

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)

Tender No	: KINFRA/HIT/02/2026-27
Name of Work	: Annual Maintenance Contract for landscaping at Biotechnology zone, Park Office Premises and WTP Premises of KINFRA Hi-Tech park, Kalamassery.
PAC	: Rs. 3,77,810.00/-
EMD	: Rs. 9,445.00/-
Period of Contract	: 1 Year
Bid Submission Fee	: Rs. 892.00/- (Inclusive of GST)



KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION
(A Statutory Body of Govt. of Kerala)

KINFRA HOUSE, TC NO.31/2312, SASTHAMANGALAM P.O,
THIRUVANANTHAPURAM

Tender No : KINFRA/HIT/02/2026-27

Name of Work : Annual Maintenance Contract for
landscaping at Biotechnology zone, Park
Office Premises and WTP Premises of
KINFRA Hi-Tech park, Kalamassery

Locality : KINFRA Hi-Tech park, Kalamassery
Ernakulam

Last date of Submission : 20/08/2026 at 5:00 pm

Tender Documents Issued to:

Name of Bidder :

Address of Bidder :
.....
.....
.....

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NOTICE INVITING TENDER

On behalf of Kerala Industrial Infrastructure Development Corporation (KINFRA), sealed quotations are invited in prescribed format from experienced contractors for the “**Annual Maintenance Contract for landscaping at Biotechnology zone, Park Office Premises and WTP Premises of KINFRA Hi-Tech park, Kalamassery**” as per details given below:

Scope of work:

1. Landscaping the premises of Park Centre Building,
 - a. WTP Premises,
 - b. Main gate entrance,
 - c. Biotechnology gate entrance surroundings,
 - d. Dividers of Biotechnology Zone of KINFRA Hi-Tech Park.
2. Clearing of silt on footpath & road 1.50 mtr from black topping edge or up to drain which is less or clearing of foot path wherever is applicable.
3. Clearing of weeds along the road shoulders inside biotechnology zone Parks.

During the maintenance period, the contractor is expected to maintain the works by providing skilled and experienced gardeners every day. 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 officer in-charge. The contractor or his authorized horticulturist should visit the site twice in a week and give necessary instructions to the gardeners. Mowing of the lawn at definite interval is essential. The rate is inclusive of the cost of labour, all equipment's and tools, hose for watering, supervision, manures and fertilizers etc.

During the period of maintenance contract, the landscape and horticulture work is to be maintained properly with aesthetic sense and all the components should be in healthy and clean condition as to the satisfaction of the engineer in charge or the owner.

Interested parties are requested to collect the tender form from the park office of KINFRA HI-TECH PARK, opp: Govt. Medical College, HMT Colony P.O, Kalamassery during office hours on payment of Rs 892/- (including GST) from 07/08/2026 to 19/08/2026 (up to 5pm). The Contractor shall visit the site and familiarize and understand the scope of works said in the Bid document before submitting his / her quote.

The duly filled and sealed quotes should reach the park office of KINFRA HI-TECH PARK, on or before 20/08/2026 on 5.00pm and will be opened at 11.00 am on 21/08/2026 in the presence of the bidders present. Any tenders received after the due date and time will be rejected.

KINFRA reserves the right to prequalify Contractors to the standards fixed by them and to reject or accept any / all tenders or to cancel this notification altogether without assigning any reasons whatsoever. KINFRA will not be responsible for delay, loss or non-receipt of tender documents sent by post or courier services.

For further details / clarifications contact the office KINFRA HI-TECH PARK, Opp: Govt. Medical College, HMT Colony P.O, Kalamassery, Cochin 0484- 2559790, +91 8714400115
E-mail : kinfrapark@gmail.com

Place: Kalamassery

Sd/-

Date:

TENDER FOR THE ANNUAL MAINTENANCE CONTRACT FOR LANDSCAPING AT BIOTECHNOLOGY ZONE, PARK OFFICE PREMISES AND WTP PREMISES OF KINFRA HI-TECH PARK, KALAMASSERY

Tender No.	:	KINFRA/HIT/02/2026-27
Earnest Money Deposit	:	Rs 9445 /- as Demand Draft in favour of KINFRA payable at Trivandrum
Tender Cost	:	Rs. 892 /- (including GST)
Owner	:	Kerala Industrial Infrastructure Development Corporation TC 31/2312, Sasthamangalam Thiruvananthapuram - 695 010
Period of contract	:	One year (extendable for a further period of one year on mutually agreeable basis)
Place of Issue, Receipt and Opening Tender documents	:	Park Office, KINFRA HI-TECH PARK, opp: Govt. Medical College, HMT Colony P.O, Kalamassery
Issue of Tender Documents	:	From 07/08/2026 to 19/08/2026 (upto 5pm).
Last date of receipt of Tender	:	:05.00 pm on 20/08/2026
Date of opening of tender	:	:11.00 am on 21/08/2026

MANAGING DIRECTOR

KINFRA, Thiruvananthapuram

CONDITIONS OF THE CONTRACT

Eligibility Criteria.

- ❖ The Contractor shall have undertaken similar capacity of work in a Government/Public/Private Sector Organization for at least 2 years in a satisfactory manner (attach a copy of the experience letter from the organization while submitting the bid). The bid submitted without the above is liable to be rejected.
- ❖ The Contractor should have adequate knowledge about the latest technologies in the maintenance of the plants / lawns and should possess sufficient tools / tackles / experienced labours etc. for carrying out the work.

Earnest Money Deposit:

- ❖ **Earnest Money Deposit of Rs. Rs 9445/-** ((Rupees Nine Thousand Four Hundred and Forty Five only) shall be as a Demand Draft payable at Thiruvananthapuram on a Scheduled Bank in favour of Managing Director, KINFRA , Thiruvananthapuram
- ❖ Any tender which is not accompanied by Earnest Money Deposit shall be summarily rejected. No interest will be paid for the period during which the Earnest Money lies in deposit with the Owner.
- ❖ EMD of the unsuccessful tenderer shall be refunded without any interest on finalization of the Contract with the successful tenderer.
- ❖ EMD deposited by the successful tenderer shall be forfeited if the bidder withdraws his bid during the period of validity of the offer / fails to sign the contract document within the time limit / fails to furnish the required Security Deposit.

Security Deposit:

- ❖ The successful tenderer on receipt of the letter of acceptance shall deposit an amount equivalent to **5 % of the total value of work for one year-** in the form of Demand Draft as security deposit and execute an agreement with KINFRA within 7 days.
- ❖ The interest free Security Deposit shall be refunded to the Contractor after satisfactory completion of the contract period

All-inclusive rates:

- ❖ The Contractor's **rate must be firm and must include all taxes and statutory payments such as ESI, PF, Insurance, etc (excluding GST)**. The rates quoted by the Contractor shall be firm throughout the Contract period and there shall be no upward revision of the rates quoted by the Contractor for any reason whatsoever. It should be clearly understood that any claim for extra GST, Excise duty, construction tax or any additional tax etc. shall not be entertained in any case whatsoever once the bids are opened.
- ❖ No alterations shall be made by the bidder in the Notice Inviting Tender, Specific requirement and conditions, Duties and Obligation of the Contractor, General

Conditions of Contract, terms of payment or any part of this document and if any alterations are made or ***any additional conditions attached, such tender is liable to be rejected***

Payment Terms

- ❖ Payment will be on monthly basis on the satisfactory certification by the Manager in charge of the Park. The Contractor shall raise his bill only once a month. KINFRA will make payment within 15 days from the receipt of bill, after verification and passing.

Statutory Payments:

- ❖ All Statutory deductions shall be made from the amount eligible to the Contractor in each monthly bill at the rate prevailing at the time of payment. Any tax not deducted in any monthly bill shall be deducted in the subsequent bills.

Penalty for improper maintenance:

- ❖ The health and growth of the plants shall be the prime responsibility of the Contractor and if the performance is not seen satisfactory it may lead to reduction in the monthly charges at the discretion of the concerned persons in Charge of KINFRA Hi- Tech Park Kalamassery.
- ❖ The Contractor shall undertake to plant the decayed or dead plants supplied by KINFRA.
- ❖ The Contractor shall operate the subsurface irrigation system in proper manner.

Acceptance of tender:

- ❖ KINFRA reserves the right to accept or reject the whole or any part of the bids received and the bidder shall be bound to perform the works awarded to him in part or whole, at the rates quoted.

Tender Submission:

The tender should be submitted in a sealed envelope super scribed as 'Tender No. KINFRA/HIT/02/2026-27 contain the following details:

- An EMD of **Rs. 9445/-** (Rupees Nine Thousand Four hundred and Forty Five only) as Demand Draft drawn in favour of Managing Director, Kerala Industrial Infrastructure Development Corporation payable at Thiruvananthapuram, should accompany the quote
- Documents related to eligibility of the contractor
- Tender duly filled in and signed on all pages.

Procedure for award of work

- ❖ After the public opening of the bids, the information relating to the examination, clarification, evaluation and comparison of tenders and the recommendations concerning the award of Contract shall not be disclosed to the bidder and other persons not officially concerned with such process.
- ❖ Subject to KINFRA's right to accept or reject any or all tenders, the owner will normally award the Contract to the lowest bidder whose bid has been determined to be substantially responsive to the tender call provided that the bidder has the capability and resources to carry out the Contract effectively.
- ❖ KINFRA will notify the successful bidder in writing that his quote has been accepted. This letter (hereinafter referred to as Work Order) shall name the sum (hereinafter called the Contract Price), which KINFRA will pay to the Contractor in consideration of the maintenance and operation of the work by the Contractor as specified by the Contract. This Work Order and subsequent signing of Agreement will constitute the formation of a contract between KINFRA and the bidder.
- ❖ Before commencing the work and within a week from date of receipt of the letter of acceptance, the bidder shall make a security deposit and furnish the same for the proper fulfilment of the Contract and shall execute an Agreement for the work on non-judicial Kerala Stamp Paper worth Rs. 500/- in the format given by KINFRA.
- ❖ If the bidder fails to execute the Agreement as stated above within the specified period, the Earnest Money deposited by him will be forfeited.

Contractor Responsibilities

- The Contractor shall:
 - a. Provide all agricultural implements like lawn mower, spade, garden rake hand cultivator, garden trowel, secateurs, water hose (if required), grass shears, hedge shears, knife, garden can, sprayers and other useful implements for the work.
 - b. Ensure adequate safety precautions while using all types of chemicals used for the application to the plants like providing mask, gloves to the workers etc.
 - c. Maintain registers showing all the details like attendance of gardeners, account of quantities of manures / fertilizers / chemicals etc. applied.
 - d. Maintain trained persons till the end of the contract and any change of persons during the contract period shall be intimated to the Contractor.
 - e. Engage experienced Horticulture labourers / Gardener's (10 Nos) for the efficient maintenance of the entire lawn, plants and maintaining the areas spread over the different locations of the Park daily / as specified in the tender and shall co-ordinate with officers of KINFRA while carrying out the work.
 - f. The Contractor shall be responsible for strict compliance of all statutory provisions of relevant labour laws applicable from time to time in carrying out the above job. KINFRA shall not be liable, to any penalty under relevant rules, enactment or related regulations for which contractor is responsible under the law.
- The Contractor shall ensure the following regarding the personnel being deployed:

The personnel

- i. shall be over 18 years of age.
 - ii. shall have no police record.
 - iii. shall have no history of alcohol or drug abuse
 - iv. shall have no chronic / contagious diseases
 - v. shall be physically and mentally fit
 - vi. shall 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 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.
 - Weekly holidays are to be provided by the contractor as per the 'Shop and Establishment Act'.
 - 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.
 - It shall be the duty and responsibility of the Contractor to comply with all statutory requirements with regard to the employment of his personnel. ***He shall be liable for payment of ESI, PF, insurance, labour welfare fund and all other payments as necessitated by the relevant statutes or otherwise.*** For all purposes the personnel deployed by the Contractor is his / her employee

Locations for Maintenance of Landscaping

1. Either sides of the entrance to the park (exterior).
2. Left side of the road from the Main gate to the Park office building
3. Façade of the Park office building and around its premises
4. the main circle inside Bio Technology zone
5. Centre median of the double line road (intermediately)
6. Garden and lawn besides the Water treatment plant

Locations for Jungle Clearing

1. Either sides of the entrance to the park (exterior)
 2. Either sides of the roads inside Biotechnology zone of KINFRA Hi -Tech Park for about 2 m wide
 3. Park Office Building premises
 4. Either side of the double line road from the Park office building to the main circle
 5. Water Treatment Plant premises
- **The description of the work is as follows:** Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all

necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by KINFRA and local conditions and other factors having a bearing on the execution of the work.

- The competent authority on behalf of Managing Director, KINFRA 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.
- 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.
- The competent authority on behalf of Managing Director, KINFRA reserves to herself 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.
- 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.
- No Engineer of Gazetted Rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of Kerala is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of Kerala in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of Kerala as aforesaid before submission of the bid or engagement in the contractor's service.
- This notice inviting Bid shall form a part of the contract document. The successful bidders/contractors, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of: -

- The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as submitted at the time of invitation of bid and the rates quoted at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.

TERMS AND CONDITIONS

1. The rates quoted by the Contractor shall be inclusive of all labour, materials, tools and tackles, taxes and levies as fixed by the Government (excluding GST). No escalation in the quoted rates shall be admissible during the currency of the Contract (1 year).
2. 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 etc. shall be admitted after submission of the quote.
3. KINFRA will provide water outlets at two point 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 tap 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's Engineer-in-charge.
4. The Contractor has to report to the KINFRA officials any loss / decay / stunted growth of newly planted trees or plants, immediately on noticing it. He should then replace this with any new plant supplied by KINFRA, without any extra cost.
5. The Contractor, or his representative / staff, has to be present at the Park premises during all days and should report to KINFRA's office regarding his work at least on three days in a week.
6. Payment will be on monthly basis on the satisfactory certification by the Manager in charge of the Park. The Contractor shall raise his bill only once a month. KINFRA will make payment within 15 days from the receipt of bill, after verification and passing.
7. The personnel engaged by the Contractor shall be the employees of the Contractor only and there will not be any employer-employee relationship between KINFRA and the personnel engaged by the Contractor. The work of the personnel engaged by the Contractor shall be controlled and supervised by the Contractor as per requirements and directions of KINFRA.
8. The offer should be valid for a period of 90 days from the date of submission of the quote.
9. KINFRA reserves the right to cancel the Contract, if the work is not found satisfactory, with two months 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.

I/We hereby declare that I/we have read and understood the above instructions and the terms and conditions mentioned above are binding on me/us.

Place: Signature of Contractor :

Date : Full name and address :

**PRICE BID FOR ANNUAL MAINTENANCE CONTRACT FOR LANDSCAPING AT
BIOTECHNOLOGY ZONE, PARK OFFICE PREMISES AND WTP PREMISES OF KINFRA HI-
TECH PARK, KALAMASSERY
SCHEDULE OF QUANTITIES**

Item no.	Description of work	Qty.	Amount Per month(in Rs.)	Amount Per Annum(in Rs.)
1.	Tending, caring, and maintaining all trees / plants / shrubs / creepers/hedges/lawns of carpet grass/flower beds, including cutting them to size, trimming, shaping, manuring, clearing of weeds / shrubs (2.5 m around the plants), spraying / applying of fungicides / insecticides / pesticides, watering profusely / intermittently, as and when required, including all costs (manure, cutting tools and tackles, equipment, transportation, labour etc.) complete. & Clearing jungle including uprooting of rank vegetation, grass, brush wood, trees and saplings of girth up to 30 cm measured at a height of 1 m above ground level and removal of grass and rubbish on either sides of the road for about 1.5 m wide, the premises of Park Centre Building, WTP Premises, Main gate entrance, Biotechnology gate entrance surroundings, and dividers of Biotechnology Zone, & Water Treatment Plant premises. Clearing of footpath including removal of silts and vegetation at all times in period of work in KINFRA Hi-Tech Park	LS.		
	Engaging labour for 10 days inside the park for cleaning the park premises as per the direction of engineer in charge.	10 labour/month		
	TOTAL			

* Rates and amounts quoted are excluding GS

KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION

Item Rate Tender & Contract for Works

UNDERTAKING

I / We agree to carry out the above works, at the quoted rates of Rs.....
(.....), for a period of one year
from the date of award of the work to us at the terms and conditions mentioned in the
tender.

Place:

Signature of Contractor :

Date :

Full name and address :

For any Clarifications contact:

KINFRA KINFRA Hi-Tech park, Kalamassery Ernakulam, PIN 683503 Contact No:0484 2541650, +91 8714400115. Email: kinfrapark@gmail.com

Important Dates

Last Date of tender sale	-	5.00 PM on 19/08/2026
Last Date of submission	-	5:00 PM on 20/08/2026
Technical Bid Opening	-	11:00 AM on 21/08/2026
