PARADIP PORT AUTHORITY

ENGINEERING DEPARTMENT
(E&CM DIVISION)
EXPRESSION OF INTEREST CUM BUDGETARY OFFER
NO: CE/E&CM/ACCTS-25/26/162

Annual maintenance and development of existing garden in Paradip Port Township for the year 2027-28. (From the time period 11 May 2027 to 10 April 2028)

TENDER DOCUMENT FOR e-Tendering

Office of E&CM Division,
Engineering Department,
Paradip Port Authority,
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PARADIP PORT AUTHORITY
ENGINEERING DEPARTMENT
E & CM DIVISION

No- CE/ E&CM/ ACCTS- 25/26/162 **Date- 19.11.2026**

e- NOTICE INVITING "EXPRESSION OF INTEREST" (EOI)

(1) (a) e-Tenders for Expression of Interest (EOI) cum Budgetary Offer is here by invited in **Single Stage Two Bid System** as a deposit work, in item wise rate **basis** from the eligible Central Government/State Government Organizations, Government Undertakings, Public Sector Undertakings (PSUs) and other eligible Government Organizations, having relevant experience of minimum **05 years in horticulture, landscaping, lawn maintenance and garden maintenance, Block/Avenue plantations etc. successfully executed in a Government Organization. It is required to undertake the maintenance of plantation, watering of developed lawns, gardens and developing of seasonal flower beds thrice in a year** in different gardens within the premises of Paradip Port Authority township area for a period of **One year, from 11 May 2027 to 10 April 2028**, subject to the terms and conditions of the Agreement/MoU executed with the selected Organization.

(b) Interested Central Govt./State Govt. Organizations and Public Sector Undertakings(PSUs) shall submit their offer as area wise on **Square feet rate** basis for the existing developed gardens along with the details and name of the relevant Organization executed, experience and supporting documents within the stipulated time period and date through online bidding on the website https://eprocure.gov.in/eprocure/app having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India/ Govt. of Odisha and which can be traced up to the Chain of Authority to the Root Certificate of CCA.

(c) As it is a deposit work, the Govt. Agency must quote the item wise rate of each individual items as per BOQ which should be inclusive of all material cost, Labour cost, Labour hike rate, EPF, ESI benefits of labour, other statutory benefits (if any) of labour, Machineries cost, POL Cost, Contingency charges, Establishment cost, GST@18%, T & P Cost etc. & accordingly, the rate must be quoted. The selected Govt. firm will act as Principal Employer for all labour part, no way PPA shall be held responsible for any Labour liability. No additional payment, shall be paid to the firm for labour, any Labour hike in rate, any materials cost beyond the Contract value.

(2) The Bidders may submit bids for the following works: -

Description of work	Estimated Cost of work (in Rs.)(The last year Contract amount is taken as Estimated cost.)	Earnest Money Deposit (in Rs.)	Cost of Tender Document (in Rs.)	Period of Completion
1	2	3	4	5
Annual maintenance and development of existing garden in Paradip Port Township for the year 2027-28. (From time period 11 May 2027 to 10 April 2028). The total area proposed to be maintained is approximately **12,00,000 Sq.Feet**. the total area of grass and landscape comprise **28 patches**.	**Rs. 5,03,12,845/- including Contingency @2%, establishment cost@15% & GST@18%.**			**12 (Twelve) Calendar Months**

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Scope of work: **Maintenance of developed gardens, lawns, landscaping area, Hedged are in & around Port Township area as per BOQ in the identified gardens along w providing of seasonal flowers thrice in a year with supply of all materials like Cow Dung Manure, Sweet Earth, Fertilizers, Spraying of Pesticides, supplying of seeds, seedlings, potted plants, supply of earthen/plastic pots as per requirements etc. all labour, watering charges, T&P, EPF, ESI, Any Labour Hike Rate will be paid by the selected Government Agency.**

N.B :- **(i) The selected Govt. Organization should pay the minimum wages fixed by Government and hike if any from time to time to the labourers engaged by them. They should also obtain the labour license from concerned Authority for engaging their labourers and act as Principal Employer for them.**

(ii) Hire and running charges of all machineries provided for the work will be borne by the agency including cost of POL, Lubricants etc.

(iii) The interested Govt. Agency having required Qualification criteria with required experience certificate must visit the site, which is mandatory for proper assessment of actual work to be done as per present site conditions of different gardens. The Govt. Agency must be thorough about the detailed scope of work in the Tender document while quoting of rates during submission of Tender.

