



CAO/EST/EXT/2026-27/033
April 30, 2026

Soni Philip
Chief Administrative Officer

Dear Sir/Madam,

Sub: Inviting Sealed Tender for Providing Gardening Services at NIBM campus Pune.

National Institute of Bank Management (NIBM) is an apex level institute for Education, Training, Consultancy and Research Work in the Banking Industry. NIBM is an autonomous institute established by the Reserve Bank of India and other Public Sector Banks in India.

The Institute is inviting Tenders for "Providing Gardening Services at NIBM Campus Pune" from reputed firms based in Pune. Two-bid system (Separate Technical Bid and Financial/Price Bid) shall be adopted for this tender.

Terms for tendering quotation are as follows:

1. The details of tender document can be downloaded from the home page - on <http://www.nibmindia.org> under the heading "Tender of NIBM".
2. **It is works contract. There is no EMD & Tender cost exemption on account of MSME.**
3. The offers are invited from reputed and experienced individuals/firms/agencies/companies, preferably having similar type work experience in Govt. Institute/Banks/PSU/Educational Institute etc. with sound financial background having valid licenses/sanctions and experience in this field for a minimum period of five years along with institutional/organizational performance report.
4. For any clarification on the tender terms & conditions, scope of work etc. (Annexure I to IV) in respect of the subject tender, please contact JE- Civil/Estate-cum-Security Officer, NIBM - 020 69046100/ 69046103/6107.
5. It is mandatory for all prospective bidders to undertake a site visit before submitting their bids. The purpose of the site visit is to provide the bidders with a comprehensive understanding of the site requirements and the conditions that may affect the execution of the work. (Submit Form-III).
6. Failure to undertake a site visit and submit form-III will result in the automatic rejection of the submitted bid.
7. All bidders are requested to check our tender website regularly for any update/corrigendum, etc. with respect to this tender. No separate / individual notification will be made in such cases.
8. This notice inviting tender shall form a part of the contract document.

9. **Tenders should be submitted in Two separate Envelopes on or before 5.00 P.M. on May 12, 2026 to following address- Purchase Department, Admin Building, NIBM campus, NIBM Post Office, Kondhwe Khurd, Pune - 411048**

Thanking you,

Yours faithfully



Chief Administrative officer

Enclosures:

- Tender Annexures I to IV
- Bid forwarding letter Annexure V with formats
 - o Technical Bid - PART - I
 - o Financial Bid - PART - II



**NATIONAL INSTITUTE OF BANK MANAGEMENT
PUNE**

TENDER

FOR

PROVIDING GARDENING SERVICES AT NIBM CAMPUS, PUNE

(Ref No. NIBM / Tender-02 / 2026-27 dated April 30, 2026)

2026 – 2027

**National Institute of Bank Management (NIBM)
NIBM Post Office, Kondhwe Khurd
Pune – 411 048**

**Website: <https://www.nibmindia.org>
Telephone: 0091 20 6904 6106/6000
Email: purchase@nibmindia.org**

INDEX

Sr. No.	Particulars	Page Nos.
1.	Notice Inviting Tender	3-4
PART I – TECHNICAL BID		
2.	Annexure – I: Eligibility Criteria	5
3.	Annexure – II: Special Conditions for Technical and Financial Bid	6
4.	Annexure – III: General Terms and Conditions of Contract for PROVIDING GARDENING SERVICES AT NIBM, PUNE CAMPUS	7-14
5.	Annexure – IV: Scope of Work and Specifications	15-17
6.	Annexure – V: Letter to be submitted by the contractor along with the tender with Forms I to IV	18
7.	Form – I: Profile of Tenderer- Agency/ Firm/Company	19-21
8.	Form – II: List of Client	22
PART II – FINANCIAL BID		
9.	Form – III: Financial/Price Bid and Declaration	23-24
10.	Form – IV: Evaluation Criteria (For Office Use)	25-26

NOTICE INVITING TENDER

National Institute of Bank Management (NIBM) was set up in 1969 by the Reserve Bank of India (RBI), in consultation with the Government of India as an apex level Institute for Training, Consultancy and Research in Banking Industry. The Institute has a self-contained campus with complete residential and educational facilities in Pune and is in the process to empanel service providers for its various requirements.

The Institute is inviting **Tenders for “Providing Gardening Services at NIBM Campus Pune”** from reputed firms based in Pune. **Two-bid system (Separate Technical Bid and Financial/Price Bid)** shall be adopted for this tender.

The terms and conditions for tender are as mentioned below:

1. The details of tender document can be downloaded from the home page - on <http://www.nibmindia.org> under the heading "*Tender of NIBM*".
2. **It is works contract. There is no EMD & Tender cost exemption on account of MSME.**
3. The offers are invited from reputed and experienced individuals/firms/agencies/companies, preferably having similar type work experience in Govt. Institute/Banks/PSU/Educational Institute etc. with sound financial background having valid licenses/sanctions and experience in this field for a minimum period of five years along with institutional/organizational performance report.
4. For any clarification on the tender terms & conditions, scope of work etc. (Annexure I to IV) in respect of the subject tender, please contact JE- Civil/Estate-cum-Security Officer, NIBM - 020 69046100/ 69046103/6107.
5. It is mandatory for all prospective bidders to undertake a site visit before submitting their bids. The purpose of the site visit is to provide the bidders with a comprehensive understanding of the site requirements and the conditions that may affect the execution of the work. (Submit Form-III)
6. Failure to undertake a site visit and submit form-III will result in the automatic rejection of the submitted bid.
7. All bidders are requested to check our tender website regularly for any update/corrigendum, etc. with respect to this tender. No separate / individual notification will be made in such cases.
8. This notice inviting tender shall form a part of the contract document.
9. **Tenders should be submitted in Two separate Envelopes on or before 5.00 PM on May 12, 2026 to following address- Purchase Department, Admin Building, NIBM campus, NIBM Post Office, Kondhwe Khurd, Pune - 411048**

