

**ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG)
BOTANICAL SURVEY OF INDIA, HOWRAH**

Tender No.AJCBIBG-33/135/Boating/2016-2017/Admn./1

NOTICE INVITING TENDERS

Sealed tenders are invited from registered and established agencies/firms for providing the services of Operation and Management of boating including other related management aspects in King Lake and Prain Lake in Acharya Jagadish Chandra Bose Indian Botanic Garden (AJCBIBG) purely on Annual Maintenance Contract (AMC) basis.

| Name of Work | Minimum Reserve License Fee | Earnest Money | Cost of Tender Document | Duration of work/ Contract |
|---|------------------------------------|----------------------|--------------------------------|-----------------------------------|
| The work includes operation and management of boating including cleanliness in and around King Lake & Prain Lake in Acharya Jagadish Chandra Bose Indian Botanic Garden (AJCBIBG) maintaining all safety norms for total safety of the riders during boating. | ₹2,50,000/- | ₹10,000/- | ₹1000/- | One year only |

The Tender Documents can be downloaded from the websites (www.bsi.gov.in/www.tenders.gov.in/www.bsienvi.nic.in) and the cost of the Tender Document amounting to **₹1000/- (Rupees One Thousand)** only must be sent in the form of Demand Draft drawn in favour of the **PAO (BSI/ZSI), Kolkata** along with filled in Tender Document. The downloaded Tender Document will not be entertained without the DD amounting to **₹1000/- (Rupees One Thousand)** only (non-refundable).

A pre-bid conference will be held on **03.11.2016** at **01.00 PM** in the Chamber of the Scientist-‘E’ & Head of Office, AJCBIBG.

The sealed tenders must reach this office on or before **15.11.2016 up to 12.00 Noon** and shall be opened publicly in the presence of the tenderers or their representatives, if any, on the same day at **12.30 PM**.

The Competent Authority reserves the right to accept or reject any or all the Tenders without assigning any reason and for making any change in the Scope of Work.

Scientist-‘E’ & Head of Office
Acharya Jagadish Chandra Bose Indian Botanic Garden
Botanic Garden, Howrah – 711 003, INDIA
Tel: 033-26680554; Fax: 033-26685096
Email : ibg_bsi@rediffmail.com; ibg_bsi@yahoo.co.in



भारत सरकार/Government of India

Form No.

पर्यावरण, वन एवम् जलवायु परिवर्तन मंत्रालय/Ministry of Environment, Forests & Climate Change

भारतीय वनस्पति सर्वेक्षण/Botanical Survey of India

आचार्य जगदीश चंद्र बोस भारतीय वनस्पति उद्यान, हावड़ा / Acharya Jagadish Chandra Bose Indian Botanic Garden, Howrah – 711 103

**TENDER FORM FOR PROVIDING SERVICES OF OPERATION AND
MANAGEMENT OF BOATING IN KING LAKE AND PRAIN LAKE IN ACHARYA
JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG) PURELY
ON CONTRACT BASIS**

Tender No.AJCBIBG-33/135/Boating/2016-17/Admn./1

Affix PP Size
photograph of the
tenderer or proprietor
of the firm/AGENCY

1. Cost of Tender Form : ₹500/- only
2. Date & Time of Pre-Bid Conference : 03.11.2016 at 01.00 PM
3. Last Date & Time of Submission of Tender Forms: 15.11.2016 up to 12.00 Noon
4. Date & Time of Opening of Tender : 15.11.2016 at 12.30 PM
5. Period of License : One Year only
6. Minimum Reserve License Fee : ₹ 2,50,000/- (Rupees Two Lac Fifty Thousand) only
7. Names, Addresses of Firm/Agency with Telephone No(s) : _____

9. Registration Number of the Firm/Agency : _____
Date of Validity of Registration: _____
10. Name, Designation, Address and Telephone No(s). of authorized person of Firm /
Agency : _____

11. Status of the Agency (Proprietorship/Partnership/Limited Company) : _____

12. Specify Name, Address and Telephone No(s). of Proprietor/Partners/Managing Director/ Authorized person :

| Sl. No. | Name & Designation | Full Address | Telephone & Mobile No (s) |
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13. TAN/PAN No.: _____

