



# Guwahati Biotech Park

Technology Incubation Centre, Amingaon,  
Guwahati-781031

[www.guwahatibiotechpark.com](http://www.guwahatibiotechpark.com)

GBP/1.18/2025-26/6091

DATE:24.6.2025

## NOTICE FOR INVITING QUOTATION

Sealed quotations are invited from experienced and reputed contractors/agencies for carrying out landscaping and gardening work at the GBP Campus. The scope of work covers the following specific areas:

- In front of the TIC building
- Near the fire pump station
- Pathway stretch from the canteen to Bio floc

Details may be collected from the Administrative Department of Guwahati Biotech Park or may be downloaded from the official website [www.guwahatibiotechpark.com](http://www.guwahatibiotechpark.com) under Business/Tender section. Last date for submission of quotation is 30.6.2025 at 2 pm.

Sd/-  
Chief Executive Officer  
Guwahati Biotech Park

**A. SCOPE OF WORK**

**Landscaping and Gardening**

- Site clearing and surface preparation.
- Layout of planting zones.
- Plantation of ornamental plants, flowers, shrubs, grass carpeting etc
- Installation of garden features (e.g., borders, edging, planters etc).
- Application of fertilizers and soil conditioners as required
- Ensuring a clean and aesthetic layout with uniform planting.

**B. ELIGIBILITY CRITERIA:**

1. The bidder must have a minimum of 2 years of experience in similar landscaping and horticulture projects.
2. Must submit proof of successfully completed work of similar nature in government/PSU/private/other institutions.
3. Must possess valid GST registration.
4. Should have adequate manpower, tools and technical capability for timely execution.

**C. TERMS AND CONDITIONS**

1. Quotations will have to be submitted in a Sealed Envelope and should reach the office of the Guwahati Biotech Park, Technology Incubation Centre, Amingaon, Guwahati-781031 on or before 30.6.2025 at 2 pm and will be opened on the same day at 2.30 pm.
2. Late or delayed quotation will not be accepted.
3. No representation for the enhancement of the prices of the accepted quotation or alteration of the terms and conditions will be entertained at any stage.
4. Quoted rates must be valid for 45 days from the date of submission of the quotation.
5. The bidder may visit the GBP office to assess the exact area and based on that quotation may be submitted.
6. Quotation to be submitted in the prescribed format (**Annexure III**) along with bidder's information (**Annexure II**)
7. Work must commence within 3 days from the date of issue of the Work Order and completed within **15 days**.
8. Payment will be made as per actual work executed within 15 days of submission of bills.
9. The authority reserves the right to reject any or all quotations without assigning any reason.
10. Incomplete or conditional quotations will be summarily rejected.

Sd/-

Chief Executive Officer  
Guwahati Biotech Park

**GENERAL INFORMATION ABOUT THE BIDDER**

To be filled & signed by the authorized signatory of the firm

|          |                                       |   |  |
|----------|---------------------------------------|---|--|
| <b>1</b> | <b>a)</b>                             | Name of Supplier / Firm / Company                     |  |
|          | <b>b)</b>                             | Name of contact person with details and mobile number |  |
| <b>2</b> | Full Address                          |   |  |
| <b>3</b> | E-mail address                        |   |  |
| <b>4</b> | GSTN No.                              |   |  |
| <b>5</b> | PAN Number                            |   |  |
| <b>6</b> | Past Experience with documental proof |   |  |

Name and signature of the authorized signatory with seal of the firm / company

## FINANCIAL BID

| SL. No.     | Description of Work/Item   | Unit        | Unit Rate in Rs. | Quantity | Total Cost in Rs. |
|-------------|--|-------------|------------------|----------|-------------------|
| 1           | Site Clearing & Surface Preparation (Removal of debris, leveling)    | Per Sq. Ft. |                  |          |                   |
| 2.          | Layout of Planting Zones (Marking and preparing planting areas)      | Per Sq. Ft. |                  |          |                   |
| 3.          | Plantation of Ornamental Plants, Flowers, Shrubs, Grass Carpeting    | Per Plant   |                  |          |                   |
| 4.          | Installation of Garden Features (Borders, Edging, Planters, etc.)    | Lumpsum     |                  |          |                   |
| 5.          | Application of Fertilizers & Soil Conditioners (As per requirements) | Per Sq. Ft. |                  |          |                   |
| Total       |  |             |                  |          |                   |
| GST         |  |             |                  |          |                   |
| Grand Total |  |             |                  |          |                   |

Name and signature of the authorized signatory with seal of the firm / company