10. The important dates for the tender process are as follows:

Sr No.	Activity	Date
(i)	Date of Tender Notice	: April 30, 2026
(ii)	Pre-bid Meeting and site visit (Mandatory)	: May 07, 2026 at 12.30 p.m.
(iv)	Last date for Tender Submission	: May 12, 2026 at 5.00 p.m.
(v)	Date and time for opening of Technical Bid	: May 14, 2026 at 10.00 a.m.
(vi)	Date for presentation/interaction By/with short-listed Vendors	: May 18, 2026 at 10.00 a.m.
(vii)	Date and time for opening of Financial/Price Bid	: May 20, 2026 at 10.00 a.m.

11. The Director, NIBM, Pune reserves the right to award contract for the above services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders without giving any notice or assigning any reason, and is not bound to accept the lowest tender or any tender, it may receive. Incomplete or conditional offers will not be accepted. The decision of the Director, NIBM, Pune, in this regard shall be final and binding on all.

12. It is mandatory for all bidders to attend the pre-bid meeting and site visit at their own expenses for all the information which may be necessary for the purpose of the said bid and to acquaint themselves with NIBM campus. Bids of tender who do not attend pre-bid meeting and site visit shall not be considered for technical or financial evaluation.

13. In the event of any dispute arising in the matter, the decision of the Director, NIBM shall be final and binding on both parties.

Thanking you

Yours faithfully

Chief Administrative officer

Enclosures:

- Tender Annexures I to IV
- Bid forwarding letter Annexure V with formats
 - o Technical Bid - PART - I
 - o Financial Bid - PART - II

ANNEXURE - I

ELIGIBILITY CRITERIA

- 1) The contracting agency/firm/company should have **minimum experience of five years as on 31/03/2026** in similar type of Gardening Services; preference will be given to agencies with experience in Public Sector Undertaking (PSU), Govt. Organisation, educational institution like college, university, or any other commercial training centers, etc. The tenders of the contracting agency/firm/company with inadequate experience are liable for rejection.
- 2) The submission of Bid should be accompanied by payment of **Rs 50,000/- (Rupees Fifty Thousand only)** towards Earnest Money Deposit (EMD) **through online payment mode on following account: This payment is to be made through online payment mode (NEFT/RTGS) on NIBM's account only.**
Account details: Bank Name: Bank of Maharashtra
Acc. Holder: National Institute of Bank Management
Acc. no.: 20002400021
IFSC: MAHB0001124
- 3) No exemption will be granted. The EMD shall be forfeited to NIBM Pune, if tenderer withdraws his tender after opening of the tender.
- 4) The tender rates shall be valid for at least 6 (Six) months after the date of publication of the tender. Tender valid for a shorter period shall be liable for rejection.
- 5) The tender shall be signed by the authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm.
- 6) Team of NIBM Pune may visit the sites of bidders to inspect the present sites of the contract(s) to receive on the spot information regarding the quality of workmanship and services rendered, etc.
- 7) The successful tenderer will have to deposit a **Performance Security Deposit of Rs. 3,50,000/- (Rupees Three Lakhs Fifty Thousand only)** by **online payment to NIBM or by Demand Draft**. The security deposited shall be refunded after 60 days from completion/termination of contract.
- 8) The tenders of the contracting agency/firm/company not in possession of valid statutory sanctions / registrations are liable for rejections.
- 9) The successful tender will have to make an agreement with NIBM, Pune on terms and conditions of the contract on a non-judicial stamp paper, the cost of which will be borne by the contracting agency/firm/company.

ANNEXURE - II

SPECIAL CONDITIONS FOR TECHNICAL AND FINANCIAL BID

Tenderer will be qualified technical bidder if the following conditions are fulfilled:

1. Earnest Money Deposit of **Rs 50,000/- (Rupees Fifty Thousand only) to be deposited with NIBM through online payment gateway** as per the provided NIBM Bank details only.
2. Minimum 35 marks out of 50 marks allotted for technical criteria evaluation.
3. Tenderer will not be allowed to submit any further information after opening the tender.
4. The original copies of the document required for the purpose of tender as mentioned for Technical Bid as per PART- I (Form- I) may be verified by the official of the NIBM within 7 days from the date of opening of the tender, if any original document is not available for the verification then the marks for the concerned item will be subtracted by the Selection Committee.
5. If any tenderer declares or files misleading statement, misrepresentation then he will be disqualified from the process of selection.
6. NIBM will prepare merit list of eligible tenderers according to their marks of technical evaluation and financial evaluation of bid.
7. The officials of NIBM may conduct site visit at the work place of tenderer on suitable dates for verifying the office set up, premises of the clientele to obtain feedback of services etc. of the concerned employer.
8. NIBM reserves right to select a tenderer on the basis of above-mentioned criteria from out of the successful bidders as per merit list of the above.
9. Although the contract period for the tender is one year as mentioned in the tender document, Director, NIBM shall have power to extend the contract up to maximum of 3 years (one year at a time) to the selected tenderer subject to satisfactorily services and fulfillment of contractual obligations in a satisfactory manner.

