



MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

BIDDING DOCUMENT

Invitation of Quotations For
Maintains of Garden Premises 2025/2026
Bid No. MOF/Shopping/13/45/2025

01. Name of the Company	:
	
	
02. Company Address	:
	

.....
Date

.....
Signature of the Issuing Officer

Stamp:

Ministry of Finance, Planning and Economic Development
Invitation of Quotations
Maintains of Garden Premises 2025/2026

The Chairman, Ministry (Minor) Procurement Committee on behalf of the Ministry of Finance, Planning and Economic Development now invites sealed bids from eligible and qualified bidders for the Maintains of Garden Premises 2025/2026 for Treasury Premises for a contract period of one year.

02. Bidding will be conducted through National Shopping Bidding
03. Qualification requirements include:
 - Registration under the Business Registration Regulations.
 - Minimum of 1 year experience in carrying out landscaping and garden maintenance services in at least 1 reputed organizations with a contract value not less than Rs.3 million of at least one contract, with a satisfactory track record. A list of clients should be submitted along with the bid forms as Annexure I.
 - The bidder shall be capable of deploying one garden development assistant (as supervisor) and 05 garden labourers including 2 tree maintainers.
04. All bids shall be accompanied by a Bid Security Declaration as per given format to favor of Secretary, Ministry of Finance, Planning and Economic Development.
05. Bids must be deposited in the tender box kept in the Finance Division, Upper Ground Floor, New Building, Ministry of Finance, Planning and Economic Development or dispatched by registered post to the address Chairman, Ministry (Minor) Procurement Committee, Finance Division, Upper Ground Floor, New Building, Ministry of Finance, Planning and Economic Development, Lotus Road, Colombo 01, to reach at or before **2.00 pm on 23rd July 2025**. Late Bids shall be rejected. The top left hand corner of the envelope shall be marked "Maintains of Garden Premises 2025/2026". Bids will be opened soon after closing at the Finance Division, Upper Ground Floor, New Building, Ministry of Finance, Planning and Economic Development , Lotus Road, Colombo 01 in the presence of the bidder's representatives who choose to attend.
06. A pre bid meeting will be held at the Finance Division, Upper Ground Floor, New Building, Ministry of Finance, Planning and Economic Development, Lotus Road, Colombo 01 on 17th July 2025 at 11.00 am.

Chairman,
Ministry (Minor) Procurement Committee,
Ministry of Finance, Planning and Economic Development,
Lotus Road,
Colombo 01.

Section I. Instructions to Vendors (ITV)

A : General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation, you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future if you fail to acknowledge the receipt of this invitation or do not submit a quotation after expressing the intention as above.
B : Contents of Documents	
2. Contents of Documents	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> • Section I. Instructions to Vendors (ITV) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Quotation submission Form (s) • Section V. Price Schedule
C : Preparation of Quotation	
3. Documents Comprising your Quotation	<p>3.1 The Quotation shall comprise the following:</p> <p>(a) Quotation Submission Form and the Price Schedules;</p> <p>(b) Technical Specifications & Compliance with Specifications</p>
4. Quotation Submission Form and Price Schedules	<p>4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p>
5. Prices and Discounts	<p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p>

	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications & Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (63) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
10. Bid Declaration	10.1 Bidder Should be submit duly filled bid declaration form as per the form no 1
11. Performance Security	<p>11.1 If required as specified in the Contract Data, the Supplier shall, within fourteen (14) days of the notification of contract award, provide a performance security of Ten percent (10%) of the Contract Price for the performance of the Contract.</p> <p>11.2 As specified in the Contract Data, the Performance Security, if required, shall be in Sri Lanka Rupees and shall be in the format stipulated by the Purchaser in the Contract Data, or in another format acceptable to the Purchaser.</p> <p>11.3 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations.</p>

D : Submission and Opening of Quotation	
12. Submission of Quotation	<p>12.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>12.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
13. Deadline for Submission of Quotation	13.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
14. Late Quotation	14.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.
15. Opening of Quotations	<p>15.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>15.2 A representative of the bidders may be present and mark its attendance.</p>
E : Evaluation and Comparison of Quotation	
16. Clarifications	<p>16.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>16.2 The Purchaser's request for clarification and the response shall be in writing.</p>
17. Responsiveness of Quotations	<p>17.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>17.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
18. Evaluation of quotation	<p>18.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>18.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) The Price as quoted; (b) Price adjustment for correction of arithmetical errors; (a) price adjustment due to discounts offered. <p>18.3 The Purchaser's evaluation of a quotation may require the</p>

	consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods..
19. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	19.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without there by incurring any liability to bidders.
F : Award of Contract	
20. Acceptance of the Quotation	20.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
21. Notification of acceptance	21.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.

