

Government of Odisha
General Administration & Public Grievance Department

TENDER CALL NOTICE

No. PT2-GAD-CA3-CAD-0009-2020-12662 /CA, Bhubaneswar Dt. 07.05.2022

*General Administration & Public Grievance Department, Government of Odisha hereby invites Sealed Tenders from intending Registered Firms / Suppliers located at Bhubaneswar having valid GSTIN under OGST Act, 2017 and PAN for providing **Maintenance Service to gardens of Govt. quarters under G.A. & P.G. Department on outsourcing basis.***

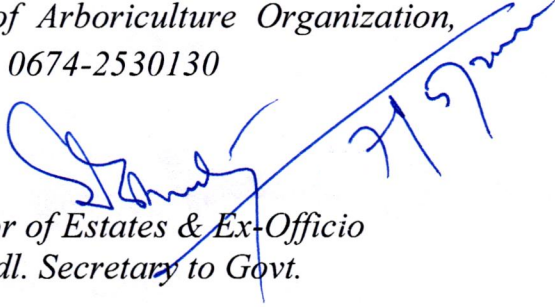
The Tender Document can be available from General Administration & Public Grievance Department, Government of Odisha, Bhubaneswar on its website "<https://gaodisha.gov.in/tenders>".

*The bidders must submit two bids separately, i.e. "Technical Bid" and "Financial Bid" in two separate envelopes. **The Technical Bids and the Financial Bids should be sealed by the bidders in separate covers duly superscribed as 'Technical Bid' and 'Financial Bid', respectively.** Both these sealed covers are to be put in a bigger envelope which should also be sealed and duly superscribed "**Tender for Gardening Services**".*

*The Technical Bids will be opened on **21.05.2022 at 4.00 P.M.** in the office chamber of the Superintendent of Arboriculture Organization, Capital Nursery, Unit-II, Bhubaneswar under G.A. & P.G. Department or any other place as may be confirmed before 30 minutes of opening of bids. The bidders or their authorized representative(s) may remain present at the time of opening of bids. On qualifying in the Technical Bid, the Financial Bids will be opened on the same day at **5.00 P.M.** The financial bids of those will not be opened who do not qualify in the technical bid. The authority reserves the right to reject any or all bids without assigning any reason(s) thereof.*

*The bidders are requested to contact the following person for any clarification on the Tender Document or any other related matter and submit their Tenders by **2.00 P.M. on 21.05.2022 at the latest.***

Contact Person: Sri P.K. Jena, Superintendent of Arboriculture Organization, Capital Nursery, Unit-II, Bhubaneswar, **Telephone:** 0674-2530130


Director of Estates & Ex-Officio
Addl. Secretary to Govt.

Memo No. 12663 /CA Dt. 07.05.2022

Copy forwarded to G.A. & P.G. (AR Cell) Department, Odisha with a request to transmit the notice to the Govt. website of G.A. & P.G. Department.


Director of Estates & Ex-Officio
Addl. Secretary to Govt.

Memo No. 12664 /CA Dt. 07.05.2022

Copy forwarded to the Superintendent of Arboriculture Organization, Capital Nursery, Unit-II, Bhubaneswar for information and necessary action.

He is requested to publish one copy of this notice in the notice board of his office for wide publicity.


Director of Estates & Ex-Officio
Addl. Secretary to Govt.

Memo No. 12665 /CA Dt. 07.05.2022

Copy forwarded to the Principal P.S. to Principal Secretary to Govt., G.A. & P.G. Department / Director of Estates & Ex-Officio Addl. Secretary to Govt., G.A. & P.G. Department / F.A.-cum-Addl. Secretary to Govt., G.A. & P.G. Department / D.D.O.-cum-Under Secretary to Govt., G.A. & P.G. Department for kind information and necessary action.


Director of Estates & Ex-Officio
Addl. Secretary to Govt.

Tender Document

for

Maintenance of Gardens of

Arboriculture Organization

*General Administration &
Public Grievance Department,
Government of Odisha*

2022-23

CONTENTS OF TENDER DOCUMENT

<i>Sl. No.</i>	<i>Description</i>	<i>Page No.</i>
<i>1.</i>	<i>Tender Call Notice</i>	<i>3-4</i>
<i>2.</i>	<i>Garden maintenance service of Arboriculture Organization</i>	<i>5-12</i>
<i>3.</i>	<i>Specific Conditions of Service Agreement</i>	<i>12-14</i>
<i>4.</i>	<i>Scope of Work</i>	<i>15</i>
<i>5.</i>	<i>Format for Submission of Technical Bid</i>	<i>16-24</i>
<i>6.</i>	<i>Format for Submission of Finance Bid</i>	<i>25-27</i>

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Sd/-
Director of Estates & Ex-Officio
Add. Secretary to Govt.

Garden maintenance work adjacent to Govt. Qrs. No. VIIIISGO-5, Unit-VI,

Bhubaneswar

General Administration & Public Grievance Department, Government of Odisha invites offers from reputed and experienced firms for maintenance of garden.

The main objective of the contract is to provide Garden Maintenance Services as per the standards and specifications set out in this document in particular and good industry practice in general.

Formats for submission, Terms of Reference (TOR) and Performance Specifications are enclosed. TOR describes broad scope of work and should guide in submission of the offer.

(1) Proposal Conditions

- (a) This Tender Call Notice is not an offer to contract but represents a definition of specific requirements and an invitation to recipients to submit a response addressing such requirements. Issuance of this Tender Call Notice, preparation and submission of a response by the bidder and the subsequent receipt and evaluation of the response by G.A. & P.G. Department does not commit G.A. & P.G. Department to award a contract to any bidder, even if all of the requirements stated in the Tender Call Notice are met.*
- (b) If a bidder (Service Provider) is selected, the bidder must be able to commence the services immediately within 30 days after the award of contract.*
- (c) G.A. & P.G. Department may modify these requirements in whole or in part and / or seek additional bidders to submit bids. Only the execution of a written contract will obligate G.A. & P.G. Department in accordance with the terms and conditions contained in such a contract.*
- (d) G.A. & P.G. Department shall not, in any way, be liable for any costs incurred by the respondents in preparing a response to this Tender Call Notice or during subsequent discussions with G.A. & P.G. Department regarding their bids.*
- (e) All information contained in this Tender Call Notice shall be considered "Confidential Information". As such, the confidential information shall be protected and maintained in strict confidence by all the recipients of*

such information and shall not be disclosed or disclosure allowed by the bidder, except for the sole purposes of responding to this Tender Call Notice.

- (f) In the event that disclosure of the Confidential information to employees and authorized agents is necessary, Confidential Information may be disclosed to them on a need-to-know basis, but the bidder shall make these persons aware of the confidentiality of such information and they shall (and the bidder shall cause them to) be bound by the terms and conditions of this Tender Call Notice.*
- (g) In no event shall this document, or any subsequent documents that may be made available in connection with this Tender Call Notice, be copied, transcribed, or distributed in whole or in part without the specific prior written authorization of G.A. & P.G. Department. G.A. & P.G. Department reserves the right to require the return or destruction of all documents including extracts, summaries and related notes.*
- (h) All access to G.A. & P.G. Department sites shall be subject to G.A. & P.G. Department security procedures, Code of Conduct, confidentiality provisions and health and safety rules. G.A. & P.G. Department reserves the right at its absolute discretion to exclude and / or refuse access to any of its sites to any personnel including but not limited to bidder's staff and / or agents.*

(2) Who Can Bid?

*Any individual, sole Proprietorship Firm, Partnership Firm, Public Limited Company, Private Limited Company, Corporate Body legally constituted having an office in India and Registered office / Branch office in Bhubaneswar can bid subject to the satisfaction of other eligibility criteria in terms of Organization and experience. The bidder should have at least **five years of experience with average Annual Turnover of Rs. 1.00 Crore (last 3 years)** in providing maintenance services to gardens, parks under Government of India, State Government, Public Sector Undertaking, Corporate Body etc. to be evidenced by relevant documents.*

(3) Essence of the Contract

The basis of consideration and the essence of the contract shall be strict adherence to the quality and performance specifications for performing the works/

services during the period of contract. The performance and quality specifications set out in this document shall be the basis of evaluation of offers.

(4) Submission of Bids

(a) The tender has been invited under two bid system namely, “**Technical Bid**” and “**Financial Bid**”. The interested bidders are advised to submit two separate bids “**Technical Bid for Maintenance Service to gardens in Govt. quarters under G.A. & P.G. Department**” and “**Financial Bid for Maintenance Service to gardens in Govt. quarters under G.A. & P.G. Department**” by the scheduled date and time.

(b) **Technical Bid:**

The Technical Bid to be submitted as per formats enclosed in Annexure C, Appendix 2 shall comprise the following, failing which the bid will be summarily rejected and will not be considered any further.

- (i) Tender Acceptance Letter (in the given format)
- (ii) Bidder’s Organization status (in the given format)
- (iii) Financial status (in the given format)
- (iv) Nature of experience (in the given format) along with certificate / letters for proof of minimum 3 years
- (v) Incorporation certificate, memorandum and articles of association, if any
- (vi) PAN Card
- (vii) Copy of Income Tax returns filed for last 3 consecutive years of average annual turnover of Rs. 1.00 Crore certified by Chartered Accountant
- (viii) GST Registration Certificate
- (ix) Copy of last GST Return filed (GSTR-3B)
- (x) EPF Registration Certificate
- (xi) ESI Registration Certificate
- (xii) Labour License / Registration under the Contract Labour (Regulation and Control) Act, 1970

- (xiii) *Certified Extracts of the Bank Account containing transactions during last 3 years*
- (xiv) *An undertaking to the effect that no case is pending with the police against the bidder and the bidder has not been black listed*
- (xv) *Letter of Authorization for attending bid opening in the letter head of Firm (in the given format)*
- (xvi) *Any other documents as required under this Tender Call Notice*

Note: Only relevant copies of documents with self-attested should be provided.

(C) Financial Bid:

The Financial Bid shall be submitted as per formats enclosed in Annexure D, Appendix 3 and shall comprise the financial quote

5. Price Bids

The bidders are required to quote amount inclusive of all prevailing taxes and fees for the Garden Maintenance Services in the prescribed format. The total amount to be quoted in Indian rupees shall be for the first full year of the contact starting from the date of commencement of services. The fee shall be payable in 12 equal monthly installments. G.A. & P.G. Department may consider escalation over subsequent year, if required, to compensate increase in minimum wages, inflation etc. The contract shall be valid for a period of one year and would be extendable by 3 years subject to satisfactory performance at the discretion of the G.A. & P.G. Department.

The statutory GST payable shall be paid on submission of proof of payment to the Government.

The bidders are required to consider all the costs towards tools and equipment.

6. Language

All information in the bid shall be in English. Information in any other language shall be accompanied by its translation in English. Failure to comply with this requirement shall disqualify a bid. In the event of any discrepancy in meaning, the English language translation of all documents shall prevail.

7. Signature of the Bidder

The bid must contain the name, residence and place of business of the authorized person(s) making the bid and must be signed by the Bidder with his / her usual signature. The names of all persons signing shall be stamped, typed or printed below the signature. Bids by Corporation / Company must be signed with the legal name of the Corporation / Company by the President / Managing Director or other person(s) authorized to bid on behalf of such Corporation / Company in the matter.

8. Vague and Indefinite Expressions

Tender documents submitted by the bidders containing vague and indefinite expressions such as “subject to availability” etc. will not be entertained. Full responsibility is to be accepted by the bidder.

9. Bid submission

Bidders are advised in their own interest to ensure that the bids must be submitted well before the closing date and time of Bid Submission.

10. Equal information policy

Should any bidder raise a question, which is considered to be of general interest, G.A. & P.G. DEPARTMENT reserves the right to calculate both question and answer to all other respondents / bidders. In this event, the identity of the bidder(s) raising the issue will not be disclosed.

11. Bid validity period

The bid shall be kept valid for a period of 120 (one hundred twenty) days from the stipulated last date of submission of bids. The overall offer for the assignment and bidders' quoted prices shall remain unchanged during the period of validity. The bidder is not allowed to withdraw, modify or change his offer during the bid validity period.

12. Rejection of Bids

16.1 G.A. & P.G. Department reserves the right to accept or reject any or all bids without assigning any reason for its decision. The whole work may be split between two or more Contractors or accepted in part and not entirely, if considered expedient by G.A. & P.G. Department.

16.2 Tenders are liable to be rejected in case any of the particulars / prescribed information is either missing or incomplete in any respect and / or if the prescribed conditions are not fulfilled.

16.3 Canvassing in connection with the tender is strictly prohibited and proposals submitted by bidders who resort to canvassing will be liable to rejection.

13. Right to Accept or Reject any or All Bids

Evaluation of bids shall be at the sole discretion of G.A. & P.G. Department and no suggestion and / or communication shall be entertained in this regard. G.A. & P.G. Department reserves the right to reject or accept and to annul the bidding process and reject all the bids at any time prior to the award of contract, without

thereby incurring any liability to the effected bidders or any obligation to inform the affected bidders for the action of G.A. & P.G. Department.

14. Examination of Bids

G.A. & P.G. Department will examine all the bids to determine whether they are complete in all respects as specified in the Tender Document supplied to the bidders. Examination of Bids shall be done in two stages as below.

15.1 Technical Bid

Technical bids received will be opened on the scheduled date and time. These bids will be examined as per the terms of reference, specifications and documents mentioned in this Tender Document to ascertain the qualified bids. The bidder should take enough care to submit all the information sought by G.A. & P.G. Department in the desired formats.

15.2 Financial Bid

The Bidder will quote amounts for conducting the assignment. The price Bid is to be provided in the formats given in Appendix 2. Significant lack of clarity on any cost of item as called for above could lead to the bid being rejected, if it hinders a uniform evaluation process, even if the bid meets all other bidding and technical criteria.

Those bidders who are successful in their technical bid shall only qualify for consideration of opening of financial bids. Financial bids of all qualifying bidders will be opened for which intimation will be given to all pre-qualified bidders who if they so desire, can remain present.

16. Successful Bidder

The L1 Bidder will be found Successful Bidder (Service Provider). In case of multiple Bidders tied up in L1 price, then the maximum average annual turnover will be taken into consideration for selection of L1 Bidder.

17. Service Agreement

The successful bidder would be invited to execute the Service Agreement, which would have, apart from others, the specific conditions as presented in Annexure A.

Annexure A

Specific Conditions of Service Agreement

A. General Conditions

- 1. The Persons deployed by the service provider must be properly trained, have requisite experience and skills for carrying out gardening activities using appropriate materials and tools / equipment.*
- 2. The Service Provider must comply with all the statutory compliances including payment of minimum wages, provident fund and employee state insurance premium for all the contract staff deployed for providing the services. Any non-compliance of any statutory requirement will lead to the termination of the contract.*
- 3. The Service Provider will have to make a Performance Security Deposit @ 3% of the contract by way of Bank Guarantee (BG) from any bank empanelled by Government of Odisha in favour of DDO-cum-Under Secretary to Government, G.A. & P.G. Department covering the period of contract within fifteen days from the date of signing of the agreement. In case, the contract is further extended*

beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the Service Provider.

4. *The successful Service Provider will have to commence the work within 30 days of acceptance of contract. Otherwise the contract will be cancelled and Performance Bank Guarantee will be forfeited.*

5. *The gardening services will be as per scope of work defined in Clause C below.*

6. *The contract shall initially be valid for a period of one year and may be extended further on a yearly basis subject to satisfactory performance on the same terms & conditions up to a maximum of three years. The rates quoted by the Service Provider shall remain unchanged during the initial period of one year of contract. G.A. & P.G. Department, Bhubaneswar, however, reserves the right to terminate the contract by serving three months notice in writing to the Service Provider. The contract may also be terminated with mutual consent by giving one month's notice.*

7. *In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by G.A. & P.G. Department besides annulment of the contract.*

8. *Staff deployed by the Service Provider shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government property / person.*

9. *Government of Odisha or any of its officers / staff will not extend any loans or advances to any staff of the Service Provider working at the sites.*

10. *The Service Provider shall not entrust the work to any other party.*

11. *G.A. & P.G. Department reserves the right to withdraw / relax / amend any of the terms and conditions mentioned above without assigning any reason thereof so as to overcome any problem that may arise at a later stage.*

B. *Scope of Work & Services*

The details and scope of work are enclosed at Appendix 1 to Annexure B.

C. *Payment Procedure*

Payment will be made in the succeeding month upon submission of the bill in duplicate. Payment of the bill will be based on standardized invoices along with all statutory documents viz duly verified attendance sheet, wage sheet, Provident Fund & Employees State Insurance Scheme Challans and tax deposited.

Annexure B

Scope of Work & Services

Appendix 1

- 1. Maintenance of lawn*
 - a. Lawn mowing from time to time as per requirement*
 - b. Top dressing with soil, vermi compost, pesticides etc.*
- 2. Maintenance of shrubs and hedges and fertilization and other maintenance activities*
- 3. Maintenance of flowering beds in all the seasons*
- 4. Maintenance of seasonal flower pots and other potted plants*
- 5. Maintenance of backyard lawn and plants*
- 6. Maintenance of fruit orchard adjacent to main building*
- 7. Maintenance of kitchen garden, supply of farmyard manure, seeds, seedlings in different seasons*
- 8. Maintenance of vermi compost unit*
- 9. Maintenance of lily pond*
- 10. Plant protection measures should be taken in lawn, shrubing and orchard area etc.*
- 11. Cleaning of dead and dry leaves and other debris from garden premises*

Annexure C
Formats for Submission
of
Bid Data

Appendix 2: Formats
for Technical Bid

Appendix – 2: Formats for Technical Bid

GOVT. OF ODISHA

GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

BHUBANESWAR - 751001

GARDEN MAINTENANCE SERVICE ADJACENT TO GOVT. ORS. NO.

VIIISGO-5, UNIT-VI, BHUBANESWAR

TECHNICAL BID

<i>Sl No.</i>	<i>Description</i>	
1	<i>Tendering Firm's Name & Address</i>	
2	<i>Telephone No.</i>	
3	<i>Mobile No.</i>	
4	<i>Date of Registration & Registration Details</i>	
5	<i>Firm's Details (Proprietorship, Partnership, Company, Corporate Body) - Please attach certificate</i>	
6	<i>Details of present work place</i>	
7	<i>Experience certificate</i>	
8	<i>PAN No.</i>	
9	<i>Income Tax Return of last 3 years</i>	
10	<i>GST Registration No.</i>	
11	<i>Last GST Return filed</i>	
12	<i>EPF Registration Certificate No</i>	
13	<i>EPF Return for last 3 years</i>	

14	<i>ESI Registration Certificate No.</i>	
15	<i>Labour Licence / Registration under the Contract Labour (Regulation & Control) Act, 1970 (Attach copy)</i>	
16	<i>Details of Bank Account (Extract of the transactions during last 3 years)</i>	
17	<i>Undertaking to the effect that no case is pending with the police against the bidder and the bidder has not been blacklisted by any organization</i>	
18	<i>List of Supervisor / Workers along with their qualification to be deployed for work</i>	
19	<i>Details of Licence issued by appropriate authority to provide security service in this state (Attach copy)</i>	
20	<i>List of equipment & machines available to be used for work</i>	
21	<i>Additional information, if any (Attach separate sheet, if required)</i>	

Authorised Signatory

Proforma I

Tender Acceptance Form

To

***The Director of Estates & Ex-Officio Addl. Secretary to Govt.,
G.A. & P.G. Department,
Government of Odisha,
Bhubaneswar***

Sub: Garden Maintenance service adjacent to Govt. Qrs. No. VIIISGO-5, Unit-VI, Bhubaneswar.

Dear Sir,

We have visited the above garden and its premises and fully acquainted ourselves with the relevant facilities to provide services as envisaged in this tender.

We fully understand that non-compliances of the above shall not be accepted as an excuse for performance below the expected level of standards.

Having examined the conditions of the garden, its surroundings, the level of maintenance, working hours, nature and conditions of the lawn, flower bed, potted plants, orchard, kitchen garden, lily pond, vermi compost unit, shrubs and hedges etc. relating to the description in the tender document hereunder set out and having completed the assessment of the SOW specified in the said tender document and having acquired the requisite information relating thereto as affecting the Tender Document, I / We, hereby, offer to undertake the job specified in the said

tender document for the duration specified in the said tender document as they may be applicable.

I / We guarantee that the contents of the Tender Document will be kept confidential within our organization and text of the said document shall remain the property of G.A. & P.G. Department and that the said document are to be used only for the purpose intended by G.A. & P.G. Department.

Name of the person having Power of Attorney to sign the Contract (Certified True Copy of the Power of Attorney shall be attached):

(Name) :

(Designation) :

Yours faithfully,

Signature of the Facilities Service Provider

Along with Company Seal

Witness

(1) Signature : _____

Occupation : _____

Address : _____

(2) Signature : _____

Occupation : _____

Address : _____

Authorized Signatory:

Proforma II

Organization Status

<i>Name</i>	<i>Registered Office and Branch Office Location Address</i>	<i>Name of CEO/MD</i>	<i>Contact E-mail, Fax, Tel. & Mobile Nos.</i>	<i>Year of Registration / Date of Commencement of Operation</i>	<i>Registering Authority and Registration Number</i>

Note :

Supporting Documents are to be submitted:

Proforma III

Financial Status

Name of the Firm	Annual Turnover from Facilities for last 3 years			Average Annual Turnover
	2018-19	2019-20	2020-21	
	(X)	(Y)	(Z)	$(X+Y+Z)/3=T$

Note:

- (1) Annual Turnover = Total Revenue from Garden Maintenance Services-
Revenue from sale of assets, scrap*
- (2) The turnover must be given in Indian Rupees.*
- (3) This proforma shall be duly certified by a Chartered Accountant.*

Proforma V

Letter of authorization for attending bid opening

Following persons are hereby authorized to attend the bid opening for the tender on behalf of _____ (bidder) in order of preference given below.

<i>Order of preference</i>	<i>Name & Designation</i>	<i>Specimen Signature</i>
<i>1.</i>		
<i>2.</i>		
<i>3.</i>		

Note:

- 1. Only one representative can be allowed.*
- 2. Permission for entry to the hall, where bids are opened, may be refused in case authorization as prescribed is not produced.*

Annexure D
Formats for Submission
of
Bid Data

Appendix 3: Formats for
Financial Bid

Appendix 3
Break-up of the quoted price per month

1. Manpower

Sl. No.	Category	No. of Manpower	Category	Minimum Wage per day (Rs.)	Nos. of days in a month	Remuneration per month					Amount (Rs.)						
						A	B	C	D	E		F					G (B X F)
												Wage (Rs.)	EPF @ 13% (Rs.)	ESI at 3.25 % (Rs.)	Bonus @ 8.33 %	Total (Rs.)	
1.	Supervisor	1	Highly Skilled	476	26												
2.	Labourer	2	Skilled	416	26												
3.	Labourer	2	Semi-Skilled	366	26												
4.	GST																
Total (1)		5															

2. Materials & Consumables

Sl. No.	Particulars	Quantity required per month	Rate per unit (Not below the standard market price) (Rs.)	Amount (Rs.)
	A	B	C	D (BXC)
1.	Garden Soil	17 cft		
2.	Farmyard Manure	33 cft		
3.	Earthen Pot	30 nos.		
	a.			
	b.			
4.	Fertilizer	5 kg		
	a.			
	b.			
	c.			
5.	Lawn Mowing	Once		
6.	Flower Seedling			
	a.			
	b.			
	c.			

7.	<i>Vegetable Seed</i>			
	<i>a.</i>			
	<i>b.</i>			
	<i>c.</i>			
8.	<i>Organic Pesticide</i>	<i>1.5 lit.</i>		
	<i>a. Humic Acid</i>	<i>500 ml</i>		
	<i>b. Agril 80</i>	<i>500 ml</i>		
	<i>c. Neem Oil</i>	<i>500 ml</i>		
9.	<i>Anti-termite Chemical</i>	<i>500 ml</i>		
10.	<i>Replacement of Lawn Grass</i>	<i>70 sq. ft.</i>		
11.	<i>Bamboo Basket</i>	<i>2 nos.</i>		
12.	<i>Any Other Item(Rs. 1000.00)</i>			
Total (2)				

3. Service charges

<i>Sl. No.</i>	<i>Particulars</i>	<i>Amount (Rs.)</i>
<i>1.</i>	<i>Service Charge</i>	
<i>2.</i>	<i>GST on Service Charge</i>	
Total (3)		

N.B. – All price in three tables must be quoted in Rupees.

<i>Grand Total</i>	<i>Total (1) + Total (2) + Total (3) = Rs.</i>
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N.B – The materials and consumables should be of good quality.