

**TERMS AND CONDITIONS FOR THE AWARD OF THE WORK OF GARDENING
AND CLEARING OF SHRUBS IN THE UNIVERSITY OFFICE,
SENATE HOUSE CAMPUS AS PER THE UNIVERSITY
NOTIFICATION No. Ad B I.(2)833/2015 dated 13.12.2022**

1. Gardening work include upkeep of the existing turf in front of the main building, watering the lawn daily, mowing, manuring periodically, weeding, planting of ornamental plants, pruning and shaping of hedge plants and developing the existing garden to make it more attractive and beautiful.
2. The cost of pesticides, fertilizers etc. shall be borne by the contractor-firm who will also make their own arrangements for making available garden tools and implements like lawn-mower, pesticide-sprayer etc. required for the gardening work to their workers.
3. Sufficient number of workers and a de-weeding machine should be employed for work on all working days. The workers should be engaged for clearing of shrubs, planting of garden plants and for watering the turf and the garden, etc.
4. Watering and caring the plants on either sides outside the main gates also come under the purview of the contract.
5. Clearing of shrubs is meant to keep the entire office campus free of wild growth. The premises around the buildings as well as vacant land in the whole campus has to be kept cleared of bushy plants. The idea is to keep off harmful creatures like snakes from intruding into the buildings and to give a tidy appearance to the campus.
6. A sum of **Rs.3000/- (Rupees Three thousand only)** will have to be paid towards **EMD** in the form of Demand Draft drawn in favour of the Finance Officer and enclosed with the quotations in the sealed cover. The EMD amount (in the form of DD) of all bidders, except that of the confirmed quotationer will be returned to them within a fortnight after opening the quotations.
7. A **Security deposit equivalent to 5 per cent of the total value of the contract**(rounded to the nearest rupee) must be remitted by the party to whom the contract is awarded.
8. Relevant certificates showing experience of the contractor-firm must be attached along with the application.
9. Rate quoted shall be inclusive of all taxes.
10. Tax, if any payable to the Government or any statutory body on account of the contract work will have to be paid by the Contractor-firm.

11. The University reserves the right to terminate the contract forthwith if the performance of the contractor-firm is found to be unsatisfactory during its currency by issuing a notice of termination of the contract of the contractor- firm.
12. The name and address of the workers engaged by the contractor-firm should be made known to the University in advance in writing along with a copy of their identity cards such as Aadhar.
13. Watering the turf and the plants shall be done on all days including holidays. But clearing the shrubs and wild growth shall be done only on working days.
14. The Contractor shall follow the instructions issued by the University from time to time.

REGISTRAR

University Buildings
Thiruvananthapuram.