, to ensure best possible level of quality and aesthetics of the greenery, efficient functioning of the machinery / plants supplied / installed by the Bank and efficient performance of the duties of the gardener and workmen deployed under the scope of the AMC.
4. Watering (by using minimum / appropriate quantity of water without wasting from the sources / outlets / points available within the premises), shifting and using manure / fertilizers / insecticides / pesticides / fungicides etc as required (separate payment will be made as per actuals plus applicable taxes to the AMC contractor, on submission of bills, for manure / fertilizers / insecticides / pesticides / fungicides, supplied from outside with the written approval / order of the Bank), trimming / pruning of branches / foliage, removing of wild growth and weeds growing in the premises including those growing on the terraces, canopies, sunshades, cracks / crevices on the buildings / structures / compound wall / security cabin / servant quarters etc, spraying of pesticides as and when required for the growth, development, subsistence and up-keep of trees / plants / lawn etc, as instructed by the Bank's authorized officials, including supply of tools / implements / accessories such as spades, hoes, tillers, sickles, knives, trimming scissors, pick-axes, trowels, mechanical / hand held saws / cutters, lawn movers, wheel barrows, rubber watering hoses, brooms, baskets, trays, ropes, ladders / safe scaffolding, buckets, mugs, sprinklers, sprayers, baskets, bio-degradable garbage bags, cleaning materials etc. required for effectively performing the above activities.
5. In case of lawns the fertilizers have to dissolved in water in the proportion as instructed by the authorized officials of the Bank and Sprinkle.
6. Carrying out all horticultural activities including tilling of soil, supply of garden soil / manure, planting of new saplings (separate payment will be made as per actuals plus applicable taxes to the AMC contractor, on submission of bills, for garden soil / manure / new plants / saplings, supplied from outside with the written approval / order of the Bank), periodical mowing (manual or using mechanical lawn mowers) of the turf to remove overgrown grass and ensure uniform thickness / density of grass, trimming of overgrown / overhanging branches of trees, cutting, and removing and shifting the felled / trimmed / fallen logs / branches / leaves / grass to the designated location(s) / (separate payment will be made from the payment due to the contractor, as per actuals plus applicable taxes to the AMC contractor, on submission of bills for deployment of specialized skilled / professional extra labour for felling of uprooted / withered / fallen / over grown trees / branches, which cannot be done through the workmen deployed under the scope of the AMC, but only through specialized / professional tree-cutters loading, transport and salvage value for taking the salvageable wooden logs / branches away from the premises, with the written approval / order of the Bank) In case the work / part of the work is done by engaging another agency by the Bank on behalf of the AMC contractor the expenditure incurred by the Bank shall be recovered as per actuals paid including applicable taxes.
7. Planting and developing seasonal flower / ornamental / hedge plants in a nursery in the premises itself by using available seeds of plants and re-planting the same in pots and arrange them in prominent areas periodically to have good ambience throughout the year (separate payment will be made as per actuals plus applicable taxes to the AMC contractor,



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on submission of bills, for garden soil / manure / pots/ polythene bags supplied from outside for this purpose, with the written approval / order of the Bank).

8. Planting of plants / saplings provided by the Bank from time-to time, at locations as directed by the Bank's authorized officials.
9. Making arrangements on special occasions and as advised by the authorized officials of the Bank in writing to provide potted indoor plants available in the premises inside the buildings in an organized pattern and watering such plants daily and replacing the plants weekly.
10. Re-planting of plants in pots shall be done periodically as instructed by the authorized officials of the Bank (Separate payment will be made as per actuals plus applicable taxes to the AMC contractor, on submission of bills, for garden soil / manure / pots supplied from outside for this purpose, with the written approval / order of the Bank).
11. Making necessary arrangements to supply, shift and place good quality indoor potted plants of various species as and when required by the Bank and as directed by the authorized officials of the Bank (separate payment will be made as per actuals plus applicable taxes to the AMC contractor for supply of plants from outside on submission of bills, for the same, with the written approval / order of the Bank).
12. Maintain all indoor plants in healthy and fresh condition and replace periodically and arrange aesthetically during special occasions. The indoor plants shall be shifted to open areas and vice-versa at least once in a fortnight to ensure health and freshness.
13. Cleaning and repainting of the pots on important occasions like Independence Day and Republic Day or as directed by officials of the Bank, etc. (separate payment will be made as per actuals plus applicable taxes to the AMC contractor for supply of plants from outside on submission of bills, for the same, with the written approval / order of the Bank).
14. Removal of the coconuts or other fruits form the trees as per the requirement of the Bank. (separate payment will be made as per actuals plus applicable taxes to the AMC contractor, on submission of bills)
15. Carefully removing the dried / withered / fallen leaves / foliage from all areas of the garden / lawn, outside footpath (in front of the bungalow), sweeping, shifting, and disposing the same in an orderly manner at the corporation garbage collection yard including supplying and using required bio-degradable garbage bags / garbage cart for the same.
16. Reporting the details of withered / fallen trees / bee hives monthly, to the authorized officials of the Bank as and when occurs.
17. The scope of work shall also include any other allied items of work required for proper and effective maintenance of the greenery though not specifically indicated above.
18. Electricity and water shall be provided free of cost for execution of the work at one point within the premises. Contractor shall make their own arrangements for conveying the same to the required locations. The contractor shall, however, take care to ensure that no undue wastage of electricity & water is caused. Necessary safety measures shall be taken by the contractor to avoid any mishap. The contractor shall be penalized by the Bank if any laxity on his part is observed in this matter.
19. The contractor shall arrange to provide suitable identity cards and uniform / terry cotton jacket with labels with inscriptions of name of the contractor, 'AMC Gardening Service' and their 'Designation' in bold letters on them to her / his / their workmen. in consultation with the Bank.



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20. The contractor shall use locally available best quality materials for the work.
21. The nursing, upkeep and maintenance of all trees, plants, shrubs, grass etc., during the period of contract for maintenance is the responsibility of the contractor and in case any plant does not survive and dies away during the currency of the contract, due to improper nursing/ upkeep/ maintenance or ignorance on the part of workmen/ supervisor of the AMC contract, the contractor shall replace the same at his own cost failing which the cost (as the Bank may deem fit/ appropriate) shall be recovered from the contractor.
25. In case Bank requires additional workmen to be deployed for specific period of time, minimum wages of unskilled workmen as mentioned in Schedule of Quantities shall be paid. If the period of such deployment exceeds one month, variable component of Schedule of Quantities at pro-rata basis will be paid in addition to minimum wages of unskilled workmen.

Procurement of any material(s), for which separate payment is required to be made shall be done only with the prior approval of the Bank. The contractor is also required to maintain and submit proper records / documents (challans, receipts and invoices duly signed by the authorized officials of the Bank) for such material(s) supplied.

4.8 List of registers / records / documents to be maintained at each premises under the scope of the AMC.

Registers / records / documents mentioned in table below shall be maintained by the contractor for the premises at cost of the Annual Maintenance Contractor and updated on a day-to-day basis. These documents shall be made available for verification by the authorized officials of the Bank during their site visit. As and when required and after completion of the contract period, the contractor shall submit duly completed registers / records / documents to the Bank.

