

CENTRE FOR DEVELOPMENT STUDIES
Prasant Nagar, Ulloor, Thiruvananthapuram
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TENDER NOTICE (Through GEM) FOR – HOUSE KEEPING/CLEANING SERVICES/ MANPOWER

CENTRE FOR DEVELOPMENT STUDIES (CDS), Thiruvananthapuram, invites Tenders under Two bid system from interested, reputed and eligible firms for providing House keeping/ Cleaning /Manpower services for CDS, Thiruvananthapuram as per the terms and conditions mentioned in the Tender Document for a period of one year.

The interested bidder may upload their bids along with duly signed scanned copies of all relevant certificates, documents etc., in support of their technical excellence & financial bids in the GEM Portal.

Tender document is available for viewing / downloading on the 'tenders' link of the website cds.edu and GeM Portal. Any Corrigendum to this tender will be notified through the aforesaid website.

NAME OF WORK - HOUSE KEEPING/CLEANING SERVICES (Daily Cleaning of CDS Buildings and Campus)-16
Numbers and _MANPOWER - One Electrical Expert

1. NAME OF WORK - HOUSE KEEPING/CLEANING SERVICES

DESCRIPTION OF WORK

- (a) Sweeping, swabbing and wiping with water and lemon–grass oil(**pulthailam**), 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, and **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 on all working days, and **Saturdays**. **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 **8:30 AM to 4:30 PM** exclusively for **cleaning and maintenance** of toilets and office premises. Further, **one worker** from among the above-mentioned 14 workers shall be deployed on a **full-time basis from 9:00 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 **9:00 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, **4 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.

Sl. No	Type of work	Working days	Time of work	Number of workers
1	Campus & Buildings cleaning	Monday to Friday	7:30 AM to 10:30AM	9
2	Guest House Cleaning	Mondays to Saturday	7:30 AM to 10:30AM	2
3	Dusting Library books	Alternate days	10:30 AM to 3.30 PM	4
4	Office Attendant	Monday to Friday	9.00AM to 5.00PM	1
5	Cleaning toilets and office premises	Monday to Friday	8.30 AM To 4.30 PM	1
6	Collecting and disposing waste	Mondays to Saturday	7:30 AM to 10:30AM	1
7	campus maintenance activities, tree climbing, harvesting of Coconut (male workers)	Monday to Friday	9.00AM to 5PM	2

The total Housekeeping/cleaning staff requirement for the subject work is 16 personnel. The Housekeeping/cleaning staff requirement specified under Sl. No. 03 is included within the 09 personnel allocated under Sl. No. 01. Accordingly, the total Housekeeping/cleaning staff requirement remains 16 personnel.

- In addition to the duties assigned at the time of deployment, the deployed personnel shall carry out any other work related to housekeeping, sanitation, or other ancillary duties as may be assigned by the officers of the Centre from time to 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.

2. MANPOWER

- a) The Contractor shall deploy **one Electrical Expert** possessing a valid Electrician License issued by the competent authority. The Electrical Expert shall possess a 2-year National Trade Certificate (NTC) or State Trade Certificate (STC) in Electrician or Wireman Trade from a recognized ITI/ITC. The candidate shall not have attained the age of 40 years as on 01 July 2026.
- b) The Electrical Expert shall be responsible for the supervision and execution of HT substation operations, electrical maintenance works, pump operation and maintenance, troubleshooting of electrical systems, and any other duties assigned by the competent authority of the Centre.
- c) The working hours shall be from **8:30 AM to 4:30 PM.**, Monday to Friday. The Electrical Expert shall be available to attend emergency electrical breakdowns and related works on holidays and beyond normal working hours, as and when required, to ensure the uninterrupted operation, maintenance, and functioning of the Centre's facilities.

Terms and Conditions.

- 1. The bidder should have a minimum of 5 years Experience for providing manpower services to Central/State Govt. Departments, PSUs/Autonomous Bodies 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 cleaning/ house keeping workers and one electrical expert** 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. Contractor should ensure that the wages to the employees should not be less than the Statutory Minimum Wages notified by the Government.
- 8. 2% increase /decrease in the requirement of staff as per GeM will be followed with in the contract.
- 9. No revision of rate will be permitted within the contract period and extended period if any unless the minimum wages is revised by the Govt.

10. 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.
11. 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.
12. 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.
13. The last month Employee- wise details of Salary, ESI, EPF etc. contribution is to be submitted to the office along with the monthly bill.
14. 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 original EMD should be submitted directly or through post in CDS on or after 7 days from the last date of submission of tender and the copy of the DD should be uploaded in GeM along with the tender documents. 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.
15. Bids received without EMD will not be considered and summarily rejected.
16. Those who have MSME certificate do not need to submit EMD. Copy of the MSME certificate should be attached
17. The EMD will be refunded to the unsuccessful bidders one week after the agreement is signed with the successful bidder
18. Monthly pay slip / wage slips, showing the full details of pay viz. basic wage + DA, statutory deductions (EPF/ESI etc.) and take-home salary etc. shall be submitted by the service provider to each employee every month.

19. The service provider shall be responsible for all risks involving the engaged persons. They shall have adequate insurance/medical coverage either by person himself or through the service provider/agency. The Centre shall not be held responsible for any accidents/incidents to the engaged persons.
20. 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.
21. The successful bidder shall be required to furnish a Performance Bank Guarantee (PBG). 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, subject to deduction of any applicable penalties or fines imposed.
22. 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 in this 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.
23. 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
24. The bids shall be valid for a period of 180 days from the date of opening of the tenders
25. The decision of the Institute in all matters connected with the tender process shall be final and binding.
26. The bidders are required to submit online bids through GEM portal only.
27. The tender will be evaluated in 2 stages ie, Technical bid and Financial bid.
28. Technical Bid: Scanned copies of the following documents (Annexure A to E) are mandatory to be uploaded for technical evaluation. All documents are to be stamped and signed by the bidder. Bids received without the same will be rejected.
29. In case of any requirement arising further for daily wages, the same will be hired through this agency within the contract period based on the minimum wages notification issued by the Govt.
30. In the case of electrical expert, no extra payment will be paid for working on holidays if necessary.

Annexure A**Technical Bid Form**

(To be filled and signed in the letter head and to upload the scanned copy)

NAME OF WORK: Cleaning Service in Centre for Development Studies (CDS) Thiruvananthapuram

SINO	Particulars	Details to be filled by Bidder
1	Name and address of the Firm/ Company Contact Phone/mobile Email	
2	Name and designation of Authorized person submitting the Bid	
3	Bidder's Bank, its Address, IFSC and account Number :	
4	PAN Number	
5	EPF Registration Number	
6	ESIC Registration Number	
7	GST Number	
8	Service Tax Registration No. (if applicable)	
9	Years of Experience in Similar Works	
10	Whether Agency is Black listed by any Central/ State Govt. / PSU during the last three years YES / NO	
11	EMD Details Name and address of the bank DD Number and Date	
12	Whether registered under MSME, if yes, details	

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company/ Firm shall be blacklisted. Also, I undertake to abide by the stipulations/conditions of the Tender in full.

Authorized Signatory

Date:

Full Name:

Place:

Owner /Company / Firm's Seal:

BID SUBMISSION FORM

**(To be printed on Bidder's letterhead, signed, stamped, scanned and submitted online through
GeM Portal)**

Date

To

Director,

Centre for Development Studies,

Thiruvananthapuram

Ref: Invitation for Bid document No

dated

I / We, the undersigned, declare that:

1. I / We have gone through and read the entire terms and conditions, scope of services, penalty clause, along with statutory and mandatory requirements/documents for the release of payments to Bidder of the Centre for Development Studies Thiruvananthapuram.
2. I / We have examined and have no reservations to the Bidding Documents.
3. I / We undertake to provide the Cleaning Services to your office in conformity with the Bidding Document.
4. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
6. I / We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any other failure/lapses of serious nature.
7. I / We undertake, to enter into agreement as per the terms and conditions of the bidding document and bear all expenses including charges for stamps etc. and agreement will be binding on us.
8. I / We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.
9. In case any provision of the tender is found violated, I / We agree that the bid shall be liable to be rejected and Centre for Development Studies Thiruvananthapuram, shall without prejudice to any other right or remedy will be at liberty for forfeit the Earnest Money absolutely deposited by me / us along with the bid document and Security Deposit absolutely deposited by me / us upon award of contract to me / us.

Yours sincerely,

Authorized Signatory

Full Name and Designation (To be printed on Bidder's letterhead)

UNDERTAKING REGARDING NON-BACKLISTING/PROSECUTION OF THE FIRM**(To be submitted on the Letter Head of the Bidder)**

Date: _____

TO WHOMSOEVER IT MAY CONCERN

I / We / Our organization, M/s _____ hereby undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were ever blacklisted / prosecuted by any government department / statutory body(ies) / Public Sector Undertakings in any State or by any Court of Law. I, the undersigned declare that my firm has not been convicted of an offence under the Prevention of Corruption Act, 1988.

I, the undersigned also declare that no case is pending with the police / legal proceedings in court of law against the Proprietor / firm /partners or against the company / Agency and contract labour engaged by the contractor and no criminal case is pending under the court of law.

I / We / Our organization, M/s _____ hereby undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were neither declared insolvent nor bankrupt.

This undertaking is issued for the GeM Bid No. _____

Signature of Authorized Person

Date:

Full Name:

Place:

Owner /Company / Firm's Seal:

DECLARATION REGARDING SUPPLY OF REQUISITE MANPOWER**(To be submitted on the Letter Head of the Bidder)**

Date: _____

TO WHOMSOEVER IT MAY CONCERN

I / We, the undersigned hereby declare that my / our agency M/s _____ has its own trained House Keeping manpower on our rolls to provide requisite services in accordance with the Bid Document No: _____ dated

I / We also undertake that the workers employed would be paid at least minimum wages (both for semi - skilled and unskilled) as per orders of Govt. of Kerala and oblige all statutory requirements with respect to ESI, EPF and other labour compliances etc., with reference to those workers in accordance with the conditions of the contract.

I / We also hereby declare that my/our agency have not defaulted any payments /monthly compliance with respect GST, ESI & EPF. I / We also hereby declare that ESI and EPF compliance has been made for all coverable staff for the last one year with no default in any payments.

This undertaking is issued for the GeM Bid No. _____

Signature of Authorized Person

Date:

Full Name:

Place:

Owner /Company / Firm's Seal:

Checklist of documents (Signed stamped and scanned copies)

S.No	Document	Yes/No
1	Tender document(every page of document should be signed and stamped by bidder or the authorized representative of bidders)	
2	Scanned copy of BID security / EMD Declaration form (in letter head)/Documents proving any exceptions to submitting EMD.	
3	Copy of registration / incorporation certificate of firm / Private limited Company/ partnership / proprietorship. If Private Limited, registration with Registrar Of Companies/License under Shops and Establishments Act of the state.	
4	Copy of address proof for geographic presence of Registered Office/ Branch Office in Thiruvananthapuram	
5	Copy of GST registration certificate.	
6	Copy of Permanent Account Number (PAN)	
7	Copies of the ITR for the last two years	
8	Scanned copy of BID security / EMD Declaration form (in letter head)/Documents proving any exceptions to submitting EMD.	
9	Copy of registration / incorporation certificate of firm / Private limited Company/ partnership / proprietorship. If Private Limited, registration with Registrar Of Companies/License under Shops and Establishments Act of the state.	
10	Satisfactory performance certificate during last 5 years	
11	Copies of Experience certificates, Work Orders, Contract agreements as per tender norms	
12	Technical Bid Form - Annexure A	
13	Bid Submission Form - Annexure B	
14	Undertaking regarding non blacklisting - Annexure C	
15	Declaration - Annexure D	
16	Checklist - Annexure E	

Signature of Authorized Person

Date:

Full Name

Place:

Owner /Company / Firm's Seal: