

**EXPRESSION OF INTEREST FOR EMPANELMENT FOR OUTSOURCING GARDEN  
MAINTENANCE SERVICE FOR HARITHA HOTELS, TSTDC**

Name of the Work	Outsourcing of Garden Maintenance Service for the TSTDC Haritha Hotel Units.
Contract Period	The period of contract will be <b>Three years</b> with a built-in scheme for review of the performance at the end of each year. The contract may be extended by another one year on the basis of the performance.
Proposed Date to Commence the Operations	1 <sup>st</sup> August 2018

**I – ELIGIBILITY CRITERIA**

1. Service provider should have a turnover of average Rs.1 crore per annum for proceeding 3 years.
  2. The Service provider should have at least 5 years of experience in providing Garden Maintenance service for 3 Star & above Hotels/3 Top MNC companies. This should be supported by documentary evidence.
  3. The Service Provider should be a registered company / proprietorship / partnership / society.
  4. Should have at least;
    - a) One similar ongoing work contract of 30 Lakhs or more per annum;
- OR
- b) Two similar ongoing work contracts of 15 Lakhs or more per annum;  
Proof of the same to be furnished along with contact details of the concerned firms.
5. Should be registered with the following Statutory authorities in Telangana and must furnish attested copies of supporting documents:
  - Commissioner of Central Excise & Customs (GST for Garden Maintenance)
  - Employees State Insurance Corporation
  - Employees Provident Fund Commissioner
  - Income Tax Department (PAN Card be attached)
  - Labour department (Registration certificate from labour Department)
6. The following documents must be submitted along with Expression of Interest:-
  - a. Audited Balance Sheets of preceding three years with Income and Expenditure statement and Profit/Loss Account of last three years.
  - b. Income tax returns of last three years.
7. The Service Provider should have sufficient number of employees on its rolls specifically trained for Garden Maintenance work. Full list of the employees, viz., name, age, employee code, designation, experience in the field of Garden Maintenance and production, PF, ESI details etc. Should be attached with Expression of Interest. Document in support of GST, ESI, EPF deductions and details of the health and safety measures, the Service Provider takes for his workers should also be attached with Expression of Interest.
8. The Service Provider should have at least 500 Nos. and above of captive manpower on his payroll on the day of filing the Expression of Interest. The Service Providers with captive manpower less than this number will be rejected.

9. The period of contract will be for Three **years** extendable one year with a built-in scheme for review of the performance at the end of each year. TSTDC will not entertain any request for revision of rates in the first 3 (three) years of the contract period. Revision of Minimum wages of manpower will be applicable as per rule of Govt. of Telangana, Minimum Wages Act, and Department of Labour & Employment.
10. TSTDC reserves the right to terminate the contract by serving one month's notice, in writing if the services of the Agency are not found satisfactory. The Agency may also ask for the same by giving three months notice but he has to provide the Garden Maintenance Service facility till the next agency is engaged as stop gap arrangement.
11. The persons to be deployed by the Agency should be properly trained, have requisite experience and skills for carrying out a wide variety of Garden Maintenance work using appropriate materials and tools/equipment's.
12. The Agency should ensure the Health and safety measures of the employees.
13. The Agency will be responsible for supply /installation /refilling /maintenance of all consumables, items and equipment's used in all areas of the Hotel's Campus for Gardening, as given in "Annexure"
14. The Agency must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract and necessary action under Indian Penal Code also.
15. The Agency at all times should indemnify ESIC against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employer's Liability Act 1938, the Workmen Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961, Payment of Bonus Act, 1965 or any other law relating thereto and rules made there under from time to time. TSTDC will not own any responsibility in this regard. **The Agency should comply with all the labour laws in force.**
16. Under any circumstances whatsoever, the manpower deployed shall be paid wages not below the Minimum wages set by Govt. of Telangana. The rate will be revised solely based on the revision of minimum wages as notified by Govt. of Telangana from time to time.
17. In the event of injury, illness or accidents to any worker, TSTDC will not be liable to pay any compensation. The insurance cover shall include the liability under the Workmen Compensation Act.
18. The agency shall in no case pay its employee less than the minimum mandatory rates per day in accordance with the Minimum wages fixed by Government of Telangana and a record of that should be kept in a register, which may be made available for examination to TSTDC as and when demanded.
19. The workers employed by the Agency shall be his sole employees and TSTDC Ltd., shall not have any relation whatsoever with employees of the Agency. He will be fully responsible for their acts, conduct and any other liability.
20. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Agency will be liable to be forfeited by TSTDC Ltd besides annulment of the contract.
21. Once the Garden Maintenance staff is allotted an area of work he or she will be under supervision of the Unit Manager his authorised representatives and in addition to the instructions issued by the agency side they have to follow all instructions and orders given by the Unit Manager/ authorised officials. These instructions should be considered as the scope of work. Preferably for Supervisory staff should be trained and experienced from 3 Star & above/3Top MNC Companies, should possess Diploma/ Degree in Horticulture from reputed institute.

22. The Agency shall:-

- a) Provide all items and consumables to the **Garden Maintenance staff as per Annexure.**
- b) Ensure that their managers /supervisors are equipped with mobile phones and are available round the clock.
- c) Only deploy the work force that is on his payroll.
- d) Provide Waste (Non-Biomedical) management Services including all equipment, containers, trolleys etc.
- e) Arrange for a garbage disposal vehicle and other equipment's required for segregation and disposal of waste in a professional manner.
- f) Plan, manage and collect, mechanically screen and segregate dry and wet garbage in the earmarked area, efficiently transport and dispose the garbage in the disposal area. The work should be carried out in an eco-friendly manner. The Agency will arrange for required resources, including manpower, machinery, disposables etc which is used by the staff.
- g) Ensure that the garbage collection / disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves etc. Shall be provided by the Agency to the staff.

## **22. Details of Nature and Scope of work**

1. The services to be provided under the contract are as shown below.
  - (A) **Garden Maintenance: daily watering, Plantation, Cleaning, trimming, pruning, removal weeds, grass cutting, manures and pesticides application etc.**
  - (B) Failure to execute with adequate man power, materials and punctuality in timings will attract penalty in monthly payments ranging from 10% - 25% may be levied by the Unit Manager (10%) more than 10% -25% DVM or GM, as the case may be for not maintaining service level standards.
2. The Agency should provide adequate manpower for maintenance of Garden.

### **ANNEXURE**

#### **THE SCOPE OF WORK FOR MAINTENANCE OF GARDEN & LANDSCAPING AT HARITHA HOTELS**

The Garden Maintenance details/specification are as follows.

1. Maintenance of developed lawns i.e removal of weeding, daily watering, cleaning, applying pesticides and manure, operating lawn mover regularly as and when required.
2. Maintenance of flowerbeds, shrubs, Avenue trees, trimming, pruning, removal weeds and daily watering etc.
3. Maintenance of Garden/Lawns in undeveloped areas (future development) like Upcoming Garden work, Hedges, flower beds, Trees, on both sides of Main road, and in between buildings, in the premises of Haritha Hotel (S), main entrance gate area and other locations in and around, Haritha Hotel (S) premises.
4. Engaging labor for day to day maintenance, watering cleaning, trimming, operating lawn mover in lawns every fortnight, removal of weeds, applying fertilizers & pesticides, planting of new plants, trees, formation of flower beds.
5. Necessary water hose pipes, lawn mover etc, fertilizers & pesticides, and manure should be provided by the agency/ contractor, plants and saplings will be provided by TSTDC.
6. Fertilizers, Pesticides and manure preferably should be provided every 3months or as per the situation requires by the Agency/contractor.
7. The subletting of works is strictly prohibited. In the event if it is found that any portion of work is sublet, action will be taken against the contractor, by debarring him from participating in the Expression of Interests for the period as decided by the corporation. Award of the MD is final in this regard and bound by the Agency.

