



**Government of India**  
Ministry of Skill Development and Entrepreneurship  
Directorate General of Training (DGT)  
**National Skill Training Institute for Women**  
Dakopgre, Tura, West Garo Hills, Meghalaya-794101

No. NSTI/Tura/D-11012/17/2021-GI/30(I)/ 332 - 334

Date: 24/06/2021

To

M/s Farooq R Marak,  
Upper Chandmari, Tura, West Garo Hills,  
Meghalaya – 794001

Subject: - Work order for the **Annual Maintenance Contract for Horticulture work** at NSTI(W) Campus, Tura.

Ref: Your Quotation No. FRM/21-06/003 dated 23.06.2021.

Sir,

With reference to your Quotation No. FRM/21-06/003 dated 23.06.2021, you are hereby selected for the **Annual Maintenance Contract for Horticulture work** at NSTI(W) campus for a period: 01/07/2021 to 30/06/2022. You are advised to execute the works as detailed below.

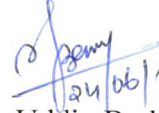
Sl No	Job Detail	Qty	Amount
01	<p><b>A.M.C for Horticulture work:-</b></p> <ul style="list-style-type: none"> <li>To remove unwanted plant, grass, bushes and particles from parks/open area in campus.</li> <li>Plantation of flowers plants &amp; their look after irrigation work to spread fertilizer required etc.</li> </ul> <p style="text-align: center;"><b><u>SCOPE OF WORK</u></b></p> <p>Cutting of grass/jungle, herbs &amp; bushes (not big trees) up to the ground surface, clearing and removing the waste in a suitable place as per instruction and disposing of the waste from the following area as mentioned below.</p> <ol style="list-style-type: none"> <li>From Main Gate to Type I Quarters.</li> <li>Near Garage Area.</li> <li>Back side of office building.</li> <li>Hostel building Campus and front part area.</li> </ol> <ol style="list-style-type: none"> <li>The work is to be completed within time given by the Maintenance In charge.</li> <li>The work involves to day watering, trimming, weeding of the various plants like shrubs, hedges, ground covers, trees, grass lined and lawn and undeveloped areas, removal of dry leaves from all the lawns and undeveloped areas etc as complete and as required at site as directed by the Campus Maintenance In Charge.</li> <li>Maintenance of green including removal of wild growth etc other than lawn, every month in monsoon season and at an interval of every two months other than monsoon season in entire NSTI Campus.</li> <li>Replacing the dead plants if any, shall be done without any extra cost.</li> <li>The contractors shall keep all the tools, tackles, hose pipes etc. of his won, required for the gardening work. The water sources are provided at the various convenient locations and the contractors shall maintain the desired length of leak proof hose pipe at site for adequate day to day watering. Watering of lawns should invariably be done by portable sprinklers.</li> <li>New plantation to be taken up shall be considered at extra cost with prior approval of the Competent Authority.</li> <li>The health and growth of the plants shall be the prime concern of the contractors and if the performance is not seen satisfactory it may lead to reduction in the monthly charges at the discretion of the Competent Authority/Principal.</li> </ol>	Total:One Job Per Month	₹13,999/- Per month
<b>Total Amount</b>			<b>₹13,999/-</b>

- Amounts in words: **Rupees Thirteen Thousand Nine Hundred & Ninety Nine Only.**
- The Payment will be made on monthly basis after satisfactorily completion of work.

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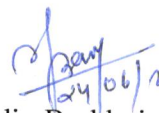
**Terms & Conditions :**

1. Necessary tools & equipment's (Horticultural Tools/Lawn Mover/Hose pipe for watering of garden etc) and manure needed are to be arranged and supplied by the agency/ Contractor.
2. Competent authority will inspect the job after completion of the work.
3. A suitable competent working team (horticultural laborer) of the agency will work from 9:00 Am to 5:30 PM on each working day regularly.
4. Adequate safety and protective measures are to be taken and if any accident happen during working hours this Institute will not be responsible.
5. TDS/ GST is applicable for all bill amounts as per Rule.
6. Based on performance the payment will be released on monthly basis and the contract may be valid up to 30-06-2022 subject to fulfillment of the terms & conditions.
7. During 1<sup>st</sup> week of every month the bill is to be submitted in triplicate, after successful completion of the jobs duly along with necessary documents viz., (1) PAN Card, (2) Service Tax Registration (3) Mandate form (for Bank details) (4) Photo copy of this order etc.
8. In case of failure to clean & maintenance or adverse complaints (if any), a liquidity damage@ 02% of the sanctioned amount/month will be deducted.
9. The contract would be valid up to 30-06-2022 however, principle, NSTI(W), Tura reserves the right to extend the contract further or terminate the contract without assigning any reason.

  
(Nizam Uddin Barbhuiya)  
Principal/ HOO

Copy to:

1. HOD/ RD, RDSDE, Rehabari, Guwahati, Assam
2. Accounts Section, NSTIW, Tura

  
Nizam Uddin Barbhuiya)  
Principal/ HOO

  
24/06/2021  
Q/c