



**OFFICE OF THE CHIEF EXECUTIVE OFFICER,  
SHRI MATA VAISHNO DEVI SHRINE BOARD,  
Central Office, Jammu Road, Katra (J&K)–182301  
E-mail: [acf@maavaishnodevi.net](mailto:acf@maavaishnodevi.net), [icpandg@maavaishnodevi.net](mailto:icpandg@maavaishnodevi.net)**

**NOTICE INVITING E-TENDER**

**e-NIT No: CO/PG/GS/14/162**

**Dated: 03.10.2026**

For and on behalf of Chairman, Shri Mata Vaishno Devi Shrine Board (hereinafter referred as SMVDSB, Katra), e-Tenders under two bids system are invited from the firms desirous of participating in the **e-Bid for providing Gardening Services at Shri Mata Vaishno Devi Narayana Superspeciality Hospital (SMVDNSH) including SMVDCoN, Kakryal, Katra**. The pre-identified space under the actual ownership and control of Shri Mata Vaishno Devi Shrine Board shall be made available to the successful bidder for providing Gardening Services in SMVDNSH as per the terms & conditions contained in this e-NIT for a period of **two years** subject to the satisfactory performance and on such terms and conditions as may be agreed upon mutually by both the parties after the due date:

| <b>Name of work &amp; Location</b>                                                                                                                                                                                                                                                                                                                                        | <b>Tender Fee<br/>(in Rs.)</b> | <b>EMD<br/>(in Rs)</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------|
| e-Bid for providing Gardening Services at Shri Mata Vaishno Devi Narayana Superspeciality Hospital (SMVDNSH), Kakryal, Katra including SMVDCoN with an area of 2.73 lakh sqft (approx.) which includes maintenance of all gardens, pots, landscaping & all routine maintenance including planting of seasonal hybrid plants, hedge cutting, pruning, weeding, hoeing etc. | <b>1500.00</b>                 | <b>1.20 Lakh</b>       |

The Tender Fees and Earnest Money Deposit amounting **Rs. 1500/-** and **Rs. 1.20 Lakh** respectively, can be deposited in the shape of CDR / TDR / FDR of any Nationalized / Scheduled Bank duly pledged to the Accounts Officer, SMVDCS. While soft copy of EMD document (CDR / TDR / FDR) shall be uploaded on the tender portal, the hard original copy shall have to be deposited in the concerned along with other prescribed documents prior to the specified date of opening of Technical Bids; without which tenders shall not be considered.

Alternatively, the bidders may also transfer the required amount on account of Tender Fee and EMD in online mode (IMPS / NEFT / RTGS) in the following account of the Shrine Board:

**Account No.: 50100417566279**  
**Type of Account: SB**  
**Banker: HDFC Bank**  
**Branch: Katra**  
**IFSC: HDFC0002344**  
**Title of Account: Shri Mata Vaishno Devi Charitable Society**

|                                            |                                |
|--------------------------------------------|--------------------------------|
| Publishing Date of e-NIT                   | 03.10.2026 (04:00 PM)          |
| Download Start Date                        | 03.10.2026 (04:00 PM)          |
| Pre-Bid Conference                         | 09.10.2026 (11:00 AM)          |
| Bid Submission Start Date                  | 13.10.2026 at 04:00 PM onwards |
| Bid Submission End Date ( online)          | 21.10.2026 at 02:00 PM         |
| Hardcopy Submission End Date               | 22.10.2026 upto 02:00 PM       |
| Date of Opening of Technical Bids (Online) | 23.10.2026 (02:00 PM)          |

**Sd/-**  
**Vinay Khajuria**  
**Asstt. Conservator of Forests**

**NO.: CO/PG/GS/14/162**  
**Date: 03.10.2026**

**Copy to the:**

1. Chief Executive Officer, SMVDSB, Katra for kind information.
2. Addl. Chief Executive Officer, SMVDSB, Katra for kind information.
3. FA/Chief Accounts Officer, SMVDSB, Katra.
4. Executive Director, SMVDNSH, Kakrayal.
5. Manager (IT), SMVDSB, Katra with the request to publish the e-NIT on the website and generate link for pre-bid conference to be held on 09.10.2026 at 11.00 AM.
6. Assistant Manager (P&G), SMVDSB Katra.
7. Concerned file / Master file.

### **Instruction to Bidders regarding e-Tendering process:**

1. The interested bidder can download the e-NIT/bidding document from the website [www.jktenders.gov.in](http://www.jktenders.gov.in) and [www.maavaishnodevi.org](http://www.maavaishnodevi.org).
2. To participate in bidding process, bidders have to get (DSC) “Digital Signature Certificate” as per information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mentioned digital certificate from any approved vendors.
3. The Bidders, who already possess valid (DSC) Digital Signature Certificates, need not to procure new Digital Signature Certificate.
4. The Technical Bids shall be opened online.
5. Financial Bids of only those bidders shall be opened who have qualified the technical criteria.
6. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form unless and until the same is uploaded on the e-tendering portal.
7. Bids will be opened online as per time schedule mentioned in the e-NIT.
8. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with bid.
9. **SMVDSB will not be responsible for delay in online submission of bids whatsoever reasons may be.**
10. All the required information for bid must be filled and submitted online.
11. The details of cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
12. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the item rate as prescribed and it should be saved with the same as it contains.
13. The guidelines for submission of bid online can be downloaded from the website <http://www.jktenders.gov.in>.
14. The bidder should carefully study the document and prepare the bid with consideration of all provisions of the document. The bidder should fully acquaint himself / herself with site conditions and all other factors which may influence preparation of the tender.
15. **The firms bidding for the above e-NIT, must not be blacklisted by any government, PSU, Financial Institution, Court, regulatory authority or Shri Mata Vaishno Devi Shrine Board. To ensure compliance, the bidder is required to submit a declaration duly attested by Judicial Magistrate 1<sup>st</sup> Class / Oath Commissioner that they have not been black listed by any of the above mentioned authority, as on date of submission of the documents of e-NIT. Non submission of the affidavit will lead to rejection of the bid on technical parameters. Submission of fraudulent misleading documents, misrepresentation of information / facts or wrong / misleading affidavit at any stage will lead to blacklisting of the company / firm / individual involved for a period of 05 years alongwith forfeiture of EMD.**
16. The Shrine Board reserves its absolute right to reject the issued e-tender /any or all tenders / offers at any stage before execution of License Deed without assigning any reason.



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**e-NIT No: CO/PG/GS/14/162**

**Dated: 03.10.2026**

**SUBJECT:** For and on behalf of Chairman, Shri Mata Vaishno Devi Shrine Board (hereinafter referred as SMVDSB, Katra), e-Tenders under two bids system are invited from the firms desirous of participating in the **e-Bid for providing Gardening Services at Shri Mata Vaishno Devi Narayana Superspeciality Hospital (SMVDNSH) including SMVDCoN, Kakryal, Katra.** The pre-identified space under the actual ownership and control of Shri Mata Vaishno Devi Shrine Board shall be made available to the successful bidder for providing Gardening Services in SMVDNSH as per the terms & conditions contained in this e-NIT for a period of **two years** subject to the satisfactory performance and on such terms and conditions as may be agreed upon mutually by both the parties after the due date.

**1. INTRODUCTION:**

Shri Mata Vaishno Devi Narayana Superspeciality Hospital, Kakryal, Katra is a tertiary care Medical Institute with campus area of approx. 125 Acres. It has landscaped lawns, green belts, potted plants etc. aesthetic maintenance of green areas is essential for patient care environment, NABH accreditation, and overall campus ambience.

**2. REQUIREMENT**

1. NABH/NMC Compliance: Clean, green, infection-free campus environment as per hospital accreditation norms.
2. Specialized care: Pruning, seasonal flowering, lawn care, pest control.
3. Patient & Visitor Experience: Well-maintained green lawn has direct impact on healing environment and public perception of the institute.

**3. Definitions**

Unless repugnant to the subject or context of usage, the following expressions used shall carry the meaning hereunder respectively assigned to them, namely:

- i. The expression "Owner" and/or "Institute and/or SMVDIME and/or Department and/or Licensor" occurring in the e-NIT shall mean Shri Mata Vaishno Dev Institute of Medical Excellency, Kakryal, Katra; an institute of SMVDSB managed under SMVDCS (Shri Mata Vaishno Devi Charitable Trust) or any officer authorized by the SMVDIME ".Unless repugnant to the context; the words Shri Mata Vaishno Devi Shrine Board or SMVDSB shall also imply "Shri Mata Vaishno Devi Institute of Medical Excellence" and that there shall be no contradiction whatsoever in this regard.
- ii. The expression "Bidder" shall mean the Tenderer who submits the tender against this e-NIT.

- iii. The expression "Contractor / Successful Bidder and/or Licensee and/or Service Provider" shall mean the "Licensee" under the License agreement to be executed with Licensor viz. SMVDIME" and shall be the Tenderer who submits the tender and who is selected at the culmination of this e-NIT process for delivery of services as per the scope defined in this e-NIT against payment of License Fee.
- iv. "Work" and "Scope of work" shall mean the totality of work/services, supplies, cleaning agents and other materials by expression or implication envisaged in the agreement and shall include all materials, equipment and labour required for commencement, performance, provision or completion thereof.
- v. "SMVDSB" shall mean Shri Mata Vaishno Devi Shrine Board, Katra.
- vi. "SMVDNSH" shall mean Shri Mata Vaishno Dev Narayana Superspeciality Hospital
- vii. "SMVDCS" means Shri Mata Vaishno Devi Charitable Society.
- viii. "SMVDCoN" means Shri Mata Vaishno Devi College of Nursing.

#### **4. SCOPE OF WORK:**

##### **GARDENING SERVICES:**

To maintain and develop green areas, lawns, plants, hedges, trees, and indoor potted plants at SMVDNSH, Kakryal to NABH/JCI standards, ensuring aesthetic, hygienic, and healing environment for patients, attendants, yattris & staff.

- a. The successful bidder will provide all Gardening services, appoint gardener as detailed in Annexure-A enclosed with e-NIT. During the term thereof or the extended term as the case may be, bidder shall render the Services at the Hospital in accordance with service level requirements and qualitative standards as set out therein. The successful bidder shall perform the said Services on its own accord and shall not engage a third party for the performance of the said services.
- b. The Service shall be provided by the successful bidder in the hospital in an uninterrupted and efficient manner at all times and throughout the year. SMVDNSH shall determine the schedule and timings for rendering of the said services and communicate it to the bidder in writing and the bidder and all its employees shall ensure strict adherence to schedule and timings.
- c. The successful bidder shall take the responsibility for assessing the requirements, planning the activities and implementing and monitoring the gardening Services with its trained and qualified personnel. The Services shall be performed to ensure smooth and efficient functioning and provide service of excellence and quality on gardening services.
- d. **Area of Operation:**
  - i. Total green area approx. **2.73 lakh sqft (approx.)** comprising: Lawns, gardens, roadside plantations, roundabouts Indoor plants in OPD, IPD, Lobbies, Waiting Areas Potted plants at Entry/Exit, Cottages, Guest Areas Herbal/Medicinal garden, other than allotted to Sanjeevani Bhawan.

- II. Actual area shall be verified during site visit. Bidders must quote after inspection before participating in the pre-bid meeting.

e. **Detailed Scope :**

- I. **Daily Activities:** Watering of lawns, plants, trees, hedges as per seasonal requirement. Sweeping & cleaning of garden areas, removal of dry leaves, weeds, litter.
- II. **Periodic Activities:** Lawn Maintenance: Mowing, Hedging, weeding, top dressing, manuring – min. twice a month.
- III. **Hedge/Topiary:** Trimming, shaping, pruning – monthly or as required. Trees/Shrubs: Pruning, cutting dead branches, basin formation, mulching – quarterly.
- IV. **Manure & Fertilizers:** Application of organic manure, vermin-compost, NPK, urea as per schedule approved by SMVDNSH.
- V. **Pest/Disease Control:** Spraying of approved pesticides, fungicides, insecticides – as required with prior intimation.
- VI. **Seasonal Flower Beds:** Preparation, plantation, maintenance, replacement – minimum 3 cycles per year.
- VII. **Special Requirements:**
  - a. **Tools & Equipment:** Lawn mower, brush cutter, hedge trimmer, spray pumps, hosepipes, khurpi, and other tools required for the operation etc. to be arranged by Contractor.
  - b. **Consumables:** Good earth as and when required for the maintenance of existing setup, manure, fertilizers, seeds, saplings, pesticides – all of reputed brand, ISI marked, under the scope of the Contractor.
  - c. **Uniform & PPE:** All staff in proper uniform, ID card, gloves, masks, gumboots under the scope of Contractor
  - d. **Environment guidelines:** Waste Disposal: Garden waste to be disposed daily to designated compost pit/area.

5. **SUPERVISION:**

Successful bidder shall be solely responsible for instructing and supervising the work of the workmen engaged directly or indirectly at the premises of SMVDNSH. The successful bidder shall ensure that the experienced/qualified/skilled workmen deployed to the Premises, for the purposes of providing the services shall maintain the discipline and abide by all rules and regulations of conduct applicable within such premises. Upon receiving complaint from SMVDNSH/SMVDSB/SMVDCS regarding any deficiency in the quality of work or discipline of the employees deployed at the premises, the successful bidder shall within 07 days take all necessary action for rectification and solution of the same.

## 6. STATUTORY APPROVALS :

Service provider undertakes to acquire and ensure that all necessary approval / licenses / registration have been acquired by itself that may be necessary to provide such services.

## 7. GENERAL TERMS AND CONDITIONS :

- i. Work allotted to the firm shall be for a period of two years commencing from the date of issuance of LoA. The firm shall have to enter into agreement with Shri Mata Vaishno Devi Shrine Board / Shri Mata Vaishno Devi Charitable Society, Katra within period of 15 days from the issuance of LoA.
- ii. The Chief Executive Officer/Addl. Chief Executive Officer, SMVDSB reserves the right to accept or reject any one or all the tenders without assigning any reason thereof.
- iii. The firm shall be responsible for any loss or damage caused to the property of SMVDNSH by its personnel, whether intentional or unintentional. In case of failure to compensate for such loss or damage, the same shall be recovered from the firm's pending payments and/or Security Deposit.
- iv. Contractor shall be solely responsible for instructing and supervising the work of the workmen engaged directly or indirectly by the contractor.
- v. Contractor shall render all assistance to SMVDNSH in the course of any investigation / inquiry that SMVDNSH may choose to initiate against any and or / all employees of contractor.
- vi. Contractor shall be engaged as an independent contractor and must not be taken to be in partnership or in a joint venture with or an agent of SMVDSB.
- vii. The firm shall deploy the minimum manpower as per the strength indicated in para no. 16 below.
- viii. In case of emergent situation, the SMVDSB is at liberty to ask for increase/decrease in number of manpower as per the requirement.
- ix. Service provider shall obtain necessary statutory compliances from the state Government.
- x. The firm shall implement a **Real-Time Work Monitoring System**, including a location-based attendance tracking mechanism and an employee performance management system. The firm shall also provide necessary access to these systems to the organization for monitoring and review purposes.
- xi. The firm shall be under obligation to credit the salary to its employees into their respective bank accounts only and no cash payment shall be made. The details of the bank account of all work force deployed shall be shared with the organization at the beginning of the Contract. Any replacement made later on shall be updated accordingly. Further, the firm shall submit a certificate every month along with the bills raised certifying compliance of this Clause.
- xii. Further, all the manpower deployed shall work under the overall supervision of the concerned Firm's supervisor who shall report all day to day work. The

management reserves the right to change / redeploy the workforce as per the requirement and its decisions shall be binding upon the firm.

- xiii. The contractor will not allow or permit his employees to participate in any trade Union activities or agitation in the premises of the SMVDNSH/SMVDCoN / /SMVDSB reserves the right to demand change of any employee/ worker if need warranted.
- xiv. The service provider shall appoint fully qualified competent and skillful workers in their services, supervisors and employees / workman at their own cost to ensure that services rendered by them and the responsibility and obligations undertaken by them are carried out to the satisfaction of the SMVDNSH/SMVDSB.
- xv. Service provider shall provide its employees / workman with such equipment and other paraphernalia as may be considered necessary, at his own cost.
- xvi. Service will be provided by presentable, neatly attired, and well-mannered qualified and trained gardener as per their functional designation. The personnel deployed of certified character and antecedents be Indian National and must wear identity card signed by the agency / contractor and be conversant in speaking Hindi and Local languages. The common uniform shall comprise of generally dark green uniform, black shoes etc. And be provided by the contractor. The colour /design of the dress / uniform shall be got approved by the contractor from the authorities of SMVDNSH/SMVDSB.
- xvii. Any theft or damage caused due to negligence of the contractor or its employees, agents, persons working or employed by the contractor, shall be borne by the contractor. Appropriate amount of penalty after due consideration will be imposed by the designated officer of the SMVDNSH/SMVDSB.
- xviii. The services will be provided on all days of the year with projected number of man power required to run the operation.
- xix. The contractor shall ensure that no gambling, tobacco, alcohol or narcotic or non-vegetarian substances are either sold or consumed in the premises let out to him under the contract and the contractor would be wholly responsible for any violation/ non-compliance and consequences thereof.
- xx. SMVDSB/SMVDSB shall not be responsible or liable or obligated in any manner for any injury, accident disability or loss of life to the contractor or to any of its personnel that may take place while on daily or conservancy duties. Any compensation or expenditure toward treatment of such injury, accident or loss of life shall be the sole responsibility and liability of the contractor. The contractor has to make his own arrangements towards health insurance, accidental and disability coverage and domiciliary treatments of all the personal engaged by him under their pay roll and submit approved to this effect.
- xxi. Compliance of policy and statutory regulations viz. Payment of Minimum Wage Act, Employers Liability Act, Control Labour (regulation and abolition) Act, The Workman Compensation Act Industrial Dispute Act, Maternity Benefit Act, Employees State Insurance Act, Provident Fund Act, Miscellaneous Provision

Act, or any Central Government Act, or Code as on the date in existence or revised / changes in future will be whole sole responsibility of contractor. In this regard the contractor of all time should indemnify the SMVDNSH against all claims and maintain necessary books, logs, register, verification, returns, receipts, computerized data base etc. Mandatory as per the law and as per the Government rules and make it available for inspection / verification to the concerned government Officer / labour enforcement officers/ regional Provisional Fund Commissioner, as and when required.

- xxii. The contractor shall arrange police verification of all the employees to be deployed by him and submit such verification to the SMVDNSH Kakryal, Katra within 30 days from the issuance of LOA.
- xxiii. No free accommodation shall be provided to the contractor or his employees. In case absolutely necessary, the request will be considered on chargeable basis and the amount shall be recovered from monthly bill of the contractor.
- xxiv. SMVDSB, reserves the right to withdraw/relax/interpret any of the terms and condition mentioned herein before, in such a situation the Bidder shall be given sufficient time to take the changes into account.
- xxv. Each page of the tender document should be signed and stamped by the Bidder in acceptance of the terms and conditions, laid down by the Hospital.
- xxvi. Tender received after the closing date and time shall not be considered.
- xxvii. Bidder or his authorized representative (with proper authorization letter) may choose to be present at the time of opening of Technical bid and price bid.
- xxviii. The person/officer signing the tender / bid document on behalf of the contractor should be delegated with an appropriate power of attorney (duly endorsed by Notary public) by the Chief Executive Officer/ Managing Director of the company to sign such documents. An appropriate declaration must be enclosed.
- xxix. Tenders incomplete in any form will be rejected outright. Conditional offers will not accepted, at any circumstances.
- xxx. No Bidder will be allowed to withdraw after submission of the tender, otherwise the EMD submitted by the tendering company would stand forfeited. In case, the successful Bidder declines the offer of contract (or refuses to acknowledge or execute the contract/agreement within 15 days of award of work) for what so ever reasons, his EMD will be forfeited.
- xxxi. The contractor should not sub-contract the work to any other contractor.
- xxxii. No child labour shall be engaged and there shall be no human rights violation as may be mandated by all applicable laws for the time being in force. Person engaged must undergo a prior character and antecedent check/police verification, and must be medically cleared.
- xxxiii. The Successful bidder shall not use any product / article, which causes environmental pollution, health hazards. The Successful bidder shall ensure

that its activities / operations do not cause any nuisance, pollution of any kind within or around the licensed premises. Successful bidder shall alone be responsible for the disposal by scientific methods, of the waste materials emanating and arising out of its activities.

- xxxiv. SMVDSB / SMVDNSH shall not be held responsible for any loss or damage caused due to natural calamity.
- xxxv. SMVDSB shall provide rent-free store/office-cum-change room to the successful bidder at SMVDNSH, Kakryal for storage of tools/equipment and official use only. The upkeep, safety and security of the same shall be the responsibility of the contractor and the space shall be vacated in good condition on completion/termination of contract.

## **8. ELIGIBILITY CRITERIA:**

- a. Any Sole Proprietorship Firm, Partnership Firm, LLP, Public Limited Company or Private Limited Company registered in India shall be eligible to bid. The bidder must have a valid office in India.  
*Supporting Document: Certificate of Incorporation/Registration, GST Certificate, PAN Card, Proof of Office Address.*
- b. The bidder shall have a minimum of 03 (Three) years of experience as on the date of publication of this NIT in providing Garden and Lawn Management in a similar working environment, preferably in Healthcare Institutions/Hospitals.  
*Supporting Document: Work Orders or Completion Certificates from clients. At least 1 certificate must be from a Hospital/Healthcare Institution.*
- c. The bidder must have a minimum of 30 employees on its payroll at the time of bidding, comprising of requisite Semi-skilled and Skilled gardeners, and supporting staff.  
*Supporting Document: EPF Challan, ESIC Challan, and Employee List duly certified by CA for the last quarter.*
- d. The bidder should have an average annual financial turnover of not less than Rs. 20.00 Lakhs during the last 03 (Three) financial years i.e. FY 2023-24, 2024-25 & 2025-26 from Gardening/Manpower Services.  
*Supporting Document: Copies of Income Tax Returns, Balance Sheet and Profit & Loss Account for the last 03 financial years duly certified by a Chartered Accountant mentioning UDIN.*

## **9. FINANCIAL CAPABILITY AND PAST EXPERIENCE:**

- a. Average Annual financial turnover of related services during the last three years, ending 31<sup>st</sup> March of the previous financial year should be at least 60% of the estimated cost.  
*Supportive Documents: as mentioned in 8d.*
- b. The tenderer must have sound financial background and a positive net- worth cumulative for the last three financial years.  
*Supportive Document: CA Certificate indicating Net Worth for last 03 financial years.*

- c. The tenderer should have all Registration certificate, EPF/ESI registration, GST registration etc. The bidder shall also possess PAN registration connected to Income Tax. All supportive documents should be uploaded / attached with the technical bid.

Supportive Document: Copies of all valid certificates to be uploaded

- d. The tenderer shall have to produce latest EPF and ESIC Challans of housekeeping workers / gardening services not earlier than 01 year.

Supportive Document: EPF & ESIC Challans

- e. The bidder must enclose an undertaking on the letter of firm claiming that it has never been black listed or punished by any court for any criminal offence/breach of contract and no police / vigilance enquiry/criminal case is pending against him or company / agency as the case may be.

Supportive Document: Self-declaration/Undertaking on Rs. 10/- stamp paper.

#### **10. TENDER FEES & EARNEST MONEY DEPOSIT:**

- i. The Tender Fees and Earnest Money Deposit amounting **Rs. 1500/- and Rs. 1.20 Lakh respectively**, can be deposited in the shape of CDR / TDR / FDR of any Nationalized / Scheduled Bank duly pledged to the Accounts Officer, SMVDCS. While soft copy of EMD document (CDR / TDR / FDR) shall be uploaded on the tender portal, the hard original copy shall have to be deposited in the concerned along with other prescribed documents prior to the specified date of opening of Technical Bids; without which tenders shall not be considered.
- ii. Alternatively, the bidders may also transfer the required amount on account of Tender Fee and EMD in online mode (IMPS / NEFT / RTGS) in the following account of the Shrine Board:

|                   |                                           |
|-------------------|-------------------------------------------|
| Account No.:      | 50100417566279                            |
| Type of Account:  | SB                                        |
| Banker:           | HDFC Bank                                 |
| Branch:           | Katra                                     |
| IFSC:             | HDFC0002344                               |
| Title of Account: | Shri Mata Vaishno Devi Charitable Society |

- iii. In the case of online transfer of EMD / Tender Fee amount, the following shall be compulsorily adhered to (without which tenders shall not be considered)
- iv. The transfer of Tender Fee and EMD shall be compulsorily done as separate transactions. In case a bidder makes a single transaction of the cumulative amount, his bid shall not be considered.
- v. The print-copies of screenshots of both the successful transactions shall have to be submitted in the concerned section prior to the specified date of opening of Technical Bids. In addition, the full details of the Bank Account from which the transactions have been made shall have to be written on the body of the Transaction Screenshot.
- vi. The transaction to the account specified at 'b' above shall only be accepted. The transactions made to any other account of Shrine Board shall be treated as failure to deposit the prescribed Tender Fee / EMD.

## **11. PROCEDURE FOR SUBMISSION OF TENDER:**

Bidders are invited to submit Bids for “e-Notice Inviting Tender (e-NIT) for Facility Management Services for providing trained manpower for gardening at SMVDNSH” in two parts viz. Technical Bid (Annexure-‘B’) and Financial Bid (refers to BOQ Online only) as per enclosed Performa along with supporting documents, application fee, EMD etc.

### **Cover-I (Technical Bid):**

- a. Annexure-‘A’ form duly filled along with relevant documentary proofs.
- b. Scanned copies of EMD
- c. The bidder shall mention the correct detail in the prescribed Technical Bid Form at **Annexure- ‘A’**.
- d. Tender Document containing Instructions, Terms and Conditions duly signed on each leaf by the Bidder, along with documentary proof wherever required.

### **Cover II (Price Bids):**

- a. Price bid shall contain price quoted for each work separately as per BOQ & has to be submitted online in the form of BOQ only.
- b. **No firm shall quote service charges as NIL/0/0.00/Not Quoted. Any offer with such remarks/figures shall be considered as unresponsive/rejected.** The price bid should be absolute and unconditional.
- c. Minimum service charges shall not be less than **3.85%** as defined by Ministry of Finance. Not confining the same, shall leads to rejection/disqualification of the bid.
- d. Conditional bids shall be rejected.
- e. The price bid shall be opened in favour of bidders who qualify in the technical bid. Rates are required to be quoted strictly as prescribed BOQ / item of works.
- f. Price bids not conforming to above standards or suffering from any flaw shall be rejected.

## **12. BANK GUARANTEE /SECURITY DEPOSIT:**

- I. Bidder whose offer is accepted will have to furnish performance Bank Guarantee of an amount equal to 5% of the project cost in favour of Shri Mata Vaishno Devi Charitable Society issued by any nationalized / scheduled bank. The EMD of the Successful bidder shall be returned subsequently.
- II. The Bank Guarantee submitted should be valid for 18 months.
- III. Successful bidder will have to execute an agreement on a non-judicial Stamps paper of Rs. 500/- within 15 days from the date of issuance of LoA.
- IV. The expenses of completing and stamping the agreement shall be paid by the bidder.
- V. The Bank Guarantee shall be refunded within 90 days after completion of the contract as per order, or after the expiry of contract on satisfactory completion of the same whichever is later.

- VI. No interest will be paid on performance Bank Guarantee/earnest money Deposit.
- VII. In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit shall be liable to be forfeited by the Shrine Board.
- VIII. The successful bidder shall be entirely responsible for any loss, damage etc. and shall indemnify the Shrine Board against any such claims made out other on account of injury sustained by the labourer within the Shrine Board premises and in any circumstances successful bidder shall not be entitled for any claim in that case. The successful bidder or his labourer shall not be permitted to reside in the Shrine Board premises after working hours of the unit.

### **13. SELECTION CRITERIA:**

All bidders shall submit documentary proof in support of meeting Eligibility Criteria. In the first stage of evaluation, Proposals shall be rejected, if found deficient as per the requirements of e-Tender/Bid Processing Fee and other eligibility criteria. Only bids confirming the e-NIT conditions shall be further taken up for evaluation. The only bidder(s) qualifying the technical evaluation criteria shall be entitled as competent for the process of financial bid evaluation. The participating bidder's criteria eligibility shall be evaluated on the basis of points to be obtained in the point matrix and Quality Cost Based Selection method (QCBS).

#### **A. Pre-Qualification Points (Technical Parameters):**

| <b>S No</b> | <b>Description</b>                                                                                                                                | <b>Particulars</b>     | <b>Max Points</b> | <b>Document detail required (duly attested by the firm)</b> |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------|-------------------------------------------------------------|
| <b>1</b>    | Technical Staff Strength on Company's payroll (Not less than 30)                                                                                  | Manpower: (30)         | 7                 | List of staff with designation and date of appointment      |
|             |                                                                                                                                                   | Manpower: (30-50)      | 10                |                                                             |
|             |                                                                                                                                                   | Manpower: (50-100)     | 15                |                                                             |
| <b>2</b>    | Average annual financial turnover of not less than Rs. 50.00 Lakhs during the last 03 (Three) financial years i.e. FY 2023-24, 2024-25 & 2025-26. | Equal to 50 lacs       | 7                 | CA certified document for the last three financial years    |
|             |                                                                                                                                                   | 50-100 lacs            | 10                |                                                             |
|             |                                                                                                                                                   | More than 100 lacs     | 15                |                                                             |
| <b>3</b>    | Number of contracts dealing presently by the bidder.                                                                                              | 05 contracts           | 7                 | Work Orders to be attached.                                 |
|             |                                                                                                                                                   | 05-18 contracts        | 10                |                                                             |
|             |                                                                                                                                                   | More than 05 contracts | 15                |                                                             |
| <b>4</b>    | Minimum of 03 (Three) years of experience as                                                                                                      | Equal to 03 years      | 7                 | List of works executed (Year wise) and                      |

|             |                                                                                                                  |                                             |     |                                                     |
|-------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----|-----------------------------------------------------|
|             | on the date of publication of this NIT in providing Garden and Lawn Management in a similar working environment. | more than 03-equal to or less than 05 years | 10  | experience certificate issued by the related party. |
|             |                                                                                                                  | more than 05                                | 15  |                                                     |
| 5.          | Company/firm Profile Presentation (Post-bid Presentation)                                                        |                                             | 40  |                                                     |
| Total Score |                                                                                                                  |                                             | 100 |                                                     |

## B. Bid Evaluation criteria (Technical and Financial):

The bidder shall follow two bids systems where the technical bid and financial bid shall be evaluated separately and the bidder meeting the minimum eligibility requirements will be invited for making a presentation. The points earmarked for the evaluation of bids based on technical and financial would be as follow:

### I. TECHNICAL BID EVALUATION:

- i. The firms fulfilling the minimum eligibility criteria shall be called for post-bid profile presentation wherein the bidders shall give presentation regarding the latest methods and technology used for Housekeeping services and the same shall be evaluated by the committee formed by Chief Executive Officer / Addl. Chief Executive Officer.
- ii. The tendering evaluation shall be done on weightage with 60% to technical evaluation and 40% to financial evaluation as per the GFR Rules 2017 of Ministry of Finance, Department of Expenditure.
- iii. For qualifying in the technical bid, bidder shall have to score minimum 70 points out of 100 as mentioned in S.No. 1 to 4 in the above point matrix table as per the Illustration 1 below:

**Illustration 1** (Technical Weightage): For instance, if a bidder has secured 80 marks out of the total 100 marks in technical evaluation his technical evaluation value shall be 48 (60% of 80).

- iv. The bidder who qualified in the technical evaluation stage shall only be called for opening of financial bids. However, the Shrine Board reserve the right to negotiate the quoted rates, terms & conditions with the lowest tenderer or any of the other Tenderers on quality basis to ascertain the suitability of the acceptance offer.

### II. FINANCIAL BID EVALUATION & DETERMINATION OF THE SUCCESSFUL BIDDER:

- I. As the financial evaluation shall be given 40% of weightage, the bidder with the lowest bid prices (I-1) shall be assigned full marks i.e. 40 marks (40% of 100) and his total scores of the bid shall be as per Illustration 2 below:

**Illustration 2:** For instance, if the bidder at illustration 1 is I-1 Bidder and quoted Rs. 100/- for being I-1, then his total value shall be 88 [i.e. 48 (Technical Value) + 40 (Financial Value)].

- II. The financial scores of the other bidders i.e. I-2, I-3.... and so on shall be computed as under as explained at illustration 3 below:

**Illustration 3:** For instance, if the bidder of Illustration 1 is I-2 Bidder and he quoted Rs. 125/- therefore 40% being the weighted value, the financial score for I-2 shall be computed as:  $40 \times 100$  (I-1 price)/125 (quoted price of I-2) = 32.

The bidder's ranking shall be arranged depending on the marks obtained by the bidder in Technical and Financial Evaluation. The bidder attaining highest score after considering technical and financial values shall be awarded with the contract and in case of the tie in rates, the bidder scoring more in the technical bid evaluation process shall be considered for the allotment of the contract.

#### **14. PRE-BID MEETING:**

A pre-bid meeting will be held on 09.10.2026 (11:00 AM), Central Office, SMVDSB, Katra. It is advised that before Pre-bid meeting, the Tenderers shall visit the site to acquaint themselves with prevailing condition and other facilities available nearby. During pre-bid meeting any queries related to tender shall be addressed. Conceptual understanding/layouts of area whichever is possible will be provided to bidders during pre-bid meeting. Shrine Board reserves the right to modify the terms & conditions of e-NIT after the pre-bid conference in view of any practical modalities which may emerge during the pre-bid meeting.

#### **15. TERMS OF PAYMENT:**

- a) The payment on monthly basis shall be released in favour of the firm only after receipt of **Satisfactory Performance Reports**.
- b) Firm also need to submit the previous month bill of salaries released in favour of the manpower deployed along with the Challans of ESIC/EPF/CPF.

#### **16. REQUIREMENT OF MANPOWER (Minimum) :**

| S. No. | Particular | Manpower required per day |              |
|--------|------------|---------------------------|--------------|
|        |            | Skilled                   | Semi-skilled |
| 1.     | Supervisor | 01                        | -            |
| 2.     | Gardner    | -                         | 12           |

#### **17. VALIDITY**

- a) The offer shall remain valid and open for acceptance for a period of 90 days from the date of opening of tenders, if the bidder withdraws his tender before the expiry of the said period or makes any modifications in the terms and conditions of the

tender, the earnest money/security deposited by the bidder shall be forfeited without any notice.

- b) The bidder shall not be entitled to revoke or withdraw their tenders or vary or modify after its submission. If any such attempt is made the EMD shall be forfeited and the firm shall be debarred from future participation in e-NIT process of SMVDSB / SMVDNSH, Katra.

#### **18. FAILURE AND TERMINATION:**

If the performance of the bidder is not satisfactory, the SMVDSB may cancel the awarded contract, and subsequently, arrange another Contractor out of L-2 / L-3 firms. SMVDSB shall not be responsible for any loss, damages, etc. suffered by the Contractor as a result of such termination of contract.

#### **19. DAMAGES AND LOSSES**

The allotted premises to the Bidder stand at the risk and sole responsibility of the Bidder and shall deliver the same in proper condition after the completion of the contract period. The cost of the repair of any damages as assessed by the SMVDSB shall be recovered from the security deposits of the Bidder.

#### **20. SMVDSB/SMVDNSH'S RIGHTS IN RESPECT OF E-TENDER :**

- a. SMVDSB/SMVDNSH reserves the right to modify terms and conditions of the contract which shall be granted to the successful bidder after the bidding process, if in the opinion of the SMVDSB/SMVDNSH, it is necessary or expedient to do so in yatries / Board's interest. The decision of the SMVDSB shall be final and binding.
- b. SMVDSB/SMVDNSH reserves the right to suspend and / or cancel the contract with the selected party in part or in whole at any time if in the opinion of the SMVDSB/SMVDNSH; it is necessary or expedient in the public interest. The decision of the SMVDSB shall be final and binding. Also, SMVDSB/SMVDNSH shall not be responsible for any damage or loss caused or arising out of aforesaid action.

#### **21. PENALTY :**

Penalty on according unsatisfactory and improper maintenance of the complexes and their surroundings or not meeting service levels will be levied on spot by the competent authority of SMVDSB /SMVDNSH and the contractor or his representative is liable to pay the fine. The methodology for imposing penalty shall be as under:

|      |                                                                                                                         |                                                                                                                         |
|------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| i.   | Shortage of manpower                                                                                                    | Rs.500/- per person                                                                                                     |
| ii.  | Non wearing of uniform/ untidy uniform/non-wearing of ID card by the employee of the bidder                             | Rs. 500/-per person                                                                                                     |
| iii. | All issues related to non maintenance of gardens/ lawns / landscapes area/ Pots etc. / any complaint on bad performance | 5000/- for 1 <sup>st</sup> instance.<br>10,000/- for 2 <sup>nd</sup> instance.<br>Debarred on 3 <sup>rd</sup> instance. |
| iv.  | Misbehaviour with                                                                                                       | 5000/- per incident and                                                                                                 |

|  |                                                                       |                                                  |
|--|-----------------------------------------------------------------------|--------------------------------------------------|
|  | SMVDSB/SMVNSH/SMVDCoN/SMVDIME staff/ Patients/ Attendants/Colleagues. | replacement of that particular person from duty. |
|--|-----------------------------------------------------------------------|--------------------------------------------------|

## **22. FORCE MAJEURE**

If during contract period, in case of suspension of operations exceeds 07 continues days due to any war, flood, earthquake, pandemic, government restriction or natural calamity beyond control of either party, the firm shall make best efforts to continue. In such case, contract period shall be extended for equal duration of calamity period without any extra financial liability.

However, request for extension with proof shall be submitted within 15 days of cessation of event. If Force Majeure continues beyond 90 days, SMVDSB may terminate contract by giving 30 days notice. Payment shall be made only for services rendered till termination. Force Majeure is hereby defined as a 'Clause' which is beyond the control of SMVDSB / Firm and which consequently affects the performance of the Contract.

## **23. EXIT CLAUSE:**

Either party may terminate the Agreement upon completion of the initial contract period of one (01) year by serving a 90 (Ninety) days' prior written notice to the other party. During the notice period, both parties shall continue to perform their respective obligations under the Agreement until its expiry or termination.

## **24. EXTENSION IN TIME:**

The Chief Executive Officer / Addl. Chief Executive Officer, SMVDSB reserves the right to further extend the period of Contract for next one year depending upon the performance with respect to work done in the preceding period, but the same shall not be claimed by the firm as a matter of right.

## **25. ARBITRATION:**

All disputes and differences between the parties hereto shall be referred to the sole arbitration of the person to be nominated and appointed by the Chief Executive Officer, Shri Mata Vaishno Devi Shrine Board, whose decision shall be final and binding upon the parties to this agreement. The provision of J&K Arbitration and Conciliation Act, 1996 shall apply and seat of Arbitration shall be at Jammu only. Courts at Jammu, Katra and Reasi shall have the jurisdiction to entertain any legal proceeding arising out of this contract.

**Sd/-**

**Vinay Khajuria**

**Asstt. Conservator of Forests**

**No: CO/PG/GS/14/162**

**Dated: 03.10.2026**

**Detailed Scope of Gardening Services with Specific Conditions**  
**Gardening Services at SMVDNSH, Katra( Total Area 2.80 lakhs Sq. ft.)**

**The Scope of work :**

The purpose of Landscaping work is that whole premises (outdoor and indoor) of SMVDNSH must look presentable, to make the premises environmental friendly and also to make positive impression over our valued visitors and public who visit here for various purposes.

The contractor has to undertake all such jobs/activities required to maintain the office premises in a presentable condition for all the time whether such activities are elaborated hereunder or not.

While undertaking this work, the roads and paths are to be formally planted with medium to tall flowering plants. The contractor will develop the parks and lawns at the open space at the office premises in consultation with Assistant Manager (P&G), SMVDSB and then simultaneously maintain all the existing as well as the developed lawns/parks.

Contractor will also develop a nursery for seasonal and perennial type of flowers and plants. He will maintain and plant flower pots at inner premises in consultation with Assistant Manager (P&G), SMVDSB and ensure that the flowers and plants in those pots do not die or suffer in any manner and that he will change them periodically for their good maintenance. The firm shall maintain the premises by developing and maintain the lawns, flower beds, hedges, permanent plants, potted plants etc which includes work like grass cutting with lawn mowers uprooting of weeds, forking, manuring, minor leveling, reporting and watering as and when required.

The agency shall take all such steps deemed necessary to develop and maintain the premises in good condition and the scope of work shall also include the following work beside other work as deemed necessary by the agency:

**Description of Plantation & Landscaping work to be executed: -**

- a) All plant materials shall be healthy, sound, and vigorous, free from plant diseases insects, pests, or their eggs, and shall have healthy, well-developed root systems. All plants shall be hardy under climate conditions similar to those in the locality of the project. All material must be protected from the Sun and Weather until planted.
- b) To maintain all the trees, plants, shrubs, hedges and lawn as are existing on the date of start of contract and any other lawn/park/plants developed thereafter.
- c) To plant trees, shrubs etc. by excavation/digging as and when required in the interest of the beautiful maintenance of the ambience/park/lawn of SMVDNSH.
- d) To prepare and maintain flower beds, seasonal and perennial both.
- e) To prepare and maintain flowers and decorative plant pots both in indoor and outdoor at designated places to be decided in consultation with
- f) Cutting of grass in lawns, pruning of plants at required intervals and removing the

waste to the proper place should be done to give uniform look in all Lawns and gardens.

- g) Regular watering of grass, lawns, trees, plants, shrubs etc. and hoeing and weeding in and around them.
- h) Spraying of insecticide and fungicide application/spreading of chemical and manure as and when required/advised, equipment's for the same shall be provided by agency.
- i) Any other job which is required to make the Institution from Horticulture point of view beautiful with lush green environment.
- j) The gardeners should demonstrate own initiative for horticultural up gradation of SMVDNSH, and Seasonal plants for the same should be prepared and submitted to Assistant Manager (P&G), SMVDSB.
- k) The existing flower beds to be maintained with alteration (if required) by planting summer and winter seasonal flowers.
- l) Pruning of overcrowded branches, watering, manuring and weeding along with other.
- m) Weeding, soil preparation, manuring, pest controlling, trimming, training etc. as where and when required.
- n) Clean cultivation, regular feeding, pest controlling, soil preparation, trimming, pruning etc. are important maintenance operation and to be followed where and when/as per schedule/advised.
- o) Drainage should be highly satisfactory especially during monsoon.

**a. Requirement of the Manpower:**

| S. No. | Particulars                                      | Qualification                         | Required numbers | minimum |
|--------|--------------------------------------------------|---------------------------------------|------------------|---------|
| 01     | <b>Proposed Semi-Skilled manpower (Gardener)</b> | 03 years experience in relevant field | 12               |         |
| 02     | <b>Proposed Skilled manpower (Supervisor)</b>    | 05 years experience in relevant field | 01               |         |

**b. Resource Deployment:**

**A. Manpower**

1. The Successful bidder shall deploy adequate approved manpower keeping in view the conditions of garden and requirement.
2. The nos. of manpower can be increased / decreased upon the requirement

of SMVDNSH.

**B. Equipment**

1. Lawn movers both manual and mechanical shall be provided by Successful bidder including repair and fuel charges.
2. Cost of all equipment and other necessary materials as required should be borne by Successful bidder.

**c. SMVDSB Scope :**

Water, Electricity shall be provided by SMVDNSH as per requirement of the Successful bidder.

**Annexure B****TECHNICAL BID**

Tender No: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Tenderer: \_\_\_\_\_

**Detail of Tender Fee:**

Reference No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

**Detail of EMD:**

EMD in the form of CDR/FDR/TDR No. \_\_\_\_\_ Amount: \_\_\_\_\_

Date: \_\_\_\_\_ Bank \_\_\_\_\_ Branch \_\_\_\_\_

**The Chief Executive Officer  
SMVDSB, Katra.**

Sir

I hereby submit my tender / bid for \_\_\_\_\_ gardening services for SMVDNSH. The detail of the particulars submitted through online mode and in a hardcopy format is as produced below: -

| S.No. | Particulars                                                                                                                                                                                          | Attached/Not Attached | Enclosed at Page No. |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|
| 1.    | Certificate of Incorporation/Registration, Office Address Proof, Organization Structure, Manpower Details, and other relevant supporting documents to be uploaded / enclosed with the Technical Bid. |                       |                      |
| 2.    | Employee Payroll Records/ESI/EPF records showing minimum 30 employees.                                                                                                                               |                       |                      |
| 3.    | Audited Balance Sheets, Profit & Loss Statements, and Income Tax Returns for the last three financial years. (mentioning UDIN)                                                                       |                       |                      |
| 4.    | CA authenticated Financial Statements indicating turnover.                                                                                                                                           |                       |                      |
| 5.    | Work Orders and Completion Certificates.                                                                                                                                                             |                       |                      |
| 6.    | CA authenticated Net Worth Certificate and Audited Financial Statements.                                                                                                                             |                       |                      |
| 7.    | Copies of EPF Registration, ESI Registration, GST Registration Certificate, PAN Card, and related documents.                                                                                         |                       |                      |

| S.No. | Particulars                                                                                                                                                                                                                                                                                   | Attached/Not Attached | Enclosed at Page No. |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|
| 8.    | The bidder must enclose an undertaking on the letter of firm claiming that it has never been black listed or punished by any court for any criminal offence/breach of contract and no police / vigilance enquiry/criminal case is pending against him or company / agency as the case may be. |                       |                      |

Copies of documentary proof may be furnished wherever required. Additional pages may be used, if needed.

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Designation:** \_\_\_\_\_  
**R/o:** \_\_\_\_\_  
**Contact No.:** \_\_\_\_\_

**BOQ**

*(To be submitted online only)*

**Name of the Tenderer:** \_\_\_\_\_

**Description of Tender Fee:** \_\_\_\_\_

**Detail of EMD:** \_\_\_\_\_

**Chief Executive Officer  
SMVDSB, Central Office, Katra.**

Sir

I \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_,  
hereby submit my tender for the above-mentioned premises for an amount of  
Rs. \_\_\_\_\_ (in figure) \_\_\_\_\_ (in words).

| S. No. | Particular                                                                                                                                                                                                                                                                                                                                                                                                                     | Unit      | Rate | Total amount inclusive of GST (Rs.) |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|-------------------------------------|
| 01     | Maintenance of Gardening service approximately 2.73 lakh sq. ft. in SMVDNSH including SMVDCoN which includes seasonal plantation, lawn and pot maintenance, pruning, irrigation, weed control, manure application, pest control, replacement of dead plants, cleaning of garden waste, tools & machinery and minimum 12 nos. of Proposed semi-skilled manpower (Gardeners) and 01no. of Proposed skilled manpower (Supervisor) | Per Month |      |                                     |
|        | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |           |      |                                     |

I further affirm that I have read and fully understood the specifications of the premises mentioned in the e-nit and agree to abide by all the terms and conditions laid therein;

I again affirm that I have read and fully understood the specifications / nature of the job mentioned in the e-nit and agree to abide by all the terms and conditions laid therein which are being signed in token of my acceptance.

After my offer is accepted, I will execute an agreement with the Shrine Board within the period as may be prescribed by the Board and that I shall also be bound by all such terms and conditions laid therein. If I contravene any of the conditions of the agreement, I will

forfeit my EMD & the right to continue my operations in the premises mentioned above.

I accept all the conditions/provisions contained in the e-NIT no. \_\_\_\_\_  
dated: \_\_\_\_\_ unconditionally and without any reservations.

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Designation:** \_\_\_\_\_  
**Contact No.:** \_\_\_\_\_