Section II : Data Sheet

ITV Clause Reference	
1.1	<p>The Purchaser is: Ministry of Finance, Planning and Economic Development</p> <p>Name of the Procurement: Maintains of Garden Premises</p> <p>The identification Number of Procurement: MOF/Shopping/13/45/2025</p>
3.1	<p>The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> A. Bid Security Declaration Form I B. General Information Form II C. Experience Record Form III D. Certified Copies of the Business Registration E. Vat Registration Certificate F. Power of Attorney/Letter of Authorization for signatory of the Bid; G. Non Collusion Affidavit
11.1	<p>Address for submission of Quotations is</p> <p>Chairman, Minor Procurement Committee , Upper ground Floor, Finance Division, Treasury New Building Ministry of Finance, Planning and Economic Development, Lotus Road, Colombo 01</p>
13	<p>The quotations shall be opened at the following address:</p> <p>Address:</p> <p style="padding-left: 40px;">Finance Division Upper Ground Floor Treasury New Building Ministry of Finance, Planning and Economic Development, Lotus Road, Colombo 01</p> <p>The bids will be viewed only at the bid opening time on 23rd July 2025 at 2.00 p.m. by the bid Opening Committee</p> <p>The deadline for the submission of bid is Date : 23rd July 2025 Time 2 .00 p.m.</p>
15	<p>Bid Opening will be held 23rd July 2025.at 2.00 p.m.</p> <p>Representatives of the bidders can participate for the bid opening</p>

16	<p>Other factors that will be considered for evaluation are (as follows)</p> <ol style="list-style-type: none"> 01. Domestic Preference shall not be a bid evaluation Factor 02. Registration under the Business Registration Regulations. 03. Minimum of 1 year experience in carrying out garden maintenance services in at least 1 reputed organizations with a contract value not less than Rs.3 million of at least one contract, with a satisfactory track record. A list of clients should be submitted along with the bid forms as Form III. 04. The bidder shall be capable of deploying one garden development assistant (as supervisor) and 05 garden labourers including 2 tree maintainers. Should be Submitted certificate of the workers. 05. The bidder should fill the all documents are attached with bid documents.
18	<p>The following factors and methodology will be used for evaluation:</p> <ol style="list-style-type: none"> 01. The evaluation and comparison of bids in general will be carried according to the Cost Based Evaluation (CBE) criteria. In addition to the cost factors such as the technical responsiveness and performance over the specified minimum will also be used for evaluation. 02. Failure to respond to requirement schedules as indicated may result the Bid to be considered as non-responsive

¹Insert only if additional factors other than price is considered for evaluation.

SECTION III
SCHEDULE OF REQUIREMENTS

1. Office Premises

No.	Activity	Index
01	Watering plants and trees.	Twice Daily in dry season (At 7.00 am and 4.00 pm daily basis.)
02	Washing away the salt deposited on plants, leaves and branches.	Daily
03	Cleaning and sweeping all open areas including areas with lawn and flower beds	Daily
04	Planting, and maintaining grass, trees and flower bushes.	Once a month or when required
05	Fertilizing all plants	Regularly
06	Weed controlling	Regularly
07	Trimming grass in an orderly manner	Monthly
08	Taking precautionary actions to eliminate pests and fungus on grass, other plants and trees under the supervision of the client.	Immediately after detection
09	Trimming of plants and preserving its beauty.	Regularly
10	Controlling growing levels of creepers kept in the first floor.	Regularly
11	All trees within the premises should be pruned for the convenience of the pedestrians and taken care of their natural beauty.	Regularly
12	The dying or withered plants should be replaced with the similar variety of plants.	Regularly
13	Bare and spoiled patches of the grass cover of the garden should be properly maintained without changes.	Regularly
14	Providing and maintaining new indoor and outdoor plants. (For onetime payment. Please indicate the price per plants in Annexure II)	When required
15	Trimming and cut all trees and bushes at the premises when they disturb the parking of vehicles or any other reason in order to reduce the unnecessary damages to people and vehicles. Cleaning such debris from the premises immediately to maintain the environment in a pleasant manner. The contractor should be responsible for removal of all tree parts immediately.	When required