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ANNEXURE - III

General Terms and Conditions of Contract for: 'PROVIDING GARDENING SERVICES AT PUNE CAMPUS'

1. The agency will be required to offer these services in the campus of the Institute at Kondhwe Kurd, Pune.
2. The agency will use the space so provided for rendering the services only and will have no tenancy right over the space so provided.
3. The contract will be for a period of **Three-year**, subject to annual review of satisfactory services.
4. During the currency of this agreement, the Institute shall have the right to terminate this agreement if it is not satisfied with the performance of the agency by giving it 30 days' notice in writing. For this purpose, the Institute shall be the sole judge to decide whether the performance of the agency is satisfactory or not and such decision of the Institute shall be final, conclusive and binding on the agency and the agency shall not be entitled to any compensation in that regard. Further-more if on account of non-renewal of the contract and/or termination of this contract, the agency has to terminate its worker, then it shall be the responsibility of the agency to pay the legal dues to its worker. In the event of non-compliance of legal reimbursements, agency itself shall be liable for all the costs and consequences.
5. On termination of the contract, the Contractor shall discontinue the use of the premises and handover peaceful possession of the Institute's premises together with its fixtures and articles therein in good condition.
6. The successful Contractor shall have to execute the contract agreement submit an INDEMNITY BOND on non-judicial stamp paper duly registered. The cost of which will be borne by the contracting agency/firm/company. The format of Agreement will be provided by NIBM. This indemnity bond has to be submitted by the Contractor immediately on NIBM accepting the tender.
7. The contractor shall at all time keep the Institute effectually indemnified and insured against all actions, suits, proceedings, losses costs, damages, claims and demands in any way arising out of any reasons.
8. The Contractor shall be given a suitable place during the contract period to maintain its office as well as for storing the material required to provide the services to the Institute as per the contract. The place so provided should be used only for the performance of the duties and not for any other purpose. The Contractor shall not be allowed to carry away any material/item out of NIBM campus without the permission of the Institute's authorized representative.
9. The Contractor shall have no tenancy rights on the space provided. The space provided shall have to be vacated immediately on expiry/termination of the contract. Contractor should hand over the vacant space and peaceful possession of the space provided.
10. Residential accommodation shall not be provided by the Institute to the worker of the Contractor.

11. The Contractor shall cooperate with the other Contractors working in the Institute's campus.
12. All the worker employed by the Contractor should be between 18 to 58 years of age and medically fit to work. A complete list of the worker engaged by the Contractor together with the detail bio data, latest photograph along with mandatory Police Verification should be submitted to the Institute by the Contractor.
13. The Contractor shall issue proper identity cards with latest photograph to his worker. before the engage the meet of worker at site any changes should be informed to the Institute immediately.
14. The Institute reserves the right to reject any particular workman placed/employed, under the contract in the Institute's premises.
15. The worker engaged by the Contractor shall not have any right/claim over the various facilities enjoyed by the Institute's staff members.
16. All the worker employed by the Contractor should be well-mannered and should be in proper uniform. The worker employed by the Contractor attending work of the Institute under the contract must have highest standard of honesty.
17. In case of lapse on part of the worker of the Contractor, the Contractor should take corrective disciplinary action against such worker. In case the Contractor fails to take any action against the defaulter, the Institute reserves its right to take any suitable/legal action against the Contractor.
18. The information regarding the monthly payment of wages, statutory benefits etc., paid to the worker shall be submitted by the Contractor to the Institute in the prescribed form along with the monthly bill.
19. The payment of the service charges for the services rendered will be made on monthly basis by Bank Transfer only.
20. The Contractor must submit bills within first 7 days of every month and payment will be made within 10 days from the date of receipt of the bills. Contractor should make payment to its worker on or before 7th day of the Month without fail, irrespective of receipt of monthly bills from the Institute. All deductions due to the Institute shall be made from such bills.
21. NIBM reserves the right to make payment to worker from agency's security deposit if agency fails to make payment to worker before 10th of every month.
22. While making payment of the bills, the Institute will make the following deductions:
 - a. The income tax deduction at source as per the Government regulations.
 - b. GST or other Tax Dues, subject to submission of compliance reports.
 - c. The amount equivalent to any damage/loss etc. done by the worker employed by the Contractor to carry on the job at NIBM.
 - d. Any other charges, fines, penalties and such other deductions.
 - e. Any other claims made by the worker of the Contractor against the Institute in its capacity as a principal employer.
23. The Contractor shall be responsible for the safety of his worker and should follow all rules and regulations pertaining thereto. In case of any damage to property or accident

to the worker deployed in Institute's premises, the Contractor shall be responsible and should take out necessary personal insurance policies for this purpose. Contractor should indemnify NIBM for any claims arising from the above. The necessary licenses etc., as per contract labour law shall be obtained by Contractor.

24. The senior responsible official from agency shall visit the Institute at least twice a week and contact the person authorized by the Institute to look into garden service maintenance matters. Any deficiencies in the services and any matter of escalation should be rectified immediately or wherever required in coordination with Govt. authorities by the agency, when such issues are pointed out by such authorized person/s of the Institute.
25. The rates quoted by the Contractor in the tender shall be deemed to have taken into account all the conditions mentioned above.
26. On termination of the contract, the agency shall discontinue use of and hand over peaceful possession of the Institute's premises together with fixtures and articles therein, in good condition.
27. The agency shall not transfer or assign to or share benefit of this agreement with anyone else without the Institute's consent in writing.
28. The agency shall at all times keep the Institute effectually indemnified against all sections, suits, proceedings, losses, costs, damages, charges, claims and demands in any way arising out of or reason of anything done or omitted to be done by the agency.
29. Any dispute arising out of the terms of this contract or in the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of the Institute and the Caterers/agency or their authorized representatives. Director, NIBM will be the final authority in resolving such disputes.

I. CONTRACTOR'S RESPONSIBILITY & STATUTORY COMPLIANCES

30. The Contractor/agency shall be responsible to deliver the services at all stage as per quality of work expected as per the standards laid down and explained to the agency.
31. The agency office, not the supervisor, should be responsible for preparing and providing the monthly attendance, bill, and necessary documents
32. The agency shall ensure that it obtains an appropriate license under the new labour codes as applicable, for providing manpower at NIBM, from appropriate Office of the Labour Commissioner in Pune and file regular returns as required under the Act. In the event the agency does not obtain a license or does not renew the license on its expiry then, this agreement shall automatically stand terminated. In the event of such a termination, the Institute shall not be liable to pay any compensation whatsoever, to the agency.
33. The Contractor shall ensure that it fully complies with and observe all the provisions of new labour code. Worker Provident Fund and Miscellaneous Provisions Act 1952, E.S.I. Act, and such other statutory enactments / rules and regulations laid down by the Govt. or local body in force/ coming into force which may apply to this agreement and any liability on account of non-compliance or violation thereof shall be the agency's responsibility.

34. The worker employed by the agency shall be its worker and the Institute shall in no way be responsible or liable for their wages, salaries, bonus, gratuity or any compensation notice pay, etc.
35. The agency shall regularly make payment to the Provident Fund, Family Pension, Worker State Insurance Contribution, Deposit Linked Insurance Scheme, Gratuity and all other statutory dues like GST that may become due or payable by the agency for the labour employed by it and maintain all such records as may be statutorily required and present the same to the officers of the Institute as and when required. Proof of the same will have to be deposited by the agency along with its monthly bills without fail.
36. The Contractor/agency will have to maintain registers / records as mentioned below as required under the provisions of various Acts and complete the formalities prescribed there under. The Institute shall not be responsible in any way for any breach of these rules and regulations by the Contractor. The contract is liable to be terminated if breach of rules and regulation is found after the award of contract.
 - a. It is the responsibility of the agency his representative (not supervisor) to maintain and provide the attendance muster cum wages register of persons engaged during the month should be duly signed by the individual worker and countersigned by the representative of the Contractor and NIBM.
 - b. All worker have to be paid wages, special allowance and HRA at rates, not lesser than the minimum rates prescribed by the Government under relevant rules.
 - c. All the worker have to be extended coverage of PF/EPF as per the eligibility under PF Act. Appropriate deductions are to be made towards coverage of PF/EPF as per the eligibility under PF act.
 - d. Appropriate deductions are to be made towards Professional Tax and Income Tax from the salary wages paid and remitted to concerned authorities if any.
 - e. All deductions are affected from the salary / wages as per the provision of the Payment of Wages Act.
 - f. The following registers are required under provisions of various Acts and to be maintained up-to-date in the prescribed format, kept available in the premises of the Institute for inspection of any statutory authority, on demand for example, Register of Persons Employed, Muster Roll, Register of Wages, Register of Deduction, Register of OT, Register of Fines, Register of Advances etc.
 - g. The License under the provisions of Contract Labour (R&A) Act have to be obtained / renewed and kept operative. The half- yearly /yearly returns are to be submitted in time, to the authority as per rules.
37. The worker should be supplied at least 2 sets with proper uniforms, safety shoes, raincoat/umbrella and safety gadgets etc. by the agency at its cost. Within 21 days of his/her joining the worker should use these uniforms in clean condition and properly ironed.
38. **POSH: Prevention of Sexual Harassment of women at work place (Prevention, Prohibition and Redressal):** The contractor shall be solely responsible for full compliance with the provisions of “the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its worker within the premises of the Institute, the complaint will be filed before the Internal Complaints Committee constituted by the contractor and the contractor shall ensure appropriate action under the said Act in respect to the complaint.

38.1 Any complaint of sexual harassment from any aggrieved worker of the contractor against any worker of the institute shall be taken cognizance of by the Committee constituted by the Institute

38.2 The contractor shall be responsible for any monetary Compensation that may need to be paid in case the incident involves the worker of the tenderer, for instance any monetary relief to institute's worker, if sexual violence by the worker of the tenderer is proved.

38.3 The contractor shall be responsible for educating its worker about prevention of sexual harassment at work place and related issues.

39. The Institute shall accept no claim in the event of any of the agency's worker sustaining any injury, damage or loss to either person or property either inside or outside the Institute premises. The contractors should provide insurance cover for all its worker.
40. All the worker in the employment of the agency working in the Institute shall abide by the disciplinary procedures/rules and regulations laid down by the Institute from time to time.
41. The agency should keep the usage of the water and electricity to a reasonable level. If it is found that water and electricity are not used properly and involves a lot of wastage, the Institute reserves the right/option to levy charges/penalty on the agency.
42. It will be the responsibility of the agency to store the materials purchased for it in a neat, tidy and hygienic manner in the space provided by the Institute. The security of such material will be the sole responsibility of the agency.
43. In the event the agency is provided with any material or equipment belonging to the Institute, the agency undertakes to maintain the same in good condition, failing which the agency shall be responsible for the cost of the same. The agency hereby agrees and undertakes to return to the Institute all material and equipments supplied by the Institute to it on termination of the contract for any reason whatsoever.
44. All worker employed by the agency shall be adequately qualified and experienced for handling the gardening & house-keeping service activities.
45. The agency shall deploy full strength/approved number of worker for rendering satisfactory services on all days.

The agency may reduce the number of worker employed in case of less Institutional activities and other events in campus which may require lower scale of housekeeping service. However, this shall be done only with mutual agreement and on request by the agency, a written consent will be issued by the Institute.

46. **In case, the agency reduces the number of worker employed or, in case of any laxity in service due to reduction of worker without the consent of the Institute, the Institute reserves the right to impose penalty to the extent of the salary of the absent worker from the monthly billing amount payable.** The Institute reserves the right to reduce the number of worker under intimation to the agency, at any point of time. **Not more than 15% should be on leave at any given point of time. The information regarding number of worker on leave and their leave period should be regularly informed to the JE (Civil) or Institute.**

a) Penalty Clause: For any deficiency in services institute shall impose a penalty as per terms of agreement to be executed between successful tenderer and NIBM repeated absenteeism beyond the threshold in consecutive months should result in escalating

penalties, including potential contract termination after continued violations. **Which includes forfeiture of the Service charges:**

Condition 1: If worker absenteeism exceeds 15% of the total strength or actual working days in a month, the service charges for that particular month will be forfeited.

