

# KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION(KINFRA)

(A statutory body of Govt of Kerala)

KINFRA HOUSE, TC 31/2312, Sasthamangalam, Thiruvananthapuram -695 010

**Tel:** 0471-2726585 | **Fax:** 0471-2724773 | **Email:** kinfraannexe@gmail.com | **Web:** www.kinfra.org



## Notice Inviting Tender (NIT)

(KINFRA-6)

<b>Tender No</b>	<b>:</b>	<b>KINFRA/KFVP/08/2024-25</b>
<b>Name of Work</b>	<b>:</b>	<b>Annual maintenance of Landscaping at KINFRA Film &amp; Video Park, Kazhakuttom, Thiruvananthapuram</b>
<b>EMD</b>	<b>:</b>	<b>Rs.14,726/-</b>
<b>Bid Submission Fee</b>	<b>:</b>	<b>Rs.1,390/- (Inclusive of 18% GST)</b>
<b>PAC amount</b>	<b>:</b>	<b>Rs. 5,89,056/year (i.e.Rs.49,088/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/08 /2024-25	Annual Maintenance of Landscaping at KINFRA Film & Video Park, Kazhakuttom	Rs.5,89,056/ year (i.e. Rs.49,088/ month)	Rs.1,390/- (Inclusive of GST)	Rs.14,726/-	06/09/2024 at 5:00pm	10/09/2024 at 10:15am

- 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 before the one in which tenders are invited.

- Three similar works each costing not less than ₹ **2.36 Lakhs**  
OR
- Two similar works each costing not less than ₹ **3.53 Lakhs**  
OR
- One similar work costing not less than ₹ **4.71 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.
- 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) excluding GST

**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**

- I. BoQ (Price bid)

## e-Government Procurement (e-GP) - Notice Inviting Tender

Chief Executive Officer, KINFRA Film and Video Park invites online **item rate** online 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/08 /2024-25	Annual Maintenance of Landscaping at KINFRA Film & Video Park, Kazhakuttom	Rs.5,89,056/ year (i.e. Rs.49,088/ month)	Rs.1,390/- (Inclusive of GST)	Rs.14,726/-	06/09/2024 at 5:00pm	10/09/2024 at 10:15am

**1.1.1 Eligibility Criteria:** 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 before the one in which tenders are invited.

- (i) Three similar works each costing not less than ₹ 2.36 Lakhs  
OR
- (ii) Two similar works each costing not less than ₹ 3.53 Lakhs  
OR
- (iii) One similar work costing not less than ₹ 4.71 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.*

**1.1.2** It may be specially noted that the entire fertilizers and pesticides to be used for landscaping works will be 100% organic. No chemicals of any nature will be employed for the work. The work involved also envisages the preparation of organic manures as explained in detail.

**1.1.3** The information given in this tender is only indicative. The tenderers are required to visit the site and familiarize themselves with the site conditions, nature of substrata, nature of plants/grass/trees, availability of materials, etc. before quoting. The conditions of contract, schedule of quantities and the

specifications may be carefully studied before they quote their rates. No claims for extra compensation over and above the quoted rates, on the ground that the tenderers have misjudged site conditions, nature of substrata, nature of plants/grass/trees, tender conditions, or any other reason for any item of tender will be entertained by the OWNER.

2. **The contractor should have valid GST registration.**
3. The ESI and EPF contributions on the part of employer in respect of this contract shall be paid by the contractor
4. This contract is for 1 year.
5. The bid document consisting of specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen on website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)
6. Tender documents and tender schedule may be downloaded free of cost from the e-GP Web site [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). Tender fee of Rs.1,390/- (Inclusive of GST) shall be remitted through online payment mechanism for e-procurement system of Govt. of Kerala.
7. The technical bid submitted shall be opened at 10/09/2024 at 10.15am. The time and date of opening of Price Bid of the tender shall be intimated only to the qualified and technically acceptable bidders at a later date.
8. Earnest Money Deposit (EMD) amounting to Rs.14,726/- (Rupees fourteen thousand seven hundred and twenty six only) to be remitted online through e-GP site by the bidder.
9.
  - a) **Performance Guarantee**, the amount collected at the time of executing contract agreement, will be 5% of the annual contract value and the deposit will be retained till the expiry of AMC. At least 50% of this deposit shall be in the form of Treasury Fixed Deposit in favour of KINFRA Film and video Park and the rest in the form of Bank Guarantee. The validity of BG and the Treasury Deposit shall be up to the end of contract period plus 3 months.
  - b) **Additional Performance Guarantee** will be required in all cases where quoted rate falls below 10% of the estimate cost. The 10% standard exemption will be applicable to all estimates quoted below estimate cost. If the rate quoted by the contractor is x% below estimate cost (x lies above 10% up to quoted rate) the additional performance guarantee for an amount equal to (x-10)% of the

estimate amount shall be obtained from the contractor. 50% of Additional Performance Guarantee shall be in the form of Treasury Fixed Deposit and rest in the form of Guarantee issued from any Nationalized Bank/Scheduled Bank/Kerala Financial Corporation or any other forms prescribed in the Kerala PWD Manual. This shall be collected before executing the agreement in the same form as Performance Guarantee and may be released while passing the final contract bill. This is subjected to change as per government orders issued from time to time in this respect.

As per G.O.(P) No.168/2019/Fin dated 07/12/2019, for item rate contracts, if the rate quoted by the bidder for an item of work is “X%” below estimate cost where “X” lies above 10%, the Additional Performance Guarantee for that item of work is equal to (X-10)% of the estimate amount of that item of work. The total Additional performance guarantee for the whole work is the total of individual Additional Performance Guarantee for each item of work calculated as above.

10. The bid submitted is treated as invalid if:

- a) The bidder is found ineligible.
- b) The bidder does not upload all the documents as stipulated in the bid document.

11. The competent authority on behalf of Chief Executive Officer, KINFRA Film and Video Park does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.

12. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.

13. The competent authority on behalf of Chief Executive Officer, KINFRA Film and Video Park reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.

14. The contractor shall not be permitted to bid for works if he/she is the near relative of an officer of KINFRA posted as Project Officer or Finance Officer.

15. ***The bid for the works shall remain open for acceptance for a period of 120 days from the date of opening of bids.*** If any bidder withdraws his bid before the said period or issue of work order, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to KINFRA, then KINFRA shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of

- the said earnest money as aforesaid. Further the bidders shall not be allowed to participate in the rebidding process of the work.
16. Quoted rates by the bidder shall be exclusive of GST and inclusive of all other statutory remittance (Contractor's welfare fund etc.). The quoted rates are inclusive of all statutory payments with regard to employment of personnel like ESI, PF and insurance as applicable.
  17. The Contractor is requested to visit the site and familiarize himself with the site conditions, location of the plants and nature of terrain before quoting. No plea of difficult site conditions, inclement weather or any other reason etc. shall be admitted after submission of the tender document.
  18. KINFRA Film and Video Park will provide water outlets at several points beside the internal distribution pipeline running parallel to the main roads within the park. **The Contractor has to make his own arrangement for transportation / collection of water from these taps off points to the location of the trees / plants.** He may carry out this work either by using hose, small water cans, barrels, vehicle-mounted tanks or manually with the permission of KINFRA and water for landscaping purpose, supplied at the outlets inside the park now existing will be free of cost.
  19. Once the landscaped areas are handed over to the Contractor, it is the responsibility of the contractor to ensure the healthy growth of plants / trees, lawn etc. If any damage/loss/decay/stunted growth occurs due to improper caring, the Contractor has to replace the same at his risk and cost. The Contractor has to report to KINFRA officials any loss / decay / stunted growth of trees or plants immediately on noticing it.
  20. The Contractor, or his authorized representative / staff has to be present at the Park premises during all days, from 08.00 hrs to 17.00 hrs and should report to KINFRA Film and Video Park office regarding his work at least once in two days.
  21. The quantities indicated in the tender are approximate and payments will be made at the quoted rates for actual quantities. Payment for item No.3 of the Schedule of Quantities of work will be made as per actual joint measurement taken by with the Engineer- in-charge of KINFRA in the presence of the contractor.
  22. KINFRA serves the right to increase or decrease the quantum of work at site without assigning any reason.
  23. The work shall be carried out under the direction and supervision of "KINFRA FILM AND VIDEO PARK" or their representatives at site. On acceptance of the tender, the contractor shall intimate in writing the name of his accredited representative who

would be supervising the construction and would be responsible for taking instructions for carrying out the work.

24. "KINFRA FILM AND VIDEO PARK's" decision about the quality of the material and workmanship will be final and binding. Any material rejected thus shall be immediately removed by the contractor and replaced by materials as per specifications and standards including the standards prescribed by the BIS.
25. The Contractor shall raise his bill only once a month and the payment will be made within 30 days from the receipt of bill, after verification.
26. KINFRA reserves the right to cancel the contract, if the work is not found satisfactory, with two weeks' notice to the Contractor. Alternatively, the Contractor can also withdraw from the contract, by giving two months' notice after citing valid reasons for the same.
27. During the maintenance period, the contractor is expected to maintain the works by providing skilled and experienced gardeners every day. If the work of any gardener is not satisfactory, KINFRA will have the right to direct the contractor to change him and this shall be complied by the contractor. The works include every day watering, nursing of plants and lawn, periodical application of manures / fertilizers, spraying of insecticides / fungicides, application of germicides, pruning for better growth, replacement of mortalities if any, removal of weeds from the lawn and other horticulture areas etc. as per standard practice and as directed by the Engineer in-charge. The contractor should visit the site at least once a week and give necessary instructions to the gardeners. Mowing of the lawn at definite interval as directed by KINFRA is essential. The rate is inclusive of the cost of labour, all equipment and tools, hose for watering, supervision, manures, and fertilizers etc.
28. The areas include
  - All dividers in road
  - Entrance area.
  - The area in front of gate
  - Park centre inside and outside premises
  - Inside and outside area of Animation Building.
  - Way to pump house 1
  - All foot path sides.
29. During the period of maintenance contract, the landscape is to be maintained properly with aesthetic sense and all the plants, creepers, lawn grass etc. should be in a healthy condition to the satisfaction of the Engineer- in charge of KINFRA. The premises shall always be kept clean.



30. Pseudomonas supplied at site should be fresh package noting the date of manufacturing and expiry date.
31. Compost and ash have to be prepared in the site itself with available materials in the park. The compost and ash manufactured at site shall not be taken out of the park for whatever reason.
32. The Contractor should utilize the entire fallen leaves generated in the common areas as well as all waste food materials generated in the park to manufacture organic manure. If this manure is not sufficient for the landscaping work, he can bring organic manure from outside sources.
33. The contractor should have adequate knowledge about the latest technologies in the maintenance of the plants/ lawns and should possess sufficient tools/ tackles/ experience labours etc. in carrying out the work.
34. The contractor shall:
  - a. Provide all agricultural implements like lawn mower, spade, garden rake hand cultivator, garden towel, secateurs, water hose (if required), grass shears, hedge shears, knife, garden can, sprayers and other useful implements for the work.
  - b. Maintain registers showing all the details like attendance of gardeners, account of quantities of manures/fertilizers/pesticides etc. applied.
  - c. Maintain trained persons till the end of the contract and any change of persons during the contract period will be intimated to the KINFRA.
  - d. Engage an experienced supervisor (other than labourers) for the efficient maintenance of the entire lawn and plants spread over the different locations of the park and shall coordinate with officers of KINFRA while carrying out the work.
35. The contractor shall ensure the following regarding the personnel being deployed:
  - The personnel
    - a. Will be above 18 years of age
    - b. Will have no police record
    - c. Will have no record of alcohol consumption or drug abuse
    - d. Will have no chronic/contagious diseases
    - e. Will be physically and mentally fit
    - f. Be an experienced and competent person

- The contractor shall have the discretion to add, remove and replace any of its employees deputed on the premises at any time during the contract period. However, written permission is to be sought from KINFRA Film and Video Park for doing so.
- The contractor shall ensure that his personnel do not remain in the said premises after completion of their duty time, without prior permission of KINFRA.
- The contractor shall ensure that his personnel, while in the said premises or while carrying out their duties and obligations, observe standards of cleanliness, decorum, safety, and general discipline laid down by KINFRA and KINFRA shall be the sole judge as to whether or not the contractor and/ or his personnel have observed the same.

36. KINFRA Film & Video Park is an ISO 14001 - 2015 certified park. Therefore, the Contractor should take care that any polluting substances remaining after the maintenance activities are quickly removed outside the park.

## 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**

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.

- I. After selecting ICICI Retail Banking, Click Make Payment Button to proceed to its internet banking page. Further steps may depend on the Bank Procedure.
- II. After, Successful payment, system will direct you to payment confirmation page.
- III. 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.
- IV. 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	-	06/09/2024 at 05.00PM
Bid Opening	-	10/09/2024 at 10.15AM

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