



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

## **TENDERS FOR HOUSEKEEPING SERVICES**

Sealed tenders are invited in two bid system for providing house keeping services at Head Office 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.250.00 + GST 12% (non-refundable).

Completed tenders will be accepted till 03.00 PM on 27.11.2017. Part A of the received tenders will be opened at 03.30 PM same day in the presence of tenderers, if any at present.

**Kochi,  
10.11.2017.**

**Sd/-  
Chairman & Managing Director**

### **IMPORTANT DATA**

Last date of submission of offers	:	27.11.2017– 03.00 PM
Opening of Prequalification bid	:	27.11.2017– 03.30 PM
EMD	:	Rs.10,000/- by Cash or DD

*Signature of Tenderer*

No.A-418/2017

Dated : 10.11.2017

**TENDER FOR PROVIDING HOUSEKEEPING SERVICES AT KSINC**

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

a) The tenders are invited under two bid system:

Part – I – Pre – Qualification Bid

Part – II – Price Bid

b) The tenders shall be submitted in the prescribed form. Tender documents are available from the web site [www.ksinc.in](http://www.ksinc.in) of the company. The tender documents are available till 27.11.2017, 03.00 PM.

c) **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, 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 superscribed 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.

d) **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.

e) **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**".

*Signature of Tenderer*

- f) Apart from the price bid no other enclosures are allowed in the price bid cover.
- g) 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.**
- h) Last date for submission of the tender is 27.11.2017 at 03.00 hrs. Tenders received after this time will not be accepted for any reason.
- i) Pre-qualification bid of the received tenders will be opened at 03.30 hrs. on the same day in the presence of the tenderers, if any.
- j) The Price Bids of those who qualify in Pre-Qualification stage will be opened at a later date, which will be informed to the parties separately.
- k) KSINC reserves the right to reject any or all quotation at their sole discretion without assigning any reasons whatsoever.
- l) 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.
- m) 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

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*Signature of Tenderer*

**TERMS AND CONDITIONS OF THE CONTRACT FOR PROVIDING OFFICE  
CLEANING ARRANGEMENT AT HEAD OFFICE 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. Cleaning of computers/telephones                          | - | Weekly      |
| 7. Cleaning of fans/light and fittings                       | - | Fortnightly |
| 8. Vacuum cleaning of A/Cs, Carpets and other items required | - | Monthly     |
| 9. Cleaning of ceiling, sunshades, courtyards                | - | Monthly     |

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

**General Conditions**

- A. Tenders are invited from experienced contractors for providing office cleaning work arrangement at KSINC Head Office for a period of (two) years. KSINC reserves the right to reject any of or all quotations at their discretion without assigning any reason whatsoever.
- B. The quotation shall include the following details:
- 1) List of work already undertaken
  - 2) Details of Firm/Parties/Proprietor
  - 3) No. of workers and equipments 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
- C. Rates shall be quoted on the price bid enclosed.
- D. Your quotation must be in sealed cover and should reach the address mentioned above on or before 03.00 hrs. on 27.11.2017.
- E. The contractor shall undertake to start the work within 7 days from the date of issue of contract.

*Signature of Tenderer*

- F. It shall be the responsibility of the contractor to supply the necessary cleaning equipments and quality consumable items required to keep the office premises and its surroundings neat and tidy.
- G. Mopping and garbage collection shall be made before 09.30 a.m. office will be opened at 08.00 a.m. Other works shall be carried out without affecting the function of office on holidays/before/after office hours.
- H. Employees shall be in Uniform preferably with name plates.
- I. Minimum 2 workers should be engaged daily for the timely completion of cleaning.
- J. No accommodation will be provided by the company.
- K. Payments for the service shall be made monthly within 7 days of receipt of bill.
- L. Employees must be trustworthy persons as the whole office will be open to them.
- M. An agreement must be executed before undertaking the work.
- N. 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 re-imburse the same.
- O. 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.

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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	
8	ESI Registration No. and Date	
9	PAN No.	
10	GST No.	
11	Number of active contracts in hand as on date (details to be attached separately).	

*Signature of Tenderer*

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	2016 - 17 : 2015 - 16 : 2014 - 15 :
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**

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-418/2017 dated 10.11.2017, for the amount stated below inclusive of all taxes and levies.

Rs ..... per month.

(Rupees .....)

Date :

Signature of the Tenderer

Name & Address :

*Signature of Tenderer*



*Signature of Tenderer*