Condition 2: If more than three worker are absent for three consecutive days or for a total of five days within a month, the service charges for that particular month will be forfeited against the individual services.

b) If the worker has left the job with or without notice, or has been terminated for any reason, the agency must take advance action to fill the vacancy/s within 15 days of the first worker leaving. If the agency fails to fill the vacancy within the stipulated time limit, appropriate penalty will be imposed.

47. The Institute will not allow any worker of the agency to stay in the campus premises unless with prior permission or absolutely necessary. Their presence, however, should not cause any nuisance to normal functioning of the Institute. The worker engaged by the agency should observe the discipline and should see that the decency and decorum are maintained during the course of their employment.
48. In the case of lapses on the part of its worker, suitable disciplinary action should be taken against a defaulter by the agency. In case the agency fails to take any action against defaulter, the Institute reserves the right to take any action it deems fit against the defaulter.
49. The worker/supervisors engaged by the agency shall be provided with identity cards issued by the agency. No child labor shall be employed by the agency. All worker employed by the agency shall be medically fit
50. A complete list of worker/supervisors, along with mandatory police verification and details such as local address, photograph, etc., shall be submitted to the Institute prior to their deployment.
51. NIBM reserves right to accept / reject any particular worker / supervisor placed on duty at the Institute.
52. The worker/ staff of the contractor will have nothing to do with the NIBM and shall have no presumptive right of absorption in the services of the Institute. In order to give effect to this, the contractor shall incorporate suitable clause in the appointment orders to be issued to its worker/staff.
53. In case the worker engaged by the agency have any grievance, they will take it up with the agency without any disturbance on the campus. If the agency's worker were to resort to agitation resulting in damage to NIBM property or hindrance to its work, the agency would be liable to pay damages to NIBM. Further, such action by the agency's workforce would result in termination of the contract.
54. The agency shall at all times indemnify the Institute against all claims for compensation under the provisions of any law for the time being in force/brought into force, by or in respect of any worker employed by the agency in carrying out the contract and against all costs and expenditures incurred by the Institute in connection therewith, the Institute shall be entitled to deduct any amount due, from the agency, from all the money paid or payable by way of compensation as aforesaid and costs or expenses in connection with any claim thereto.

55. If in the course of execution of this contract by the agency, any minor or major damage is caused by the agency or its worker to the persons or property of the Institute after joint investigation by the 'Institute' and the 'Contractor', any claims arising therefrom shall be recovered, settled and dealt with directly from the agency. The agency shall render all assistance and cooperation to the Institute if any enquiry is held thereon.
53. In the event of the contract being terminated or upon its expiry, the contractor shall relocate his worker to any other site, which he may have. In the event the contractor terminates the services of the worker on account of non-renewal of this contract or on account of termination of this contract for any reason whatsoever, then it shall be the responsibility of the contractor to terminate the services of its worker in a legal manner by paying them notice salary and retrenchment compensation along with other legal dues. Any liability on account of non-payment of the aforementioned dues would rest exclusively upon the contractor and the Institute shall not be liable for consequences arising therefrom.
54. NIBM may ask for allied services or those not included in the agreement; such services will be mutually decided.
55. While submitting tender, contractor should explicitly state the emoluments and other facilities payable to its worker at all levels (pay + special pay, medical facilities, P.F., Gratuity, Bonus, leave etc.) and method of making such payments and making such facilities available.
56. The amounts specified herein above are to be inclusive of all costs, expenses, wages and other expenses including ex-gratia payment to worker or payment of their legal dues that may be incurred by the agency. The agency shall not be entitled to make any demands, monetary or otherwise, apart from the prices as per Financial Bid or as agreed by the Institute during the term of this contract.
57. The salary and benefits payable to worker/supervisors are to be arranged through Bank transfers only.
58. On award of work, the agency shall deposit with the Institute a Security Deposit of **Rs.3,50,000/- (Five Three lakh Fifty thousand only)** which shall bear no interest. This deposit shall be paid by way of online (RTGS/NEFT only). The Institute shall have the right to deduct, out of the above deposit any amount which the agency may become liable hereunder and shall refund the balance amount, if any, to the agency 60 days after the termination /completion of the term of the contract.
59. The agency shall submit bills on monthly basis. Bill should be tax invoice. All deductions due to the Institute shall be adjusted from such bills. Bills, if in order, will be settled within 15 days from the date of receipt of the service/material and the bill along with all supporting documents, if any.
60. The agency have to comply with KYC (Know your Customer Document) norms. Tenderer has to enclose Certified Copy of Tax, PAN Card No. etc. Income Tax, as applicable from time to time will be deducted while making every payment. Compliance of GST or any other tax as applicable will be the responsibility of the agency.
61. **Non-Disclosure Clause:** While providing the Services under this work order, Tenderer may have access to confidential or proprietary information regarding NIBM, its worker and customers and related business entities, Tenderer acknowledges the proprietary and sensitive nature of the Information, and the importance of maintaining the secrecy

and confidentiality of such Information. Tenderer agrees that it shall not, without the prior written consent of NIBM, disclose any such Information to any third party, either orally or in writing.

62. The Contract can be terminated by either party by giving one-month notice. NIBM reserves the right to terminate the contract without notice if it deems necessary or that terms of the contract are not followed by the contracting firm.

