



KERALA SHIPPING AND INLAND NAVIGATION CORPORATION LTD
(A Government of Kerala Undertaking)
61/1227, Udaya Nagar Road, Gandhi Nagar, Kochi - 682 020.
0484 2203614/2206232, Fax 2206848, www.ksinc.in, keralashipping@gmail.com

No.A-418/2018

Dated: 24.11.2018

TENDER FOR HOUSEKEEPING SERVICES

Sealed tenders are invited in two bid system for providing housekeeping services at KSINC Head Office, Gandhi Nagar and KSINC Ferry Terminal, Marine Drive, of the company. Tender forms and more details are available at the web site of the company www.ksinc.in. The bids shall accompany tender form cost of Rs.250.00 + GST 12% (non-refundable).

Completed tenders will be accepted till 10.12.2018, 03.00 PM. "Technical Bid" of the received tenders will be opened at 10.12.2018, 03.30 PM, in the presence of tenderers, if any at present.

**Kochi,
24.11.2018.**

**Sd/-
Chairman & Managing Director**

IMPORTANT DATA

Last date of submission of offers	:	10.12.2018 – 03.00 PM
Opening of Prequalification bid	:	10.12.2018 – 03.30 PM
EMD	:	Rs.10,000/- by Cash or DD

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TENDER FOR PROVIDING HOUSEKEEPING SERVICES AT KSINC

General Conditions on submission of Tender:

- a) Tenders are invited from experienced contractors for providing housekeeping service at KSINC Head Office, Gandhi Nagar and KSINC Ferry Terminal, Marine Drive, for a period of (two) years.
- b) The tenders are invited under two bid system:
 - Part – I – Technical Bid
 - Part – II – Price Bid
- c) The tenders shall be submitted in the prescribed format only. Tender documents are available from the web site www.ksinc.in of the company. The tender documents are available till 10.12.2018, 03.00 PM.
- d) **Technical Bid:** The part I shall be in a separate sealed cover and shall contain full address of the firm, details of the proprietors and officers, details of previous experience, license for providing house keeping arrangements, details of PF and ESI and GST registration, PAN Number etc, financial status along with supporting Documents / Testimonials etc., the EMD also shall be furnished along with the Part I of bid. The cover shall be super scribed with “**Tender for Housekeeping Services - Part A - Technical Bid**”. The tender documents except the price bid, duly signed in token of acceptance of the terms and conditions, shall be included in the pre-qualification bid.
- e) The “Technical Bid” shall include the following details:
 - 1) List of work already undertaken.
 - 2) Details of Firm/Parties/Proprietor.
 - 3) Number of workers and equipment’s in possession/used.
 - 4) Financial capacity of the firm.

- 5) Proof of ESI/PF registration, Pan Card.
 - 6) Performance certificate from previous clients.
 - 7) GST Registration Certificate.
 - 8) Earnest Money Deposit.
 - 9) Cost of Tender Document.
- f) **Price Bid:** The Price bid shall be submitted in the prescribed format attached at the end of this document, in a separate sealed cover super scribing "**Tender for Housekeeping Services - Part B – Price Bid**". Apart from the price bid, no other enclosures are allowed in the price bid cover.
- g) Rates shall be quoted only on the "price bid format" enclosed.
- h) **EMD:** An amount of Rs.10,000/- shall be remitted as EMD along with the pre-qualification bid. The EMD may be remitted by way of a DD from any scheduled bank payable at Ernakulam drawn in favour of "Kerala Shipping and Inland Navigation Corporation Ltd."
- i) Both the above two bids shall be put in a third cover and it shall be addressed to **The Chairman & Managing Director, Kerala Shipping and Inland Navigation Corporation Ltd., 61/1227, Udaya Nagar Road, Gandhi Nagar, Kochi – 682 020.**
- j) Last date for submission of the sealed tender is 10.12.2018 at 03.00 PM. Tenders received after this time will not be accepted for any reason.
- k) Part-A "Technical Bid" of the received tenders will be opened at 03.30 PM, on the same day in the presence of the tenderers, if any.
- l) The Price Bid "Part-B" of those who qualify in pre-qualification stage will be opened at a later date, which will be informed to the parties separately.
- m) The contractor shall be able to commence the work within 7 days from the date of issue of contract.

- n) Earnest money of the successful bidder shall be converted as Security Deposit for the contract signed. EMD of the unsuccessful tenders shall be refunded on finalization of the tender.
- o) A sum of Rs.50,000/- (Rupees Fifty thousand only) shall have to be deposited by the winning contractor towards Security Deposit. The EMD of the successful bidder will be adjusted towards the Security Deposit. Balance to be remitted before awarding the work. Security Deposit shall not carry interest.
- p) An agreement must be executed within 5 days from issue of work order and remittance of security deposit.
- q) KSINC Reserves the right to award the work at both sites to single party or different parties.
- r) KSINC reserves the right to reject any or all quotation at their sole discretion without assigning any reasons whatsoever.

