



Dr. Vishwanath Karad
MIT WORLD PEACE
UNIVERSITY | PUNE
TECHNOLOGY, RESEARCH, SOCIAL INNOVATION & PARTNERSHIPS

Date : 22/06/2024

TENDER No : 2024-25/CAS/0003

TENDER FOR GARDENING – (HORTICULTURE, LANDSCAPE, HARDSCAPE MAINTENANCE)

AT

Dr. VISHWANTH KARAD – MIT WORLD PEACE UNIVERSITY

Sr No. 124, MIT Campus, Paud Road, Kothrud, Pune – 411038.

Scope of work for Gardening Services

The aim and objective is to provide a high level of a clean, hygienic and presentable look to the entire Garden area of MITWPU Kothrud campus. The Contractor has to ensure that the staff deployed are well groomed, dressed in neat and clean & approved uniform. MITWPU Kothrud Campus includes but not limited all garden & plantation areas.

The Contractor should ensure to follow below mentioned schedule of activities as per specified frequency to maintain the horticulture, landscape & hardscape in good condition.



A: Details of Work to be Done :

Horticulture, Landscape & Hardscape Scope		
Activity	Schedule	Frequency
Daily cleaning plants, pots, trees lawn all green area coming under MITWPU campus.	Daily	Once
Remove excess weeds from planters	Daily	Once
Daily watering to plants, pots, trees lawn all green area coming under MITWPU campus	Daily	Once
Remove and dispose of trash and debris from planters, empty dustbins in gardens, change garbage baggage	Daily	Once
All trash and green waste of a reasonable quantity may be disposed at designated area by utilizing bins at sites.	Daily	Once
Dusting, cleaning, and removing dead branches leaves from potted plants, trees, in office, corridor plants.	Daily	Once
Dusting, cleaning of signages, monuments, idols, tables, benches, amphitheatre seating, sit outs, monument, idols, pergolas, canopy, building signages, water bodies, water fountains, structure, recycle Zone structure, and signs.	Daily	Once
Straighten plant identification signs and clean, replacement of tress/plants when and where required.	Daily	Once
Remove cobwebs from plants, tables, benches, amphitheatre seating, sit outs, monument, idols, pergolas, canopy, building signages, and structure, recycle Zone structure, and signs.	Daily	Once
Deadhead flowering plants as needed.	Daily	As and when needed
Remove and dispose of trash and debris from planters, parking areas, and along fence lines (inside and outside).	Daily	Once
Remove broken or damaged plant material.	Daily	As and when needed
Lawn border cutting in garden campus	weekly	once
Inspect and treat, as needed, for disease and insect infestations.	Weekly	Once
Mow utilizing a mulching mower and edge turf inside the garden (Every other week in winter months).	Fortnightly	As and when needed
Mow turf in garden.	Monthly	As and when needed



Soil loosening in plants and planter beds, potted plants.	Monthly	Twice
Fertilizer Application for plants in garden campus	Monthly	Twice
Adjust irrigation scheduling as seasonal needs and/or plant appearance dictate.	Monthly	As and when needed
Inspect all irrigation valves and emission devices to be sure they are functioning properly.	Monthly	Twice
Clean all signs throughout garden, front and back. This includes plant identification tiles, and all garden information signs throughout the garden	Monthly	Once
Inspect all irrigation valves and emission devices to be sure they are functioning properly.	Monthly	Once
Check and maintain irrigation systems for efficient water application reducing overspray and eliminating all runoff from leaving the planted areas.	Monthly	Once
Adjust irrigation scheduling as seasonal needs and/or plant appearance dictate.	Monthly	Once
Remove broken or damaged plant material.	When required	As and when needed
Trim plant material that has become a hazard (blocking driver's line of vision, pedestrian pathways, etc.)	when required	As and when needed
Check irrigation equipment for leaks, breaks, and malfunction.	when required	As and when needed
Shifting potted plants for MIT campus for events, check planting requirements in event and make availability of the same.	when required	As and when needed
Move mulch around to provide adequate soil and irrigation coverage without covering plant crowns.	when required	As and when needed
Mop or squeegee excess water from the floor of the Recycle Zone within one day of a rain event.	when required	As and when needed
Lawn border cutting in garden campus	when required	As and when needed



B: Consumables

Brand of chemicals, consumables, tools used for gardening shall be approved by MITWPU and will be in scope of vendor.

C: Equipment & Machineries

All required Equipment's & Machineries will be procured and owned by vendor and related maintenance under vendor scope.

D: Quality Control and Monitoring

- For better management and smooth services, the following monitoring mechanism will be adopted by the Contractor.
- The contractor will make a cleaning programme and submit to MITWPU for weekly activities so that MITWPU concerned official / In-charge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work.
- QR code for checklist will be displayed for daily reporting of checks.

E: Manpower Deployment

- Vendor to submit the details plan of manpower allocation floor wise for each areas covered under Annexure-I and Annexure-II for review, records and approval.
- On-call personnel shall be available for emergencies as and when needed as per their respective shifts.

F: Working Shift

- Vendor to deploy the manpower adhering to the above-mentioned scope and schedule.
- Frequency of cleaning should begin before building operations starts and conclude after operations finished (Class time, office time).



- Vendor to align the duty timing and shift of staff as per the operational hours of individual departments/School so as to execute necessary task prior occupation.
- Every week the duty roaster and shift to be approved by MITWPU building representative.

Other Clauses as below :

- 1) Based on the Proposal, Rate Contract will be done & based on the same Purchase Order will be released.
- 2) The Rate Contract will be valid for 1 Year & will be continued subject to Mutual Agreement.
- 3) The complete requirement is considering every service will be provided in the campus / on the site.
- 4) All the manpower / workforce required to execute the said services will be on your role.
- 5) The manpower / workforce allocated to execute the said services should get basic salary, PF, ESIC, Leave encashment, Gratuity, etc wherever applicable.
- 6) All Safety Norms, Environment norms, Government norms, Legal compliances to be followed & fulfilled by you.



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- 7) National Holidays as per Government norms will be applicable.
- 8) Monthly Tax invoice to be submitted with completion certificate from allocated End User.
- 9) The Invoice will be paid within 30 days after successful submission to Accounts department.
- 10) The Address for all services will be – MIT WPU, Sr No 124, Kothrud, Pune – 411038.
- 11) No deviation in work / Qty will be allowed.
- 12) Last date to submit your **Quotations – 05/07/2024.**
- 13) **Hard copy of your Proposal / Quotation to be signed & stamped by you. Hard Copy to be sent by courier addressing to “GM Purchase – Purchase Department, MIT-WPU.**