63. Force Majeure: For purposes of this clause, "Force Majeure" means an event beyond the control of the contractor/ firm and not involving NIBM or contractor/ firm's fault or negligence and not foreseeable. Such events may include, but not restricted to wars, revolutions, epidemics, natural disasters etc or other events beyond reasonable control.

If force majeure situation arises, the affected party shall promptly notify the other party in writing of such condition and cause thereof. Unless otherwise directed by NIBM in writing, the contractor/ firm shall continue to perform its obligations under contract as far as possible. The decision of NIBM in this regard should be final and binding on the contractor/ firm and will not be open to question before any court/forum in any proceedings.

64. Applicable law: The Court of jurisdiction shall be Pune only for all purposes.

ANNEXURE - IV

SCOPE OF WORK AND SPECIFICATIONS

I. Special Instructions

1. Beautification of the garden area is one of the important aspects of the greenery of NIBM Campus and hence it has to be kept neat, tidy and clean.
2. All the materials such as soil, manure, fertilizers, pesticides etc. shall be provided by the Institute. A few of the garden equipments made available by the Institute shall be used by the contractor.
3. The removal and disposal of the dried leaves of the plants/trees and other waste material as instructed shall be the responsibility of the contractor.
4. Purchase of plants or any kind of seeds and any other material for use in the campus shall not be made unless a written approval is obtained from authorities of the Institute.
5. The contractor shall not be allowed to carry away any plant, potted plant or any garden material outside the campus without prior permission.
6. The contractor shall use Institute's nursery/garden area only for developing garden within the campus. The contractor shall maintain all the plantation, trees, lawns, seasonal plants within this area as well as the trees and plants planted alongside the road, pathways boundary wall etc. in excellent condition by manuring, watering, pruning, spraying insecticides etc. periodically.
7. For maintaining of gardens, the contractor shall provide all the necessary expertise, Supervisor, skilled and unskilled labour force.
8. The gardening contractor shall appoint a full-time person as manager/supervisor for gardening activities who has knowledge/diploma in gardening and at least 3-5 years' experience in the field. Gardener having working experience as Mali/Gardener in Similar type of Institute/Similar scale of area of work will be preferred.
9. The garden contractor shall employ full strength/approved number of worker to carry out the gardening work efficiently and effectively. The total worker strength/number shall be decided by NIBM authority.
10. The contractor shall bring to the notice of NIBM any defect observed during the course of their work in the any sanitary, plumbing, electrical installations and defects in equipments etc., so that they could be immediately set right.
11. Fire protection equipment and facilities have been provided in the Institutional buildings. The worker shall be trained by the contractor to make effective use of these equipments.
12. The contractor shall be responsible for the safety of his worker and should follow all rules and regulations pertaining thereto. In case of any damage to property or persons, the contractor shall be responsible and should take out necessary personal insurance policies for this purpose. Contractor should indemnify NIBM for any claims arising from the above. The necessary licenses etc., as per contract labour law shall be obtained by the contractor.

13. The contractor has to interact with the Institute's authorized representative to receive feed-back regarding the garden services, with an idea of improving the services.
14. Contractor has to provide safety kits including rain coat/umbrella, safety shoes etc.at agencies cost within 21 days of worker joining.
15. The work shall be carried out in accordance with these tender conditions, specifications and as per instructions of the JE (Civil) or any such authorized person from the Institute.
16. While carrying out the work as per instructions, if the Contractor decides to claim any particular work as extra item, prior written approval from the JE (Civil) or any such authorized person from the Institute to carry out such works as extra item must be obtained by the Contractor. Any claim for extra item without proper approval shall not be accepted.

II. DETAILED SCOPE OF WORK

1. Maintenance of:
 - Lawns
 - Rose Gardens
 - Flower Beds
 - Nursery
 - Hedges
 - Potted Plants
 - Trees
 - Bushes
 - Rockery Cacti
 - Fountain
 - Waterfall
 - Newly planted areas (Green belt area)
2. Maintenance and development of all the ornamentals and other plants in the campus gardens.
3. Maintenance and multiplication of pot plants with available material.
4. Additional area garden development and maintenance as and when required.
5. Maintenance of garden in and around Director's bungalow.
6. Maintenance of children's park (including laws, hedges, flower beds).
7. Maintenance of all flower beds in the campus garden.
8. Maintenance of all hedges in residential/office area.
9. Maintenance of all indoor plants in office area.
10. The Contractor should also **provide consultancy service** to NIBM to maintain existing garden areas and to develop new garden areas in the Campus to make it more beautiful and attractive in a cost-effective manner. He should have sound knowledge about garden consultancy. In

case the garden contractor himself is unable to provide this service, he should arrange for such a service within the given AMC cost.

III. Detail of manpower to be deployed:

i. Supervisor – 1 Nos

ii. Worker – 14 Nos

Sr. No	Designation	Qualification & Experience
1.	Supervisor	B.Sc. Agri with 2 years of current experience in the relevant field OR HSC/SSC with 5 years of current experience in the relevant field
2.	Worker	Not required

IV. Duties and Responsibilities

1. The contractor shall maintain existing garden area in which lawns, rose gardens, flower beds, ornamental plants, bushes and shrubs are planted.
2. The maintenance of garden includes watering the lawns, plants, roses etc. cutting the grass in the lawns pruning of the roses and other ornamental plants, cutting of the unwanted branches of trees, bushes and shrubs.
3. The contractor shall have to maintain the existing plants in pots and multiply the same by using the available material by using its expertise.
4. The contractor shall not only maintain the existing garden area but also develop and maintain additional area as per the requirement/direction/instruction of the authority concerned of the Institute.
5. The contractor shall maintain the garden in and around the Director's bungalow.
6. Cleaning of all the gardens in residential area whenever instructed.
7. The scope of work mentioned in the tender document is only indicative. However, it will be suitably defined in the Agreement.