14. ESI No.: _____

15. EPF No. : _____

16. License No. under Contract Labour (R & A) Act : _____

17. Service Tax Registration No. : _____

Date of Validity of Registration: _____

18. Details of Earnest Money Deposit:

a. Amount: ₹ _____ (in words) _____

b. Bank Demand Draft No. _____

c. Date of issue of Demand Draft _____

d. Name of the issuing Bank _____

19. Details of Manpower to be provided by the Agency (Category-wise) along with their Certificate of Experience for at least three years (separate sheet may be attached) :

20. Plan of work.

21. Details of experience with regard to the similar services for at least three years. Please, enclose copies of the work order/satisfactory reports/completion certificate from the previous/existing client(s) :

i. No. of Garden /Organizations/Institutions/Industries where services of Operation and Management of Boating have been rendered (Please enclose the List with satisfactory certificate):

ii. No. of Garden / Organizations/Institutions/Industries where services of Operation and Management of Boating under operation (Please enclose the List with work order):

iii. Detailed scheme of work/working procedures to be followed in AJCBIBG (separate sheet may be attached) :

21. Amount Quoted for providing services of Operation and Management of Boating in Acharya Jagadish Chandra Bose Indian Botanic Garden (AJCBIBG) round the year:

22. Proposed wages for Manpower to be provided by the Agency as per the applicable Minimum Wages Act (MWA) :

| Sl. No. | Category | Proposed No. of Labourers | Applicable Statutories for the Labourers (₹) | | | | | Service Charge | Service Tax | Total | |
|-------------------|----------|---------------------------|--|-------------------------|-------------------------|-------------------------|-------------------------|----------------|-------------|-------|----------------------------|
| | | | Wages (as per MWA) | ESI | | EPF | | | | | Any Other (Please Specify) |
| | | | | Employer's Contribution | Employee's Contribution | Employer's Contribution | Employee's Contribution | | | | |
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| Total Amount in ₹ | | | | | | | | | | | |

23. Any other information: _____

24. DECLARATION:

This is to certify that I/We before signing this Tender Form have read and fully understood all the Terms & Conditions contained in the enclosed ANNEXURE and as mentioned hereunder, and undertake myself/ourselves abide by them:

- a. Earnest Money Deposit of ₹10,000/- (**Rupees Ten Thousand**) only is liable to be forfeited by the AJCBIBG/BSI authority, if on award of the License, I/we do not accept the award or do not fulfill any of the conditions stipulated in tender documents within the prescribed time.
- b. On account of non-acceptance of the award or on account of non-completion of tender conditions within the prescribed time, I/We shall be debarred by the AJCBIBG/BSI authority for further participation in the tenders at AJCBIBG, Howrah for a period of three years.
- c. On account of furnishing inadequate or wrong information, my/our tender will be liable to be rejected by the AJCBIBG/BSI authority without assigning any reason thereof. At latter stage, if any or all the documents submitted by me/us are found to be false, the Contract may liable to be terminated forthwith without prejudice to make one liable for any other (penal) action as deemed fit by AJCBIBG/BSI authority.
- d. The AJCBIBG/BSI authority does not bind itself to accept the highest bid and/or highest tender, and reserves to itself the right to cancel any or all tenders or accepting the whole or any part of the tender and the tenderer shall be bound to provide the service at the rate quoted.

Date:

Place:

(Signature of Tenderer)

Name:

Designation:

Address:

Phone No. (O):

Phone No. (R):

Mobile No. :

e-mail :

Website :

Witness:

| Name in Full | Address for Communication | Signature |
|---------------------|----------------------------------|------------------|
| | | |
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**TENDER FOR PROVIDING SERVICES OF BOATING IN KING LAKE AND
PRAIN LAKE IN ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC
GARDEN (AJCBIBG) PURELY ON CONTRACT BASIS**

Proposition:

- (i) Selling / Collection of Tickets / Fee for boating at the designated site and operation & management of boating (including related aspects) in the Acharya Jagadish Chandra Bose Indian Botanic Garden.
- (ii) The riding fee shall be realized only from the willing riders for boating at the specific rates fixed by the AJCBIBG/BSI authority.
- (iii) A Pre – Bid conference will be held between the AJCBIBG/BSI officials and prospective tenderers to discuss terms & conditions, scope of work, guidelines to be followed, etc., on the date prescribed in the advertisement.
- (iv) The tender would be awarded on the basis of competitive bidding through open tender process.
- (v) The accepted bid amount is payable in one lump sum along with letter of acceptance before the issue of the work order.

