



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
HORTICULTURE SECTION
NOTICE INVITING TENDER

Telephone No. 022 2576/4995,022/2159/6922 email id drestate@iitb.ac.in

IIT Bombay invites digitally 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. N o.	Name of Work	Estimated Cost (In Rs.)	EMD (Rs.)	RFX (Online mode)	Duration of contract
1	Tree health and risk assessment services (Phase-2) with ISA Certified Arborist. EO/A/HORT/WKS-109/25-26	Rs.1,53,60,000/- +27,64,800/-(GST @ 18%)= Rs.1,81,24,800/-	Rs. 3,62,000/-	6100002330	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 for configuration process and user manual. For queries regarding vendor registration, and configuration process please contact on 022 - 2159 3001 (MDM Help-desk) and queries regarding to online Bid submission please contact to +91 82915 56277/6377 or mail us at srm@iitb.ac.in

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 and time of submission of tender documents digitally are from 09.09.2025 to 29.09.2025 till 11:15 a.m. Date of opening of Technical Bid will be 29.09.2025 at 11:30 a.m. and Financial Bid 03.10.2025 (Tentative)

Interested contractors/agencies are requested to upload Technical bid and Financial bid on the SRM tendering portal of IIT Bombay.

(A) All contractors/agencies should upload 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 50% 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, evaluating potential hazards posed by trees along with the recommendations and mitigation measures.

- 2) Upload 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) / Mediclaim policy.
- 6) PAN card.
- 7) GST registration certificate.
- 8) Income Tax Return for last 03 years i.e. of 2021-2022, 2022-23 & 2023-24.
- 9) List of Equipment's, Machinery, Tools.
- 10) List of Technical Staff with copies of their Degree/diploma certificate.
- 11)The contractors applying for tender need to submit Rs.3,62,000/-(EMD amount) drawn in favour of "The Registrar, IIT Bombay".
- 12) Power of Attorney, if any.
- 13) 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.
- 14) 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.
- 15) A copy of the executed MoU must be uploaded along with the bid document.
- 16) 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.
- 17) Index sheet

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.

sd/-
Superintending Engineer (I/C)

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
POWAI, MUMBAI – 400076.

EO/A/HORT/WKS-109/25-26

ESTATE OFFICE

Name of the work : Tree health and risk assessment (phase-2) through ISA certified arborist.

Schedule of Work

Sr. No.	Description Of Work	Unit	Qty.
1	Preliminary Review:		
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.		
2	Inventory, Visual Inspection, Hazard Identification:		
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.		
3	Assessment:		
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.	Each	10000
d	Prioritising subject trees based on their level of risk, focusing on those with the highest potential for causing harm.		
4	Preparation of Remedial Measures, Mitigation Plan, Reporting, Documentation and Submission:		
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.		

5	Tree specific digital data compilation	
a	Develop and submit a digital tree risk dash board that visually represents the entire data set in an interactive, web-compatible format. The dash board must allow the stakeholders to view the distribution of assessed trees, their risk rating, recommended actions, and tree-wise health parameters. This data need to be compiled and uploaded in IIT Bombay data base for real time visualization.	
6	Re-labeling of 1350 tree health & risk assessed trees : Develop and submit a digital tree risk dash board that visually represents the entire data set in an interactive, web-compatible format. The dash board must allow the stakeholders to view the distribution of assessed trees, their risk rating, recommended actions, and tree-wise health parameters. This data need to be compiled and uploaded in IIT Bombay database for real time visualization. Development of comprehensive digital record should to be developed for each tree by capturing all attributes. This data need to be compiled and uploaded in IIT Bombay data base for real time visualization.	

- 1) Note : This schedule of work is given for reference purpose only. Contractors are requested to quote your rates online in financial bid.
- 2) 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.
- 3) This work is to be executed as per the the clauses mentioned in the tender document signed by you.
- 4) Taxes as per government notification time to time.
- 5) 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.
- 6) 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.

R. Shapure
12/09/2025
Superintending Engineer (I/C)

08/9
07/9

**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
HORTICULTURE SECTION**

EO/A/HORT/WKS-109/25-26

Name of Work : Tree health and risk assessment (Phase-2) through ISA Certified arborist.

Scope of Work: The arborist should carry out detailed tree health assessments and risk evaluations for the trees in the campus as per the scope described in the schedule of work. The assessment must include visual inspection, structural evaluation, internal decay, root inspection, pest/disease diagnosis, and risk categorization with scientific and proper mitigation measures for each assessed tree.

Deliverables:

- a. The Arborist has to submit a comprehensive report that includes tree health condition ratings, structural stability analysis, risk ratings, photographic documentation, and site maps with tree locations and identification. All the reports should be submitted both in soft and hard copies.
- b. All the hard copies of the report has to be submitted in 3 sets.
- c. Develop and submit a digital tree risk dashboard that visually represents the entire dataset in an interactive, web-compatible format. The dashboard must allow stakeholders to view the distribution of assessed trees, their risk ratings, recommended actions, and tree-wise health parameters. This has to be incorporated into IITB database.
- d. Final presentation and elaboration of the report.

Terms and conditions:

- 1) The tree risk and health assessment must be performed in-person for each and individual tree by the ISA Certified Arborist, following current International Society of Arboriculture guidelines.
- 2) The contractor should commence the work within 15 days of receipt of the work order and complete all assessments and reports within 06 months unless extended.
- 3) Only non-invasive, non-destructive methods are permitted unless written approval is provided. No drilling, coring, or cutting is allowed without explicit consent from the concerned authorities.
- 4) A detailed presentation on the trees assessed once after the completion of the work with recommendations, mitigation measures etc.,
- 5) Payment Terms: Payment will be made in accordance with the actual work done. Invoices must be submitted with proof of summary report/deliverables.
- 6) The contractor must ensure no damage is done to adjacent trees, shrubs, structures, utilities, or landscaping features during inspection, climbing, or tool use. Any incidental damage must be rectified at the contractor's cost.
- 7) The contractor shall ensure that data collected from the campus- including photographs, GPS coordinates, structural conditions, species information, and biodiversity data- shall remain the intellectual property of IIT Bombay. No part of the data or report shall be published, shared, or commercialized without written permission from the competent authority.
- 8) Even after practicing/implementing the recommended mitigation measures the assessed ISA certified arborist is held responsible for any untoward incidents.

9) The contractor shall provide all requisite arboricultural services, technical expertise, and field resources necessary to effectively conduct the tree health and risk assessment as per the specified scope.

10) It is mandatory that all tasks, including field assessment, data interpretation, diagnosis of structural defects or physiological decline, and recommendation of mitigation measures be executed under the direct supervision of an ISA Certified Arborist.

11) The final report submitted must be comprehensive, well-structured, and self-explanatory. It should present the findings in a way that can be understood not only by technical experts but also by institutional authorities, maintenance staff, and administrative decision-makers without requiring external interpretation.

12) Every tree listed under the scope of work must be assessed individually. For each tree, the contractor should provide detailed information including species name, DBH, height, canopy spread, structural health, physiological health, defects (if any), target rating, risk rating, and a recommendation section specifying the necessary course of action.

13) The final report must include a tree-wise recommendation summary table that clearly indicates the status of each tree and the action proposed—whether it is retention, pruning, cabling, bracing, propping, monitoring, removal, or replanting. These recommendations must align with best practices outlined in ISA protocols and be appropriate to the site context.

14) The contractor shall make all necessary arrangements for field-level operations, including instruments, labour, data recording devices, safety kits, transportation, and arboricultural gear. No support in kind or logistics will be provided by IIT Bombay, and all resource responsibility rests solely with the contractor.

15) Monthly progress reports shall be submitted by the contractor detailing the number of trees assessed, tools used, photographs taken, geocoordinates collected, and anomalies observed. The progress must be verifiable against submitted data and will be subject to random field verification by the institute.

16) All trees assessed must be tagged/stapled using durable, weather-resistant, UV-stabilized plastic affixed in a minimally invasive manner and as per the standard practice stated by ISA. Use of vertical stapling method is preferred, as followed by ISA-trained professionals internationally. Tags must include a unique Tree Health and Risk Assessment (THRA) number.

17) The contractor shall perform geo-tagging and spatial mapping of all assessed trees using GPS/GIS tools. The final report must include GIS-based mapping layers compatible with common geospatial platforms with unique identifiers corresponding to the THRA numbers.

18) Field equipment must be of professional-grade quality. Instruments must be recently calibrated and conform to industry standards.

19) The contractor shall strictly follow campus discipline, access control rules, and maintain decorum while working within the premises. Work should not disrupt academic activities, student movements, or vehicular access. Daily work plans must be aligned with the institute's schedule.

20) All tree assessments, interventions, and tagging must be photo-documented. For each tree, at least three high-resolution photographs must be submitted showing overall form, base defects, and canopy condition. These images must be geo-tagged and archived digitally.

21) If any tree is recommended for removal based on severe structural risk or irrecoverable decay, the arborist must give justification supported by risk assessment matrix and visual evidence. IIT Bombay reserves the right to reject such recommendations if found unjustified.

22) The contractor should remain available for at least one pre-work meeting to understand the plan on web-based data requirements and incorporation of data into IITB data base.

23) A post-submission review meeting with the institute to explain the methodology, interpretation, or justification of the risk ratings and mitigation recommendations is necessary and contractor should be available along with the arborist.

24) The institute reserves the right to terminate the contract without compensation if the contractor fails to deliver the assigned scope within the stipulated timeline or if data quality and submission standards are not met, after issuance of two written warnings.

25) The contractor shall also submit a section on tree health analytics, indicating trends such as percentage of trees under various risk categories, species susceptibility analysis, and a spatial heat map of tree risk intensity across the campus.

26) The contractor is solely responsible for ensuring the occupational safety and health of all personnel deployed on site. This includes provision of Personal Protective Equipment (PPE).

27) All records must be maintained for a minimum of three years from the date of project completion.

28) Any recommendation involving tree removal must comply with MCGM Tree Authority regulations and notifications.

29) The arborist should not suggest felling of any tree unless the risk is classified as "Extreme/High" with target impact, and only after providing instrument-based justification.

30) Contractor/arborist must maintain daily field logs duly signed by the Horticulture section in-charge, IIT Bombay. These logs must be submitted with the final report as evidence of work progress and tree-wise data capture.


12/09/2023
Superintending Engineer
25/10/23

Signature & Stamp of the Contractor.

WORKS UNDERTAKING

EO/A/HORT/WKS-109/25-26

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

Sub : Tree health and risk assesment (phase-2) through 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

INDEX SHEET

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Signature & stamp of the Contractor