



# উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুণ্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165



প্রফেসর প্রদ্যুৎকুমার পাল

নিয়ামক (ভারপ্রাপ্ত)

Prof. Prodyut Kumar Paul

Registrar (Acting)

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Ref. No.: UBKV/Est. (T&P-02)/EOI-03/2025-26 Date: 06/08/2025

## **Expression of Interest (EOI)**

Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar, West Bengal, Pin-736165 invites sealed Expression of Interest (EOI) from interested Firms / Agencies for **Development/Management/Maintenance** of commercial Nursery in the University campus as per terms & condition stated below:

Name of Organization	Uttar Banga Krishi Viswavidyalaya Pundibari, Cooch Behar, Pin-736165, W. B
Category of service	The scope includes the managing production of arecanut seedlings, planting materials of fruit plants, and seedlings of flowering plants during the rainy and winter seasons. It also involves the propagation and maintenance of foliage and house plants. The responsibilities further include the comprehensive maintenance of lawns, shrubs, trees, hedges, and related horticultural assets. This covers services such as watering, weeding, manuring, mowing, thinning, pruning, spraying, pot polishing, etc. Additionally, the successful bidder shall manage the upkeep of horticultural works such as parks, gardens, lawns of various establishments, nurseries, rose beds, flower beds, and the preparation of exhibition-quality potted plants. Nursery management and the periodic inspection and evaluation of the health of all plants in the nursery are also essential components of the work.
Date of Issue/ Publishing notice	06/08/2025
Last Date & Time for submission of expression of interest in Tender box in the office of the Registrar, Uttar Banga Krishi Viswavidyalaya	19/08/2025
EOI to be Addressed to	The Registrar Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar-736165
Date and Time of Opening of Expression of interest	20/08/2025
Eligibility for submission Financial bid	Presence in the opening of Expression of Interest is must for submitting Financial bid. Absence on the opening of Expression of Interest shall not be eligible.
Date for submission of Financial bid and closing date for submission	To be communicated on the day of opening of expression of interest
Date for opening of Financial bid	To be communicated in the pre-bid meeting after opening of expression of interest
Yearly contract amount	Rs. 2,00,000 (Two lakh only) [bid carrying at or below the yearly contract amount shall only be accepted]
Address for queries/clarification	The Director of Farms, Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar, West Bengal, Pin-736165, (m) 9547713210

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### **Eligibility Criteria:**

- The Firm/Agency should have proper license/documentary evidence from any Govt. establishment for carrying out horticultural and its management practices.
- The Firm/Agency should have satisfactorily executed similar works as a prime contractor/agency during the last five years, ending March,2025 in any state/central government departments or autonomous University under state/central governments. Documentary evidence in support of claim to be submitted along with EoI.
- The individual should have not been blacklisted by any state/central government departments /BBMP/PSU/central PSUs/autonomous bodies / University.
- Declaration for Transparency: Applicant should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India/State Government (Please submit self-declaration as per format provided in the annexure-I).

### **SCOPE OF WORK**

(a) Managing production of at least 75000 arecanut seedlings, 100000 planting materials of fruit plants, 50000 seedlings of flowering plants during rainy and winter season, 20000 foliage and house plants in a year.

(b) Managing maintenance of lawns, shrubs, trees, hedges, creepers, canna beds, bulb beds, foliage beds, rose beds, flower beds, preparation of new beds and replacement of dead plants by buying and stocking the saplings etc.

(c) Managing services like watering, weeding, manuring, mowing, thinning, pruning, spraying, pot polishing etc. as directed by the Supervisor/Field Assistant/ any officials.

(d) Managing maintenance of horticulture works like parks, gardens, lawns of different establishment, nursery, rose beds, flower beds and preparation of exhibition quality pot plants and nursery management etc.

(e) Periodic and regular inspection/evaluation of health of all plants at nursery.

(f) Managing the marketing of the planting materials.

(f) The scope of work also includes development of landscape drawings, plan and execution of horticulture works and its maintenance.