No.	Description of the Document.	Remarks
1.	Register of attendance.	To record attendance of the Gardener and workmen deployed a day-to-day basis.
2.	Register of materials.	To record details and quantity of materials received and consumed.
3.	Work completion status / report register.	To record the details and status of work assigned by the authorized officials of the Bank. The register/ report to be updated by the gardener deployed by the AMC contractor, after completion of the routine jobs on a day-to-day basis including getting the same attested by authorized officials of the of the Bank.
4	Work instruction / Site Order Book.	For issue of instructions by the authorized officials of the Bank during their site inspection.
5	Register for Suggestion cum complaints	To record the suggestion(s) or any complaints by the residents of the colony/ authorized officials of the of the Bank.

4.9 Periodicity of different activities to be executed:

Sl. No.	Description of Work	Periodicity
1.	Watering the trees / indoor outdoor plants / lawns / pots etc.	Daily once / twice as per the local climatic conditions or as per the requirement of the plant.
	Removal of garden waste and disposing of the same	On a day-to-day basis / as



2.	away from the premises.	instructed by the authorized officials of the Bank.
3.	Maintaining the potted plants by regular watering, providing, and using pesticides, insecticides, fungicides, manure etc necessary for proper growth and health of the plants.	At least once in a week or as instructed by authorized officials of the of the Bank when required.
4.	Replacing the withered / wilted / unhealthy plants.	As and when required / instructed by the authorized officials of the Bank.
5.	Re-planting the potted plants in new pots with required garden soil, manure to keep the plants healthy and fresh. (Cost of garden soil/ manure shall be paid by the Bank as per actual if advised by the Bank in writing.)	Period not exceeding 3 months or as and when required or instructed by bank officials.
6.	Supplying and Manuring the lawn with liquid manure made by dissolving Ammonium Phosphate / Urea or any other suitable fertilizer as per the manufacturer specifications and as instructed by the authorized officials of the Bank.	Period not exceeding 3 months or as and when required or instructed by bank officials.
7.	De-weeding of lawns, garden areas, common areas, playgrounds etc.	Daily / instructed by the authorized officials of the Bank or as and when required.
8.	Manuring the trees, herbs, shrubs, creepers etc, with compost made up of river sand, cow dung decayed leaves etc / organic waste and with 17 Complex fertilizer at regular intervals. (Cost of garden soil/ manure shall be paid by the Bank as per actual if advised by the Bank in writing.)	Period not exceeding 3 months or as and when required or instructed by bank officials.
9.	Nursing the trees / plants, hedges, trimming for better growth, pruning the trees / plants to get the required shape, replacing the broken / damaged earthen pots etc, all as directed by the authorized officials of the Bank.	Period not exceeding 3 months or as and when required or instructed by bank officials.
10.	Cutting / uprooting and removing the wild growth, cutting, and removing the overgrown / wilted branches of trees including cutting and stacking of uprooted / fallen tree logs / branches of trees, disposing, and properly stacking the same at location(s) shown by the authorized officials of the Bank within the Bank's premises.	As and when required / instructed by the authorized officials of the Bank.
11.	Removing the vegetation growing on the terraces, sunshades, canopies, cracks etc of the buildings / structures and disposing the same through the OWCN or outside the Bank's Premises.	Period not exceeding 3 months. or as and when required or instructed by bank officials.
12.	Cleaning of terraces, sunshades, and canopies of the buildings / structures in the premises to ensure non-growth of vegetation over there and destroying the unwanted vegetation along with the roots by providing and applying suitable herbicides /	Period not exceeding 1 week. or as and when required or instructed by bank officials.



	chemicals.	
13.	Sweeping and cleaning of lawns, garden, cars parking area, all sides & front-outside of the bungalow, and surroundings to keep the premises neat and clean, removing and disposing the generated waste / junks, leaves etc, away from the premises.	Daily.
14.	Cleaning and re-painting of the pots on important occasions.	Before Independence Day, Republic Day, Board Meeting, visit of VIPs etc and as and when required.
15.	Sweeping of parks, lawn etc.	Daily.
16.	Removal of weeds, unwanted plants, and cleaning surroundings.	On a day-to-day basis.
17.	Pruning of trees.	Full-scale pruning before the onset of monsoon and on a regular basis as and when required / instructed by the authorized officials of the Bank.
18.	Pruning of shrubs, herbs, and hedges.	Period not exceeding 1 month.
19.	Pruning of creepers	During non-flowering season or as and when required / instructed by the authorized officials of the Bank.
20.	Cleaning / washing of plants: The foliage shall be cleaned/ washed.	Period not exceeding one week.

I / We hereby declare that I / We have read and understood the above instructions and acquainted myself / ourselves of the scope of work.

Date:

Signature of Bidder



Signature & Seal of the Bidder

4.10 Safety Code :

1. First-aid appliances, including adequate supply of sterilized dressings, cotton wool shall be maintained in a readily accessible place for the use of staff deployed by the contractor.
2. In case of any mishap, the injured person shall be taken to a public hospital without loss of time, where the injury necessitates hospitalization.
3. Workers employed shall be provided with protective footwear and rubber hand gloves as per requirement.
4. Suitable and strong scaffolds should be provided for workmen for all works that cannot be safely done from the ground.
5. No floor, roof or other part of the structure shall be overloaded with debris or materials as to render it unsafe.
6. Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect condition
7. Fire safety measures shall be adhered to as per local bye laws.
8. Whenever electric power is used for attending works, prior permission has to be taken from Bank's Electrical Engineer.

Date:

Signature of Bidder



Signature & Seal of the Bidder

4.11 The contract as a whole or part thereof is NON TRANSFERABLE.

5.0 MINIMUM ELIGIBILITY CRITERIA

Contractors who fulfil the following requirements supported with documentary proof shall be eligible to apply.

- 5.1 The bidder should have established his firm and should have experience in execution of similar works in the line of industry for the last Five years in the Development & Maintenance of Gardens / lawns / tress etc.
- 5.2 Should have satisfactorily completed the similar works as mentioned below during the last (5) Five year ending December 2025, shall be either of the following.

S. no	Eligibility criteria	Value Rs. in Lakhs
1	Three similar (equal to 40%) completed works each costing not Less than	1.70
2	Two similar (equal to 50%) completed works each costing not less than	2.10
3	One similar (equal to 80%) completed work each costing not less than	3.40

Similar work shall mean 'Development and Maintenance of gardens/ trees/ indoor & outdoor plants/ lawns etc.'

The Following documents shall be considered for evaluating the criteria of work experience:

Self-attested copies of work order, completion certificate (indicating the name of work, final amount, completion date etc.) issued by the client preferably on their letter head for completed work.

The following shall also be considered while assessing the eligibility of the bidder:

- 1. The bidder should be an Indian firm
- 2. Experience should be in the name of the bidding company and not in subsidiary/ associate company/ Group Company etc.
- 3. Bid submitted as Direct / indirect Joint Ventures (JV)/ Consortium/Special Purpose Vehicles of whatsoever kind are not accepted.
- 4. In case the work experience is of Private sector the completion certificate shall be supported with copies of Corresponding TDS Certificates.
- 5. For the purpose of similar works, works executed in India only shall be considered.
- 6. IFMS contractors having Garden Maintenance in their scope of work may participate.

5.3 Average annual turnover from the works for the last three years ending 31st March 2025 should not be less than **Rs.1.30 Lakhs** as per the audited balance sheet. Year in which no turnover is shown would also be considered for working out the average. Self-attested Copy of GST & PAN number.

5.4 The Tenderer should be a profit (net) making firm as on year ending 31/03/2025. The agency should be a profit making for at least 03 years (profit after tax should be positive) in last five years ending 31st March 2025 duly certified by Chartered Accountant. Certificate(s) from Chartered Accountant / Statutory auditors specifying the net worth of the Applicants, as at the close of the preceding financial year

5.5 24 x 7 local service set –up in Chennai (address proof to be furnished).

5.6 Affidavit/ undertaking certifying that the firm has not been blacklisted by anyone (page - 28 of this NIT).



The contractor should have the technical competence, sound financial resources, experience, equipment, manpower and reputation to perform the contract to the satisfaction of Bank.

6.0 EVALUATION CRITERIA/ FINAL SELECTION

6.1 **Bids submitted without the requisite documents for 'Clause 5.0' (Minimum Eligibility Criteria) will be summarily rejected and the price quoted by them will not be considered for evaluation.** Qualified parties have no right to claim for award of the work. Bank reserves the right to cancel or award the work to any party / Bidder. Bidders who wish to attend the opening of the bids may ensure their presence on the mentioned date and time as specified in the Date sheet.

- a) Techno-commercial Bids will be opened first and evaluated to determine responsiveness to the Bank's requirements as per the eligibility criteria mentioned. The evaluation of Techno-commercial Bids shall be done based on the following criteria:

As quality of service is the prime concern. Before opening of the Price Bid, Officials of the Bank may visit the establishment(s) maintained /works done by the intending bidders to check the quality of work pertaining to Horticultural / Facility Management Services for Gardening work. Bidders shall facilitate the inspection of the similar facilities maintained by them, by the Officials of the Bank to ascertain the performance. All the supporting documents for the above criteria (mentioned in Clause 5.0) are required to be uploaded/ submitted for evaluation.

- b) Evaluation of Price-Bid [Part-II]: The Price Bid consists of following two components:

I FIXED COMPONENT:

A) Minimum Wages for labourers engaged in the contract according to Minimum Wages Act of Government of India.

II.VARIABLE COMPONENT:

B) Service charges which cover the following:

- a) Charges for providing tools / implements / accessories and transportation.
- b) Insurance charges (WC Policy, TPL Policy)
- c) Overheads (payment over and above minimum wages and minimum bonus)
- d) Charges for providing uniforms, badges and gloves etc.
- e) Contractor's profit.

6.2 The lowest bidder (L-1) shall be considered for award of work, though not binding and the decision of the Bank in this regard will be final and binding.

6.3 The bank reserves the right to reject any tender/ bid without assigning any reason.

6.4 The rates quoted by the bidder shall be based only on the specifications and conditions of the bid documents.

6.5 Bank is not liable to make any payment to bidders for preparation to submit the tender/bid.

ASSISTANT GENERAL MANAGER (ESTATE)

Indian Bank, Corporate Office,
Premises, Estate & Expenditure Dept,
First Floor, No. 254-260,
Avvai Shanmugam Salai,
Royapettah, Chennai – 600 014.
Ph: 044 -28134618 / 4301 / 4498
Email: hoestate@indianbank.co.in



Signature & Seal of the Bidder

7.0 GENERAL RULES AND INSTRUCTION FOR THE GUIDANCE OF BIDDERS

1. The tender documents will be available for the intending bidders to view/ download from 02.06.2026 onwards. The last date for submission Pre-Qualification documents, as mentioned in Eligibility Criteria, of this tender document, will be on 22.06.2026 upto 15:00 Hrs. Upon scrutiny of Pre-Qualification documents by the Bank, the intimation regarding eligibility would be communicated to the intending bidders only through email. Tenders comprising duly filled in Part I and Part II of the tender should be deposit to Indian Bank Corporate Office, Royapettah in person, in a closed envelope superscribe as 'AMC for development and maintenance of gardens/ trees/ plants/ lawns etc. at Indian Bank House (Bungalow), No. 21/3, Kothari Road, Nungambakkam, Chennai.' not later than 15:00 Hrs. on 22.06.2026.
2. Those bidders who do not comply with the Pre- Qualification criteria and have not submitted the requisite EMD only with Part I (Technical Bid), will be summarily rejected and will not be considered for opening of their Part-II (Price bid).
3. If any of the required documents are missing, the tender may be considered invalid by the Bank at its discretion. No advice of any change in rate or conditions after the opening of the tender will be entertained.
4. Earnest Money Deposit (EMD) and Security Deposit (SD): Bidders shall pay as Earnest Money Deposit (EMD) a sum of Rs.8,600/- (Rupees Eight Thousand Six Hundred Only) by DD in favour of the "Indian Bank". On award of contract, the successful Bidder shall furnish an amount of 5% of the contract value in the form of online transfer (NEFT/RTGS). It may be noted that no interest shall be paid on EMD/SD. The Earnest Money Deposit submitted by successful Bidder shall be returned within one month of award of work post submission of the Security Deposit and execution of Agreement.
5. The Indian Bank does not bind itself to accept, the lowest or any other tender and reserve to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so. The Earnest Money will be refunded to the bidder if his tender is not accepted but without any interest after awarding the work to the L-1 bidder.
6. The Contractor shall not assign or sublet the Contract. In case of breach of these conditions, the Bank may serve a notice in writing to the Contractor rescinding the contract whereupon the Security Deposit shall stand forfeited to the Bank.
7. On receipt of intimation from the Bank about acceptance of his/their tender, the successful bidder shall be bound to implement the contract and within **ten days** thereof the successful bidder shall sign an agreement in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by the Indian Bank of a tender will constitute a binding contract between the Indian Bank and the person so tendering, whether such formal agreement is or is not subsequently executed.
8. The Indian Bank does not bind itself to accept, the lowest or any other tender and reserve to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
9. The bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of submitting a tender and for entering into a contract and must inspect the site of the work and acquaint himself with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto.
10. The rates for all the items in Part II (Price Bid) should be quoted exclusive of GST, wherein the total of all the items under Price Bid will be subjected to GST @18% or as applicable. Each invoice/ bill shall indicate amongst other things, the contractor's PAN and GST Registration Number. The contract value will also be subject to TDS/ Withholding Tax as per law.



11. The Contractor must bear in mind that all the work shall be carried out strictly in accordance with the specifications made by the Bank and in compliance with the requirements of the local public authorities and to the requirements of the Bank and no deviation on any account will be permitted. The successful bidder should make his own arrangement to obtain all materials required for the work.
12. Every workmen/ employee so engaged by the contractor shall wear uniform, a badge bearing his/her name while on duty.
13. Police Verification of all workmen / employee for entering the Bank's premises: The successful bidder shall submit the necessary Police Verification Certificates for each deployed workman / supervisors / officials from Local Police Authorities about his/her identity within **45 days** of awarding the contract. Any change of deployment will also be subjected to the above provision without any lapses. Further, the contractor should ensure that the workmen / employee deployed in connection with the AMC are medically fit and free from contagious diseases.
14. Termination of services of any person deployed by the contractor shall be made by a letter of termination of contractor. Bank will not issue any letter in this regard.
15. Water & Electricity shall be provided free of cost for execution of the work at available convenient place. Contractor must make his own arrangement for conveying water and electrical supply to the required locations at their risk and cost. The contractor shall, however, take care to ensure that no undue wastage of water/electricity is caused. All necessary safety measures shall be taken by the contractor to avoid any mishap/ accident. The contractor shall be penalized by the Bank if any laxity on his part is observed in this matter.
16. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the Bank.
17. The contractor shall be responsible for maintaining all properties and equipment of the Bank entrusted to them during period of the AMC. Any damage or loss caused by the contractor's persons to the Bank/ Third party in whatever manner would be recovered from the contractor.
18. The Bank does not recognize any employee employer relationship with any of the workmen/ employee of the contractor and their services shall be automatically discontinued with the termination/ closure of the contract.
19. In the event of any provisions of the contract requiring to be modified after the agreement has been signed, the modifications shall be made in writing and signed by the Bank and the contractor or his authorized representative. Such modifications will not be effective until the same have been signed by both the parties. Any verbal or written arrangements for abandoning, modifying extending, reducing, or supplementing the contract, or any of the terms thereof shall be deemed to be provisional and shall not be binding on the Bank unless and until the same are incorporated in a formal instrument and signed by the Bank and the contractor. The Bank shall not be under any obligation for providing employment to any of the workmen/ employee of the contractor after termination/ expiry/ closure of the contract.
20. If the contractor shall have any doubt as to the meaning of any portion of the general conditions, or the special conditions or the scope of the work or the specifications or any other matter concerning the contract he shall in good time, before submitting his tender, put forth the particulars thereof and submit them to the Bank, in writing in order that such doubts may be clarified authoritatively in writing before submitting the tender. Once a tender is submitted, the matter will be decided according to terms and conditions in the tender in the absence of such authentic pre-clarification.
21. The Contractor shall pay to the labourers employed by him directly wages not less than minimum wage as prescribed in Minimum Wages Act 1948, of Government of India. Minimum rates of wages (plus VDA)



will be revised as per the Notification issued by the Chief Labour Commissioner (Central), Ministry of Labour & Employment from time to time i.e., 1st April of and 1st October of every year.

22. The contractor should ensure that minimum number of persons as stated in scope of work are deployed on all days in a week i.e. Monday to Sunday. The contractor to post the worker by duly following the labour guidance and Tamil Nadu Industrial Establishment Act, 1958. The contractor shall provide relievers for the workmen/ employees on off duty / sick / leave without causing any disruption to the services/ work. However, the cost for such arrangement must be included in their quote and no additional cost will be paid separately for such arrangements. In case, the Bank advise the contractor in writing to deploy workmen/ employees on National Holidays, it shall be compensated appropriately by the contractor and the charges/ expenditure for the same would be reimbursed by the Bank.
23. The bidders are advised to visit the Bank's Main Office Premises and concerned residential locations in Chennai after obtaining prior approval and acquaint themselves about the site conditions before submitting the Tender.
24. The Bidders must obtain for themselves at their own risk and cost, all the required information which may be necessary for the purpose of submitting a Tender and for entering into a contract and must inspect the site of the work, and acquaint themselves about the local conditions, means of access to the work, nature of the work and all matters pertaining thereto. The Bank's decision in all such cases shall be final and shall not be open to arbitration.
25. The Bidders are advised to submit the Tender based strictly on the General Conditions of the Contract and scope of works as specified/ contained in the Tender documents, and not to stipulate any deviations. If acceptance of the terms and conditions given in the Tender documents has any price implication(s), the same should be considered and included in the bid price. Any Tender containing deviation from the laid terms and conditions is liable to be rejected.
26. The contractor shall comply with the provisions of all labour legislation including the requirement of –
 - a. The payment of Wages Act
 - b. Employers' liability Act, including P.F Act, Gratuity Act, etc.
 - c. Workmen's Compensation Act.
 - d. Contract Labour (Regulation and Abolition) Act,
 - e. Apprentices Act
 - f. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.And any other Act or enactment relating thereto, and rules formed there under from time to time.
27. The Contractor shall strictly comply with the provisions of Contract Labour Acts or any other Act pertaining to the contract labour that may be in force or that may be introduced during the currency of the contract. Compliance of such Acts now or subsequently will be the responsibility of the contractor.
28. The movement of workmen/employee deployed under this AMC should be confined to the area of their duty only. If they find any valuable item lying in/near the premises, they should immediately deposit it with the Security Officer or Caretaker or RWA, of the concerned premises.
29. The contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of delays may be, including delays arising out of modifications to the scope of work entrusted to him or in any subcontract connected therewith or delays in awarding contracts for other trades of the project or in commencement or completion of such works. The Bank does not accept liability for any sum besides the contract amount, subject to such variations as are provided for herein.
30. The bidder shall inspect the site and understand the scope of work before quoting. They may contact the concerned officials of the Bank for any clarification in case of doubts.
31. The Contractor should submit the AMC agreement in format approved by the Bank. In case of any dispute, agreement clauses in English will be considered valid.