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TERMS AND CONDITIONS OF THE CONTRACT FOR PROVIDING HOUSE KEEPING SERVICES AT KSINC HEAD OFFICE & KFT PREMISES

I. Scope of work

Head Office Building

- | | | |
|--|---|-------------|
| 1. Dry and Wet mopping with disinfectant | - | Daily |
| 2. Cleaning of toilets with disinfectant | - | Daily |
| 3. Mopping of courtyard & surroundings | - | Daily |
| 5. Garbage collection and removal | - | Daily |
| 6. Keeping bathroom fresheners to avoid foul smell | - | Weekly |
| 7. Cleaning of computers/telephones | - | Weekly |
| 8. Cleaning of windows/partitions/doors | - | Fortnightly |
| 9. Cleaning of fans/light and fittings | - | Fortnightly |
| 10. Cleaning of ceiling, sunshades, courtyards | - | Monthly |

In side Office 10,000 sq.ft. (Approx.)
Office Yard 25 cents (Approx.)

KSINC Ferry Terminal, Marine Drive

- | | | |
|--|---|-------------|
| 1. Dry and Wet mopping with disinfectant | - | Daily |
| 2. Cleaning of toilets with disinfectant | - | Daily |
| 3. Cleaning of toilets inside the tourist boats | - | Daily |
| 4. Mopping of walkway, office surroundings & jetty | - | Daily |
| 5. Garbage collection and removal | - | Daily |
| 6. Keeping bathroom fresheners to avoid foul smell | - | Weekly |
| 7. Cleaning of glasses/windows/partitions/doors | - | Fortnightly |
| 8. Cleaning of fans/lights and fittings | - | Fortnightly |
| 9. Cleaning of ceiling, sunshades, courtyards | - | Monthly |

Inside Office	- 2217 sq.ft (Approx.)
Office outside	- 837 sq.ft (Approx.)
Walkway + front	- 3196 sq.ft (Approx.)
Jetty	- 1614 sq.ft (Approx.)
1 st floor / terrace	- 2571 sq.ft (Approx.)

II. Special Conditions

- a) It shall be the responsibility of the contractor to supply the necessary cleaning equipment's and quality consumables as and when required for the cleaning works.
- b) Office will be opened at 08.00 a.m., mopping and garbage collection shall be made before 09.30 a.m. Other works shall be carried out without affecting the function of office on holidays/before/after office hours.
- c) Contractor / firm may decide upon the number of employees to be engaged for the timely completion of work. Minimum one person shall be made available during the working hours 08.00 a.m. to 04.00 p.m., at both places.
- d) Employees shall be in Uniform preferably with name plates.
- e) No accommodation will be provided by the company.
- f) Employees must be trustworthy persons as the whole office will be open to them.
- g) The contractor shall ensure compliance with the Contract Labour (R/A) Act, Workmen Compensation Act, ESI Act, PF Scheme, Minimum Wages Act, Industrial Dispute Act, Employees Liability Act including any modification there under from time to time and if on account of violation of any of these laws, by the contractor, if the Company incurs any expenditure, the contractor shall be liable to reimburse the same.
- h) The employees posted by the agency shall be covered by the PF and ESI Acts. The proof of their coverage and details of monthly remittance of the PF contribution along with wage register shall be submitted by the agency every month along with the bill. *Bill will be processed only after providing the proof of remittance of the PF / ESI of employees engaged supported by wage register.*
- i) By signing the tender documents in acceptance to the terms & conditions, contractor / individual agrees that they have visited the premises in personnel and are fully aware of the scope of work mentioned in clause (I & II) of Terms & Conditions of Contract. No disputes on the scope of work, will be entrained later on.

j) Penalty Clause:

- a) If the contractor / firm fails to perform any of the works mentioned in the scope of work, 25% of the monthly bill amount will be deducted towards non fulfilment of the contract obligation.
 - b) An amount of Rs.1,000/- per day will be deducted for uninformed absence and lack of making substitute arrangement.
 - c) If the works are not carried out to the satisfaction of the officer in-charge, deduction shall be made without any upper limit and discretion of the Company.
- k) Termination clause: If the works are found to be not satisfactory even after issue of written intimation, Company reserves the right to cancel the contract at any point of time and the security deposit along with any other amount due from the Company shall be forfeited towards the loss incurred to the Company due to contract cancellation. The work will be entrusted to any other firm at the "risk & cost" of the defaulting contractor / firm.



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TECHNICAL BID

(To be filled and attached with the Part A - technical bid)

1	Name of the firm	
2	Constitution	Individual / Partnership / Company
3	Address for communication	
4	Phone Numbers	
5	Contact person with mobile No.	
6	Registration No. of the firm and date of Registration.	
7	PF Registration No. and Date (enclose copy of last 3 months ECR statement, chalan)	
8	ESI Registration No. and Date (enclose copy of last 3 months contract-wise account statement and chalan copy)	
9	PAN No.	

10	GST No.	
11	Number of active contracts in hand as on date (Details to be attached separately).	
12	Turn over in the last three years	2017 - 18 : 2016 - 17 : 2015 - 16 :
13	Details of EMD furnished	

(Add separate sheets wherever necessary).

I/We hereby agree to undertake the work of providing housekeeping service at Head Office of KSINC as per the terms and conditions stated herein and at the rates specified in the price bid.

Place:

Date:

Signature:

Name:



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PRICE BID

I. KSINC Head Office, Gandhi Nagar

Rs.....per month
(Rupees.....)

II. KSINC Ferry Terminal, Marine Drive

Rs.....per month
(Rupees.....)

I hereby agreed to undertake the contract for providing housekeeping services as per the terms & conditions and scope of works notified in the Tender No. A-418/2018 dated 24.11.2018 (inclusive of labour wages, cost of consumables and equipment's etc., complete required for the work), for the rates quoted above inclusive of all taxes and levies.

Date:

Signature of the Tenderer

Name & Address :