	Plucking king coconut and coconut harvest and clear leaves of those trees to reduce the damages for people and vehicles.	
16	Removing “bo” trees of the external walls of the old building (up to 4 th floor) & new building (up to 5 th floor)	When required
17	Removing grass including algees / fungus under the shades of the trees and top of paving blocks etc.	Once a month or when required
18	Submitting suitable proposals relevant to improving of garden services	when required

2.Isipathana quarters

No.	Activity	Index
01	Planting, and maintaining grass, trees and flower bushes.	Once a month or when required
02	Fertilizing all plants	Regularly
03	Weed controlling	Regularly
04	Trimming grass in an orderly manner	Monthly
05	Taking precautionary actions to eliminate pests and fungus on grass, other plants and trees under the supervision of the client.	Immediately after detection
06	Trimming of plants and preserving its beauty.	Regularly

2. Daily Time Schedule

Daily time table of the workers employed by the contractor for garden maintenance

1. Monday
 - Providing flower pots for the office
2. Every day (6.30 am -8.30 am)
 - Sweeping the garden to clean the fallen leaves daily by four workers under the supervision of the supervisor
 - The sweeping area includes all open areas with lawn and flower beds
 - Removing the collected garbage
 - Watering the flower plants and the lawn that should be watered
 - 8.30 am – 10.30 am
 - Watering lawns, flower plants, herbal garden, vegetable field
(Covering the whole land area)
 - 11.00 am – 12.00 am
 - Remove the unnecessary plants
 - Remove parts of trees
 - Remove fallen leaves
 - After 1.30 pm
 - Manuring plants if it is a day for manuring
 - Applying chemicals if it is a day for applying chemicals
 - Weeding
 - Watering again (on very hot sunny days)
 - Again sweeping the garden to remove fallen leaves
3. Friday
 - Place the flower pots that are kept inside the offices outside
4. Saturday, Sunday and public holidays
 - Trimming the branches of trees
 - Removing coconut palms
 - Prepare soil to fill the flower pots
 - Planting flower plants or other plants if any

Staff Requirement

Staff Description	No. of person	Age Limit	Experience required	working time	
				Weekdays & Saturdays	Sundays & public holidays
Supervisor	01	Below 50 years	3 years' experience in relevant field	6.30 a.m. to 3.30 p.m.	6.30 a.m. to 2.30 p.m.
Tree Maintainers	02	Below 45 years	1 year experience in relevant field		
Garden Labourer	03	Below 55 years			

Condition of Requirement

1. Insurance

The contractor shall take out following insurances against all liability to pay demands of compensation as aforesaid of all workmen and persons who may be employed to carry out the works and shall furnish a copy of the insurance policy to Secretary, Ministry of Finance, Planning and Economic Development.

- i). Damages to Client's equipment, vehicles, premises etc shall be Rs.500,000/- per event
- ii). Insurance for Contractor's workmen shall be Rs. 500,000/- per event

2. Tools, equipment and chemicals.

The contractor shall supply all chemicals (eg: insecticides, fertilizers), garden maintenance equipment, tools (eg: scissors, mamoty, ekel brooms, etc.) and other special equipment and machines when required (eg: chain saw, forklift, backhoe, bucket truck etc)

3. Identity

Copies of National Identity Cards and a list of addresses of all working staff should be provided to the Engineer of Ministry of Finance, Planning and Economic Development.

4. Security check

The working staff will be subjected to security examinations by the Security Officers at the gate to ensure that unauthorized items are not brought in or taken out of the premises.

5. Good conduct

The contractor shall ensure that its working staff will be of good behavior within the premises. They may be subjected to disciplinary control by the client if the necessity arises.

6. Abstaining habits

The contractor shall ensure that its working staff would abstain from betel chewing/ smoking/ consuming liquor within the Treasury premises.

7. Entitlements of working staff

Payment of salaries & other connected matters of the working staff would be the responsibility of the Contractor.

8. Uniforms of staff

The working staff is required to be dressed in a uniform during duty hours, which shall be provided by the Contractor.