32. The EMD/ Security Deposit deposited by successful bidder will be forfeited if he fails to comply with any of the conditions of the contract. The name of the successful bidder will be delisted/removed from the Bank's approved empaneled list & no tender will be issued/ no work will be awarded in future by the Bank, if the successful bidder fails to comply with any of the conditions of the contract.
33. The Bank is not liable for compensation for any accident, fatal or otherwise of the workmen/employee on duty or any other third party. The responsibility of such accidents/ mishap rests with the contractor.
34. If any permission is required from the Forest/ Municipal Authorities, the successful bidder shall arrange the same at his own risk and cost. No trees shall be cut/ felled without prior approval of the Bank and permission from the Forest/ Municipal Authorities, whenever the same is required.
35. The Contractor should note that smoking, consumption of alcohol, chewing pan/ tobacco in the Bank's premises is strictly prohibited, and the contractor must ensure that the workmen/ employees deployed by them in the Bank's premises abide by this provision strictly.
36. The Contractor shall remove all workmen/ employees deployed by them in the Bank's premises immediately on termination/expiry of the contract and ensure that such persons shall not create any disruption/ hindrance/problem of any nature in the Bank's premises.
37. The Contractor and his workmen/ employees shall be under the general supervision and control of the Manager/ Assistant Manager/ Engineer/ Caretaker or any other official deputed for the purpose by the Bank and shall obtain necessary instructions from him for the day-to-day work in the premises.
38. The contractor shall not sublet or transfer the contract to any other person/ firm/ company/ establishment in any manner.
39. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the Bank may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recovered by the Bank from the contractor.
40. All liabilities arising out of any accident or death of workmen/ employees while on duty shall be borne by the contractor.
41. The contractor shall not deploy any person below the age of 18 years under this contract.
42. The contractor should credit the salary directly to the bank account of their workmen/employees deployed under this AMC and submit monthly Bank statement (documentary evidence) showing payment of salary made to deployed workmen/employees along with invoice. The Contractor shall be responsible for opening bank accounts of their workmen/employees. The Contractor must provide salary slips to all their workmen/employees containing the details of gross salary along with the deductions thereof and submit a proof of having submitted the salary slips to all workmen/employees.
43. In case any complaint is received, or it is observed that the payment to the workmen/employees deployed under this AMC is not being made as per Law, the Bank shall have right to make payment to these workmen/employees at the risk and cost of the Contractor. The Bank shall not incur any liability for any expenditure whatsoever to be paid to the persons employed by the Contractor because of any such statutory obligation.
44. The Contractor shall obtain Labour license under the provisions of The Contract Labour (R&A) Act, 1970; in case the strength of the workmen deployed by them in the premises of the Bank exceeds 19 on any day.
45. The contractor shall also be compensated for any increase in minimum wages and increased liability towards contribution to other statutory requirements like EPF and ESI on account of such increase of wages during the contract period.
46. **Escalation clause/ Renewal of contract:** At the sole discretion of the Bank, the AMC shall be considered for renewal for FY: 2027-28 and 2028-29 on same terms and conditions with requisite





AMC FOR DEVELOPMENT AND MAINTENANCE OF GARDENS / TREES / PLANTS / INDOOR PLANTS / LAWNS, ETC. AT INDIAN BANK HOUSE (BUNGALOW), NO. 21/3, KOTHARI ROAD, NUNGAMBAKKAM.

increase / decrease in rates based on the applicable Minimum Wages provided the Bank finds the services of the Contractor satisfactory. The decision of the Bank in this regard shall be final and binding. In addition to this, the maximum permissible increase in the Service Charges will be based on CPI and WPI indices, as decided by the Bank.

47. Maintenance of Attendance & Complaint register

- i. An attendance register must be maintained with the Caretaker /Asst. Caretaker and the employees engaged by the contractor should duly sign the same in the presence of the Caretaker/ Asst. Caretaker.
- ii. A separate complaint/suggestion register has to be maintained by the contractor with complete details of the complaints / suggestions registered.
- iii. A photocopy of the pages of the complaint/suggestion registers so maintained should be submitted to the respective officials of the Bank along with the monthly bill.

48. List of Documents to be submitted along with Monthly Bill:

Copies of following documents for each month duly certified by the contractor to be submitted along with monthly bill for payment:

- i. Copy of Attendance Register duly certified by Caretaker/ Asst. Caretaker.
- ii. Detailed record of the maintenance job carried out by the contractor as given in scope of work duly certified by respective officials of the Bank.
- iii. Declaration for compliance of Contract Labour Act & Minimum Wages Act.
- iv. Detailed schedule/break-up of salary paid to employees clearly stating respective statutory payments (Location, Name of the employee, Number of working days, Minimum Wages (GoI) & Bonus paid, EPF, ESI deductions (if applicable) from salary, Net salary paid to employees and Employer's contribution towards EPF and ESI remitted (if applicable).
- v. The contractor should credit the salary directly to the bank a/c of their staff before 10th of every month and submit monthly Bank statement (documentary evidence) showing net salary made to deployed personnel along with invoice.
- vi. Employees Provident Fund Organization (EPFO) statements clearly showing the Employee deductions and Employer's contributions remitted, if applicable,
- vii. Employees' State Insurance Corporation (ESIC) statements clearly showing the Employee deductions and Employer's contributions remitted, if applicable,
- viii. Copies of Registers / records / documents maintained for Materials, Work instruction / Site Order Book, Work completion status / report register, and suggestion-cum-complaint register duly certified by the authorized officials of the concerned premises.
- ix. Any other logbooks/documents as required by authorized officials of the Bank from time to time.

The bills submitted without the above said documents shall not be processed for payment.

49. The successful bidder must submit a certificate every month by certifying the following

- a. Wages of workmen/employees were credited to their bank accounts on _____ (copies of bank statement submitted as proof)
- b. ESI Contribution relating to workmen/employees amounting to Rs. _____ was deposited on _____ (Copy of Challan enclosed with contribution sheet), if applicable,
- c. EPF Contribution relating to workmen/employees amounting to Rs. _____ was deposited on _____ (copy of the Challan enclosed with contribution sheet), if applicable,
- d. We are complying with all statutory Labour Laws including Minimum Wage Act.



Signature & Seal of the Bidder



AMC FOR DEVELOPMENT AND MAINTENANCE OF GARDENS / TREES / PLANTS / INDOOR PLANTS / LAWNS, ETC. AT INDIAN BANK HOUSE (BUNGALOW), NO. 21/3, KOTHARI ROAD, NUNGAMBAKKAM.

In case of the absence of regular employees, a separate column has to be maintained for the additional/replacement Workmen/employees.

50. Penalty

The Contractor shall maintain an attendance register duly signed by authorised officials of the Bank and attach a copy of the same with each month's bills failing which no payments shall be released. In case any of the contractor's personnel deployed is absent and is unable to provide suitable substitute, a penalty amount of **Rs.500/-** per person per day shall be levied by the Bank in addition to the wages of the absent personnel(s) and the same shall be deducted from the contractor's pending/subsequent bill.

51. Terms of Payment

Payment in respect of manpower deployment will be made as per actual deployment and the contractor shall submit proof of deployment by way of attendance registers.

The successful bidder should credit the salary directly to the bank account of their workmen/employees and submit monthly Bank statement showing payment of salary. Necessary EPF, ESI and Bonus etc. (if applicable) are to be ensured as per existing statutory rules. The Bank reserves the right to verify the same as and when required, and accordingly, the contractor must have the necessary documents to submit the same to the Bank. No Invoice would be accepted without the supporting documents of Bank statements, ESI and EPF dues. The Bank prefers that the contractor should pay their workmen/employees salary at-least by 7th of every month by means of electronic mode of bank transfer and for this purpose a bank account should be maintained by their workmen/employees. Clear Narration should be written while transferring the funds to the employee's account. Narration should include the following details:

"Name of the employee/Designation/Month and Year of AMC Service/Place of work."

In addition, contractor should invariably submit the statements related to the payment of statutory dues like EPF and ESI (if applicable) along with monthly bills.

In case the lowest bidder is ESI/EPF registered contractor, the expense/contribution made by the contractor in this regard shall be reimbursed by the Bank on production of actual documentary evidence.

Bank's authorised official will verify the deployment of people/ manpower at regular intervals; hence an attendance register should be maintained at the respective premises for verification and copy of the same duly attested.

Payment of monthly bills /lump sum amounts will be paid through NEFT/RTGS within 20 days on submission of correct invoice along with requisite documents as stated above. Wages must be paid to the workmen/ employees by the contractor without waiting for the payment from the Bank.