The total area proposed to be maintained is approximately **1200000 sq. feet,** the total area of grass and landscape comprising **28 patches** (the details patch wise area is attached in separate sheet:

Sl. No	Description	Area
1	**Grass meadow/lawn area**	**7,64,883 sq. feet (approx)**
2.	**Area covered by permanent Ornamental plants and landscaped areas**	**2,93,485 sq. feet.(approx)**
3.	**Seasonal Flower area for all three Seasons in a year**	**50,652 sq feet.**
	Total area	**12,00,000 Sq Feet.**

The mode of payment for the work shall be regulated as follows:-

1.Advance payment — 30%: An amount equivalent to **30%** of the approved contract value shall be released in advance during the month in which the Memorandum of Understanding (MoU)/agreement is executed, subject to fulfillment of the prescribed financial, contractual and security requirements.

2.Interim payment — 40%: An amount equivalent to **40%** of the approved contract value shall be released after acceptance of the submitted utilization certificate of the 1st 30% Advance payment received by the firm, along with other required supporting documents, subject to fulfillment of the prescribed financial, contractual and security requirements.

3. Balance payment — 30%: The remaining **30%** of the approved contract value shall be released after successful and satisfactory completion of the assigned work. After verification by the designated Authority and submission and acceptance report, the 2nd 40% payment utilization certificate, along with other required supporting documents

(3) TIME SCHEDULE OF TENDER:

Sl. No.	Particulars	Date	Time
1	Tender e-Publication date	**19.11.2026**	**18.00Hrs**
2	(a) Document download start date	**19.11.2026**	**18.00 Hrs**
	(b) Document download end date	**10.12.2026**	**18.00 Hrs**
3	(a) Start date for seeking Clarification on-line		
	(b) Last date for seeking Clarification on-line	---	--
4.	Date of Pre-Bid meeting & Site visit	--	--
5.	Date of uploading response to Clarifications sought	--	--
6.	(a) Bid Submission start date	**19.11.2026**	**18.00Hrs**
	(b) Bid Submission end date	**10.12.2026**	**18.00 Hrs**
7.	Tender Opening Date.	**11.12.2026**	**11.30 Hrs**

(3.1) CONTRACT DATA

(A) GENERAL INFORMATION:

SL. No.	Item	Details
1	Name of the work	**Annual maintenance and development of existing garden in Paradip Port Township for the year 2027-28. (from time period 11 May 2027 to 10 April 2028)**
2	Employer	Paradip Port Authority
3	Employer's Representative	Executive Engineer, E&CM Division, Paradip Port Authority
4	Superintending Engineer	SE (T), Paradip Port Authority
5	Accepting Authority	Dy. Chairman, PPA / Chief Engineer, PPA
6	Executing Authority	Executive Engineer, E &CM, PPA
7	Estimated Cost put to tender	

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(B) BID INFORMATION:

8	Intended completion period/Time period assigned for completion	**(12) Twelve Months**
9	Last Date & Time of submission of Bid	**Date:10.12.2026** **Time: 18.00Hrs**
10	Date of opening	**Date: 11.12.2026 at 11.30Hrs.**

(4) Bidders with the following eligibility criteria only may participate:

ELIGIBILITY CRITERIA:-

The organization shall satisfy the following minimum eligibility requirements:

- It shall be an eligible Central Government/State Government organization, undertaking, public sector undertaking or other Government organization legally competent to undertake the work.
- It shall have relevant experience in executing similar lawn maintenance, garden maintenance, horticulture, landscaping or watering work of area either equal or more than the total area mentioned above.
- It shall have executed or undertaken similar work **within the premises of at least one Central Government/State Government department/organization/undertaking during the preceding five years**, reckoned from the date of publication of the EoI-cum-Tender.
- Documentary evidence of such experience, including work orders, agreements (MoU), completion certificates or satisfactory performance certificates or handing over records issued by the concerned Government organization, shall be furnished.
- It shall possess or have access to adequate manpower, horticultural expertise, machinery, equipment and other resources required for the assignment.
- It shall be capable of complying with the applicable Central Government wage rates **Unskilled: ₹565 per day, semiskilled : ₹661per day, skilled ₹794 per day, high skilled: ₹933 per day** in vogue and changes from time to time as declared by the Central Govt. and statutory (EPF/ESI) labour obligations relevant to the work.
- Enhanced Wage rate with statutory (EPF/ESI) obligations if any arises in future will be borne by the Agency.

(4.1) **Similar work executed criteria:**

Scanned copy of original experience certificate of having successful completion of similar type of work(s) during the last 07 (Seven) years ending last day of month previous to the one in which applications are invited.

