

**TERMS AND CONDITIONS GOVERNING AND AWARD OF CONTRACT FOR
UNDERTAKING THE WORK OF GARDENING, CLEANING THE ENTRANCE
AND ROAD SIDES IN THE KARIAVATTOM CAMPS AS PER NOTIFICATION
NO. CAAdmn/08/ 632/2016 dtd. 14.01.2016**

1. Gardening involves the upkeep of the common gardens and the plants on the side and median of the road leading to main entrance, at the Kariavattom Campus, Landscaping, Watering, Periodic manuring, deweeding, planting of ornamental plants, pruning and shaping of hedge plants in the gardens are the main works.
2. Pesticides, fertilizers, plants and seedlings etc will be provided by the University and which should be properly utilized. The Contractor – firm should make their own arrangements for making available sufficient gardening tools and equipments.
3. Watering the plants and gardening etc. shall be done on all working days. In case there happens to be more than one holiday, watering of plants has to be done by engaging workers.
4. A minimum of four workers shall be employed for work on all working days.
5. If the number of workers in a particular day falls below the minimum stipulated number, proportionate deduction will be made from the amount payable to the Contractor / firm. The labourers should be engaged to work from 9.30 am to 04.30. pm on all days as per clause 3 above.
6. The name and address of the workers engaged by the contractor / firm shall be duly reported to the Joint Registrar, Campus Administration, Kariavattom.
7. The Garden Maistry attached to the Office of the Joint Registrar, Campus Administration, Kariavattom, shall be in charge of the overall supervision of the work carried out by the Contractor /firm.
8. Taxes, if any, payable to the Government or to any statutory body on account of the contract work shall be borne by the contractor / firm. (Tax rate will be more if PAN is not submitted).

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9. 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 to the contractor / firm.
10. A sum of Rs. 2, 000/- (Rupees Two Thousand only) shall be remitted towards E.M.D in the form of Demand Draft drawn in favour of the Deputy Registrar, Campus Administration, payable at SBT, Kariavattom Branch and enclosed with the quotation in a sealed cover. The E.M.D of all bidders except that of the confirmed quotationer will be refunded to them with in a fortnight of the date of opening quotations. The contract period shall be for one year
11. The contractor should attach experience certificate, license if any and other relevant records to prove his efficiency in the field.
12. The Contractor / firm shall sign a contract in the prescribed form on stamp paper worth Rs. 200/- purchased in his name and shall scrupulously adhere to the terms and conditions therein.
13. The contractor has to comply with the present laws relating to labour contract, minimum wage and any other act or laws applicable in force from time to time.

Kariavattom
14.01.2016

Sd/-
JOINT REGISTRAR
CAMPUS ADMINISTRATION