If the contractor fails to provide proof of payment of statutory dues, his contract shall be terminated after serving one month's notice. The Gardening Agency shall make payment of monthly wages to the deployed workmen/ employees through bank accounts only. Cash payment receipt will not be entertained and payment in cash will be deemed as no payment at all. If the contractor does not make payment through bank account, the contract will be terminated.

52. Security Deposit (SD):

The successful Bidder shall remit an amount of 5% of the contract value in the form of online transfer (NEFT/RTGS) to the account of Indian Bank or Demand Draft (DD) towards Security Deposit for the due fulfilment of the contract. The Security Deposit shall be valid for the entire contract period. It may be noted that no interest shall be paid on Security Deposit.



53. Insurance

The contractor shall take and keep in force appropriate insurance policies (Workmen Compensation Policy), Third Party / Public Liability Policy with an Insurance Company approved by the Bank, in the joint names of Indian Bank and the Contractor (name of the former being placed first in the policy) against any risks and deposit such policy or policies with the Bank before commencement of the works. The Minimum cover under (Workmen Compensation Policy) shall be to the extent of wages paid to the workmen deployed for the fulfilment of the contract. The Minimum liability under Third Party / Public Liability Policy (ies) shall be Rs.2 lakh.

Note: These policies shall be valid till the completion of the contract. If the contractor does not provide these policies, the Bank reserves the right to take the above insurance policies themselves and recover the cost thereof from any payment due to the contractor with additional penalty amounting to twice the premium.

54. The Contractor shall indemnify and keep indemnified the INDIAN BANK against:

- Any claim arising out of third-party loss/ damage to life or property caused by/during execution of the work.
- Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work.
- Any claim due to non-compliance of applicable PF/ Labour laws, ESI, regulations etc.

55. Settlement of Disputes by Arbitration:

a. All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or after its completion and whether before or after the termination or abandonment or breach of the contract) shall be referred to and settled by the Bank who shall state its decision in writing. Such decision may be in the form of a final certificate or otherwise. The decision of the Bank with respect to any of the excepted matters shall be final and without appeal. But if the Contractor is dissatisfied on any matter, he may within 28 days after receiving notice of such decision, give a written notice to the other party requiring that the matters in dispute be referred for arbitration. Such written notice shall specify the matters, which are in dispute or difference of which such written notice has been given. If both the parties agree, a single arbitrator shall be appointed for the purpose. In case no agreement could be reached on the appointment of a single arbitrator, both the parties shall nominate one person each as an arbitrator on their behalf. The two arbitrators nominated by the parties shall nominate one more person to act as third arbitrator or umpire.

Submitting to arbitration may be considered as an additional remedy and it does not preclude the right of the Bank to seek Redressal/Other Recourse.

b. The arbitrator or arbitrators, as the case may be, shall have power to open up, review and revise any certificate, opinion, decision, requisition, or notice, save in regard to the excepted matters, referred to in the preceding clause, and to determine all matters to dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid.

c. The arbitrator or arbitrators shall make his or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings the parties mutually settle or compromise their dispute or difference, on the parties filing their joint memorandum of the settlement or compromise, the arbitrator, or the arbitrators, shall make an award in terms of such settlement or compromise.

d. Upon any such reference, the decision on the cost incidental to the reference and award respectively shall be at the discretion of the arbitrator or arbitrators, who may determine the amount thereof or direct the same to be taxed as between the party and shall direct by whom and to whom and in what manner the same shall be borne and paid



e. This submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration and Conciliation Act, 1996 or any statutory modification thereof. The award of the arbitrator or arbitrators shall be final and binding on the parties. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall until the decision of the arbitrator or arbitrators is given, abide by the decision of the Bank. No award of the arbitrator or arbitrators shall relieve the Contractor of his obligations to adhere strictly to the Bank's instructions with regard to the actual carrying out of the works. The Bank and the contractor hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the contract.

f. The agreement shall be subject to the jurisdiction of the Courts.

56. No variation of rates shall be allowed on this account under any circumstances. Bidder shall not cancel or withdraw the tender during this period or change the quoted rates. In case the Bidder withdraws the bid during the validity period, the EMD furnished by the Bidder shall be forfeited by the bank.
57. No deviations / conditions shall be stipulated by the contractor in both technical and commercial bids. Conditional tenders will not be accepted and will be summarily rejected. The tender documents which do not comply with the conditions prescribed in the tender form will be summarily rejected.
58. A review/ inspection (monthly or more frequent, as decided by the Bank) of the performance/ work of the contractor, quality of material/plants/flowers, pruning and trimming, pesticides of plants, maintenance of lawns, covering cleanliness of garden, mechanism for quick disposal of waste collected from garden area, Health and Sanitary Arrangements for Workers, attendance of staff as per agreement and other aspects mentioned in the tender document, will be conducted by the Bank (it will be also based on feedback from residents/ caretakers or complaints received through complaint register).

NOTWITHSTANDING ANYTHING SPECIFIED ABOVE, THE BIDDER SHALL BE RESPONSIBLE TO TAKE ALL MEASURES TO MAINTAIN THE SAFETY, AESTHETICS, BEAUTY, CLEANLINESS, HYGIENE AND SANITATION OF THE GARDEN AND PREMISES.

59. Even though the tenderers meet the above qualifying criteria, they are liable to be disqualified if they have:
- Made misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
 - Records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
 - Their business banned by any Central Govt. Department/Public Sector Undertakings or Enterprises of Central Govt.
 - Not submitted all the supporting documents or not furnished the relevant details as per the prescribed format.
 - Any one of the partners (in case of partnership firm) or any Directors in case of pvt ltd., or public ltd firm being convicted by a Court of law.

ASSISTANT GENERAL MANAGER (ESTATE),

Indian Bank Corporate Office,
Premises, Estate & Expenditure Dept,
No. 254-260, Avvai Shanmugam Salai,
Royapettah, Chennai – 600 014.

Signature & Seal of the Bidder



Signature & Seal of the Bidder



AMC FOR DEVELOPMENT AND MAINTENANCE OF GARDENS / TREES / PLANTS / INDOOR PLANTS / LAWNS, ETC. AT INDIAN BANK HOUSE (BUNGALOW), NO. 21/3, KOTHARI ROAD, NUNGAMBAKKAM.

Performa – I

GENERAL INFORMATION OF THE ORGANIZATION

All individual/ firms applying for pre-qualification are requested to complete the information in this form.

1	Name of Tenderer	
2	Office Address	
3	Local office Address	
4	Address on which Correspondence should be done.	
	Tel.No.	
	Mobile no.	
	E-mail address	
5	Place of incorporation/registration	
6	Constitution of tenderer	
	a)An individual	
	b)A proprietary firm	
	c)A firm in partnership	
	d) A Pvt Limited Company or Corporation	
ii)	Attach a copy of Proprietorship or Partnership Deed or Article of Association or Incorporation of Company as the case may be.	
7	Turn Over for the years (FY) given below (Copies to be enclosed)	
	2020 - 2021	
	2021 - 2022	
	2022 - 2023	
	2023 - 2024	
	2024 - 2025	
9	Give particulars of registration with Govt./Semi Govt./Public Sector Undertakings/Local Bodies.	
10	Other details b) ESI No. c) Labour license no d) PAN No. e) GST Registration No. (Copies to be enclosed)	



Signature & Seal of the Bidder



AMC FOR DEVELOPMENT AND MAINTENANCE OF GARDENS / TREES / PLANTS / INDOOR PLANTS / LAWNS, ETC. AT INDIAN BANK HOUSE (BUNGALOW), NO. 21/3, KOTHARI ROAD, NUNGAMBAKKAM.

11.	Any other information considered necessary but not included above	
12.	Names and Titles of Directors and officers with designation to be concerned with this work with Designation of individuals authorized to act for the organization	
13.	Was the applicant ever required to suspend works for a period of more than six months continuously after commencement of works. If so, give the name of the project and give reasons thereof.	
14.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.	
15.	Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details Otherwise, Applicant must Produce self-undertaking.	
16.	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If So, give details.	
17.	Detailed description and value of works successfully completed during the last seven years. (At least three, provide proof)	
18	Furnish names and address of previous organization for which you have executed similar work in the recent past (At least three, provide proof).	1. 2. 3.

Note: Only self-attested copies to be furnished.

Date & Place

Signature & seal of the tenderer



Signature & Seal of the Bidder



AMC FOR DEVELOPMENT AND MAINTENANCE OF GARDENS / TREES / PLANTS / INDOOR PLANTS / LAWNS, ETC. AT INDIAN BANK HOUSE (BUNGALOW), NO. 21/3, KOTHARI ROAD, NUNGAMBAKKAM.

CONTACT DETAILS

S. No.	Particulars	Details to be filled
1	Name & Designation of Contact Person	
2	Mobile No (s) of the Contact Person / Firm	
3	Address for Communication	
4	Office / Local service set-up in Chennai address	
5	E-mail address of Contact Person / Firm	

(Signature of Authorized Signatory)

Name & Designation

Contact No.

NAME OF THE AGENCY WITH SEAL



Signature & Seal of the Bidder



FORM 'B'

DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST SEVEN YEARS ENDING 31 DECEMBER 2025.

1	2	3	4	5	6	7	8	9	10	11
Name of work/project & location	Owner or sponsoring organizations	Agreement No	Scope of work	Cost of work in Crores	Date of commencement per contract	Stipulated Date of completion	Actual date of completion	Litigation/ Arbitration pending / In progress with details **	Name and address/ Tel No of Officer to whom reference may be made	Remarks

Please attach copies of Work Order, Completion Certificate & TDS statement.

** Indicate gross amount claimed and amount awarded by the Arbitrator

Signature of Applicant(s)





AMC FOR DEVELOPMENT AND MAINTENANCE OF GARDENS / TREES / PLANTS / INDOOR PLANTS / LAWNS, ETC. AT INDIAN BANK HOUSE (BUNGALOW), NO. 21/3, KOTHARI ROAD, NUNGAMBAKKAM.

DECLARATION

To

ASSISTANT GENERAL MANAGER (ESTATE)

Indian Bank, Corporate Office,
Premises, Estate & Expenditure Dept,
First Floor, No. 254-260, Avvai Shanmugam Salai,
Royapettah, Chennai – 600 014.

I hereby declare as below:

- 1) All the information furnished by me/ us here above is correct to the best of my knowledge and belief.
- 2) I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
- 3) I/We agree that the decision of Indian Bank in selection of L-1 bidder will be final and binding to me/ us.
- 4) I/We hereby confirm that my/ our firm has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/ Branch of Indian Bank/ erstwhile Allahabad Bank as on the date of publication of this notice.
- 5) I/We hereby confirm that all information, particulars, copies of certificates and testimonials submitted are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the Indian Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.

PLACE :

DATE:

NAME & DESIGNATION

NAME OF THE TENDERER WITH SEAL



Signature & Seal of the Bidder



AMC FOR DEVELOPMENT AND MAINTENANCE OF GARDENS / TREES / PLANTS / INDOOR PLANTS / LAWNS, ETC. AT INDIAN BANK HOUSE (BUNGALOW), NO. 21/3, KOTHARI ROAD, NUNGAMBAKKAM.

ARTICLES OF AGREEMENT

THIS AGREEMENT is made on this day ofmonth of between Indian Bank and having its Corporate Office at No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014 (hereinafter referred to as the “Employer”) which expression shall include its successor, legal heirs and assignees of the one part.

AND M/s. having its office at

.....
(hereinafter referred to as the “Contractor”) which expression shall include its successor, legal heirs and assignees of the second part.

WHEREAS the Employer has caused drawings and tender documents for “**AMC for Development and Maintenance of Gardens / Trees / Plants / Indoor Plants / Lawns, etc. at Indian Bank House (Bungalow), No. 21/3, Kothari Road, Nungambakkam, Chennai**”.

AND whereas the Employer has called for tender vide ref. no. dated.....

AND whereas the contractor has submitted the tender ref. no. dated to the Employer on

AND whereas the Employer has issued the work order ref dated..... to the contractor to do the work.

AND whereas the Contractor has agreed to execute the work as per drawings, specifications, conditions of contract and Work Order.

AND whereas the Employer has accepted the Contractor’s tender as aforesaid and whereas the tender submitted by the contractor has been accepted for such sum as may be ascertained to be payable in terms of the Bill of Quantities and which sum is estimated to be Rs. (Rupees) hereinafter referred to as the said “Contract Agreement”.

The Bank and the Contractor have decided to enter into a AMC for Garden Maintenance Contract and that they intend to reduce to writing the terms and conditions of the said contract as hereinafter appearing:



Signature & Seal of the Bidder

Now, this deed of agreement witnesseth that in consideration of the above premises, the parties hereby covenant with each other to observe and perform and adhere to the following terms and conditions that is to say:

The terms and conditions of the e-tender documents shall form part of this agreement.

- a) The contractor shall provide AMC for Development and Maintenance of Gardens / Trees / Plants / Indoor Plants / Lawns, etc. at Indian Bank House (Bungalow), No. 21/3, Kothari Road, Nungambakkam, Chennai.

- b) The contractor agrees to provide the annual maintenance services by deploying well-experienced gardener(s) for the premises, as per the requirement of Bank. Watering, dispensing manure / fertilizers / insecticides / pesticides, trimming / pruning of branches / foliage, removing of wild growth and weeds growing in the premises including those growing on the bungalow walls/ parapet walls/ chajjas/ terraces, canopies, sunshades, cracks / crevices on the buildings / structures / compound wall / security cabin / servant quarters, spraying of pesticides as and when required for the growth, development, subsistence and up-keep of trees / plants / lawn etc. as instructed by the Bank's authorized officials are the responsibilities of the gardener. Carrying out all horticultural activities including tilling of soil, planting of new saplings, periodical moving (manual or using mechanical lawn movers) of the turf to remove overgrown grass and ensure uniform thickness / density of grass, trimming of overgrown / overhanging branches of trees, cutting, and removing and shifting the felled / trimmed / fallen branches / trunks / leaves / grass to the designated location(s) / nearby corporation dumping carts etc shall be taken care by her / him. Whenever new plants / saplings are provided by the Bank the same shall be planted as directed by the Bank's authorized officials. Also, the front area of the bungalow (outside footpath area) to be cleaned daily. Watering of plants / pots etc to be taken care.

