



**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**  
**ESTATE OFFICE**  
**NOTICE INVITING TENDER**

Telephone No. 022 2576/4995,022/2159/6922 email id [drestate@iitb.ac.in](mailto:drestate@iitb.ac.in)

IIT Bombay invites signed Technical Bid & Financial Bid for the following work from the contractors/agencies having ISA certified arborists or having valid MoU with ISA certified arborists having similar experience in Central Government Departments / State Government Departments / Central or State Autonomous Bodies / Central or State Public Sector Undertakings / in reputed Private Companies. The detail of work is given below:

Sr. No.	Name of Work	Estimated Cost (In Rs.)	EMD (Rs.)	RFX	Duration of contract
1	Tree health and risk assessment services with ISA Certified Arborist. EO/A/HORT/WKS-15/25-26	Rs.18,90,000/- +3,40,200/-(GST @ 18%)= Rs.22,30,200/-	Rs. 44,000/-	N/A	06 months

Intending bidders need to register themselves on the IIT Bombay portal i.e. <https://portal.iitb.ac.in/vrp/index.jsp> to get User ID and Password. Please visit [https://portal.iitb.ac.in/vrp/vrp\\_srm\\_docs.jsp](https://portal.iitb.ac.in/vrp/vrp_srm_docs.jsp) for configuration process and user manual. For queries regarding vendor registration, and configuration process please contact on 022 - 2159 3001 (MDM Help-desk).

All tender documents, forms, etc are available online on <https://www.iitb.ac.in/resources/vendors-tenders> and Central Public Procurement Portal (CPPP) e-tender publishing portal of the Government of India.

Date of submission of technical and financial bids, in 2 separate envelopes is on 23.04.2025 from 09:15 a.m to 11:15 a.m. in the tender box at 1st floor, Conference room, Estate Office. The date of opening the technical Bid will be 23.04.2025 at 11:30 a.m and the **date of opening of financial bid is on 23.04.2025 (Tentative)**

Interested contractors/agencies are requested to submit Technical bid and Financial bid in the Tender Box of the Estate Office.

**(A)** All contractors/agencies should submit technical bid with the following documents, failing to which their tender will be summarily rejected from the tendering process:

1) i. Experience of having successfully completed works during the last 7 years ending last day of the month previous to the one in which applications are invited :

Three similar completed works costing not less than the amount equal to 40% of estimated cost put to tender,

OR

Two similar completed works, costing not less than the amount equal to 60% of the estimated cost put to tender

Or

One similar completed work of aggregate cost not less than the amount equal to 80% of the estimated cost.

**Note:**

**“Similar work”** means Tree health risk assessment, tree care and management of trees, horticultural and arboriculture services, green space audit, evaluating potential hazards posed by trees along with the recommendations and mitigation measures.

2) Submit a copy of the information in respect of manpower/mandays for above said work must be given in undertaking with official signature and seal/stamp, otherwise tender will be rejected.

3) P. F. registration certificate.

4) P. F. challans of last 12months.

5) (i) ESIC registration certificate and copies of ESIC challans of last 12months.

OR

(ii) Contractors' all risks insurance (CAR policy) / Medclaim policy.

6) PAN card.

7) GST registration certificate.

8) Income Tax Return for last 03 years i.e. of 2021-22, 2022-23 and 2023-24.

9) List of Equipment's, Machinery, Tools.

10) List of Technical Staff with copies of their Degree/diploma certificate.

12)The contractors applying for tender need to submit Demand Draft / Pay Order for Rs.44,000/-(EMD amount) drawn in favour of "The Registrar, IIT Bombay".

13) Power of Attorney, if any.

14) Proof of Constitution: An affidavit in case of Sole Proprietorship, Partnership Deed in case of Partnership Firm, Article of Association in case of Private / Public Limited Companies.

15) Litigation history of the agency is required to be submitted along with the application. A tender would not be awarded if any inquiry proceeding / criminal case is found pending against the agency.

16) A copy of the executed MoU must be submitted along with the bid document.

17) An ISA Certified Arborist is permitted to enter into a Memorandum of Understanding (MoU) with only one bidding agency. If an ISA Certified Arborist enters into MoUs with multiple bidding agencies, all associated bids will be considered ineligible and disqualified.

#### **Terms & Conditions :**

The work will be executed with lowest bidder as per the terms and conditions of work order and tender documents signed by the lowest bidder.

The validity of the bids will be valid for 6 months from the date of opening of tender.

No work will be subletted to third party. If found payment of final bill will not be processed and the contractor's name will removed from the enlistment without giving him further notice.

Contractor's/Agencies/Proprietor's are requested to give Power of Attorney to your representative to deal any matter with any Officers or Staff of IIT Bombay on behalf of you or your agency.

Tree risk and health assessments must be conducted in person for each individual tree by an ISA Certified Arborist.

The Arborist must hold a valid and active certification ID (ML - XXXX X) issued by the International Society of Arboriculture (ISA). The qualifications of the arborist, certificates, supporting documents need to be attached in the technical bid.

Only ISA Certified Arborists with current credentials are authorized to perform and validate the assessments.

The Arborist's certification must be verifiable through the ISA's "Find an Arborist" tool with the search location set to India.

The bidding agency must possess a valid Memorandum of Understanding (MoU) with ISA Certified Arborist that clearly specifies the scope of work.

Financial bid will be opened once the agency qualifies technical.

An ISA Certified Arborist is permitted to enter into a Memorandum of Understanding (MoU) with only one bidding agency. If an ISA Certified Arborist enters into MoUs with multiple bidding agencies, all associated bids will be considered ineligible and disqualified.

IIT Bombay reserve its rights to reject any or all tenders without assigning any reason and without any reference.

*R. Kapur*  
17/04/2025

**Superintending Engineer (I/C)**

*R. Kapur*  
16/04/2025

**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY  
ESTATE OFFICE**

EO/A/HORT/WKS-15/25-26

Name of work : Tree Health and Risk Assessment Services with ISA Certified Arborist

S.No	Schedule of Work/Scope of Work	Unit	Qty.	Rate Rs.	Amount Rs.
<b>1</b>	<b>Preliminary Review:</b>				
a	Engaging with the IIT Bombay Horticulture team to gather insights and receive input on specific concerns related to the project.				
b	Reviewing the historical data, incident reports present, if any.				
<b>2</b>	<b>Inventory, Visual Inspection, Hazard Identification:</b>				
a	Conducting a comprehensive inventory of subject trees and recording requisite quantitative metrics including species, size, condition, and location. (Scoring Tree Location Parameters [Site, Contribution & Placement], Scoring Tree Health Condition Parameters (Roots, Trunk, Scaffold Branches, Small Branches & Twigs and Foliage / Buds and any other hazardous tree parts)				
b	Performing a detailed inspection of each subject tree to assess overall health, structural integrity, signs of decay, disease, pest infestation, and other indicators of poor tree health etc.				
c	Evaluating the tree's canopy, trunk, branches, roots, and surrounding soil for any abnormalities or hazards etc.				
d	Identifying potential hazards associated with each subject tree, such as dead or hanging branches, cracked or split trunks, leaning trees, or root damage etc.				
e	Assessing the likelihood and consequences of each hazard, considering factors such as tree size, location, and proximity to targets. Recording signs and symptoms of biotic & abiotic stressors, recording the data inputs for the likelihood of failure, recording the data inputs for the likelihood of impacting a target.			Rs. _____/- (In words _____)	
<b>3</b>	<b>Assessment:</b>	No's	1350.00		
a	Quantifying the level of risk posed by the hazard by using a standardized risk assessment methodology as per ISA Tree Risk Assessment- Best Management Practices.				
b	Evaluating the likelihood of failure and the potential severity of consequences, taking into account factors such as tree species, condition, and target vulnerability.				
c	Assigning a risk rating to each tree based on the combination of likelihood and consequences.				
d	Prioritising subject trees based on their level of risk, focusing on those with the highest potential for causing harm.				
<b>4</b>	<b>Preparation of Remedial Measures, Mitigation Plan, Reporting, Documentation and Submission:</b>				
a	Developing specific recommendations for mitigating identified hazards and health aspects by considering the feasibility, effectiveness, and cost-effectiveness of each mitigation option, taking into account site constraints and Horticulture Team.				
b	Preparing a comprehensive report documenting the findings of the assessment, including the inventory data, hazard identification, health analysis, risk assessment results, and mitigation recommendations which should include assessment sheets, photographs to illustrate key points and facilitate understanding.				

c	Submission of a Tree Risk Assessment Report, (Individual Tree Wise of all Subject Trees) with a detailed breakdown of each tree's health and structural condition. Report should determine the remedial actions for detected biotic and abiotic stressors, likelihood of failure and the probability of affecting a target, with categorisation by using scientific and technical citations.			
				Gross Amount Rs.
				CGST @ 9%
				SGST @ 9%
				Net Amount Rs.
				Say Rs.

Amount in words

(Rates for all items & net amount of total to be filled with figure and words. If it is not done, it will be assumed as incomplete tender & tender opening committee will reject your offer at the time of opening of tenders/quotations).

**Note:**

1) Providing requisite services and expertise, if necessary, for effectiveness of the mitigation measures and tracking changes in tree condition over time to ensure the safety and well-being of people, property, and infrastructure within the campus.

2) All tasks within the scope of work must be conducted by an ISA Certified Arborist.

3) The final report should be self explanatory and easily understandable.

4) All the tasks mentioned in the scope of work should be provided for each and individual tree with proper recommendations.

5) Use of risk assessment tools- Resistograph and Sonic Tomography etc., need to be justified, if any.

6) Recommendations of subject tree should be summarized for each tree.

7) Contractors are requested to quote their own rates against each item in financial bid.

8) If you will engage labourer 20 or more any day, you have to get labour licence as per contract Regulation & Abolition Act 1970 Rule 1971, and also, you have to keep all such recored for inspection to the Principal Employer. If you will engage labour up to 10 Nos. per day, you have to file returns after completion of work as per Building & Construction Act to the Office of Regional Labour Commissioner (Central), Sion, Mumbai.

9) This work is to be executed as per the the clauses mentioned in the tender document signed by you.

10) Taxes as per government notification time to time.

11) Contractor must pay GST Taxes to concern authority within 30 days time limit after receipt of payment from IIT Bombay & said record must be submitted to IIT Bombay Accounts Section, otherwise action will be taken as deemed fit.

12) If any malpractices / fraud / negligent professional behaviour or any discrepancy / inconsistency / disparity / deviation / disagreement / dissimilarity / mismatch noticed, their contract will be terminated by issuing one month notice by following legal procedure and will be blacklisted and informed to all Government Authorities and Organisations.

**13) Tender will be rejected if white ink applied for correction in the schedule of work.**

In the case of Item rate tenders, only rates quoted shall be considered. Any tender containing percentage below / above the rates quoted is liable to be rejected. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found, the rates which correspond with the amount worked out by the contractor shall unless otherwise proved be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words, then the rates quoted by the contractor in words shall be taken as correct. Where the rates quoted by the contractor in figure and in words tally, but the amount is not worked out correctly, the rates quoted by the contractor will unless otherwise proved be taken as correct and not the amount. **In event no rate has been quoted for any item(s), leaving space both in figure(s), words(s), and amount blank, it will be presumed that the contractor has included the cost of this / these item(s) in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.**

*[Handwritten Signature]*  
17/04/2025

Superintending Engineer (IC)

*[Handwritten Signature]*  
TET/04/2025

Signature and Official Stamp

## WORKS UNDERTAKING

EO/A/HORT/WKS-15/25-26

To,  
Superintending Engineer (I/C)  
Indian Institute of Technology,  
Powai, Mumbai – 400 076.

Sub : Tree Health and Risk Assessment Services with ISA Certified Arborist.

Dear Sir,

We are hereby quoting all the rates for the attached schedule of short tender of the above mentioned job.

We hereby accept & signed all the General Terms and Conditions and special Conditions of Contract.

The work will be completed within specified time limit of 06 Months as mentioned in the notice inviting for short tenders.

The following information is required to be provided.

I / We agree to keep the tender open for One Hundred and Eighty (180) days from the due date of its opening / One Hundred and Eighty days from the date of opening of financial bid in case tenders are invited on 2/3 envelope system and not to make any modification in its terms and conditions.

	Male	Female
No. of Unskilled casual labour to be required per day.		
No. of Skilled casual labour to be required per day.		
Total Mandays required for completion of work.		

Thanking you,

Yours faithfully,

Signature of the Contractor  
With official Seal / Stamp of the firm