

KERALA ACADEMY FOR SKILLS EXCELLENCE (KASE)**NOTICE INVITING TENDER****Tender 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 for a period of Two years. The participating agency should be able to provide gardening services.

Eligibility Criteria

1. The agency should have minimum 2 years experience in providing Gardner 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 be registered under Shops and Commercial Establishment Act 1960.
4. The firm should ensure payment of applicable Minimum Wages, ESI and PF to the personnel deployed as per the order issued by Labour Department, Government of Kerala.
5. Gardeners age limit : maximum 50 years.

Terms and conditions

Interested agencies may submit their bids on or before 3. Pm **27.02.2024**

Tender opening time : 4 PM **27/02/2024**

Requirement: Agency should provide the service of 2 number of Gardner through out the contract period.

Rate quoted should be per hour per person.

Duration of the contract period : One year

The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum equivalent to 5% of the value of the contract as security for the satisfactory fulfillment of the contract.

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.

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

ANNEXURE-I**General Instructions**

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

To succeed in this role, the Gardeners 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.

Scope of Works

1. Plant and nurture new trees, flowers, and various garden 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. Provide all necessary equipment like hoses, sprinklers for watering, lawn mowing machinery etc.
16. Ensure a safe environment for staff and students by adhering to safety and health regulations.

ANNEXURE-II

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

ANNEXURE – III

FORMAT FOR FINANCIAL QUOTE

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

Sl. No	Service	Requirement	Rate /Hr per person	Remarks
01	Gardening	2 Nos		

Signature of the Bidder

(Name and Address of the Bidder)