Activities prohibited in AJCBIBG campus:

- a. *Organising any picnic or Party anywhere or holding meeting / seminar in open areas in the garden premises.*
- b. *Carrying pets (dogs/cats), firearms, explosives, crackers, loud speakers and furniture or any other item which may affect the ecology and environment of the garden.*
- c. *Film Shooting or any type of Videography.*
- d. *Commercial activities like selling of eatables, hot and soft drinks, gutka/pan/pan masala, tobacco, etc.*
- e. *Entry and use of food packets, plastic carry bags, cup, plate, bowl, glass, pouches, plastic bottles, etc. or any of such item(s) made of thermo-coal/non-biodegradable materials (The garden has been declared as a Plastic Free Zone), so the successful bidder must arrange to provide bins and trash in a proper manner at both the entry points.*
- f. *Any type of vehicles except with prior permission for specific purposes.*
- g. *Entry and use of Alcohol and or any drugs/narcotics and arm & ammunition, etc. and smoking activities or entry with bidi/cigarettes or any other smoking and lighting materials.*
- h. *Walking on Lawn, swinging and sitting on any tree or swimming/bathing/washing clothes in water-bodies.*
- i. *Gambling or playing any type of game (s) on road, lawn and or in water-bodies.*
- j. *Plucking flowers/ damaging any terrestrial or water plant/tree or their parts.*
- k. *Playing music or any musical instruments, lighting fire and or cooking, hunting and fishing.*
- l. *Disposal of any kind of solid, liquid and or gaseous pollutant(s) by any means.*
- m. *Carrying/consumption of alcohol/intoxicants.*
- n. *Any other activity prohibited in the standing Rules of 1961 and By-laws of the Acharya Jagadish Chandra Bose Indian Botanic Garden.*
- o. *Any other points that are deemed necessary by the Sub-Committee constituted for the development of the Garden.*

Rates / Charge and duration of boating

- (i) The fee for boating on a half an hour trip will be charged from willing rider(s) @**₹40/- (Rupees Forty)** only for hiring a Four-seater and @**₹30/- (Rupees Thirty)** only for hiring a Two-seater per trip.
- (ii) For riding beyond the prescribed half-an-hour duration, extra **₹15/-** only for the Four-seater boat and **₹10/-** only for the Two-seater respectively for every additional 10 minutes shall be charged.
- (iii) No luggage will be allowed while boating. The luggage may be kept at the counter with the controlling persons against necessary coupons paying admissible charges @**₹1/-** per luggage.
- (iv) Fee for boating shall be in addition to the general entry fee in the garden for the visitor(s).
- (v) The boat shall be operated from a single point in each lake. The duration of the boating must be strictly maintained from **7.45AM** to **5.00PM** during March-September and from **8.15AM** to **4.30PM** during October-February.

Scope of work:

- a) Operation and Management of Paddle Boating in King Lake & Prain Lake in Acharya Jagadish Bose Indian Botanic Garden.
- b) Maintenance of all safety norms for boating and taking all sorts of measures for total safety of the riders.
- c) The boats should be controlled from single designated point in each lake.
- d) The boating shall be operated within specific timing as would be decided by the AJCBIBG/BSI authority.
- e) Sufficient number of Life Saving Jackets and other related arrangements should be kept in operating condition, so that while the rider(s) use one set(s), other set(s) may be kept ready for the waiting individuals. The employed personnel should be well trained in using life saving jackets and handling emergent situations.
- f) In addition to safety measurements, provision for First Aid may be maintained to attend to any untoward incident/accident during boating.
- g) In each Lake 4+1 (five) boats shall be operating. Two boats of 2-seater type, two boats of 4-seater type and one rescue boat which operated by an experienced boatman.
- h) Every care should be taken while boating in the lakes for protection of aquatic plants introduced and maintained by the AJCBIBG/BSI authority so that no damage is caused to the part or parts of the plants during the boating operations.
- i) Every care must be taken so that total cleanliness is maintained and the riders cause no infestation to the Lakes during boating.
- j) Fishing is strictly prohibited in the Lakes and Canals in AJCBIBG. During boating operations, if fishes or any other animals are caught, the rider(s) and the LICENSEE shall be subject to the punishment as per existing rule of the garden and/or as would be decided by the AJCBIBG/BSI authority.
- k) During boating operations, if necessary, the lakes must be cleaned manually and mechanically and not by applying any chemical or other material which would damage the water quality and in turn affect the flora and fauna.
- l) The LICENSEE may employ adequate supervisors to ensure the smooth operations.

Guidelines:

- i. The AGENCY should possess requisite infrastructure in terms of manpower and materials as required for the smooth operation and management of boating including other related activities.
- ii. At least 20% of the manpower proposed to be deployed should have adequate knowledge of regulation of the movement of the visitors in a distinguished public place.
- iii. The AGENCY should ensure regular and uninterrupted services throughout the year.
- iv. The AGENCY must deploy the adequate number of experienced personnel at the designated ticket counter for overall management and operation of the work of boating in the lakes.
- v. The AGENCY should be equipped to deploy, in case of emergency, additional manpower and materials during the peak season in the garden.

Terms & Conditions:

1. The boating shall be operated in King Lake and Prain Lake only.
2. The ticket counter/counters at the designated spot shall function on all the days throughout the year (except on the days as required by the AJCBIBG/BSI authority to be closed for a day for general maintenance of the lakes once in a week or fortnight) from **7.30AM to 4.30PM** during March – September and from **8.00AM to 4.00PM** during October – February.
3. The scheduled duration and hours as mentioned at Sl. No.1 & 2 must be printed on all Tickets. All tickets, pamphlets or signages/signboards used for this purpose must be trilingual i.e. in Bengali, Hindi & English order.
4. All tickets should be serially numbered and date of issue should be marked daily.
5. The AGENCY should employ adequate number of staff to satisfy the visitors' queries regarding the Do's and Don'ts and buying tickets and managing/regulating their movements.
6. The persons posted at the Ticket Counter(s) should be conversant with local languages including the functional knowledge of Hindi and English for guidance/interaction with visitors as per requirement.
7. The AGENCY shall take all possible care to ensure the safety of its staff and riders during the entire operation and management of boating in the King Lake and Prain Lake.
8. The AGENCY shall bear all expenses relating to operation and management of boating as discussed in the objective throughout the year.
9. The AGENCY shall be fully responsible for any accident/untoward incident caused to any person during the work undertaken by the person deployed by it and there will be no liability on the part of BSI in this regard.
10. The AGENCY shall not sublet this contract either in part or in whole by any means whatsoever to any other party or person.
11. The Contract will be valid only for One Year subject to satisfactory operation (certified by the concerned officials of the Curatorial Wing of AJCBIBG) as per the agreed terms and conditions.
12. This Contract is liable to be cancelled at any time within the period of tenure, if the AGENCY fails to abide by the agreed terms and conditions or involve in any activity detrimental to the ecology, environment, development and security of the garden.
13. The establishment of the AGENCY shall be separate from the establishment of the Acharya Jagadish Chandra Bose Indian Botanic Garden for all purposes and in all respects, and in no case any kind of liability to the AGENCY will be borne or shared by the AJCBIBG/BSI authority.

14. In respect of all persons engaged for rendering the services directly or indirectly by the AGENCY for the concerned work, the AGENCY shall be considered as principal employer as per Contract Labour Regulation Act. The AGENCY shall pay not less than minimum wages as notified from time to time and shall abide by all and every kind of legislation that are incidental to and concerned with such deployment of persons for the time being for carrying out and rendering such services. The AGENCY shall observe duly at all times the provision of the Employment of Children Act and any other enactment made in this regard.
15. The AGENCY is liable to pay compensation for any damage to the AJCBIBG properties caused by the proprietor himself or his staff. The authority of AJCBIBG shall determine the extent of such compensation and such decision shall be final and binding on the AGENCY.
16. The AGENCY including all persons deployed or engaged by the AGENCY in any manner shall abide by the security arrangements of AJCBIBG, and shall be liable for scrutiny, physically or otherwise, by the security men of the AJCBIBG/BSI authority. The AGENCY and all its staff should strictly observe the rules and regulations, laws and bye laws of the garden and as will be amended time to time. The Staff of the AGENCY shall not reside inside the campus except in special cases emerging out of exigency when the AJCBIBG authorities specifically instruct in writing such staff members to do so temporarily.
17. The successful AGENCY shall have to submit the duplicate copy of the work order duly signed with stamp as a proof of acceptance and shall have to execute an Agreement/Deed of license governing the terms and conditions of the license on non – judicial stamp paper of ₹50/- only within three days from the date of issue of work order.
18. The AGENCY shall comply with all and every requirements of various statutory authorities for rendering services for Operation and Management of Boating in King Lake & Prain Lake of the garden.
19. The AGENCY should submit a declaration to the effect that none of the partner, if applicable or the AGENCY is related to any staff member of AJCBIBG/BSI.
20. The AGENCY should have a local office at Howrah/Kolkata with telephone facilities.
21. No accommodation will be provided to the staff of the AGENCY for staying in the AJCBIBG campus. All the employees deployed by the AGENCY must leave the garden after schedule working hours.
22. The successful AGENCY/Tenderer will adhere to the observance of all statutory requirements by way of timely payment of wages to the staff deployed at the prescribed rates, etc.
23. The AGENCY will ensure their uninterrupted services by their personnel. All the staff of AGENCY will strictly abide by laws and standing rules and regulations/laws and by-laws of the Garden or as may be amended from time to time.
24. While the grave violation of the terms of contract will result in cancellation of the contract, minor violations may result in imposition of pecuniary penalty to be paid by the AGENCY. The nature of violation(s) and the result, and/or the quantum of penalty will be decided by the competent authority (BSI) which will be final and binding on the AGENCY.
25. The competent authority (BSI) reserves the right to ask for replacement of any employee/staff deployed by the AGENCY in public interest or if found detrimental to safety, security and environment of AJCBIBG/BSI which the AGENCY will comply with forthwith.
26. The AGENCY will vacate the possession forthwith after completion of the contract period or cancellation of the contract due to gross violation of a term. In case it is not vacated by the AGENCY after completion of the contract period or cancellation of the contract, the AJCBIBG/BSI authority will be vested with the power to break open the lock and vacate the possession of the AGENCY following due procedure.
27. Provided nevertheless that this agreement may be terminated by either party giving to the other

not less than one calendar month's notice in writing in that behalf without assigning any reason there for which no damage or compensation shall be claimed by either party.

28. The labour/employee of the AGENCY in no way will have the claim for regularization in AJCBIBG/BSI.
29. A fine of ₹1.0 lac will be imposed if any employee of the AGENCY is caught harvesting fish or encouraging fishing activities in any form.
30. The AGENCY shall submit a consolidated report of the daily movements of the visitors including the details about the fair wages paid slips to its employees on monthly basis to the office.
31. The Competent Authority reserves the right to reject any or all the tender applications without any prejudice and assigning any reason thereof.
32. During the tenure of the contract when the work of cleaning and maintenance of lakes is not undergoing, the AGENCY will be required to keep the entire boating areas of King Lake and Prain Lake well cleaned, maintained and presentable. The lakes must be cleaned manually and mechanically and not by applying any chemical or other material which would damage the water quality and in turn affect the flora and fauna.

Security Deposit:

1. The successful AGENCY must submit a Security Deposit equivalent to 15% of the accepted bid amount before the issue of work order failing which the offer will be cancelled and the E.M.D. will be forfeited.
2. Security Deposit and/or Indemnity Bond/Fidelity Bond is to be paid in the form of Bank Guarantee in favour of the **PAO (BSI/ZSI)** payable at **Kolkata** from a nationalized Bank where the tenderer has his own account. The Bank Guarantee must be valid for one month extra after the expiry of the contract.
3. The AGENCY is liable to pay the full compensation for any loss and damage of the flora and fauna of the lakes / sections / divisions of the garden caused due to negligence by the proprietor himself or by the employees engaged/deployed by it. The authority of AJCBIBG shall determine the extent of such compensation. In the event of non-payment of such compensation by the AGENCY within the stipulated period, the full amount as determined would be deducted / realized from the Security Deposit and the AGENCY has to submit a fresh Security Deposit again within three days failing which the CONTRACT will be cancelled.

Mode of Payment

The accepted license fee is to be paid in 'lump sum' in the prescribed number of installments in the following manner :

- Initial payment of the proportionate bid amount shall be equal to the amount payable for the first six months which is to be paid before the issue of the work order failing which the offer shall stand cancelled and the next successful bidder in order shall be given the opportunity to provide the service.
- The balance amount should be paid in next single installment in advance before the initiation of the work in the form of A/C Payee post dated cheque duly signed dated the 1st day of the installment period in favour of **PAO (BSI/ZSI)** payable at **Kolkata** from scheduled bank where the bidder has his/her own account. In case of default in payment as mentioned above, the AGENCY is liable to pay penal interest @18% p.a. on the due amount from the date of default to that of the payment made actually to the AJCBIBG Authority.

Tenure & validity :

1. The CONTRACT will be valid for one year only subject to satisfactory operation (certified by the concerned officials of AJCBIBG) as per the agreed terms and conditions.
2. The CONTRACT may be extended for further period/term based on satisfactory performance of the AGENCY and approval of the competent authority on the same Terms and Conditions and/or proportionate increase in the accepted bid amount or addition or deletion of any point with full agreement of the AGENCY and acceptance of paying the existing bid amount. The right for extension of CONTRACT terms is completely vested with the Competent Authority of BSI.
3. This CONTRACT is liable to be cancelled at any time within the period of tenure, if the service is found unsatisfactory due to non-compliance of term(s) and condition(s) and/or the AGENCY or any of its staff is found engaged personally or found indulging in any other activity detrimental to the environment of the garden the Contract may liable to be terminated forthwith without prejudice to make one liable for any other (penal) action as deemed fit by AJCBIBG/BSI authority.

Arbitration :

1. In case of dispute(s), which cannot be solved through negotiation shall be referred to the Ministry of Environment & Forests, Government of India in the first instance for resolution, and with an Arbitrator to be appointed by the Ministry, if so required. All legal disputes will lie under the jurisdiction of Kolkata / Howrah Court.
2. Employees of the AGENCY in no way will have the claim for regularization in Indian Botanic Garden/Botanical Survey of India and/or in no way will have the claim to be rated at par with Acharya Jagadish Chandra Bose Indian Botanic Garden/BSI staff.

OFFER FORM

SUBJECT: SERVICES OF BOATING IN KING LAKE AND PRAIN LAKE IN ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG) PURELY ON CONTRACT BASIS

I/We have read, understood and accepted all the terms and conditions applicable for providing services for Operation and Management of Boating in King Lake and Prain Lake in Acharya Jagadish Chandra Bose Indian Botanic Garden (AJCBIBG) purely on contract basis as laid down by AJCBIBG/BSI authority in the relevant tender document.

I/We hereby offer to work as per the terms and conditions laid down in the agreement made for this purpose.

My/Our business particulars are as follow:

i). Name of the Agency/Society:

ii). Registration No.:

iii). Name (s) of the Tenderer:

iv). Permanent address:

v). Police Station:

vi). Telephone Numbers:

a. Office:

b. Residence:

c. Fax :

vii). Name and address of our Bankers:

I/We hereby confirm that all the information stated above is true.

Date:

Place:

Signature of the Tenderer/
constituted Attorney with office seal:

DECLARATION

This is to certify that I/We have no close relative (Father, Mother, Brother, Sister, Son, Daughter and Spouse, etc.) as an employee of the Acharya Jagadish Chandra Bose Indian Botanic Garden, Botanical Survey of India nor any such close relatives are associated with us as proprietor/partner/share holder/director and like.

