

Kerala Transport Development Finance Corporation

6th Floor, “Trans Towers”, Vazhuthacaud, Thiruvananthapuram

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Tender No. KTDFC/BOT/TT/03/2012

Dated 09.08.2012

Tender Document for Contract of House Keeping

Tender Documents issued to :

Tender Documents issued on :

Last Date and Time for the submission of Tender : 25.08.2012 (3.00 pm)

Date and Time of Opening of Tender : 25.08.2012 (3.30 pm)

EMD – Deposited :

Issued by : Chief Engineer (BOT Projects)

TENDER FORM

1. Name of Firm :
2. Address :

3. E-mail address :
4. Fax number :
5. Name of contact person with
Mobile Phone No. :
6. Address with Telephone No. :

7. Details of experience :
 - 1.
 - 2.
 - 3.
 - 4.
8. Quote (Monthly) including service tax :
9. Quote (Annually) including service tax :

I/We hereby agree to undertake the Annual Maintenance Contract for the Housekeeping of “Trans Towers” Building and surroundings at the rate quoted and valid for 3 years from the date of award of Contract.

* The amount quoted should be stable for the three years.

Date:

Signature :

Name of the Bidder :

Tender Notice

Invitation

Sealed competitive tenders are invited from licensed Firm / Contractors to undertake the House Keeping Arrangements in Trans Towers Building, Vazhuthacaud, Thiruvananthapuram. An **EMD of ₹. 5000/-** (Rupees Five Thousand only) in the form of Demand draft in favour of Managing Director, KTDFC payable at Thiruvananthapuram in a separate sealed cover along with the Tender documents shall be submitted to the Chief Engineer (BOT Projects). Tenders without EMD will be summarily rejected. The tender form may be obtained from the Office of the undersigned during office hours or may be downloaded from the website www.ktdfc.kerala.gov.in

The last date and time for receipt of tender is **25.08.2012 at 3.00 pm**. The tender will be opened on **3.30 pm on 25.08.2012**. The lowest offer will be accepted and the accepted bidder shall execute an agreement with the Chief Engineer (BOT Projects) of the Company within two days on receipt of the order of confirmation of the acceptance of the bid. The period of contract will be for a period of six months which may be extended up to three years if their work is found to be satisfactory by the concerned authorities.

House Keeping

Daily cleaning of all common areas in and around Trans Towers Building, including supply of cleaning materials and equipments. The Contractor should undertake all the cleaning works to the satisfaction of KTDFC including the supply of cleaning materials and equipments as per requirement and directions from time to time. The cleaning works should be judged against the following indicators of cleanliness.

- a. Absence of foul smell in toilets, common space etc.
- b. Absence of debris, waste papers, decaying substances etc. at all places.
- c. Clean faces of glasses, table tops, and dust free windows and floors.
- d. Total absence of rats, snakes, cockroaches, lizards, mosquitoes, bugs, in the premises including carcasses of the above mentioned.
- e. Glittering appearance of floors, common lobes, inside of lift car etc.

SCOPE OF WORK

A. General

1. Daily cleaning of the said building "TRANS TOWERS" including the parking area and its surrounding yard and all common open spaces, all common areas in all levels including mopping of the floors etc. according to the site requirements.
2. Daily Three (3) times minimum cleaning of all bath rooms, toilets in all floors, common toilets and the toilets of KTDFC, Head Office (Level 8), Board Room (Level 9), Conference Hall and its common area.
3. Daily cleaning of office area, in Level (2), KTDFC Branch, Level (8) KTDFC Head office, Level (9), and (10) Board Room, Conference Hall etc. to be done.
4. Monthly cleaning of polycarbonate roof in front of Trans Towers building and of the whole building by using required equipments and tools.
5. Daily three (3) times cleaning and mopping of the main common entry to the building including the podium lift wall, stair wall etc.
6. Daily cleaning of all windows, ventilators and glass doors, handrails, access control systems etc.
7. Cleaning of walls, all work stations etc with vacuum cleaner and applying perfumes etc as per the special conditions of the contract.

8. Cleaning of the following areas: Independent office toilet for Level 8 of KTDFC and for Conference Hall, Board Room etc. and area of toilet covered in each level are separately noted as:

- a. Level 3 & 4 – Transport Department (optional) is 15m².
- b. Level 8 of KTDFC office is 6m².
- c. Other place like Conference Hall etc is 2.30m²
- d. Cleaning of Pay and Use toilet area is approximately 22m².

B. Details of Work to be Attended

1. Sweeping the entire common area including the cellar floor, lower ground floor, ground and other open area of the building and surroundings.
2. Wet mopping of the entire finished floors in the common utility area including the common area of the lift well, staircase, emergency stair well including roof and light well area.
3. Wet mopping of the office areas in Level - 8 of KTDFC Office, Conference Hall, Board Rooms etc in level-9, Cleaning of carpeted floor, curtains in the said levels with vacuum cleaner.
4. Collection of all disposable garbage waste papers from the dust bins and deposit the same in the garbage area.
5. Cleaning of the glasses of doors, windows, and ventilators including all work stations of the above office area, cleaning of flower vases, intercoms, telephones & other equipments in the common area.
6. Cleaning the name boards, display boards, notice board, granite steps, fire equipments, boxes etc at all levels at regular intervals.
7. Cleaning, dusting of murals, paintings, sculptures in the common area. Cleaning of all vitrified, granite and ceramic tiles of the common areas on the whole building and the office areas of the above mentioned levels.
8. Cleaning and perfuming all toilets, wash basins, urinals at regular intervals in any case not less than 3 times daily with detergents. This includes keeping air freshers, liquid-soap, naphthalene balls, etc in urinals and toilets.
9. Wash all waste bins with boiling hot water daily.
10. Scrub the wall tiles with sponge.
11. Maintain dust free carpets and shampoo the same on regular intervals.
12. Minor plumbing works like removal and repairs of leaking taps, pipes etc to be attended by the Contractor.
13. Cleaning of the electrical fittings of the common area.
14. Removal of all stains from the toilet floors, urinal walls, and other porcelain fittings in all the toilets and bathrooms.
15. Cleaning the drains, rain water drain, manholes using bleaching powder solution to keep them free from cockroaches and insects.
16. Periodical acid cleaning of toilets and buffing of vitrified floors.
17. Periodic machine scrubbing of floors if required shall be attended by the contractor.

18. Supply of all cleaning materials and consumables for the cleaning purpose.
19. Arranging the display of notices and other information materials in the proper places.
20. Operation and Maintenance of Bio-gas Plant of Trans Towers and the responsibility for removing the waste from Trans Towers premises is vested with the contractor without additional charge.
21. Such other connected and additional work as directed by the Chief Engineer (BOT-P), KTDFC.

TERMS AND CONDITIONS

1. The Contractor shall deploy sufficiently required personnel (**6 workers and 1 supervisor**) on all working days from **7.00 am to 3.00 pm** for the execution of the said work. There shall be close supervision for the works carried out.
2. Salwar and coat is the prescribed dress code of the female workers.
3. The cleaning work should be carried out on all working days. On sundays and holidays the cleaning work need be carried out in the general premises and working offices.
4. One leave is allowed to workers monthly. If more than one leave is taken by a staff the proportionate amount will be deducted from the contract amount.
5. The person so deployed shall be medically and physically fit to perform the cleaning service and the Contractor shall produce a Fitness Certificate to this effect from the Medical Officer duly authorized by the Company.
6. The person so engaged by the Contractor shall regularly execute the cleaning service as per the directions given by authorized Officers of the Company from time to time.
7. The Contractor shall take instructions regarding cleaning services from Engineer in-charge of House Keeping of the building “Trans Towers”.
8. The Contractor shall pay the wages and other statutory benefits of the persons employed by him and the Company shall not be responsible or liable in any manner for any payment to the persons employed by the Contractor.
9. The Contractor shall ensure good conduct, decent behaviors, cleanliness etc by the persons employed by him.
10. The Contractor shall ensure that the persons employed by him are covered under the various status like ESI, EPF Acts and such other Rules and Regulations as may be applicable and shall accordingly make monthly contributions directly to the authorities for the salary of the persons employed by him. The contractor shall submit receipts of the remittances of the above mentioned contributions to the Company in every quarter year. If it be found that the Contractor has committed default or negligence in making prompt payments of the statutory contributions, taxes etc. company will be entitled to deduct the

same from any amounts that may be payable to the Contractor and to remit the same directly to the authorities concerned.

If the company sustain any losses, damages, etc. due to the default or negligence of the Contractor in making prompt payments of the statutory contributions, taxes, etc. company will also be entitled to recover the same along with applicable interest from the movable and immovable assets of the Contractor by taking appropriate legal actions including actions as per the provisions of the Kerala Revenue Recovery Act, 1968.

10. (a) It shall be absolutely be the duty of the Contractor to ensure that the persons employed by him are doing their work with proper safety measures, which are to be provided by the Contractor.

10. (b) It shall be the duty of the Contractor to ensure that the persons employed by him are not under the influence of drink or drugs at the time of work and to ensure that the persons employed by him are obeying the orders given to them for the purpose of securing their safety.

11. If the conduct, medical condition or cleanliness of any of the persons employed by the Contractor is found unsatisfactory, the Contractor shall replace 'such person' forthwith and all dues forward to the persons so replaced shall be paid immediately by the Contractor and he shall forward a copy of such settlement to the Company as proof.
12. It shall be the responsibility of the Contractor to personally supervise the Cleaning Service and to keep under the safe custody of the cleaning materials / equipments etc required for the execution of the said work.
13. All the materials and equipments used for cleaning mentioned in the tender documents, shall be produced at site and be approved by the Company or its authorized personnel.
14. The Contractor and his personnel shall strictly comply with the rules and regulations laid down by the Company with regard to entry and exit. The Contractor shall ensure that the persons engaged shall confine their activities strictly to the areas specified by the Company.
15. The Contractor shall be responsible for maintaining registers and records prescribed by the Company in connection with the execution of the Cleaning Service.
16. The Contractor shall also be responsible for the maintenance of the muster roll, wage register etc of the persons employed by him and shall produce the same to the Company as and when called for.
17. The Contractor shall provide the cleaning materials, consumables and equipments required for the execution of the said work.
18. The Company shall pay to the Contractor the quoted amount plus service tax per month

for execution of the said work including all taxes applicable then and there. Payment shall be made by crossed A/C payee cheque once in a month preferably before 5th of every succeeding month on production of bill with satisfactory certificate from the Engineer in-charge of House Keeping. No additional payment will be given for the cleaning work other than the amount mentioned above.

19. This contract shall be valid for a period of 3 years from the date of commencement of the work, which will be informed by the Company in due course and can be renewed by mutual agreement.
20. This contract can be terminated with one month's notice from either side.
21. Only the Courts in Thiruvananthapuram will have the jurisdiction to settle the dispute arising out of this Contract.

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