

**Invitation of bid  
for  
Appointment of Agency for  
The Horticulture work at Gandhinagar Railway  
Station.**



E-1 Wing, Block No. 3, 3rd Floor,  
Karmayogi Bhavan, Sector - 10 A,  
Gandhinagar – 382010, Gujarat.

**Email:** [garud.gandhinagar@gmail.com](mailto:garud.gandhinagar@gmail.com)

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On behalf of Gandhinagar Railway and Urban Development Corporation (GARUD), the Joint Managing Director (Corresponding address- E-1 Wing, Block No. 3, 3rd Floor, Karmayogi Bhavan, Sector - 10 A, Gandhinagar - 382010, Gujarat invites bid for **Appointment of Agency for the Horticulture work at Gandhinagar Railway Station.**

**GANDHINAGAR RAILWAY URBAN DEVELOPMENT CORPORATION LIMITED, GANDHINAGAR**

LOI NO: GARUD/GNC/Horticulture/904

24 March 2026

**Letter of invitation of bid for Appointment of Agency for the Horticulture work at Gandhinagar Railway Station.**

Sealed bids are invited for Appointment of Agency for the Horticulture work at Gandhinagar Railway Station. LOI documents will be issued from 24 March 2026.

The Pre-bid meeting will be held on 30 March 2026 @ 1130 hrs at, E-1 Wing, Block No. 3, 3rd Floor, Karmayogi Bhavan, Sector - 10 A, Gandhinagar – 382010, Gujarat.

The last date of receipt of Online bid is **07 April 2026 up to 1400 hrs.** and the technical bid will be opened on **07 April 2026 at 1500 hrs.** The Financial bid of successful responsive bidder will be opened thereafter as per the terms and conditions of this document.

GARUD reserves the right to accept or reject any bid received without assigning any reason whatsoever.

**Joint Managing Director, GARUD**

**Redeveloped Gandhinagar Capital Railway Station**

**PART - I**

**LETTER OF INVITATION OF BID FOR Appointment of Agency for the Horticulture work at Gandhinagar Railway Station.**

The Joint Managing Director  
E-1 Wing, Block No. 3, 3rd Floor,  
Karmayogi Bhavan, Sector - 10 A,  
Gandhinagar – 382010, Gujarat

Sir,

In response to the LOI Notification No. GARUD/GNC/Horticulture/904 dated 24 March 2026 issued on behalf of the Gandhinagar Railway & Urban Development Corporation Limited, Gandhinagar hereinafter mentioned as the GARUD for the Horticulture work at Gandhinagar Railway Station and in conformity with the terms and conditions, laid down herein.

I/We do hereby submit my/our Bid duly signed by me/us for the above for Appointment of Agency for the Horticulture work at Gandhinagar Railway Station.

- 1) I/We undertake to provide the Horticulture work at Gandhinagar Railway Station, Gandhinagar in all respects on receipt of the order from GARUD.
- 2) In the event of the whole Comprehensive Maintenance Contract as Bid by me/us is not given to me/us, I/we do agree to accept and carryout such portions of the Comprehensive Maintenance Contract included in my/our Bid or may be allocated to me/us.
- 3) We are enclosing herewith following documents as desired.

Signature of the Bidder

1. **Tender Fee Rs. 1500/- (Rupees Fifteen Hundred only) in form of Demand Draft in favour of Gandhinagar Railway and Urban Development Corporation Ltd. Payable at Gandhinagar**
2. **EMD of Rs. 15,000/- (Rupees Fifteen Thousand only) in form bank guarantee or Demand Draft or FDR in favour of Gandhinagar Railway and Urban Development Corporation Ltd. Payable at Gandhinagar**
3. Registration certificate of firm/Partnership Deed/ Shop & Establishment Certificate.
4. Previous experience in the same trade with: supporting copies of documents.
5. Last 3 years IT returns: certificate (enclosed Photocopy) 2024-25, 2023-24 & 2022-23 F.Y

**Signature, Name &  
Designation of the signatory  
Status and Office seal**

**Check List for Contractor**

1	Tender Fee	Rs 1500/- (Non-Refundable)	To be submitted in form of DD in Favor of <b>Gandhinagar Railway &amp; Urban Development Corporation Limited</b>
2	Earnest Money Deposited	Rs 15,000/- (Refundable)	
3	Experience Certificate/Similar nature of works	of last 5 Year	
4	CA Certified Turnover Certificate	of last 3 Years	
5	Details of personnel's to be deployed at Site	Including Supervisor	
6	Financial Bid	Price bid	As per Annexure B On nprocure.com

(1)	<b>Name of Work :</b>	Appointment of Agency for the Horticulture work at Gandhinagar Railway Station.				
(2)	<b>Tender Dates :</b>					
A	Bid Document Floating Date	<b>Dt.</b>	<b>24/03/2026</b>	<b>&amp;</b>	<b>15.00</b>	<b>Hrs.</b>
B	Bid Document Submission End Date	<b>Dt.</b>	<b>07/04/2026</b>	<b>&amp;</b>	<b>14.00</b>	<b>Hrs.</b>
C	Last Date & Time of physical submission	<b>Dt.</b>	<b>07/04/2026</b>	<b>&amp;</b>	<b>15.00</b>	<b>Hrs.</b>
D	Last Date & Time of tender opening	<b>Dt.</b>	<b>07/04/2026</b>	<b>&amp;</b>	<b>15.00</b>	<b>Hrs.</b>

**MEMORANDUM OF WORKS IN BRIEF**

(1)	<b>Earnest Money</b>		<b>Rs. 15,000/</b> (Refundable after acceptance of LOA by L1 bidder)
(2)	<b>Tender Fee</b>		<b>Rs. 1,500/-</b>
(3)	<b>Validity period of tender offered</b>		120 days from the end date of downloading Bids.
(4)	<b>Security Deposit</b>		
	(i)	Performance Bank Guarantee of Schedule Bank	<b>5.0%</b> <b>LOA Amount</b>
	(ii)	To be deducted from bills	<b>2.5%</b> <b>LOA Amount</b>
	(iii)	In the form of small savings or FDR (of minimum one-year time limit)	<b>2.5%</b> <b>Per bill</b>
(5)	Time period for AMC		<b>2years with 1 year extendable</b>
(6)	<b>Other details</b>		
	(i)	Mode of quoting rates in Schedule of items to be carried out	In figures as well as in works.
	(ii)	Tender Inviting Authority	Joint Managing Director
	(iii)	Tender Opening Authority	Joint Managing Director

**LOI NOTIFICATION**

It is proposed to arrange for the Appointment of Agency for providing Horticulture work at Gandhinagar Railway Station.

1. A competitive bid is hereby invited from reputed & experienced agencies for providing Horticulture work at Gandhinagar Railway Station.
2. Eligibility Criteria:

**2.1 Technical Qualification:**

Bidders should meet the below-specified criteria for technical proposal consideration.

The bidders are supposed to provide the supporting documents and compliances as mentioned below. Any deviation from the same will lead to the disqualification.

<b>Sr. No</b>	<b>Qualification Points</b>	<b>Minimum Criteria</b>	<b>Supporting Docs. to be sent in the technical proposal</b>
1	Number of clients currently working with	Minimum 3 working sites in Ahmedabad/Gandhinagar	Attach the copy of work orders.
2	Years in Business	More than 5 years	Attach Company registration / incorporation certificate
3	Experience	The bidder should have the experience of working with Convention Centre/ Station/Exhibition Centre/Club Resort/Public Gardens/Five- or Four-star hotel/Reputed Institutes such as IIM, IIT, GNLU etc. or similar institution.	Attach the related work order or completion certificate
4	Annual Business Turnover	The bidder must have an annual revenue turnover of more than Rs. 50 Lakhs in the last 3 financial year	Attached the balance sheet of the company of the FY 2024-25, 2023-24 & 2022-23 duly signed by Chartered

**2.2 Financial Qualification:**

The bidder must possess below stated registrations & certificates regarding labor laws & other compliances to apply for the technical bid.

Sr. No	Description	Qualification Requirement	Supporting Docs. to be sent in the technical proposal
1	PAN Registration	The bidder must possess the PAN from the tax authorities	Attach the PAN Certificate of the company
2	Shop and Commercial Establishment Registration	The bidder must be registered with Shop and Commercial Establishment Acts 1958.	Attached the copy of Registration Certificate
3	GST Compliance	The bidder must possess the GST Number from the tax authorities	Attach the GST Certificate of the company
4	Office Establishment	Should have a registered office in Gujarat.	Attach Government License/ Any tax registration Certificate or similar evidence

3. The bid should be submitted intact in the prescribed Bid forms in sealed covers in two cover bid systems. The main cover should be superscribed with the name **Appointment of Agency for providing Horticulture work at Gandhinagar Railway Station**. So as to reach it to the office of Joint Managing Director of GARUD hereinafter mentioned as the Joint Managing Director before 1400 hrs. of 07.04.2026.
4. **First cover** Superscribed with name of **technical bid**:
  - a) Work order/work completion certificate for similar nature of works.
  - b) EMD
  - c) GST Certificate
  - d) Copy of PAN card
  - e) Last 3 years CA Certified Turnover details (2024-25, 2023-24 & 2022-23)
  - f) Name of personnel to be deployed on site.
  - g) Evident proof having details of experience of similar nature of works.
5. GARUD reserves the right to refuse to issue the bid documents to any person or firm without assigning any reasons for it.
6. **Bidders must visit site (i.e. Gandhinagar Railway Station) before bidding for the tender.**
7. Bid will be considered firm for acceptance for a period of three months from the last date of receipt of Bid. Bidders are not free to withdraw or modify the Bid during this firm period. **The Bidder must sign each and every page of Bid form.**
8. The accepted Bid form of the Bid notification, terms & conditions of this contract,

specifications, samples, correspondence and general conditions shall form part of the agreement.

9. The Bid should be free from errors and corrections, if any should be made neatly and attested by the Bidder. The number of corrections in each page of Bid schedule should be noted in words at the bottom of each page.
10. The Bid rates should be net rates inclusive of all taxes, Replacements of plant, supply of soil mix, pesticides, Manure, insurance, packing, forwarding, freight charges, printing charges, Site Visits, manpower, labor, spares and all other incidental charges if any. The rates should be given both in figures and words. Alternative proposals/rates are or conditional bids liable to be rejected.
11. Nothing will be paid extra except additional work assigned by GARUD.
12. The Technical bid will be open on 07 April 2026 at 1500 hrs onwards. The financial bid of the technically qualified bidders will be only opened at later stage.
13. Bidders have to provide Comprehensive Annual Maintenance of Horticulture work at Gandhinagar Railway Station according to the requirements.
14. The acceptance of quoted rate should be approved by the competent authority of GARUD.
15. Any further information regarding this Bid, can be obtained from the Office of GARUD at E-1 Wing, Block No. 3, 3rd Floor, Karmayogi Bhavan, Sector - 10 A, Gandhinagar - 382010, Gujarat during working hours on any day prior to the last date fixed for receipt of the Bid.
16. Joint Managing Director will have full authority to award the contract for the Bidding items on part or full and the number of units to which the annual maintenance is to be affected.
17. The successful Bidder should provide a Bank Guarantee or FDR or DD in favour of GARUD valid at least for 12 months for a value of 5% (as security deposit) of the work order amount as to ensure quality and continuance for providing maintenance of landscape work at Gandhinagar Railway Station, along-with acceptance letter of offer as may be issued by GARUD. Further, GARUD will deduct 2.5% amount of the Running bills & Final bill and the 5% (SD amount) will be refunded back to the bidder after 90 days of the Final bill payment made at the end of contract agreement.
18. If there are any additional requirements the same should be executed only after approval from the competent authority of GARUD within the time frame as finalized by the project committee/Authority.

**JOINT MANAGING DIRECTOR**

Having made myself/ourselves thoroughly acquainted with the clauses of the above Bid notification and understanding the terms thereof. I/We agree to confirm there to in all points.

Name of the Bidder in full:

Address of the Bidder:

Station:

Date:

**SIGNATURE OF THE Bidder**

**TERMS AND CONDITIONS****1. Gandhinagar Railway Station:****Area**

Total 11,758 sq.mt

Maintenance should include pesticide spraying, regular watering, trimming, shaping, grass cutting and keeping the area clean in all aspects and to the satisfaction of the Railway Station. During the summers the soil is to be mulched on top with straw and leaves to retain the humidity of the soil, for all kinds of lawns, tree pits, shrub beds etc.

**Scope of Work:**

The contractors/parties are required to do the following works during the period of AMC:

#	Scope of work	Frequency
1	Cutting of grass (Lawns) and hedges etc...	Weekly
2	Removal of weeds	Daily
3	Spraying of insecticides	Monthly
4	Manure and fertilizers.	Monthly
5	Replacing of un-healthy and dead plants/ supply of soil mix/Pesticides/Manure.	Monthly
6	Regular watering and removing the useless weeds on every day including non-working days.	Daily
7	Maintenance of the Planted Shrubs and Trees in the ground.	Daily
8	Maintenance of the Potted plants in Earthen Pots and Polybags.	Daily
9	Keeping all paved surfaces used by you in a clean and tidy condition.	Daily
10	Maintenance of Vertical Garden	Daily
11	Removing all surplus excavations and debris produced by your operations at site.	Weekly
12	Lawn should be maintained green with application of composite fertilizer for every two months.	Monthly

The agency must provide the work done report as per above table with work execution dates during the submission of monthly bills.

The agency should also provide the below:

- a) Vendors shall provide Garden material such as fertilizer, pesticide, manure, tools & machinery etc.
- b) If any new development additional area which may be required, then it will have done by the authority by inviting a price bid, the preference will be given to the AMC contractor under the L1 bid or if difference between L1 & L2 are marginal.
- c) Chemical fertilizer, etc. Composite fertilizer must be sprinkled over the lawn area regularly when directed / desired.
- d) The Contractor /Agency will have to deploy minimum numbers of labors along with 01 supervisor for the maintenance job includes cutting of shrubs and stooping branches of trees, lawn mowing, weeding, pesticide spray, watering, cleaning of

garden waste and soil working etc. Before quoting rate compulsory make site visit.

- e) Agency will have a good Knowledge of maintaining landscape area, plants etc.
- f) If during the course of the maintenance period trees or shrubs or other plants die because of the negligence by the Contractor /Agency, the Contractor /Agency shall replace the plants at no cost to the Owner.
- g) Two weeks before the end of the maintenance period, a joint inspection shall be held to review the requirements for alteration or replacement in order to gain approval for final handover.
- h) At the time of final inspection, all areas under the Contractor /Agency shall be free of weeds, neatly cultivated and raked and all plants shall be in good order. Grass shall be neatly cut and all clipping removed. No bare patch of earth shall be visible in turf or planting areas unless specified (e.g., Rings around tree trunks).
- i) The Contractor/agency need to maintain the entire gardens and landscaping inside/outside the premises of Railway Station and Car parking area.
- j) Providing 4 Nos. gardeners with 1 No. supervisor. The labour charges should be compliances with daily wages of Gujarat and GARUD may ask proof of payment of laborers if deemed fit.
- k) The tenure of contract is for two years from the date of issuance of LOA or work order which may be extended by 1 year on mutual consent.

**\*\* Quantum of work may increase during the event days. \*\***

## **1 Price/rate**

Price shall be inclusive of all taxes, replacements of plants, supply of soil mix, pesticides, Manure, insurance, packing, forwarding, freight charges, printing charges, Site Visits, manpower, labor, spares and all other incidental charges if any. The price is not variable for this order.

## **2 Confidentiality**

The Contractor shall not use any blueprint, drawings, designs, Appointment of Agency for providing Horticulture work at Gandhinagar Railway Station in any manner whatsoever, or by anyone on the Contractor's behalf.

## **3 Payment**

Payment will be made within 30 days from receipt of bill or as may be otherwise specified in Purchase order and accepted by Authority.

## **4 Deployment of Personnel's**

The contractor shall deploy one personnel (Supervisor) full time on site for daily coordination with railways officials & authority.

One senior manager must visit site once every week for supervision and inspection of the system.

Any additional manpower or labor deployed by the contractor as per the requirement of the site.

The contract is required to submit monthly attendance sheet duly verified Railway Authority of GNC for Railway Station.

## **5 Penalty**

1. In case of delay in rectification of the fault beyond 24 hours a penalty of Rs. 100/- per day per fault, in case of delay in rectification of the fault beyond 48 hours the penalty of Rs. 200/- per day per fault will be levied. In such an event GARUD may get the faults rectified by the third party and such cost of repairs shall have to be borne by the contractor, in addition to the penalty. In case contractor fails to pay the penalty and/or cost of the repairs, it shall be deducted from the bill. The total penalty during the period of AMC, in each order, under this contract, shall not be more than 10% of the concerned order value. More than one half of a day shall be treated as a day.