1. Signature of the tenderer(s):
2. Address:
3. Office seal with date:

**GENERAL TERMS AND CONDITIONS FOR PROVIDING SERVICES FOR
OPERATION AND MANAGEMENT BOATING IN KING LAKE AND PRAIN
LAKE IN ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN
(AJCBIBG) PURELY ON CONTRACT BASIS**

1. The tenderers must have a local office with regular telephone at the office and residence.
2. The tenderers shall not be a close relative of any employee of AJCBIBG/BSI (close relative means – Father, Mother, Brother, Sister, Son, Daughter and Spouse) nor any such close relatives are associated with the tenderers as proprietor/partner/share holder/director and like of the tenderers.
3. Successful tenderers shall be required to enter into an agreement with AJCBIBG/BSI governing the terms and conditions of the license on non-judicial stamp paper of ₹50/- only.
4. The tenders should accompany a demand draft, which shall be ₹10,000/- (**Rupees Ten Thousand**) only drawn in favour of **PAO (BSI/ZSI)** payable at **Kolkata** towards Earnest Money Deposit. The Earnest Money shall be refunded to unsuccessful tenderers within 30 days from the date of opening tenders or after the finalization of the tendering process whichever is earlier for which no interest shall be payable.
5. The successful tenderer shall submit the following documents within 3 (three) days from the date of issue of the offer :
 - a) Duplicate copy of the offer shall be duly signed and stamped by the tenderer as a token of acceptance of the terms and conditions of the contract.
 - b) Copy of the Registration certificate of the AGENCY/ Society.
 - c) Original copy of this Agreement/Deed of License governing the terms and conditions of the Contract on non-judicial stamp paper of ₹50/- only as per the proforma.
6. The tender forms duly filled in, signature with official seal on all pages along with necessary documents have to be dropped in the sealed tender box, kept in the **Office of the Scientist – ‘E’, AJCBIBG, BSI, Howrah** within the stipulated date and time.
7. The decision of the ‘Consultancy Evaluation Committee’ in ranking and selecting the successful bidder for recommendation of the Contract (AMC) will be treated as final.
8. The competent authority, AJCBIBG/BSI who does not bind itself to accept the highest bid and/or highest tender, reserves the rights to accept or reject any or all tenders or partially accept any of them without assigning any reason.
9. Canvassing in any form, political or otherwise, in connection with the tender is strictly prohibited and the tenders submitted by the tenderers who resort to canvassing will be liable to rejection on that ground alone.

**TENDER FOR PROVIDING THE SERVICES OF OPERATION AND
MANAGEMENT OF BOATING IN KING LAKE AND PRAIN LAKE IN ACHARYA
JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG) PURELY
ON CONTRACT BASIS**

INSTRUCTIONS FOR FILLING THE TENDER

1. The instructions and terms and conditions given herein in the tender document will be strictly binding on the tenderers and deviation, if any, make the tender or tenders liable to be considered invalid. Tenders incorporating additional conditions by the tenderer are liable for rejection.
2. Tenderers are requested to submit their offers as per the General Terms and Conditions, the proforma of agreement and a declaration duly signed on all the pages with official seal in token of their acceptance.
3. The sealed tenders should be placed in a bigger envelop duly sealed and super-scribing **“TENDER PAPERS FOR OPERATION AND MANAGEMENT OF BOATING IN KING LAKE AND PRAIN LAKE IN ACHARYA JAGADISH CHANDRA BOSE INDIAN BOTANIC GARDEN (AJCBIBG) PURELY ON CONTRACT BASIS”**.
4. The tenderer shall fill up the offer form in addition to general terms and conditions, declaration and submit the same along with their offer in a sealed envelope duly signed with official seal in all pages as token of their acceptance of the terms and conditions for their offers.
5. Incomplete offer i.e., offer received without prescribed offer form, general terms and conditions and declaration duly signed with official seal on all pages will be rejected straightaway without any reference to the tenderer.
6. Telegraphic and conditional offer shall not be accepted.
7. Overwriting in the offer form is not permitted and shall be rejected straightaway without any reference.