N.B. :(1) Similar work in this case shall be defined as successfully completion of having relevant experience of minimum 05 years in horticulture, landscaping, lawn maintenance and garden maintenance, Block/Avenue plantations etc. executed in a Government Organization.

(5) Bid documents consisting of e-Tender Notice, Information to Bidders for e-procurement, General Conditions of Contract (GCC), Special Conditions of Contract (SCC) if any, Technical Specifications & Bill of Quantity (BOQ) in prescribed .xls format and the set of terms and conditions of contract and tender details can be seen in the website: https://eprocure.gov.in/eprocure/app.

(6) The Bid documents will be available in the website: https://eprocure.gov.in/eprocure/app from **19.11.2026 to 10.12.2026 up to 18:00 Hours for online bidding.**

(7) The bidder must possess compatible Digital Signature Certificate (DSC) of Class-II or Class-III.

(8) All Bids are to be submitted online on the Website https://eprocure.gov.in/eprocure/app No Bid shall be accepted off-line. The Bids shall be received **only "on line" on or before 10.12.2026** up to **18:00 Hours.**

(9) In the e-Tender System, after uploading the Bid; the bidder should not send any documents (Hard copy) to the Tender inviting Authority before opening of Technical Bid (in case of Two Stage Bid). After opening of the Bid, the Authenticity of the uploaded documents as per requirement of the e-Tender document will be verified by the Tender Inviting Authority.

(10) After evaluation of bid, all the bidders will get the information regarding their eligibility/pre-qualification on website. Thereafter, a system generated e-mail confirmation will be sent to all successful bidders. The bidders can check the same from the portal.

(11) The Price-bid of the successful bidders (qualified in Technical-bid) will be decrypted and opened on-line, on the scheduled date and after the pre-scheduled time by the *Bid Openers* with their Digital Signature Certificate (DSC). **The bidders can view bid opening remotely on their personalized dash board under "Bid Opening (Live)" link.** The bidders will get the information regarding the status of their financial bid and ranking of bidders on website.

(12) If there is a tie between two or more bidders for deciding the L-1 Offer then the designated Tender Committee will finalize the tender by a transparent lottery system through video recording in presence of the L-1 bidders or their authorized representatives. Even if any or all L-1 bidders or their authorized representatives fail to be present at scheduled date and time of lottery, duly informed to them, the lottery system shall be carried out by the committee to finalize the L-1 bidder.

(13) Other details can be seen in the bidding documents.

(14) The authority will not be held responsible for any technical snag or network failure during on-line bidding. It is the bidder's responsibility to comply with the system requirement i.e. hardware, software and internet connectivity at bidder's premises to access the e-Tender website. Under any circumstances, PPA shall not be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-Tender system or internet connectivity failures.

(15) The authority reserves the right to reject any or all tenders without assigning any reasons thereof and shall also not be bound to accept the lowest tender.

(16) Bidder is advised to visit the site of work prior to submission of their bid. Bidder shall get himself thoroughly familiarized with the site conditions, existing road facilities for carrying materials etc before submission of the e-tender. He may contact the Executive Engineer, EE, E&CM Division or his authorized representative at his office at Administrative Building, Paradip Port Authority, Dist – Jagatsinghpur, Odisha -754142. In this regard. Non compliance of the same will in no way relieve the successful bidder of any of his obligations in performing the work in accordance with this Bid Document within the quoted price.

(17) The Authorities are not bound to accept the lowest or any tender and reserves the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof.

(18) VALIDITY:

The Tender shall remain open for acceptance for a period of six months (180 days) from the date of opening of techno commercial bid. If before expiry of this validity period, the bidder amends his quoted rates or tender, making them unacceptable to the Authorities and / or withdraws his tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Authorities / sanctioning authority.

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Executive Engineer
ECM Division
Paradip Port Authority

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C.C. to:

1. CE, PPA/Dy. CVO, PPA for favour of kind information.
2. Dy. CE, PPA (IC) / SE (T), PPA for favour of kind information.
3. EDP Cell, PPA for information & necessary action for wide publication in the website portal as per norms.
4. PRO, PPA for for information and necessary action. He is requested to arrange publication in the PRO Gazette & abbreviation form of e-TCN in Newspaper as norms.
5. All HODs, PPA for information and with request to give wide publicity to the Tender Call Notice in the Notice Board.
6. Sr. Commandant, CISF, Paradip Port/ Notice Board.
7. Asst. Executive Engineer ©/JE © /HA of E&CM, PPA for information.