

QUOTATION FOR ANNUAL CONTRACT OF HORTICULTURE MAINTENANCE WORK

OP JINDAL UNIVERSITY

**OP Jindal Knowledge Park, Punjipathra, Gharghoda Road
Raigarh, Chhattisgarh – 406109**

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Notification No: OPJU/ Quotation for Annual Horticulture Maintenance 2025-26
Notification Date: 10 April 2025

Project Details OP Jindal University (OPJU), Raigarh, invites quotations from qualified and reputed agencies for the annual horticulture maintenance of its campus. The selected agency will be responsible for deploying manpower for garden maintenance and other horticulture-related tasks, ensuring the upkeep of green spaces with appropriate tools and tackles.

Contract Period: Initially for a period of one year, which may be extended for a similar, greater, or lesser period under the same terms and conditions as mentioned in the RFQ.

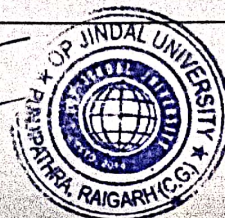
Location: OP Jindal University, OP Jindal Knowledge Park, Punjipathra, Gharghoda Road, Raigarh, Chhattisgarh – 406109

1. Scope of Work:

- Daily watering of plants, gardens, and lawns.
- Removal of weeds, debris, stones, dry leaves, and broken branches.
- Pruning of trees and replacement of dead/damaged plants (plants to be provided by OPJU).
- Maintenance of the aesthetics of lawns, gardens, and flower beds.
- The Contractor shall procure seasonal plants or seeds for cultivation and refurbishment with proper invoicing and documentation.
- Use of required tools and tackles for efficient maintenance.
- Supervision of skilled labor for landscape maintenance.
- Deployment of **12 manpower** (01 Highly Skilled, 02 Semi-Skilled, 09 Unskilled).
- Ensuring safety norms and proper upkeep of garden tools and equipment.
- The Contractor shall maintain the entire campus area of approximately 25.18 acres, including a built-up area of 28,742 square meters

S.No.	Lawn No.	Location/Area Under Scope of work
1	L-1	Adjacent to our main security gate (In-front/outside security gate)
2	L-2	Adjacent to the flag pole
3	L-3	Front & back side of the Lawn area near MP Hall
4	L-4	Lawn near cafeteria & central store
5	L-5	Academic & Admin block of our University
6	L-6	Adjacent lawn area near Old & New Academic block
7	L-7	Border Plant area
8	L-8	Lawn & Garden area near girls hostel & Mess
9	L-9	Lawn area near UTP plant
10	L-10	Fruit garden (viz. Guava, orchid)
11	L-11	Lawn adjacent to Girls hostel
12	L-12	In front of Boys hostel road side
13	L-13	Adjacent to Old Hostel & New Hostel lawn area
14	L-14	In front of Boys Mess Road side & Adjacent

[Signature]
11/04/25





OPJU

O.P Jindal University

O .P Jindal Knowledge Park, Punjipathra,
Gharghoda Road, Raigarh – 496109(C.G



15	L-15	Lawn near to Basketball ground, field and helipad area
16	L-16	Flowers on earth pots maintenance (approximate 300 Nos)
17	L-17	Open air theatre area
18	L-18	Old Housing area lawn & garden area

2. Required Documents for Quotation Submission:

- Requisition Letter with proper format
- GST Registration (Active)
- Establishment PAN Card
- Provident Fund Registration with updated challans
- ESIC Registration with updated deposit slip
- Any other legal documents as required

3. Terms & Conditions:

1. The quotation should include labor charges, consumables, tools, and miscellaneous costs.
2. The vendor must comply with all applicable labor laws and statutory requirements.
3. The contractor shall be responsible for paying the minimum wages to all deployed workers, with adjustments as per government revisions.
4. The contractor must ensure adherence to OPJU's security and safety norms.
5. The contract duration shall be from **1st June 2025 to 31st May 2026**.
6. Payment terms: Monthly billing with payment within **30 days** from invoice submission.
7. Petrol rates shall be applicable as per the prevailing market rate.

We request you to submit your detailed quotation, including **commercial and price terms**, to the undersigned(mail id:ajay.panday@opju.ac.in)**within 10th May 2025**.

For any further clarifications, please feel free to contact us.

Looking forward to your prompt response.

For O P Jindal University

Authorized Signatory