Staff Description	No. of person	Age Limit	Experience required	working time	
				Weekdays & Saturdays	Sundays & public holidays
Supervisor	01	Below 50 years	3 years' experience in relevant field	6.30 a.m. to 3.30 p.m.	6.30 a.m. to 2.30 p.m.
Tree Maintainers	02	Below 45 years	1 year experience in relevant field		
Garden Labourer	03	Below 55 years			

9. Payments

All payments due to the Contractor on the agreed basis/ terms will be paid by cheque on monthly basis. Payments shall be made on attendance and work done basis. Penalty at Rs. 100.00 per 15 minutes (1/4 Hours) shall be deducted for every late attendance by contractor's maintenance staff. The bidder must assign a complete team of staff for the maintain service every day. A penalty of Rs. 750.00 per day will be imposed for each instance of absenteeism.

10. The assigned staff should be placed according to below requirement.

10.1 All deployed staff should be in good health condition.

10.2 Garden Development Assistant (Supervisor) and the required quantity of garden labourers as stated above should be available at the premises daily throughout the contract period.

Name of the Supervisor nominated for this contract:

10.3 All staff shall attend to work every seven days of the week in accordance with the time schedules given in section III. The attendance should be reported to Engineer and be registered daily basis at the Building Maintenance Division of Ministry of Finance, Planning and Economic Development .

11. All kinds of machines and equipment required for garden maintenance must be provided by the contractor himself and storage facilities will be provided by the client.

12. Insecticides and fertilizers be provided by the contractor himself and should be applied under the supervision of the client.

13. Number of labour and other staff employed and amount of insecticides will be taken in to consideration when making monthly payments.
14. The NIC copies, permanent addresses, and contact numbers of all staff to be deployed shall be submitted prior to signing of the contract agreement. Any change to the staff to be deployed shall be immediately informed to the Engineer due to security reasons.
15. The details of the authorized person to be contacted during the contract period should be informed to the Ministry.
The details of the nominated contact person
Name : Contact No. :
Designation: Email Address :
16. Should normalize the surrounding at times of bad weather conditions by taking necessary actions with relevant equipment and extra staff if required. Contractor should access the premises in bad weather conditions immediately to get the comfortable environment of the premises.
17. Termination of the Contract
The Secretary, Ministry of Finance, Planning and Economic Development shall have the right to terminate the contract by giving one week notice in case where services provided by the contractor is not satisfactory or Contractor breaches any of the conditions set out herein and the contract shall be treated as terminated forthwith.
18. Final Decision
The decision of the Ministry (Minor) Procurement Committee of the Ministry of Finance, Planning and Economic Development will be final on the acceptance or rejection of any tender or part thereof.
22. The contractor liable for adhere to all labour which are entitle to Democratic Socialist Republic of Sri Lanka regard all employees are employed according to contract.

I agree with the above conditions.

.....
Signature of the Bidder
Name of the Authorized Person
Designation
Official Seal

Date:

Section IV – Bid Submission Form

[Note: The Bidder shall fill-in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Bid Submission]

No.: [insert number of bidding process]

To: Chairman, Ministry Minor Procurement Committee, Ministry of Finance, Planning and Economic Development

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No. : [insert the number and issuing date of each Addenda];
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following procurement works for **Maintains of Garden Premises**
- (c) The total price of our Bids without VAT, including any discounts offered is as follows
.....
.....
.....
- (d) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 38;
- (f) We have no conflict of interest in accordance with ITB Sub-Clause 4.2;
- (g) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by any governmental authority or court of law.
- (i) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: [insert signature of person whose name and capacity are shown]
In the capacity of [insert legal capacity of person signing the Bid Submission Form]

Name: [insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Section V – Price Schedule

Item No.	Job Category/ Description	No. of employees	Rate per day(Rs.)		Amount per Annum (Rs.) (Weekday & Saturday x 301 Day(A) + Sundays & Public holidays x 64 Day (B))
			Weekdays & Saturday (6.30 a.m. – 3.30 p.m. (A))	Sundays & Public holidays (6.30 a.m. – 2.30 p.m. (B))	
1	Garden Development Assistant	1			
2	Tree Maintainers	02			
3	Garden Labours	03			
4	Allowance for Tools and Equipment (refer annexure III)				
5	Allowance for Fertilizer/ Chemicals, etc (refer annexure (IV))				
6	Any Other (Please Specify)				
Total per Annum (Rs.)					

