



**OFFICE OF THE REGISTRAR
KHALLIKOTE UNITARY UNIVERSITY, BERHAMPUR
PIN CODE- 760 001, GANJAM, ODISHA**

E-mail: registrar@kuu.ac.in

Website: <https://kuu.ac.in/>

No. 910

Date: 31/03 /2026

NOTICE INVITING TENDER FOR

**“PRUNING OF TREES, CUTTING OF OVERGROWN BRANCHES AND
OTHER WORKS”**

The undersigned invites Sealed Tenders from the reputed and Registered Agencies/ Contractors who are having above experience. The bidders are requested to submit the Tenders through Speed Post addressing **Registrar, Khallikote Unitary University, Berhampur** with superscribe **“PRUNING OF TREES, CUTTING OF OVERGROWN BRANCHES AND OTHER WORKS”** in the envelope.

The details of Tender submission are as follows:

Sl. No.	Description	Date
1.	Tender Publishing Date	31.03.2026
2.	Bid Submission Start Date	31.03.2026
3.	Bid Submission Closing Date	08.04.2026 at 04.00 pm
4.	Bid Opening Date	09.04.2026 at 04.00 pm

The University authority reserves the right to reject any tender without assigning any reason thereof.

Design and Scope of the work along with specifications:

A. Name of the Work:

Pruning of trees, Cutting of Overgrown Branches Cutting of shrubs, bushes etc. at Khallikote Unitary University campus.

B. Scope of the Work:

1. Pruning of Big size trees located in the campus by removing dead, damaged branches, removing irregular growth of branches to avoid any accident in future.

(Handwritten signature)

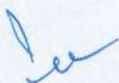
2. One time cleaning of grass, eradication of unwanted vegetation, cutting of shrubs, bushes etc.
3. Carrying wood cuttings and removed branches to a particular place as directed by the Development Officer who will be monitoring the pruning work in the Campus.
4. Approximate no. of such trees 15 nos.

Other Instructions:

1. After Pruning work of trees, the site/ area should be cleaned of all the removed/ cut branches and returned to condition as before pruning work.
2. It is responsibility of agency to carry/ transport all wood cuttings and removed branches to a particular place as directed by the Development Officer who will be monitoring the pruning work in the campus.
3. All tools/ materials/ cutting machines including vehicles for transporting removed wood cuttings/ branches/ grass are to be brought by agency carrying out the said work.
4. Agency executing the work is not allowed to take any material outside the campus other than its own material.
5. Tenderers are advised to visit the proposed work site and satisfy themselves before submitting the tenders during office hours from 10.30 am to 5 pm on all working days.
6. Photos of the work site have to be taken before commencement of work and after completion of work in the presence of Development Officer who will be monitoring the work.
7. The photos taken should be submitted to Development Officer along with the bills after completion of work.
8. Contractors should make sure that any person(s) working should always wear safety equipment like helmets etc during execution of work for their own safety.

Required Documents and other conditions:

1. Registered/ Licensed Contractors who are having relevant work experience of Pruning of Trees and above-mentioned works are eligible to apply for this Tender. They have to submit the following Documents along with Tender Application.
 - a. Valid Registration/ License Certificate
 - b. GST Registration Certificate
 - c. Valid Labour License
 - d. Relevant Work experience certificate (if any)
2. Eligible Registered Contractors who willing to apply the Tender, Tenderers are advised to visit the proposed work site and satisfy



themselves before submitting the tenders during office hours from as mentioned above on all working days by contacting Dr. Sushil Kumar Rathore, Development Officer.

3. The Tenders should be submitted through Speed Post only. The Tenders should be completed in all respects duly signed whenever required.
4. The payment shall be made after completion and verification of the entire work as per order. There should not be any price increasing during the Rate Contract.
5. Rates should be quoted in the Schedule of Requirements enclosed to this notice or on the bidder's letterhead in the same format. The authorized person and his full name should sign the tender and status should be indicated below his signature. Tenders will be considered for which rates have been quoted strictly according to the specification. The rates should be quoted in Indian Rupees only. The rates must be written in figures as well as in words. Any alterations in the rates in tender will not be considered.
6. Tenders should be valid for a period of 90 days.
7. Time is the essence of the order as our requirement. The work to be completed within 10 days from date of receipt of Office Order.
8. If taxes, duties, or any other charges over and above the rates quoted are payable by the purchaser, actual/ percentage of such taxes/ duties/ charges should be clearly indicated.
9. The acceptance of the Tender will rest solely with the Registrar, Khallikote Unitary University, Berhampur who is not bound to accept the lowest tender and reserves the right to himself to reject or partially accept any or all the Tenders received without assigning any reason thereof.
10. Tenders not complying with the above conditions are liable to be rejected. The entire original tender document with seal and signature on each page along with price schedule at the time of submission of tender documents within the due date. Otherwise, tender will not be considered at any cost. Any other document or information as required in the tender document.
11. The decision of the tender committee on any dispute in the matter will be final and legally binding. In the event of any question, dispute or difference arising under this condition or any conditions contained in the Purchase Order or in connection with this contract, the same shall be referred to the sole arbitration of Committee.
12. The tender document should be submitted with a covering letter with a reference number and date on your letter head having the address of your registered office, telephone no., GST no and also accompany this Tender duly signed on ever page by the Tenderer.

13. Any change in the schedule will be informed through university website <https://kuu.ac.in/>.

[Handwritten Signature]
31/03/26
Registrar

Khallikote Unitary University, Berhampur

APPLICATION FORM
(TO BE FILLED IN BY THE BIDDER)

Sl. No	Information Required	Information Given
1	Name of the Supplier/Firm	
2	Full Address	
3	Name of the Contact Person with Contact number	
4	E-mail address	
5	Date of establishment of the Firm	
6	GST No. (attach photocopy of certificate)	
7	Bank Account Number (with a copy of cancelled cheque)	
8	Name of the Bank	
9	Name of the Bank Branch	
10	IFSC	
11	MICR code	

Certified that,

1. I/we have read the terms and conditions governing this work of the University and hereby agree to abide by them.
2. The agency (or any of its members) has neither blacklisted by any central or state government organizations or any litigation pending with any of these department or courts of Law.
3. The information provided by us as above regarding the details of firms is correct and nothing has been concealed. In case of any information is found to be incorrect at alter stage, our bids may be summarily rejected.



**Name & Authorized signatory with date
(Seal)**

FINANCIAL BID

Name of the Agency _____

Sl. No	Item Description	Quantity	Unit Price including all charges GST ____%	Total Price including all charges	Remarks
1	2	3	4	5	6
1	Pruning of Trees	15 nos.			
2	Cleaning of Grass and other shrubs	10,000 sq. ft.			

**Authorized Signatory
Name & Designation with Date & Seal**

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E-mail: registrar@kuu.ac.in

Website: <https://kuu.ac.in/>

Memo No. 911

Date: 31/03 /2026

Copy along with copy of the notice inviting tender for pruning of trees forwarded to the Comptroller of Finance/ Development Officer for information and necessary action.

Copy along with copy of the notice inviting tender for pruning of trees forwarded to the Officer in charge, University Website for information and necessary action. He is requested to publish the same in the University Website by 31.03.2026.

Copy to PA to Vice Chancellor for kind information of Vice Chancellor.


31/03/26
Registrar

Khallikote Unitary University, Berhampur