



## **KERALA ACADEMY FOR SKILLS EXCELLENCE (KASE)**

### **NOTICE INVITING TENDER**

#### **Eligibility Criteria for selecting the organizations providing services of Gardener**

Kerala Academy for Skills Excellence invites tenders for providing services of Gardener at Kerala State Institute of Design (KSID –a unit of KASE), Chanthanathoppu, Kollam. The participating agency should be able to provide gardening services.

#### **Eligibility Criteria**

1. The agency should have experience in providing Gardener Services to reputed organizations in Government as well as Private Sector. List of clients should be attached.
2. The firm should be registered as per rules of Government of Kerala.
3. The firm should ensure payment of minimum wages to the personnel deployed as per the Govt. Order published by Labour Department Government of Kerala.

The rate quoted below the minimum wages as per the Govt. Order shall be summarily rejected. KASE may at its sole discretion and at any time during the evaluation of Technical Details disqualify any proposal if the proposers have failed to submit documentary evidence mentioned in the eligibility criteria.

**Interested agencies may submit their bids on or before 3. Pm 27.03.2020**

**Tender opening time : 4 PM 27/03/2020**

**Requirement: Agency should supply 2 number of Gardner.**

**Rate quoted should be per hour.**

**(Sd/-)**

**Managing Director,**  
Kerala Academy for Skills Excellence,  
3<sup>rd</sup> Floor, Carmel Tower, Vazhuthacaud,  
Thiruvananthapuram 695014  
Ph: 0471 2735949

**Facing Sheet**

|   |  |  |
|---|--|--|
| 1 | Name of Tender                                 | providing services of Gardener at Kerala State Institute of Design (KSID –a unit of KASE), |
| 2 | Earnest Money Deposit (EMD)                    | Rs.3,528/- (to be paid by cheque/DD infavour of KSID)                                      |
| 3 | Document Download or Sale Start Date           | 13.03.2020   |
| 4 | Last date and time of submission of Tender/Bid | 27/03/2020 3 pm  |
| 5 | Tender submitting address                      | KSID Office<br>Kollam chandhanathope 0474 2710393  |
| 6 | Date & Time of opening tender                  | 27/03/2020, 4 pm   |
| 7 | Name and Address of Bidder                     |  |
| 8 | Signature of Tenderer                          |  |
| 9 | Bid submission fee                             | Rs.705/- (to be paid by cheque/DD infavour of KSID)  |

**Signature of the Bidder :**

**(Name and Address of the Bidder) :**

**Telephone No.**

**SCOPE OF WORK OF THE GARDENING AGENCY**

Gardeners will be responsible for all general maintenance tasks related to the garden including planting new trees, servicing garden machinery, conducting regular pruning and advising management of cost-effective methods.

To succeed in this role, you should be physically fit and able to manage small and heavy machinery. The ideal candidate will be friendly, professional and possess in-depth knowledge of effective gardening techniques.

**DUTIES AND RESPONSIBILITIES**

1. Plant and nurture new trees, flowers, and various plants.
2. Mow, trim and fertilize green spaces
3. Mulch, edge and weed gardens
4. trim trees and bushes
5. Maintain all gardening equipment and machinery, like mowers, trimmers and leaf blowers
6. Monitor and maintain the health of plants
7. Deal with pest problems that could damage plants
8. Keep gardens and green spaces clear of debris and litter.
9. Maintain and grow the garden to ensure it meets specific requirements and expectations.
10. Work with hand tools and basic light machinery such as plant vehicles, and small diggers.
11. Service all garden equipment and machinery.
12. Maintain a clean garden by clearing rubbish and litter from the garden and grounds.
13. Provide guidance to management on matters related to the garden.
14. Advise management on the costs of plants and garden necessities with detailed written quotations and reports.
15. Ensure a safe environment for staff and students by adhering to safety and health regulations.

## CHECK LIST FOR PRE QUALIFICATION BID FOR GARDENING SERVICES

| Sl No | Particulars   | Yes/No | Page No. |
|-------|---|--------|----------|
| 1     | One self-attested recent passport size photograph of the Authorized person of the firm/ agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm/company, name, designation, address and office telephone numbers of all partners/ Directors also. |        |          |
| 2     | Undertaking on letter head (as per format prescribed in Annexure-II).   |        |          |
| 3     | Self-attested copy of the PAN card issued by the Income Tax Department.   |        |          |
| 4     | Self-attested copy of GST Registration No.  |        |          |
| 5     | Self-attested copy of valid Registration number of the firm/agency/ company in regard to ownership.   |        |          |
| 6     | Self-attested copy of Provident Fund Registration number.   |        |          |
| 7     | Self-attested copy of ESI Registration Number.  |        |          |
| 8     | Copy of the Aadhar card of the responsible person.  |        |          |
| 9     | Proof of experiences in providing gardening and allied services along with satisfactory performance certificates from the concerned employers.  |        |          |
| 10    | List of clients.  |        |          |
| 11    | Filled facing sheet   |        |          |
| 12    | Proof of payment of bid submission fee (cheque/DD)  |        |          |
| 13    | Proof of payment of EMD (cheque/DD)   |        |          |
| 14    | Financial Quote (Annexure-III)  |        |          |
| 15    | Any other documents, if required.   |        |          |

**Signature of the Bidder :**

**(Name and Address of the Bidder) :**

**Telephone No.**

**(TO BE TYPED ON A LETTER HEAD OF THE GARDENING AGENCY)  
UNDERTAKING**

To  
The Managing Director,  
III Floor, Carmel Towers,  
Kerala Academy for Skills Excellence (KASE),  
Thiruvananthapuram.

Sir,

Subject: Tender for providing Gardening services

1. I/We hereby agree to abide by all terms in the tender document.
2. This is to certify that I/ We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Act, Bonus, Gratuity, Leave, relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time.
4. I/We will pay the wages to the personnel deployed as per Labour Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
5. I/ We hereby undertake that complete Gardening and garden related works of the KSID shall be ensured by our Agency, as well as any other assignment considered by the KASE or KSID.

**Signature of the Bidder**

**(Name and Address of the Bidder)**

**FORMAT FOR FINANCIAL QUOTE**

The selection process consists of technical and financial evaluation. The financial quote should be in the following format.

| <b>Sl. No</b> | <b>Service</b>   | <b>Requirement</b> | <b>Rate /Hr</b> | <b>Remarks</b> |
|---------------|------------------|--------------------|-----------------|----------------|
| <b>01</b>     | <b>Gardening</b> | <b>2 Nos</b>       |                 |                |
|               |                  |                    |                 |                |

**Signature of the Bidder**

**(Name and Address of the Bidder)**