Total Day comprise 365 = 301 Weekday & Saturday(A) and 64 Sundays & Public holidays (B)

Note – Please submit rates for providing new indoor and outdoor plants as requested by the client. (Refer Annexure I).

The above information furnished by me/us is true and in good faith and I/We agreed to comply with the conditions of the tender if the quotation is accepted.

Signature of the authorized person -

Official Seal -

Date -

Form I- Bid-Securing Declaration

[Note: the purchaser is required to fill the information marked as “” and delete this note prior to selling of the bidding document]*

*[The **Bidder** shall fill in this form in accordance with the instructions indicated in brackets]*

Date: -----*[insert date by bidder]*

Name of contract --[insert name]*

Contract Identification N^o: -----[insert number]*

*Invitation for Bid No.: ----- *insert number]*

*To: ----- *[insert the name of the Purchaser]*

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by Procurement Commission of Sri Lanka, for the period of time of *three years* starting on *the latest date set for closing of bids of this bid*, if we:
 - (a) withdraw our Bid during the period of bid validity period specified; or
 - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
 - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid securing shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the bidder was unsuccessful; or (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed *[insert signature(s) of authorized representative]* In the Capacity of *[insert title]*

Name *[insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *[insert authorizing entity]*

Dated on *[insert day]* day of *[insert month]*, *[insert year]*

Form II- General Information Form

All individual firms that are bidding must complete the information in this form.

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	Telex
5.	Place of incorporation / registration	Year of incorporation / registration

.....

Bidder's Signature and Company Seal

.....

Date

Form III

BIDDER'S EXPERIENCE WITH SIMILAR CONTRACTS

No.	Name and address of the Customer	Date of Commencement	Contract Period	Value of the Project (Rs.)	Contact No.
1					
2					
3					
4					
5					

Note: Please attach certificates / recommendation letters from the employers by way of documentary proof.

Signature of the authorized person -

Official Seal -

Date -

ANNEXTURE I

RATES FOR SUPPLY OF NEW INDOOR AND OUTDOOR PLANTS

Fill in the below table stating the available new indoor and outdoor plants for sale and their prices.

No.	Name of the plant	Price per plant (Rs.)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Signature of the authorized person -.....

Official Seal -.....

Date -.....

Annexure II

Requirement of Equipment and Tools

Sr.No.	Description	Time interval	Quantity	Total amount (Rs.)
			Office premises	
1.	Grass cutting machine	Every 01 month	01	
2.	Chain saw machine	Every 04 month	01	
3.	Mamoty	Throughout the year	02	
4.	Axe	Throughout the year	01	
5.	Billhook knife	Throughout the year	01	
6.	Hedge Shear	Throughout the year	01	
7.	Pruning Saw	Throughout the year	01	
8.	Lopping shear	Throughout the year	01	
9.	Pruning Shears	Throughout the year	02	
10.	Aluminium step Ladder (5'0")	Throughout the year	01	
11.	Aluminium Step Ladder (20'0")	Throughout the year	01	
12.	Ropes (100 ft)	Throughout the year	01	
13.	Wheel barrow	Throughout the year	01	
14.	Shavel	Throughout the year	02	
15.	Construction head pan	Throughout the year	02	
16.	Watering Can	Throughout the year	02	
17.	Garden Watering Hose (100 ft)	Throughout the year	02	
18.	Gardening Fork	Throughout the year	02	
19.	Gardening Trowel	Throughout the year	02	
20.	Rake	Throughout the year	01	
21.	Digging Bar	Throughout the year	02	
22.	Ekel Broom	Throughout the year	06	
Total carried to item No. 04 of price schedule				

Annexure III

Requirements of Fertilizer

Item No.	Description	Time Interval	Quantity	Total amount (Rs.)
			Office premises	
1.	Fertilizer for flowers	monthly	2 kg	
2.	Urea Fertilizer for lawn grasses	monthly	2 kg	
3.	Fertilizer for vegetable crops	monthly	2 kg	
4.	Pesticides for plants	monthly	500 ml	
5.	Compost Fertilizer	monthly	20 kg	
6.	Cow dung organic fertilizer	monthly	10 kg	
7.	Coconut plant fertilizer	3 months	20 kg	
Total carried to item No. 05 of price schedule				