V. Area / Coverage of Work

The Institute campus is spread over 62 Acre area. Out of which maintenance of gardens lawns, Trees, shrubs etc. required for Institutional & Residential area. And occasional grass cutting & Cleaning in green belt area.

The tenderer may inspect the entire garden area, make himself fully conversant with the scope and quote the rate accordingly.

ANNEXURE – V

Letter to be submitted by the contractor along with the Tender & Form I to III

Date:

The Director
National Institute of Bank Management
NIBM Post Office
Kondhwe Khurd
Pune 411048

Dear Sir,

Sub: TENDER FOR PROVIDING GARDENING SERVICES AT NIBM CAMPUS PUNE

Ref: Tender Notice - NIBM/E-Tender-02/2026-27 dated April 30, 2026

With respect to the Tender published in NIBM Tender website, we hereby submit our tender in the required forms after carefully understanding all the terms and conditions of the tender / contract as mentioned herein.

We have understood the terms and conditions and accept the same without any alterations / modifications. We agree to adhere to the requirements of work as prescribed by NIBM Pune. We understand that NIBM is not bound to accept the lowest or any tender received by the Institute.

We declare that presently our firm is not blacklisted / ineligible for corrupt / fraudulent practices by any Central / State Govt. departments. All information given / declarations made in our tender are correct. We will ensure that all necessary rules & regulations of the Institute are complied with under all circumstances.

Thanking you

Yours faithfully,

Signature of Authorized Person with
Seal of Bidder/Agency/Firm/Company

PART - I
Form - I
TECHNICAL BID.

Sr. No	Particulars	
1.0	Name of the Agency/ Firm/Company	
1.1	Legal Status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc.)	
1.2	Registration Number of the Agency/ Firm/Company	
1.3	Year of Commencement of Business	
1.4	Registered Address	
1.5	Communication Address (in Pune)	
2.0	GST Number (Submit copy of GST certificate)	
2.1	Name in which GST registration has been obtained	
3.0	PAN (Submit copy of PAN card)	
4.0	Bank Details	
4.1	- Account No.	
4.2	- Name of the Account	
4.3	- Name and address of the Bank	
4.4	- IFSC of the Bank	
Sr. No	Particulars	
5.0	Name of the Authorised Contact Person	
5.1	Designation of Authorised Contact Person	
5.2	Mobile No. of the Contact Person	

Sr. No	Particulars			
5.3	Alternate Contact Number/s			
5.4	Email id of the Contact person			
6.0	Statutory Registrations (Photocopies to be attached)			
6.1	Registration number of the firm (As per Shop and Establishment Act)			
6.2	Registration number under Labour Welfare Fund.			
6.3	EPF - Registration number			
6.4	ESI - Registration number			
6.5	PWD/ MSEDCL/MSETCL Electrical Tenderer License (Class A or B) ** is Mandatory for Electrical Maintenance			
7.0	Financial Capabilities (Photocopies to be attached)			
7.1	Income Tax Acknowledgement for the last 3 years commencing from F.Y. 2023-2024 along with gross taxable income declared in income tax returns.	F.Y.	Gross Income	
		☐ 2023-2024		
		☐ 2024-2025		
		☐ 2025-2026		
7.2	Last three years audited statement of Accounts by C.A. from FY 2023-24 giving following details:			
	Particulars	2023-24	2024-25	2025-26
7.2.1	Annual Turnover			
7.2.2	Net Profit			
7.2.3	Fixed Assets/ Investments/Cash and Bank balance including (FDRs) as at 31.03.2025. Confirmation certificate from Bank is required to be produced.			
7.2.4	Capital Accounts (closing balance as on 31.03.2026)			
8.0	List of present and past clients, as per the Form - II . Existing manpower deployed in such services (along with letters from these firms)			
9.0	Any Special award or recognition / certificate from PSU / Govt. Bodies / Training Institutions.			
10.0	Any other relevant information			

Signature of Authorized Person with
Seal of Bidder/Agency/Firm/Company
Date:

Check List of documents to be submitted along with the Tender

1. Registration number under the Shop and Establishment Act.
2. Registration number under the Contract Labour Act
3. Registration number under Labour Welfare Act.
4. RPFC – PF Registration number
5. ESI – Registration number
6. PAN No.
7. GST – Registration number
8. IT Returns for last 3 years

National Institute of Bank Management, Pune

Site Visit Form

With respect to the RFQ published by NIBM, I / We hereby submit my / our quotation in a required format.

Before submitting our offer, I / We have visited the site under consideration on ____ / ____ /20____, in presence of Mr. _____, _____ to understand the total requirement.

Checklist:

1. Scope of work as mentioned in tender documents aligned with the site requirement/condition
2. Availability of site
3. Site accessibility / feasibility
4. Water and Electricity – arrangement
5. Labour / Material provisions

Sign for NIBM

Seal & Signature of Vendor

FORM – II

**List of Important Clients where similar Gardening Services have been undertaken
in last five years (2021 to 2026)**

Sr. No	Name of the Organisation/ Company	Type of Work	No. of Worker engaged	Period of Contract (mm/yy to mm/yy)*	Name of Person/ Reference (Contact number/ Email)
1					
2					
3					
4					
5					

**Please attach copies of Purchase/ Work Orders*

Signature of Authorized Person

Seal of Bidder/Agency/Firm/Company

Date:

PART – II
FINANCIAL / PRICE BID

FORM - III

PROVIDING GARDENING SERVICES AT NIBM PUNE CAMPUS

Sr. No.	Particulars	Highly Skilled / Skilled/Supervisor	Semi-Skilled	Unskilled
A	Basic Wages & Special Allowance			
A1	Basic Wages			
A2	Sp. Allowance / Variable DA			
	Total A			
B	Allowances / Worker Benefits			
B1	HRA (___ % of A)			
B2	P.F. (___ % of A)			
B3	E.S.I. (___ % of A)			
B4	Other Statutory Payments, if any (Amount _____ or its % (_____))			
B5	Technical or any other allowance			
B6	Other allowances			
B6.1				
B6.2				
	Total B			
C	Total A + B			
D	Service Charges (in %age of monthly billing)			

GST / Taxes Extra, as applicable: %

Benefits to be paid Annually

1	Bonus at _____ % on A above
2	Leave at _____ % on A above
3	Gratuity at _____ % on A above
4	Paid Holiday at _____ % on A above

Note: **Uniforms of good quality, washing allowance as per rules and safety gadgets are to be provided by the Tenderer at his own cost to all the worker engaged by him.**

Signature of Authorized Person

Seal of Bidder/Agency/Firm/Company

Date:

DECLARATION

(To be submitted along with Financial Bid)

On the basis of the work to be carried out, we estimate that our agency will require the quoted number of workforce comprising of Skilled worker and Unskilled worker in NIBM daily to execute the defined scope of work.

We agree to provide for the above-mentioned number of worker in each category on daily basis and also increased number of worker, if any, as per requirement of NIBM and it shall be binding on us to pay under the Maharashtra Minimum Wages Act, the total pay and statutory benefits to the worker on the number of man day basis.

We enclose herewith our charges for carrying out the monthly work of **PROVIDING GARDENING SERVICES AT PUNE CAMPUS ON CONTRACTUAL BASIS** from the date of issue of our Work Order as per the break-up given in the attached **Form III**. We shall ensure that the amount which relates to the payment to be made to the worker shall be passed on to the worker and remitted to the concerned authorities for compliances of the necessary statutes (e.g. PF, ESI etc.).

We also agree that the charges would be paid to us on the basis of actual presence of the 'Number of worker' working on any given day and the manday basis charges shall be worked out on the basis of considering 26 working days in a month.

We have noted that the rise in Special Allowance declared by the Govt. Authorities in January and July each year shall be paid to the worker along with other direct/indirect benefits by us and then reimbursed by NIBM subsequently.

We also understand that the Gratuity, Bonus, Leave/Holiday payments and leave with wages shall be reimbursed, on actual payment basis as and when the same is incurred by us. Further, we agree to raise the bill for leave with wages in March for the previous year.

Gratuity amount regarding each workman shall be remitted to the fund and subsequently reimbursed to us by NIBM.

Uniforms of good quality, washing allowance as per rules and safety gadgets will be provided to all the worker engaged at our cost.

We further quote that over and above the total amount of the monthly wage bill, we shall charge the monthly service charges as quoted in Form III.

Signature of Authorized Person

Seal of Bidder/Agency/Firm/Company

Date:

FORM – IV (For Office Use only)

NATIONAL INSTITUTE OF BANK MANAGEMENT, PUNE

EVALUATION CRITERIA

TECHNICAL BID FOR PROVIDING GARDENING SERVICES AT PUNE CAMPUS

Sr. No.	Description	
1.	Statutory Registrations - As per checklist at Form-I	
2.	Income tax acknowledgement for last 3 years with gross taxable income of individual / firm / companies / cooperative societies (as per Form-I, Item No. 7)	
	(a) Gross Taxable Income	
	- Up to Rs. 10 lakhs	
	- Rs. 10 lakhs – 20 lakhs	
	- Rs. 20 lakhs & above	
	(b) Income tax acknowledgement copy commencing from AY 2023-24 to 2025-26	
3.	(a) Existing manpower deployed in services	
	- Worker upto 10	
	- Worker 10–30	
	- Worker 30 & above	
	(b) Highest manpower at any particular location (As per Form II)	
	- Upto 20	
- 20 & above		
4.	Financial Capabilities Last 3 years audited statement of accounts commencing from financial year 2023-24 to 2025-26 (as per Item No. 8)	
	i)	Turnover (average of 3 years)
		- Upto Rs. 15 lakhs
		- Rs. 15 lakhs to Rs. 30 lakhs
		- Rs. 30 lakhs to Rs. 50 lakhs
		- Above Rs.50 lakhs
	ii)	Net profit (average of 3 years)
		- Below Rs. 5 lakhs
		- Rs. 5 lakhs to Rs. 15 lakhs
		- Rs. 15 lakhs to Rs. 25 lakhs
		- Rs. 25 lakhs to 30 lakhs
- Above Rs. 30 lakhs		

Sr. No.	Description	
	iii)	Capital Account (closing balance as on 31.03.2026)
		- Upto Rs. 20 lakhs
		- Rs. 20 lakhs to 30 lakhs
		- Above Rs. 30 lakhs
	iv)	Fixed Assets/Investments/Cash and Bank balance including (FDR) (closing balance as on 31.03.2026).
		- Upto Rs. 10 lakhs
		- Rs. 10 lakhs to Rs. 20 lakhs
- Above Rs. 20 lakhs		
5.	(i) Experience in Gardening services	
	- Experience up to 5 years	
	- 5 years to 10 years	
	- 10 years to 15 years	
	- Above 15 years	
	(ii) Work experience in any organization where Gardening services provided for more than spread of 50 acres.	
	- 2 years to 5 years	
	- 5 years to 10 years	
	- 10 years and above	
	(iii) Work Experience in Similar Training Institutions/Service Industries	
	- 2 years to 5 years	
	- 5 years to 10 years	
	- 10 years and above	
Any other details like Awards, felicitation, certificates of merits / good work (At least two)		

Signature: Committee Members

Place:

Date: