

**KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT  
CORPORATION(KINFRA)**  
(A statutory body of Govt of Kerala)

KINFRA HOUSE, TC 31/2312, Sasthamangalam, Thiruvananthapuram -695 010  
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**Notice Inviting Tender (NIT)**

**(KINFRA-6)**

<b>Tender No</b>	<b>: KINFRA/KFVP/30/2021-22</b>
<b>Name of Work</b>	<b>: Maintenance of Landscaping at KINFRA Film &amp; Video Park, Kazhakuttom, Thiruvananthapuram</b>
<b>EMD</b>	<b>: Rs.8,033/-</b>
<b>Bid Submission Fee</b>	<b>: Rs.1,264/- (Inclusive of 18% GST)</b>
<b>PAC amount</b>	<b>: Rs. 5,35,500/year (i.e.Rs.44,625/month)</b>

## Information & Instructions to the Bidders for e-tendering (Forming part of Bid Document)

Chief Executive Officer, KINFRA Film and Video Park invites online **item rate** tenders in **two cover** bid system for the following work in the prescribed form, from experienced Horticultural/ Landscaping contractors, who fulfil the eligibility criteria prescribed.

NIT No	Name of work & Location	PAC Amount	Bid submission fee	EMD	Last date of submission of Tender documents	Time & Date of opening of Technical Bid
1	2	3	4	5	6	7
KINFRA/ KFVP/30/ 2021-22	Maintenance of Landscaping at KINFRA Film & Video Park, Kazhakuttom	Rs.5,35,500/year (i.e.Rs.44,625/ month)	Rs.1,264/- (Inclusive of 18% GST)	Rs.8,033/-	01/01/2022 at 5.00pm	05/01/2022 at 10.00am

- Contractors who fulfil the following requirements shall be eligible to apply. Should have satisfactorily completed Annual Maintenance of landscaping and upkeep of various private/public/government/semi-government organizations as mentioned below during last **Seven years** ending last day of the month previous to the one in which tenders are invited.
  - Three similar works each costing not less than ₹ **2.14 Lakhs**  
OR
  - Two similar works each costing not less than ₹ **3.21 Lakhs**  
OR
  - One similar work costing not less than ₹ **4.28 Lakhs**

*The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for bids.*

- The intending bidder must read the terms and conditions of NIT carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
- Information and Instructions for bidders shall form part of bid document.
- The tender document(s), may be downloaded free of cost from the e-Government Procurement (e-GP) website ([www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)). No payment is required for downloading the tender documents from the above website however a bid submission fee, as mentioned below in this document, is required to be remitted through online payment mechanism for e-procurement system of Govt. of Kerala.

5. All bids shall be submitted online on the e-GP website only in the relevant envelope(s)/ cover(s), as per the type of tender. No manual submission of bids shall be entertained for the tenders published through e-GP system under any circumstances.
6. The e-GP system shall not allow submission of bids online after the stipulated date & time. The bidder is advised to submit the bids well before the stipulated date & time to avoid any kind of network issues, traffic congestion, etc. In this regard, KINFRA Film and Video Park shall not be responsible for any kind of such issues faced by bidder.
7. Ineligible bidders are strictly advised to refrain themselves from participating in this tender. If such instances are noticed, the same shall be treated as “fake bidding” by the respective bidder and such bidder shall be blacklisted as per KINFRA rules in force. The bidders, who submit their bids for this tender after digitally signing using their Digital Signature Certificate (DSC), accept that they have clearly understood and agreed the terms and conditions including the Form/ Annexures of this tender. Mention of price details at any place other than the designated place, shall disqualify the bid and the bid shall be summarily rejected.
8. Tender duly signed using bidder’s valid Digital Signature Certificate shall be submitted online on e-GP website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)
9. **Rate Quoted by the bidder shall be monthly rate (for 1 month)**

**List of Documents to be scanned and uploaded within the period of bid submission:**

**Cover 1**

1. NIT
2. Experience certificates.
3. GST registration certificate.

**Cover 2**

1. BoQ (Price bid)

## GENERAL GUIDELINES FOR E-PROCUREMENT

Prospective bidders willing to participate in this tender shall necessarily register themselves with e-procurement portal ([www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)). The tender timeline is available in the critical date section of this tender published in [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in).

### A). Online Bidder registration process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on [www.cca.gov.in](http://www.cca.gov.in). Once, the DSC is obtained, bidders have to register on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471- 2577088, 2577188, 2577388 or 0484 - 2336006, 2332262 - through email: [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) for assistance in this regard.

### B). Online Tender Process:

The tender process shall consist of the following stages:

- i. **Downloading of tender document:** Tender document will be available for free download on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. **Publishing of Corrigendum:** All corrigenda shall be published on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and shall not be available elsewhere.
- iii. **Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- iv. **Opening of Technical Bid and Financial Bid:** The technical bid will be opened at the same time mentioned in Information & instruction to the bidders. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Price bid of qualified bidders only will be opened on a pre-intimated date after the scrutiny of their submitted documents.

### C). Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay, a tender document fees and Earnest Money Deposit. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

**Online Payment modes:** All online payments specified in the tender document shall be made through Multi Option Payment System (MOPS) as per the requirement.

## Steps for making tender payments in e-tender system via SBI MOPS gateway.

(SBI AND NON SBI ACCOUNT HOLDERS)

- Step 1** :- Click “Pay Online” when you reach the payment page while Online Bid submission.
- Step 2** :- Click “Confirm to Pay” to proceed with the payment gateway.
- Step 3** :- Verify that the Tender fee and EMD shown are correct, as per tender document. Then, select the payment option SBI MOPS and submit.
- Note: In case of any mismatch in tender payments, with reference to tender documents, please contact TIA for clarifications.
- Step 4** :- Check and Follow the **Terms and Conditions**, and then **Submit**.
- Step 5** :- Bidders may choose their respective bank for accessing Internet Banking Facility.

### A) State Bank of India (SBI):

- I. Bidders with SBI account may click SBI option to proceed to its Net Banking Page.
- II. Bidders may enter SBI Net banking user ID and Password and Click on Login to proceed.
- III. Please ensure that your account has sufficient balance, before proceeding further. After checking the same, Click Confirm button, to transfer payment. After account debit, MOPS gateway will automatically re-direct to the e-Procurement system, with the Success transaction.
- IV. You will receive bank response immediately by verifying the payment status, whether Success or not. In case, payment was debited from account and further Payment failure is shown, immediately contact the e-Procurement helpdesk, for resolution, before tender closing time.  
Click Next to go to Bid Preparation details.
- V. Please ensure that the Pay Online option is not shown after successful payment, for confirmation. From here, you may proceed with Encrypt and Upload to upload tender documents, and further submission.

### B) OTHER BANKS

- I. Bidders with other bank accounts may click Other Bank option to proceed to SBI Net Banking page. You may select the appropriate bank from selection page. As an example, we are proceeding with ICICI Bank in the provided dropdown box of All Banks.

- II. After selecting ICICI Retail Banking, Click Make Payment Button to proceed to its internet banking page. Further steps may depend on the Bank Procedure.
- III. After, Successful payment, system will direct you to payment confirmation page.
- IV. You will receive bank response immediately by verifying the payment status, whether Success or not. In case, payment was debited from account and further, Payment Failure is shown, immediately contact the e-Procurement help desk, for solution, before tender closing time.  
Click Next to go to Bid Preparation details.
- V. Please ensure that the Pay Online option is not shown after successful payment, for confirmation. From here, you may proceed with Encrypt and Upload tender documents, and further submission process.

**D). SUBMISSION PROCESS:**

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and financial bid online on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) along with online payment of tender document fees and EMD.

For page-by-page instructions on bid submission process, please visit [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and click “Bidders Manual Kit” link on the home page.

**It is necessary to click on “Freeze bid” link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.**

## OTHER INSTRUCTIONS TO BIDDERS

1. For any Clarifications contact:

**KINFRA Film & Video Park,  
Sainik School. P.O,  
Kazhakuttom,  
Thiruvananthapuram.  
Pin: 695 585  
Tel: 0471- 241 85 99**

2. Important Dates

Last Date of submission	-	01/01/2022 at 05.00pm
Bid Opening	-	05/01/2022 at 10.00am

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