



## 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](http://www.ksinc.in), [keralashipping@gmail.com](mailto:keralashipping@gmail.com)

No.A-418/2021

Dated : 05.01.2021

### **TENDERS FOR HOUSEKEEPING SERVICES**

Sealed tenders are invited in two bid system for providing housekeeping services at KSINC Head Office 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](http://www.ksinc.in) . The bids shall accompany tender form cost of Rs.500.00 + GST 12% (non-refundable).

Completed tenders will be accepted till 03.00 PM on 20.01.2021. "Technical Bid "of the received tenders will be opened at 03.30 Pm on the same day in the presence of tenderers, if any at present.

**Kochi,**

**05.01.2021.**

**Sd/-**

**Managing Director**

### **IMPORTANT DATA**

Last date of submission of offers	:	20.01.2021– 03.00 PM
Opening of Prequalification bid	:	20.01.2021– 03.30 PM
EMD	:	Rs.10,000/- by Cash or DD

*Signature of Tenderer*

No.A-418/2021

Dated : 05.01.2021

**TENDER FOR PROVIDING HOUSEKEEPING SERVICES AT KSINC**

**I. General Conditions on submission of Tender:**

- a) Tenders are invited from qualified and experienced contractors for providing housekeeping services at KSINC Head Office at Gandhi nagar and Ferry Terminal of the company at 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](http://www.ksinc.in) of the company. The tender documents are available till **20.01.2021**, 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, ESI, GST registration, IT 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.

*Signature of Tenderer*

4. Details of Financial position of the firm.
  5. Proof of ESI/PF registration, PAN Card.
  6. Performance certificate from previous clients.
  7. GST registration Certificate.
  8. Details of EMD remitted.
  9. Details of Tender form cost.
- f) **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.
- g) **Price Bid:** The Price bid shall be submitted in the prescribed form attached at the end of this document, in a separate sealed cover superscribing **"Tender for Housekeeping Services - Part B – Price Bid"**.
- h) Rate shall be quoted only on the "Price Bid format" enclosed. Apart from the price bid no other enclosures are allowed in the price bid cover.
- i) Both the above two bids shall be put in a third cover and it shall be addressed to **The Managing Director, Kerala Shipping and Inland Navigation Corporation Ltd., 61/1227, Udaya Nagar Road, Gandhi Nagar, Kochi – 20.**
- j) Last date for submission of the tender is 20.01.2021 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 Bids, "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) KSINC reserves the right to reject any or all quotation at their sole discretion without assigning any reasons whatsoever.

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- n) The contractor shall be able to commence the work within 7 days from the date of issue of work order.
- o) 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.
- p) A sum of Rs.50,000/- (Rupees Fifty thousand only) shall have to be deposited by the selected firm / 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.
- q) An agreement must be executed within five days from issue of work order and remittance of security deposit.
- r) KSINC reserves the right to award the work at both sites to single party or different parties.
- s) Generally the contract is for two years. However it may extended for a further period of one year on mutually agreed terms.



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### **TERMS AND CONDITIONS OF THE CONTRACT FOR PROVIDING HOUSEKEEPING SERVICES AT HEAD OFFICE AND KFT PREMISES**

#### I. Scope of works

##### **Head Office Building**

- |  |               |
|--|---------------|
| 1. Dry and Wet mopping with disinfectant                           | - Daily       |
| 2. Cleaning of toilets with disinfectant                           | - Daily       |
| 3. Mopping of courtyard  | - Daily       |
| 4. Garbage collection and removal                                  | - Daily       |
| 5. Cleaning of windows/partitions/doors                            | - Weekly      |
| 6. Refilling of bathroom fresheners to avoid foul smell            | - Weekly      |
| 7. Cleaning of computers/telephones                                | - Weekly      |
| 8. Cleaning of windows/partitions/doors                            | - Weekly      |
| 9. Cleaning of fans/light and fittings                             | - Fortnightly |
| 10. Cleaning of ceiling, sunshades, courtyards                     | - Monthly     |
| 11. Removing grass & shrubs growing on compound and compound walls | - Monthly     |
| 12. Vacuum cleaning of A/Cs, Carpets and other items required      | - Fortnightly |

In side Office 10,000 sq.ft. (Approx.) in 4 floors.  
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       |
| 5. Cleaning of windows/partitions/doors                      | - Weekly      |
| 6. Refilling of bathroom fresheners to avoid foul smell      | - Weekly      |
| 7. Cleaning of fans/light and fittings                       | - Fortnightly |
| 8. Vacuum cleaning of A/Cs, Carpets and other items required | - Fortnightly |
| 9. Cleaning of ceiling, sunshades, courtyards                | - Monthly     |

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In side Office	-	2217 sq.ft. (Approx.)
Office outside	-	837 sq.ft. (Approx.)
Walkway + Front	-	3196 sq.ft. (Approx.)
Jetty	-	1614 sq.ft. (Approx.)
1 <sup>st</sup> floor / terrace	-	2217 sq.ft. (Approx.)

**Special Conditions**

- A. It shall be the responsibility of the contractor to supply the necessary cleaning equipments and quality consumable items as and when required for cleaning work.
- 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. This is not a contract for supply of Labour. Therefore the Contractor may decide upon the number of employees to be engaged for the timely completion of work. However minimum one person shall be made available during the working hours (08.00Am to 04.00Pm) 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 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 Wage Act, Industrial Dispute Act, Employees Liability Act including any modification there under from time to time and if on account of violation of any 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 bills. Monthly bill will be processed only after providing the proof of remittance of the PF/ESI of employees engaged supported by wage register.

*Signature of Tenderer*

- I. By signing the tender document 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 the Contract. No disputes on the scope of work, will be entertained later on.
- J. Employees engaged must be sincere and polite.
- K. An agreement must be executed before undertaking the work.
- L. Jurisdiction for any dispute arising out of consequent to this tender or the work order will be the courts in Ernakulam.
- M. Penalty Clause:
  - 1. 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.
  - 2. An amount of Rs.1000/- per day will be deducted for uninformed absence and lack of making substitute arrangement.
  - 3. 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.
- N. Termination Clause: If the words 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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**TENDER FOR PROVIDING HOUSEKEEPING SERVICES**  
**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 three months ECR statement, chalan)	
8	ESI Registration No. and Date (enclose copy of last three months contract wise account statement, chalan copy)	
9	PAN No.	

*Signature of Tenderer*



10	GST No.	
11	Number of active contracts in hands as on date (details to be attached separately).	
12	Total number of employees on the roll	
13	Out of the above how many are covered under PF and ESI	
14	Turn over in the last three years	2019 - 20 : 2018 - 19 : 2017 - 18 :
15	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: .....

*Signature of Tenderer*



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**TENDER FOR PROVIDING HOUSE KEEPING SERVICES**

**PRICE BID**

( The rates quoted below shall be for the service for the entire unit, including cost of materials, not for per person)

**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 office cleaning at KSINC Head Office premises as per the terms and conditions notified in the Tender Notice No. A-418/2021 dated 05.01.2021, (inclusive of labour wages, cost of consumables and equipments etc., complete required for the work) for the rates quoted above inclusive of all taxes and levies.

Place:

Date:

Signature of the Tenderer

Name & Address :

*Signature of Tenderer*