

# CENTRE FOR DEVELOPMENT STUDIES

Prasanth Nagar, Ulloor, Thiruvananthapuram  
PHONE- 0471 2774255, 2774200

## TENDER NOTICE FOR HOUSKEEPING/CLEANING SERVICES

CENTRE FOR DEVELOPMENT STUDIES (CDS), Thiruvananthapuram, invites Tenders under Two bid systems from interested, reputed and eligible firms for providing cleaning / Housekeeping services for CDS, Thiruvananthapuram as per the terms and conditions mentioned in the Tender Document for a period of one year from **01.08.2026 to 31.07.2027**.

The requirements are as follows:

|  |       |   |
|--|-------|---|
| <b>Tender Inviting Authority</b>   | :     | CDS Thiruvananthapuram                        |
| <b>Tender Notification Reference</b>   | :     | CDS/02/2026-27                                |
| <b>Contact Person</b>  | :     | Director, CDS                                 |
|  | Tel : | 0471-2774200/255                              |
| <b>Earnest Money Deposit (EMD) Payable</b>                                   | :     | EMD of ₹ 40000/- (Rupees Forty Thousand Only) |
| <b>Last date &amp; time for Submission of Bids (Technical and Financial)</b> | :     | Up to 5PM on 21/07/2025                       |
| <b>Opening of Pre-Qualification cum Technical Bids</b>                       | :     | 22/07/2026 at 10AM                            |
| <b>Opening of Financial bid</b>  | :     | 22/07/2026 at 10.30AM                         |
| <b>Place of Opening the Tenders</b>  | :     | Estate & Engineering Section CDS              |
| <b>Validity of Tenders</b>   | :     | 180 days from the date of opening of tenders. |

**Two bid processes (Technical and financial ) this two bid should be submitted in separate envelopes. Thereafter, both the bid envelope may be placed in a third sealed cover super scribed with "Tender for Houskeeping/Cleaning Services addressed to Registrar, Centre for Development Studies, Prasanth Nagar, Ulloor. Thiruvananthapuram 695011.**

Any addendum/corrigendum to this tender will be displayed only on CDS website. Tender documents can be downloaded from the CDS website [www.cds.edu](http://www.cds.edu)

## **NAME OF WORK - HOUSKEEPING/CLEANING SERVICES (Daily Cleaning of CDS Buildings and Campus)**

### **DESCRIPTION OF WORK**

- (a) Sweeping, swabbing and wiping with water and lemon–grass oil(**pul thailam**), the entire mosaic/wooden floor area of the **PANIKAR** building (three floors),**K.N.RAJ** Library and Reading rooms, Counter area and the Library Offices, Library New Block, **RAJ** Block, **TEACHING** block, **GULATI, KRISHNAN , JOAN ROBINSON HALL , BAKER AUDITORIUM** , Shamiyana , KALDOR, Guest House, all class rooms etc. on all working days.
- (b) Cleaning all toilets and sanitary installations with suitable detergent every day. Acid may be used if any stains are found in the toilet.
- (c) Dusting, cleaning and wiping of all furniture and fixtures i.e., tables, chairs, filing cabinets, almirahs, cupboards, fans etc. daily.
- (d) Dusting of all telephones, computers, printers etc. daily.
- (e) Cleaning corridors of hostels and Indoor badminton court (IBC) two days in a week with water and lemon –grass oil (pul thailam). The days shall be specified by the Estate and Engineering Section.
- (f) The entire courtyard and roads of campus should be swept daily.
- (g) All cleaning materials (standard materials) and equipment for the above work should be supplied by the contractor.
- (h) A maximum of **14 workers (preferably women)** shall be deployed for **general cleaning** work and that of hostels between **7:30 AM and 10:30 AM** on all working days. Out of these 14 workers: **Two workers** shall be assigned for cleaning the **Guest House** and its premises from **7:30 AM to 10:30 AM** on all working days, **including Saturdays**. **One worker** shall be assigned for the **collection and disposal of biodegradable and non-biodegradable waste** from all buildings within the campus, quarters, operation of the incinerator, and disposal of sanitary napkin waste generated in hostels and office buildings. **Four workers** shall be assigned for **dusting library books on alternate working days after 10:30 AM**.

Out of the above-mentioned 14 workers, **one worker (preferably a woman)** shall be deployed on a full-time basis from **8:00 AM to 5:00 PM** exclusively for **cleaning and maintenance** of toilets and office premises, including Saturdays. Further, **one worker** from among the above-mentioned 14 workers shall be deployed on a **full-time basis from 8:30 AM to 5:00 PM**, Monday to Friday, for attending office-related works.

In addition to the above, **two male workers (mandatory)**, shall be engaged on a **full-time basis** from **8:00 AM to 5:00 PM** for routine **cleaning and campus maintenance activities**. The two male workers, in addition to their routine cleaning duties, shall be responsible for campus maintenance activities, including casual labour work, **tree climbing, pruning, cutting and harvesting of Coconut, Mango, Jackfruit, Bread fruit, Tamarind**, and other estate maintenance functions as required.

In total, **16 workers** shall be deployed daily, comprising **14 female workers and 2 male workers**. Out of these, **3 workers** shall be engaged on a **full-time basis** during office hours.

The cleaning work shall normally be carried out between 7:30 AM and 10:30 AM on all working days. However, the timings may be changed on certain days depending on the requirements of the Centre.

The contractor shall appoint one Supervisor from among the deployed workers to supervise the cleaning work. The Supervisor shall be responsible for maintaining attendance, ensuring discipline among the workers and making sure that all assigned duties are carried out properly and on time.

- (i) If there are three or more continuous holidays, the staff deployed by the Agency/ Successful Bidders has to do the cleaning of campus roads and common areas on alternate days.
- (j) If required, additional workers shall be provided by the successful bidder for emergency/extra works for which extra payment will be made.
- (k) If any duty lapse is seen, the successful bidder should take immediate action against the concerned worker and replacement to be given immediately. If the successful bidder has not taken any action on the centre's intimation, the centre has the right to impose heavy fine on the agency and to terminate the contract without notice.
- (l) If the centre observes serious lapse in the work, the centre has the right to terminate the agreement within the contract period without notice.
- (m) The contract will initially be for a period of one year and may be extended, subject to the same terms and conditions, for a maximum total duration of three years. Any extension will be based on performance assessment, feedback and the quality of services provided during the previous year.

### **Terms and Conditions.**

1. The bidder should have a minimum work experience of 5 years in the specified field in educational institutions and should submit relevant attested copies of documents to prove the experience.
2. The Annual contract amount may be quoted for the total number of 16 workers mentioned above and for the cost of cleaning materials/equipments.
3. The total contract amount will include all the statutory payments such as PF, ESI, IT and GST if any. The Bidder has to remit the monthly PF and ESI payments to the concerned social security accounts of all the workers from the monthly contract amount received from the Centre. TDS as per rules will be effected from the monthly payments.
4. Employees State Insurance, Employees Provident Fund and such other statutory/social security coverage of the workers deputed for the above work shall be the responsibility of the Contractor.
5. The bidder should have valid PF, ESI, Income Tax Registration, GST Registration etc
6. The Bidder should have registered office in Thiruvananthapuram and GST registration in Kerala.
7. 2% increase /decrease in the requirement of staff as per this tender will be followed with in the contract.
8. No revision of rate will be permitted within the contract period
9. The persons deployed by the contractor should be properly trained, have requisite experience and skills for carrying out wide variety of Housekeeping work using appropriate materials and tools/equipment. The contractor should ensure the health and safety measures of the employees.
10. The successful bidder should submit the police verification certificate of their staff deployed at CDS.
11. The persons deputed for work shall wear the Agency's uniform and ID card.
12. The contractor shall not engage any sub-contractor or sublet any part of the contract work or transfer the work to any other person. The contractor shall be fully responsible for the satisfactory execution of all the works assigned as per the terms and conditions of the contract awarded to them. If found otherwise, the contract shall be liable to be cancelled at the cost and expense of the contractor.
13. The Agency /Contractor shall submit the bill of each month complete in all respect before 7th of next month. The salary to all the contractual employees engaged by the agency is to be disbursed through bank transactions only ie; ECS/NEFT/RTGS. The date of salary disbursement must be within the time period stipulated under contract labour laws. The Contractor shall pay the salary to the contractual employees on or before 7th of every month irrespective of the date of payment of the current bill by CDS. There must be no deviation whatsoever in this regard.
14. The previous month Employee- wise details of Salary, ESI, EPF etc. contribution is to be submitted to the office along with the next monthly bill.

15. Earnest Money of Rs. 40000/- (Rupees Forty Thousand Only) to be paid by the Bidders as **Demand Draft drawn in favour of “Director, Centre for Development Studies” Payable at Thiruvananthapuram.** The EMD in respect of the bidders who do not qualify the technical Bid/Financial Bid shall be returned to them without any interest within one month of issuing the contract to the successful bidder. The EMD is required to protect the purchaser against risk of Bidder’s conduct, which would warrant the forfeiture of security.
16. Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid EMD will be forfeited.
17. If the bidder fails to submit the Earnest Money Deposit (EMD) along with the Technical Bid, the bid shall be considered non-responsive and will be summarily rejected.
18. The EMD will be refunded to the unsuccessful bidders one week after the agreement is signed with the successful bidder
19. Those who have MSME certificate do not need to submit EMD. Copy of the MSME certificate should be attached
20. The successful bidder is required to furnish a Performance Bank Guarantee (PBG) as **Demand Draft drawn in favour of “Director, Centre for Development Studies” Payable at Thiruvananthapuram.** PBG will be 3% of the contract value. The Performance Guarantee shall be interest-free and will be refunded after the successful completion of the services without interest, subject to deduction of any applicable penalties or fines imposed.
21. The competent authority reserves all right to reject any tender including of those bidder who fail to comply with the instructions without assigning any reason and whatsoever and does not bind itself to accept the lowest or any specific tender. The decision regard shall be final and binding. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor’s quotation.
22. All differences and disputes arising out of or in connection with this contract shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Director, Centre for Development Studies whose decision shall be final and binding on both the parties
23. The bids shall be valid for a period of 180 days from the date of opening of the tenders
24. The decision of the Institute in all matters connected with the tender process shall be final and binding.
25. The tender will be evaluated in 2 stages i.e., Technical bid and financial bid.

26. Technical Bid: Copies of the documents are mandatory for technical evaluation. All documents are to be stamped and signed by the authorized representative of the bidder. Bids received without the same will be rejected.
27. The tender shall be awarded to the bidder who has quoted the lowest bid amount (L1), subject to meeting all eligibility and technical requirements.

# CENTRE FOR DEVELOPMENT STUDIES

ULLOOR, THIRUVANANTHAPURAM

PHONE- 0471 2774255, 2774200

## TECHNICAL BID

### Bidder Information Sheet

| Sl. No. | Particulars                                  | Details to be filled by Bidder |
|---------|--|--------------------------------|
| 1       | Name of the Agency/Firm                      |                                |
| 2       | Registered Address                           |                                |
| 3       | Correspondence Address                       |                                |
| 4       | Contact Person Name                          |                                |
| 5       | Mobile Number                                |                                |
| 6       | Email ID                                     |                                |
| 7       | PAN Number                                   |                                |
| 8       | GST Registration Number (if applicable)      |                                |
| 9       | Service Tax Registration No. (if applicable) |                                |
| 10      | Years of Experience in Similar Works         |                                |
| 11      | Details of EMD Submitted                     |                                |

### Checklist of Documents to be submitted (Technical Bid)

(Self-attested copies to be enclosed. Tick ✓ appropriately)

| Sl. No. | Document Required  | Enclosed (Yes/No) |
|---------|--|-------------------|
| 1       | Documentary evidence of work experience in similar works for the past five (5) years   |                   |
| 2       | Copy of PAN  |                   |
| 3       | Copy of Income Tax Return for the last (most recent) financial year  |                   |
| 4       | Copy of Service Tax Registration Certificate (if applicable)   |                   |
| 5       | Copy of GST Registration Certificate   |                   |
| 6       | Copy of latest GST remittance receipt  |                   |
| 7       | Non-Blacklisting Certificate in prescribed format  |                   |
| 8       | Earnest Money Deposit (EMD)  |                   |
| 9       | Copy of this Tender Document with each page duly signed and stamped by the authorized signatory of the agency in token of their acceptance |                   |

We hereby declare that the information furnished in this Technical Bid is true and correct to the best of our knowledge and belief.

Authorized Signatory

Name:

Designation: Name of Agency:

Date:

Seal & Signature

**NO BLACKLISTING CERTIFICATE**  
(To be printed on the Letterhead of the Bidder)

**Date:**

**TO**

**Registrar  
Centre for Development Studies  
Prasanth Nagar, Ulloor  
Thiruvananthapuram**

**Sub: Undertaking for Non-Blacklisting**

**Tender Reference No:**

**Name of Tender/Work:**

We .....having our registered office at  
..... hereby confirm and  
declare that our company/firm has not been blacklisted, deregistered, debarred, or banned by any  
Central/State Government Department, Public Sector Undertaking (PSU), Autonomous Body, or any  
other Government agency for any reason whatsoever, including corrupt, fraudulent, or unethical  
practices.

We further certify that no criminal case is registered or pending against our firm or its  
owner/partners/directors anywhere in India.

If this declaration is found to be incorrect or if any such information is concealed at a later stage, we  
understand that our tender/contract is liable for cancellation, and our firm may be blacklisted.

Sincerely yours,

**(Signature & Seal of the Authorized Signatory)**

**Name:**

**Designation:**

**Date:** [Date]

**Place:**

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**FINANCIAL BID**

1. Monthly Contract Amount quoted: ..... (Including GST)

(In words): .....

2. Amount Quoted for additional duty if needed (per day/per person)

On holidays 9.00 AM to 5.00 PM: .....

On working days 10.30 AM to 5.00 PM: .....

Authorized Signatory

Name:

Designation: Name of Agency:

Date:

Seal & Signature