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No. 6251 / Dt. 8.10.25

Notice inviting Expression of Interest (EOI)

for

Annual Maintenance Contract (AMC) for Horticulture and Landscaping work of Rama Devi Women's University Campus

Scaled Expression Interest (EOI) from interested and eligible firms/ agencies are invited for annual maintenance contract for landscaping and horticulture in the campus of the University. The interested agencies may make a detailed campus survey on any working day in between 11:00 am. To 05:00 pm. with effect from **13. 10. 2025 to 18. 10. 2025**. The last date of receiving the filled-in EOI by Speed Post / Registered Post/ Courier Services is **24. 10. 2025 (02.00 p.m.)**.

The Expression of Interest must be submitted in two separate sealed envelopes super scribed as (i) Technical Bid and (ii) Financial Bid respectively. Both these envelopes must be put in a separate sealed envelopes mentioning “**Application for EOI for AMC of Horticulture and Landscape of Rama Devi Women's University, Bhubaneswar**”.

Eligibility Criteria:

1. The agency/firm should be an individual registered firm/company/consortium/registered in India.
2. The agency/firm should have satisfactorily executed similar works as a prime contractor/agency preferably in University campus/ Educational Institutions or any state/central government departments or autonomous institutions under state/central governments, in Banks, Central PSUs.
3. The firm should have executed similar work of horticulture services in the past on large campuses.
4. The firm should have all required licenses for providing horticulture services and licenses for manpower engagement.
5. The firm should be registered with appropriate authority and should have a valid registered license at the time of EOI tendering.
6. The firm should have not been blacklisted by any University/Educational Institutions/state or central government departments/PSU/central PSUs/autonomous bodies /institutions.

GENERAL INFORMATION

1. Time lines

- i) Opening of EOI: **10.10.2025**
- ii) Closing of EOI: **24.10.2025 at 02.00 p.m.**
- iii) Opening of Technical Bids & Presentation: **27.10.2024 at 04.00 p.m.** at the College Section Board Room, New Administrative Building
- iv) Opening of Financial Bid: to be decided after scrutiny of Technical Bid
(Note: Date and time can be changed)

2. Fees/EMD money to be deposited

- i) **Processing Fee (non-refundable) : Rs. 1000/- (Rupees One thousand)** plus GST to be paid in favour of the Comptroller of Finance, Rama Devi Women's University, Bhubaneswar in shape of A/c payee bank draft. The draft to be attached with the technical bid.
- ii) **EMD money: Rs. 25000/- (Rupees twenty five thousand)** only to be paid in favour of the Comptroller of Finance, Rama Devi Women's University, Bhubaneswar in shape of A/c payee bank draft. The draft to be attached with the technical bid. EMD money is to be refundable without interest to the unsuccessful bidders immediately after finalisation of the EOI. EMD will be adjusted as security money to the successful bidder.
- iii) **Security Money:** The EMD adjusted as security money will be refunded after successful completion of the tenure without interest. Failure to complete the tenure as per the terms & conditions will attract forfeiture of the security money.

3. Procedure of EOI the bid

- i) Visit University Website <https://rdwu.ac.in>. Download the notification, EOI documents, Annexure etc. and go through these and then filled.
- ii) There 03 (three) Covers namely a) Technical bid cover, b) Financial bid cover and c) EOI Cover
- iii) The **Scaled technical bid cover** envelopes the followings:
 - a) Arrangement of papers is to be made as per the **CHECK LIST**
 - b) The technical EOI will be submitted only in the University supplied proforma (**Annexure-III**). No other form will be accepted.
 - c) The technical bid form duly filled up and signed by the bidder. Incompleteness or inadequacies of information in the technical bid will amounts for rejection of the EOI. If technical bid rejected, the Financial bid for that will not be opened.
 - d) Checklist (**Annexure-V**)
 - e) Xerox copies of all requisite documents duly self-attested.
 - f) The 02 bank drafts i.e. (i) towards Processing fee and (ii) towards EMD money
(The Cover must be super scribed with "(EOI) for Annual Maintenance Contract (AMC) for Horticulture and Landscaping work" on the top of the Envelop)

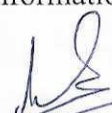


- iv) The **sealed financial bid cover** only envelops the financial bid form (**Annexure-III**) duly filled in and signed
(The Cover must be super scribed with “**FINANCIAL BID for (EOI) for Annual Maintenance Contract (AMC) for Horticulture and Landscaping work**” on the top of the Envelop)
- v) The **Scaled EOI Cover** Envelops i) the sealed technical bid cover, ii) the sealed financial cover and super scribed ““(EOI) for Annual Maintenance Contract (AMC) for Horticulture and Landscaping work” on the top of the Envelop. The bottom left of the envelop must have clear address of the Bidder, whereas the right bottom must have to be addressed to “**The Registrar, Rama Devi Women’s University, VidyaVihar, Bhubaneswar, Odisha-751022.**”
- vi) The sealed EOI must reach on above address **by 02.00 p.m. on 24.10.2025** through Speed Post / Registered Post / Courier services. Late submission of the EOI will not be accepted. No other methods of submission of EOI will be entertained.
- 4 **Service Required** : As per the **Annexure-II**
- 5 **Documents to be attached with Technical Bid Form:** As per the **Annexure –I**
- 6 **Terms & Conditions:** As per the **Annexure –II**


8.10.25
Registrar

Memo No. 6251(A) / Dt. 8.10.25

Copy to CPGC / CoF / OIC, Purchase / OIC, Website with a request to upload in the University Website /Dy. Registrar (Estt. & Admn.) /P.S to V.C for kind information of the Vice Chancellor (I/C).


8.10.25
Registrar

Documents to be submitted along with EoI:

1. Covering Letter
2. (Firm's registration certificate (attested copy)
3. Details of turnover of last five financial years starting from FY 2023-24 and previous 4 years.
4. Work experience/completion certificate related to similar work issued by clients (At least from 2 clients)
5. EPF registration certificate (attested copy)
6. ESI registration Certificate (attested copy)
7. Labour registration certificate (attested copy)
8. GST registration (attested copy)
9. PAN (attested copy)
10. Any other licenses related to horticulture services (if available)

The eligible firms will be invited to make a presentation demonstrating their ability to execute the work, technical and financial capabilities and past works to a committee constituted by the competent authority of Rama Devi Women's University, Bhubaneswar.

General Conditions

1. The agency/firm should have sufficient knowledge of maintenance and execution for landscape work and a work done certificate to that effect, obtained from the client should be submitted along with the EoI document towards the proof of work experience.
2. RDWU takes no responsibility for the delay/loss or non-receipt of any submission or letter sent by post.
3. Agency/firm may furnish any additional information, which agency/firm thinks is necessary to establish its capabilities to successfully complete the envisaged work.
4. If information furnished by the agency/firm is found to be incorrect either immediately or at a later date, the contract will be terminated.
5. RDWU reserves all the rights to reject or accept any/all EoIs, without assigning any reason whatsoever.

Technical specification and terms & conditions

(a) Brief Scope of the Work: -

Landscape and Horticulture Area in the Campus: As per the attached map (green highlighted area) (Annexure-VI)

1. Complete maintenance of the entire garden and garden features such as lawn, trees, shrubs, herbs, edge, flower beds, foliages, creepers, hanging garden and herbal gardens (Sanjeevani Vatika) in the campus etc.
2. Maintenance of potted plants including application of good earth, manure, insecticide, pesticide and fertilizer, removing of dry parts by pruning, cleaning dry leaves and displaying in appropriate place.
3. Maintenance by providing services like watering, weeding, manuring, mowing, thinning, pruning, spraying, pot polishing etc. as directed by the officer in-charge/Competent Authority
4. Supplying and stacking of well decayed cattle manure at site.
5. Pruning, trimming, shaping of trees /shrubs (ht 15 feet and above)
6. Providing, stacking and Displaying of Winter Seasonal Plants.
7. Providing and stacking of winter seasonal flowers seedling/cutting.
8. Providing and stacking of Summer & rainy seasonal seedling.
9. Clearing grass and removal of the rubbish outside the periphery of the area cleared.
10. Periodic and regular inspection/evaluation of health of all trees to prevent tree falling except due to natural calamities
11. Appropriate disposal of wood from tree pruning, dead trees and/or uprooting as per its value.
12. All garden areas including plantation areas are to be kept neat and tidy throughout the period of contract.

(b) Period of Contract and Agreement

1. The **annual maintenance contract shall be for a period of 12 (twelve) months** and extendable further, subject to satisfactory services and approval of the competent authority.
2. The selected agency needs to enter into an agreement with the University on tenure of contract, engagement of manpower, maintenance of landscapes and horticulture, Payment and other terms and conditions, legal liabilities etc.

(c) **General Supervision:**

The maintenance will be carried out under the general supervision of Officer-in-charge authorized by competent authority of Rama Devi Women's University, alongwith an assigned campus supervisor. The areas will be regularly inspected by the authorized staff of the University to check the attendance of contractor's staff, material used and for general supervision.

(d) **Agency's supervision:**

1. The contractor must engage **one full time Supervisor (highly-skilled category)** who preferably should be experienced in the horticulture field, preferably having B.SC Agriculture degree with 2 years' experience
2. The Supervisor should be mobile to ensure efficient supervision.
3. The staff engaged by the contractor shall not be substituted except for sickness/approved leave or otherwise found unfit for the job

(e) **Agency's manpower and management:**

1. The contractor must engage **two gardeners (semi-skilled) and ten (10) workers (unskilled)** with adequate experience of horticulture works, not construction labour for lawn/landscape maintenance works.
2. The contractor shall maintain attendance and other records of the manpower engaged by him required under the rules and must observe all the formalities required under the labour act.
3. The normal working hours will be 8 hours a day from 9.00 A.M. to 5.00 P.M. with 1 hour lunch break from 1.00 P.M. to 2.00 P.M., subject to staggering of duty hours as per actual requirements.
4. During Sundays and other holidays, the contractor must deploy essential staff to ensure minimum maintenance
5. For the exigencies, contractors shall deploy the required number of staff beyond normal duty hours if directed so to carry out the works within the scope of agreement.

(f) **Irrigation**

1. The contractor shall be responsible for the daily watering of the lawn /landscape areas, at his cost for labour and material (like Hose pipes, hydrant Keys etc.).
2. The contractor shall be responsible for the adequate watering of the lawn/landscape areas.
3. The contractor shall be responsible for washing / spraying with water of trees, shrubs and other plants as and when directed to do so.

(g) **Precautionary measures:**

1. The agency must take all necessary precautions for carrying out the above operations.

2. In the event of any injury/accident to any person(s) damage to government or private properties, the responsibility and liability will be entirely on the agency.

(h) Certificate of work done, payment and penalties:

1. All payment to the agency shall be based on the invoices/bills submitted in favour of Comptroller of Finance, Rama Devi Women's University on **Quarterly basis**, with certificate of work done and countersigned by the officer in-charge assigned by competent authority of the University.
2. The rates should be inclusive of all expenses such as wages (as fixed by Labour Department with revisions from time to time), procurements of seedlings, manures, cutting of hedge, mowing of lawn, application of fertilizers, insecticides and pesticides and carriage of Hort. Rubbish generated during the whole day operation etc., alongwith applicable taxes, if any.
3. All the tools & plants/agricultural machinery required for the proper maintenance of the lawn/landscape works is to be arranged by the contractor including Hose pipes & Manual or power Driven Lawn Mowers, manually operated Sprayers etc. 1 No. lawn mower is necessary for the site and its running and repair cost to be met by the contractor.

(i) Compliance with local bye-laws, rules and regulations

The work shall be carried out in the manner complying in all respects with the requirements of relevant bye-laws of the local body under the jurisdiction of which the work is to be executed or as directed by the Authority and nothing extra shall be paid on this account.

(j) Jurisdiction of court

Courts of Bhubaneswar will have jurisdiction concerning or arising out of this EOI document or in respect of the contract.

(k) Termination of contract:

Not with standing anything mentioned in the standard conditions of the contract or elsewhere, the Authority reserves the right to terminate the contract without assigning any reason at any time during the period of contract by giving the agency one-month notice to this effect.

Signature of
Owner/ Proprietor/ Partner/ Director

TECHNICAL BID FORM
For Landscaping work

Sl. No.	Information	To be filled up by the bidder neatly (ink /Type)
1	Name of Firm/ Agency (Attach proof)	
2	Full Address of Registered Office with Pin Code (Attach proof)	
	Telephone No.	
	E-mail id	
3	Full Address of Operating / Branch Office with Pin Code (Attach proof)	
	Telephone No.	
	E-mail id	
5	Name & telephone no. of Authorized Officer/Person to liaise with Field Office (s) (Attach proof)	
6	Details of the EOI fees (Attach proof)	
7	Details of the EMD fees (Attach proof)	
8	Registration No. of the Firm/ Agency (Attach proof)	
9	Service Tax / GST Registration No (Attach proof)	
10	Bankers Name (Attach certified copy of statement of A/C for the last Three Years)	
11	Additional information, if any (Attach separate sheet, if required)	

Declaration

1. I, _____ Son / Daughter / wife of _____ Proprietor / Director / Authorized Signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute this EOI document.

2. I have carefully read and understood all the terms and conditions of the EOI and undertake to abide by them;

3. The information/documents furnished along with the above EOI form are true and authentic to the best of my knowledge and belief I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.

Date :

Signature of

Owner/ Proprietor/ Partner/ Director

Place:

Full Name:

Seal:

FINANCIAL BID FORM**For Landscaping work**

Sl. No.	Requirement	Quantity	Amount per month) (Rs.)	Other charges/ taxes (if, any)(Rs.)	Total (Rs.)
1	Full time Supervisor (highly-skilled category)	1 no.			
2	Gardeners (semi-skilled)	2 nos.			
3	Workers (un-skilled)	10 nos.			
4	Pesticide / manure Fungicide / Seedlings / Saplings				
5	Maintenance Charges (Monthly)				
Total Cost (per month)					

Date:

Signature of

Owner/ Proprietor/ Partner/Director

Place:

Full Name:

Seal:

Notes:

1. The total rates quoted by the agency should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.

CHECK LIST**DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID
TO BE ARRENGED AS FOLLOWS**

Sl. No.	Documents	Yes /no by the EOIs	Yes/No by the office
1	Covering Letter		
2	Firm's registration certificate (attested copy)		
3	Bank draft for EOI fees (Non-Refundable)		
4	Bank draft for EMD (Refundable)		
5	CHECK LIST		
6	Dully filled in and signed Technical Bid form		
7	Details of turnover of last five financial years starting from FY 2023-24 and previous 4 years.		
8	Attested copy of address proof of the firm/Agency		
9	Attested copy of proof the Name and address of the proprietor		
10	EPF registration certificate (attested copy)		
11	ESI registration Certificate (attested copy)		
12	GST registration (attested copy)		
13	PAN (attested copy)		
14	Attested copy of the latest IT return filed by agency(last one years)		
15	Signed copy of Terms & Conditions regarding EOI		
16	Any other licenses related to horticulture services (if available)		

Landscape and Horticulture Area in the Campus: map (green highlighted area)