The scope of work mentioned gives in general the scope of work but is not exhaustive i.e. does not mention all the incidental works required to be carried out.

### **Documents to be submitted along with EoI:**

1. Proper license/Registration from the Govt. for carrying out horticulture related services.
2. Work completion certificate related to similar work issued by state/central government departments or any University. (At least from 2).
3. Aadhar Card (attested copy)
3. Aadhar Linked PAN card (attested copy)
9. Any other licenses related to Horticulture management services (if available) Expression of Interest (EOI) with all supporting documents should be submitted to the Registrar, *Uttar Banga Krishi Viswavidyalaya* on or before 5 pm on 14/08/2025. Late submissions will not be considered. The eligible individual will be invited to make a presentation demonstrating their ability to execute the work, technical and financial capabilities and past works to a committee constituted by the competent authority of *Uttar Banga Krishi Viswavidyalaya*.

### **General Terms and Conditions**

1. A **Memorandum of Agreement (MoA)** between *Uttar Banga Krishi Viswavidyalaya* and the successful bidder shall be executed prior to the award of the contract.

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2. The contract shall initially be for a period of one year from the date of execution of the MoA. It may be renewed for an additional one-year term based on satisfactory performance by the successful bidder. However, renewal shall be at the sole discretion of the University. No request for extension of service and/or absorption into any assignment or position within the University system shall be entertained.
3. The annual contract amount for the successful bidder shall be consolidated, and no additional allowance or service benefit shall be provided. However, the yearly contract amount may be disbursed in equal instalments based on mutual understanding.
4. The successful bidder shall not engage in any other business or assignment outside the campus related to the scope of work during the contract period. Any such involvement shall result in immediate termination of the MoA and the bidder's engagement, without prior notice.
5. The Firm/Agency must have experience in developing designs, drawings, and executing landscape work within the last five years, ending on 31.03.2025. A work completion certificate from the client must be submitted along with the Expression of Interest (EoI) as proof of relevant experience.
6. *Uttar Banga Krishi Viswavidyalaya* reserves the right to accept or reject any or all EoIs without assigning any reason. The University shall not be responsible for any delay, loss, or non-receipt of submissions or correspondence sent by post.
7. Applicants may submit any additional information they consider necessary to establish their capability to successfully complete the proposed work.
8. If any information provided by the Firm/Agency is found to be incorrect, either at the time of submission or at a later date, the contract shall be terminated. The Firm/Agency may also be debarred from participating in future tenders or engagements with the University. If such a Firm/Agency is already enlisted, its name shall be removed from the approved list.
9. *Uttar Banga Krishi Viswavidyalaya* reserves the right to reject any or all EoIs or the entire process of engagement at any point of time without assigning any reason.
10. Any assets or articles provided by the University shall remain its property. The Firm/Agency shall act as the custodian of such property and must return it in proper working condition at the end of each workday.
11. The University reserves the right to cancel the entire engagement process for services within the campus at any stage. The Firm/Agency may be terminated from service by providing one month's notice, without the obligation to state any reason.
12. If there is any damage to University property or any financial loss due to wilful or negligent actions by the successful bidder, the University shall be entitled to recover the same as compensation from the Firm/Agency.
13. The successful bidder shall maintain workplace discipline and comply with all rules and regulations imposed by the University.
14. Since horticulture involves the care of live plants and requires close attention, the successful bidder must be available at all times during the day and throughout the contract period.

Sd/-  
Registrar (Actg.)

**Annexure-I**  
Self-Declaration Form Ref. No.

To  
The Registrar (Actg.)  
Uttar Banga Krishi Viswavidyalaya

With reference to my/our expression of interest to *Uttar Banga Krishi Viswavidyalaya*, it is hereby declared that I / (name of the Firm or Agency) was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period by any government or other agencies.

I / (name of Firm/Agency) also declare that there are no contractual restrictions or legal disqualifications or other obligations which will prohibit from me entering this bid and each and every one of the statements and particulars contained herein are correct.

Signature of the Applicant

Date:

Place:

Seal: