

## EXPRESSION OF INTEREST

### GENERAL INSTRUCTIONS COMMERCIAL TERMS & CONDITIONS REGARDING MAINTENANCE & UP KEEPING OF KANAKAKUNNU PALACE AND PREMISES

#### 1. GENERAL INSTRUCTIONS

- a. Expression of interest is invited for and on behalf of the Director, Department of Tourism, Kerala, India to empanel/select a qualifying company to execute for maintenance, operation & up keep of Kanakakunnu Palace premises. The work includes, maintaining the garden, greeneries, pathways, planted shrubs, electrical fitting, lighting, sprinkler arrangement, fountain, toilets, ornamental construction, Heritage constructions, compound wall gate clusters of all trees and vegetation, gardens etc including providing of security staff, cleaning the premises and on completion of the period. The all structure fitting vegetation etc are to be handed over to the Department in good condition. The responsibilities of the company/firm is as appended in annexure I.
- b. Any offer made in response to this expression of interest, when accepted by Department of Tourism will constitute a contract between the parties.
- c. Qualifying bidders if required shall make a detailed presentation in front of TOURISM DEPARTMENT EXPERT COMMITTEE.
- d. Important Information

Sl. No	Description	
1	Work	Maintenance, operation & up keep of Kanakakunnu Palace and premises. The work includes, maintaining the garden, greeneries, pathways, planted shrubs, electrical fitting, lighting, sprinkler arrangement, fountain, toilets, ornamental construction, Heritage constructions, compound wall gate clusters of all trees and vegetation, gardens etc and on completion of the period . The all the structure, fitting etc vegetation are to be handed over to the Department in good condition.
2	EMD	Rs.2.00 lakhs in the form of DD drawn in favour of Director, Department of Tourism and will be converted to security amount for the selected bidder.
3	Period	3 years which will be extended subject of conditions.
4	Form of contract	Lumpsum
5	Bids can be down loaded	From <a href="http://www.keralatourism.gov.in">www.keralatourism.gov.in</a>
6	Last date of submission of bid	26.3.2019
7	Date of opening of bid	27.3.2019
8	Defect liability period	6 months from the date of handing over to the ultimate client
9	Release of security	On successful completion of the project and after the defects liability period.

#### II. PRE-QUALIFICATION

The bidder for this contract will be considered only from companies/individuals who meet the requisite eligibility criteria prescribed as under:-

1. Intending bidder must have satisfactorily completed at least one such project in last 3 years or should have been awarded one similar job and shall also have team of experts having track record of completing at least two similar projects. Teams having such experience shall produce documentary evidence. Completion certificate from the user shall be produced.
2. Qualification & experience of key site management personal proposed for the such project shall be submitted.
3. The bidder should have good understanding and exposure to latest technologies/ knowledge in farming, Horticulture, etc.
4. Bidder should have a team of Experts in the field of Horticulture/maintenance and each shall submit a letter of consent along with the Expression of interest.
5. Bidder shall provide the company profile giving details of the background, capacity, financial capacity etc.
6. Bidder with experience in developing high Horticulture oriented systems will be preferred.
7. Bidders can be pvt, public, partnership or consortium of companies of up to two, individual qualificational credentials of one partner will be considered as credential of bidder .
8. Bidder once selected shall obtain all the statutory certificate and clearness if required for implementing the project.
9. TWO PART EVALUATION CRITERIA BASED ON MARKING SYSTEM-TECHNO-CREATIVE BID AND COMMERCIAL BID
10. A: EVALUATION METHOD FOR TECHNO-CREATIVE PRESENTATION

Para meter	Evaluation Criteria	Maximum Marks
Strategy	<ul style="list-style-type: none"> <li>• Understanding of projects (5 marks)</li> <li>• Overall concept plan(10 mark)</li> <li>• Creative maintenance conceptualization (10)</li> </ul>	25
Key Professional & Experience of Bidder	<ul style="list-style-type: none"> <li>• Team Composition(5)</li> <li>• Experience of key profession (20)</li> <li>• Experience of garden maintenance (10)</li> </ul>	35
Action plan for Implementation	<ul style="list-style-type: none"> <li>• Implementation Plan or Plan of Action (10)</li> <li>• Frame for activities(10)</li> </ul>	20

Note: The highest techno-creative marks amongst the bidders whose techno-creative presentations have been evaluated would be kept as the base for calculation of techno-creative scroe(TCS) of each evaluated bidder.

The techno-creative score(TCS) of each evaluated bidder shall be calculated in the following method:

$$\text{Techno-creative score(TCS)} = \frac{\text{Techno Creative marks of Bidder}}{\text{Highest Techno Creative marks}} \times 100$$

#### Highest Techno Creative marks

#### 11.B: EVALUATION METHOD OF FINACIAL BID

The financial bids of all those bidders whose techno-creative presentations have been evaluated shall be opened.

The financial bids would be opened only after the evaluation of all techno-creative presentation is completed.

Lowest financial bid would be kept as the base for calculation of financial score (FS) of each bidder.

The financial score(FS) of each bidder shall be calculated in the following method:

$$\text{Financial Score(FS)} = \frac{\text{Lowest Financial Bid} \times 100}{\text{Financial Bid of Bidder}}$$

---

### Financial Bid of Bidder

#### 11.C: COMPOSITE EVALUATION

The Composite Score (CS) of each bidder shall be a weighted average of the Techno-Creative Score (TCS) and Financial Score (FS). Techno –Creative Score (TCS) will have a weightage of 80% and Financial Score (FS) will have weightage of 20%. The weighted average total would be the determining yardstick for selection of Bidder.

$$\text{Composite Score(CS)} = \frac{(\text{TCS} \times 80) + (\text{FS} \times 20)}{100}$$

100

### III.SUBMISSION OF EXPRESSION OF INTEREST

- a. THE offer shall be prepared in English, should be free from over writing. All corrections and alterations should be duly attested by the tenderer.
- b. The bidder should give all general and technical specifications of the item offered with Kerala porting documents as per conditions and commercials terms.
- c. Offers received after the specified time and date will be summarily rejected.
- d. Offers can be submitted in their own format with financial quote in the approved from vide annexure II.

Tenderers shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their offers even though Department of Tourism may elect to withdraw "INVITATION OF EXPRESSION OF INTEREST" or reject any or all tenders without assigning any reasons thereof.

### IV. OPENING OF EXPRESSION OF INTEREST

Expression of interest will be opened on and last date of receipt of

Expression of Interest is on

### V. CLEAR UNDERSTANDING

When a tenderer submits his tender in response to these documents, he will be deemed to have understood fully about the requirements of the terms & conditions.

### VI. NEGOTIATIONS

The qualified tenderer's will be required to attend the negotiation/discussion, if required in the office of the undersigned, at the. The date of negotiation/discussion as fixed by both the parties will be final and binding on the tenderers.

### VII. VALIDITY FOR OFFER

Tenders shall remain valid for acceptance for 120 days from the date of submission

### VIII. AWARD OF EMPANELMENT/SELECTION

- a. Department of Tourism reserves the right:-
- b. Department of Tourism does not bind itself to accept the lowest tender or assign any reason for non-acceptance of the same.
- c. Any order resulting from this tender and any amendments to be issued subsequently with its terms & conditions and stipulations constitute the entire agreement relating to the tender between the successful tenderer and Department of Tourism and both parties are bound by the tender terms & conditions.
- d. Since Department of Tourism is Government of Kerala the applicable Government Policies, procedures and directions from time to time will also be the basis for deciding on the procurement.

### B.COMMERCIAL TERMS & CONDITIONS

General Information and policies of the firm of Commercial Terms and conditions shall be clearly given.

### I.PAYMENT TERMS

Will be made monthly.

## **II. AGREEMENT**

If selected tenderer has to sign a Memorandum of Understanding (MOU) with the Department which will be legally binding for both the parties

## **III. LEGAL JURISDICTION**

The legal jurisdiction of the contract will be the competent Court, Thiruvananthapuram

### **Responsibilities- Cleaning Service**

#### **Daily Tasks**

1. Cleaning of garbage from dustbins and the premises
2. Litter to be cleaned from the surroundings entrance roads, car parking areas, walk ways, steps and all other areas.
3. Sweep, mop, sanitize the entrance steps, walkways toilets, Nishagandhi auditorium etc. whenever required.
4. Sooryakanthi Auditorium and ground etc. whenever required and before and after every event.
5. Pick up the trash in regular intervals
6. Scrubbing of toilet floors
7. Washing of toilet walls.
8. Sweeping of all car parks, pathways.
9. Wipe clean all dustbins, bunches etc.

#### **Weekly Tasks**

1. Pressure wash all external pavements
2. Wash and clean car park areas, roads, Nishagandhi Auditorium.

#### **Monthly Tasks.**

Removal of Jungles and wild growths bushes etc and to remove all debris.

### **Responsibilities-Landscaping**

1. General up keeping of the garden
2. Trimming hedge plants
3. Lawn mowing
4. Daily watering of the lawn
5. Time to time replanting
6. Timely maneuvering
7. Sweeping of all pavements
8. Removal of litter from garden and surroundings---

### **GOVERNMENT OF KERALA**

### **DEPARTMENT OF TOURISM**

### **FINAICAL BID**

Name of Work : Maintenance & up keeping of Kanakakkunnu Palace and premises on contract basis

Date of Tender/ Tender submission date (Date specified as per EOI) :

### **FINANCIAL QUOTE**

---

Name of work	Quoted amount (inclusive of all levies & taxes)	
	Figures	Words
Maintenance and up keeping of Kanakakkunnu Palace and premises on contract basis as per EOI published by the Director, Department of Tourism with last date as on 31-12-2015.		

All levies, taxes etc. will be born by the tenderer. All statutory recoveries will be met from the quoted amount.

Validity period 120 days

Quoted by (Signature. . . . . )  
(. . . . . )  
Name &  
address  
PAN No.

Place:

Date:

For office use only:  
Amount quoted

1. Corrections
2. Scorings
3. Overwriting
4. Any other remarks

**GOVERNMENT OF KERALA**  
**DEPARTMENT OF TOURISM**  
**THIRUVANANTHAPURAM – 695 033**  
**PHONE NO. 04712 560414, 2322846**

**EXPRESSION OF INTERST**

The Director, Department of Tourism invited application from interested parties, individuals, firms, companies etc. for the maintenance and up keeping of Kanakakkunnu Palace and its premises on contract basis.

Name of work : Maintenance, operation and up keep of Kanakakkunnu Palace and premises

EMD : 2 lakhs

- Pre qualification :
1. should had executed similar work at least one during the last 3 years.
  2. should have management personal for design & supervision with knowledge in farming horticulture etc.
  3. should have financial capability to invest Rs.15 lakhs through the firm.

Contract period : 3 years can be extended subject to other conditions.

Further details & TOR can be had from website: [www.keralatourism.gov.in](http://www.keralatourism.gov.in)

Last date of time for submission  
of EOI :

**Responsibilities – Security Staff**

1. Be fully aware of the layout of Kanakakunnu premises.
2. When a shift change both shifts share information alert the other to an event, VIP or maintenance works etc. in the premises.
3. Politely monitor/ control visitors.
4. conduct all duties and patrols that have been assigned be ready and alert for changes.
5. Maintain a list of contacts for management, staff emergency services like police, Ambulance, Fire etc.
6. In case of emergency co ordinate with the respective departments and inform the management with immediate effects.
7. Ensure uniform, neatness, cleanness, while on duty to maintain palace standard.
8. Smoking, drinking is strictly prohibited while on duty.
9. Defects, damages, incidents, accidents report with immediate effects.
10. Security must be aware of the operation of lightings, water pump set.
11. Lost and found to be kept in safe custody with proper recordings, claims will be treated with proof information identity.
12. Over see housekeeping works, landscaping works and any other works going on in the premises.
13. Security to ensure that the premises are kept clean and clear of materials during the progress after completion of any works being carried on all concerned will be directed to clear the waste to the bins.
14. A detailed report to be provided by the security staff around, when an incident occurs at the premises.
15. Security team leader will be responsible for the security management and directly reporting to the facility management.

**DIRECTOR**

\* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.