2. Delay by the contractor in the performance of its contractual obligations regarding performance of service shall render the contract liable to any or all of the following sanctions”

a. Penalty cost of repairs as per clause 1 above.

b. Forfeiture of its security deposit.

c. Termination of the contract for default. The termination of the contract for default shall be at risk and responsibility of the contractor.

If at any time during performance of the contract, the contract should encounter conditions impending timely performance of the service, the contractor shall promptly notify to the GARUD in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the contractor's notice, the GARUD shall evaluate the situation and may at its discretion extend the period of performance of the services ordered after mutual discussion with the contractor.

## **6 Dispute**

Any disputes arising out of this order will fall under the jurisdiction of competent court at Gandhinagar District court only.

## **7 Security Deposit**

The successful Bidder should provide a Bank Guarantee or FDR or DD in favour of GARUD valid at least for 6 months for a value of 7.5% (as security deposit) of the LOA amount as to ensure quality and continuance of Appointment of Agency for providing Horticulture work at Gandhinagar Railway Station, along-with acceptance letter of offer as may be issued by GARUD. Further, GARUD will deduct 2.5% amount of the Running bills & Final bill and the 10% (SD amount) will be refunded back to the bidder after 90 days of the Final bill payment made.

## **8 GST Registration number**

GST Registration number must be shown on each invoice and payment of next bill will be sent to payment of earlier GST.

9 The Vendor shall not offer or give or agree to give to any person in the Authority any gift or consideration of any kind as an inducement or reward for doing or for bearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any

other order or for showing or for bearing to show favor or disfavor to any person in relation to this or any one employed by him or acting on his behalf whether with or without his knowledge shall entitle the Authority to terminate the order forthwith and to recover from the Vendor the amount of loss or damage suffered by the Authority.

- 10 The Agency / Contractor/tendered are advised to inspect and examine the site and satisfy themselves about the nature of work before submitting their tender. A tendered shall be deemed to have full knowledge of the site, whether they inspect or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed/paid.
- 11 The Contractor/Agency shall be responsible for payment of the Supervisors/labors/ employees at regular intervals.
- 12 The Contractor /Agency is responsible for the supervision of the work and adequacy for output by its staff and loss of material due to negligence and willful wastage. The "Contractor /Agency" is liable for penalty in such cases.
- 13 Sub-Contracting is not being permitted at all.
- 14 The Contractor/Agency shall agree and undertake to take responsibility of Supervisors / Labours / Employees for injury/disease that maybe suffered by them during course of their duty. Also, ensuring compliances of labour laws.
- 15 Any damage to any of the part/service/works due to negligence of other Contractor /Agency, shall be brought to the notice of GARUD/authorized representative in writing not later than 1 day of the incidence.
- 16 Water and Electricity shall be arranged & borne by GARUD.

**JOINT MANAGING DIRECTOR**

**A. GENERAL SPECIFICATION**

The rates quoted shall include all taxes/replacements of plant/ supply of soil mix/pesticides/Manure/insurance/packing/forwarding/freight charges/printing charges/Site Visits/manpower/labor/spares and all other incidental charges if any. A final decision on the order will be taken only after taking into consideration the rates and quality of the items offered. The financial bid of technically qualified bidder will be opened only if the concept presentation of is approved by Selection Committee of GARUD.

The vendor shall complete the work at the agreed rates against the orders received from GARUD during the period of this contract.

A Security Deposit of 7.5% of LOA amount needs to be submitted by Bidder as bank Guarantee or FDR or Demand Draft in favour of Gandhinagar Railway & Urban Development Corporation Limited, payable in the Nationalized Bank. Further, GARUD will deduct 2.5% amount of the Running bills & Final bill and the 10% (SD amount) will be refunded back to the bidder after 90 days of the Final bill payment made. All other terms and conditions shall be as per the schedule.

Joint Managing Director

**Signature of the Bidder with Name and date**

**B. Financial Bid – To be submitted online**

Financial Bid –to be filled by agency

#	Description	To be quoted
A	Area in Sq. Mtr. (Railway Station)	Approx. 11,758/-
B	Service cost (incl. of labour charges) per Sq. Mtr/Per month	
C	<b>Total Service Cost/Per month – (A * B)</b>	

- The rate quoted by the agency shall be deemed to be exclusive of GST.
- All the agencies/bidders should have valid insurance coverage for any type of injury or death of their employees.