- c) The Bank agrees to pay the contractor on time as on performance of the work to the satisfaction of the Bank.



- d) The contractor is liable for the following:
- i) The contractor shall fully indemnify the bank for any default or non-observance by the contractor or any of his representatives of any terms of this contract and any other provisions of the applicable enactments and the rules / notifications framed there under.
 - ii) The contractor shall, whenever required by the bank, produce for inspection of all forms, registers and other records required to be maintained under various statutes.
 - iii) In the event of cessation of the contract due to any reason whatsoever, the Performance Guarantee deposit will be refunded only after due satisfaction of the Bank about the full compliance by the contractor of the contractual, statutory and other legal obligations.
 - iv) The contractor shall provide their workmen with necessary safety appliances at his own cost.
 - v) The contract will be for a period of 1 year from _____ to _____. The contract will be renewed every year (max 2 terms) depending upon the satisfactory service of the agency/contractor. Bank may make an increase of 5% on the quoted amount for 2nd year and further 5% increase for the 3rd year. The yearly increment will be based on initial contract amount for 2nd & 3rd year.
 - vi) The agreement can be terminated by either party by giving not less than three months notice in writing to the other party. Notwithstanding anything contained in any other clause, the Bank can terminate the contract forthwith, without assigning any reasons.
 - vii) On expiry / termination of the contract, the contractor shall handover the assets of the bank, subject to normal wear and tear, peacefully and obtain acknowledgement from the Bank





AMC FOR DEVELOPMENT AND MAINTENANCE OF GARDENS / TREES / PLANTS / INDOOR PLANTS / LAWNS, ETC. AT INDIAN BANK HOUSE (BUNGALOW), NO. 21/3, KOTHARI ROAD, NUNGAMBAKKAM.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands the day and year first above written.

<p>Signed and delivered by the hands of Shri _____ its _____ and constituted attorney in the presence of:</p> <p>1.</p> <p>2.</p>	<p>Signed and delivered by the hands of Shri _____ partner of _____ in the presence of:</p> <p>1.</p> <p>2.</p>
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PART II : PRICE BID

(TO BE SUBMITTED IN SEPARATE SEALED ENVELOPE AND NOT WITH PART I : TECHNICAL BID))

AMC for development and maintenance of gardens/ trees/ plants/ lawns etc. at Indian Bank House (Bungalow), No. 21/3, Kothari Road, Nungambakkam, Chennai.

Table :1-This is for illustrative purpose only and the Part II (Price Bid) should not be submitted along with Part I (Technical Bid). It should be submitted in separate closed envelope only and No Enclosure should be enclosed with Part- II.

Sl. No.	Description of Work																																																						
A	<p>FIXED COMPONENT (FC) for 12 months: – The bidder should not quote rate for this component, as the rate/ amount is pre-filled. Minimum Wages of Helper (Unskilled) and Gardener (Semi-Skilled) according to Minimum Wages Act of Government of India.</p> <table border="1"> <thead> <tr> <th>S.N.</th> <th>Category of Staff</th> <th>No. of Labours</th> <th>No. of Days</th> <th>Minimum Wages per Day</th> <th>Total Wages per month</th> <th>PF</th> <th>ESI & Bonus</th> <th>Total Amount for Per Annum</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Gardener (Semi – Skilled) [incl. reliever]</td> <td>01</td> <td>30</td> <td>918/-</td> <td>27540/-</td> <td>1800/-</td> <td>0/-</td> <td>29340/-</td> </tr> <tr> <td colspan="8">Total Wages for one Month excl. GST (a)</td> <td>29340/-</td> </tr> <tr> <td colspan="8">Total Wages for Twelve Months excl. GST [(b) = (a) x 12]</td> <td>352080/-</td> </tr> <tr> <td colspan="8">Gratuity to be paid for 15 days per year (c)</td> <td>14670/-</td> </tr> <tr> <td colspan="8">Total excl. GST (b + c) (l)</td> <td>366750/-</td> </tr> </tbody> </table>	S.N.	Category of Staff	No. of Labours	No. of Days	Minimum Wages per Day	Total Wages per month	PF	ESI & Bonus	Total Amount for Per Annum	1	Gardener (Semi – Skilled) [incl. reliever]	01	30	918/-	27540/-	1800/-	0/-	29340/-	Total Wages for one Month excl. GST (a)								29340/-	Total Wages for Twelve Months excl. GST [(b) = (a) x 12]								352080/-	Gratuity to be paid for 15 days per year (c)								14670/-	Total excl. GST (b + c) (l)								366750/-
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B	<p>Variable Component (VC): The bidder may quote his desired amount.</p> <table border="1"> <tr> <td> <p>Service charges for providing Tools / implements / accessories and transportation, for obtaining, submitting, maintaining Insurance (WC Policy, TPL Policy), Overheads (payment over and above minimum wages, gratuity, festival bonus, welfare, etc), and for providing uniforms, Badges, Protective footwear and rubber gloves etc. to workmen/ employees and Contractor's profit.</p> </td> <td> <p>Monthly Rate (M) = Rs. /- Yearly Rate (II = M x 12) = Rs. /- (Note : In case of mathematical error Bank will consider quoted monthly rate only for further calculations)</p> </td> </tr> </table>	<p>Service charges for providing Tools / implements / accessories and transportation, for obtaining, submitting, maintaining Insurance (WC Policy, TPL Policy), Overheads (payment over and above minimum wages, gratuity, festival bonus, welfare, etc), and for providing uniforms, Badges, Protective footwear and rubber gloves etc. to workmen/ employees and Contractor's profit.</p>	<p>Monthly Rate (M) = Rs. /- Yearly Rate (II = M x 12) = Rs. /- (Note : In case of mathematical error Bank will consider quoted monthly rate only for further calculations)</p>																																																				
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- Bidders must keep in mind that while quoting Service Charges they should include all expenditure on providing managerial supervisory/ administrative services to get the work done through their deployed workmen/ employees.
- There is no restriction on the rate for variable component to be quoted by the intending bidder. However, Bidders offering "Nil" or irrational values for the variable component shall be liable for disqualification. Further, in case of abnormally low bids, the Bank may seek written clarifications from





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the Bidder, for a detailed price analysis of its Bid price in relation to scope, schedule, resource mobilization, allocation of risks and responsibilities, and any other requirements as per the Tender document.

3. Intending bidders shall satisfy themselves about the correctness of the quantity. Bidder may visit the site to access the quantum of work before submitting the tender.
4. No change in the quoted rates will be accepted.

NAME AND ADDRESS OF THE CONTRACTOR:

SIGN & SEAL OF THE CONTRACTOR:

Date:

Place:



Signature & Seal of the Bidder