



## **CENTRE FOR DEVELOPMENT STUDIES**

Prasanth Nagar, Ulloor, Medical College P.O  
Thiruvananthapuram-695011  
Tel 0471 2774200 / 2774255

TENDER NUMBER - **05/2022-23**

NAME OF WORK - **Daily Cleaning of CDS Buildings and Campus**

TENDER DATE - **08/02/2023**

LAST DATE OF TENDER FORM ISSUE – **24/02/2023 UPTO 10.00 AM**

LAST DATE OF SUBMITTING TENDER – **24/02/2023 UPTO 11.00 AM**

OPENING OF TENDER - **24/02/2023 -11.30 AM**

### DESCRIPTION OF WORK AND OTHER CONDITIONS:

- (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** , Club House, 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) Cleaning 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) The number of workers assigned for the **general cleaning work** shall be limited to **10 (women)**, for duty between **7.30 am and 10.30 am** on all working days. **2 workers** (women) shall be assigned to **clean Guest House** and its premises from **7.30 am to 10.30 am** on all working days including Saturdays. **2 workers** shall be engaged on full working day basis (**8.30 am to 5 pm**) to **attend to the Offices**. Four workers from the above mentioned 10 persons shall be assigned for cleaning Library books on alternate working days after 10.30 am. **1 worker** will be required for **cleaning toilets and offices on full time basis** from 8.00am to 5.00 pm (including Saturdays) and **1 worker** shall be required for **collecting and disposing bio-degradable and non-bio degradable waste** from all buildings in the campus and burning and disposal of sanitary napkin waste from the incinerator in hostels and office buildings. **Altogether 16 workers (15 females and 1 male/female)** are required daily. The cleaning time will be between **7.30 am to 10.30 am** which may vary on certain days depending upon the requirement of the Centre.
- (i) If there are three or more continuous holidays, the contractor has to do the cleaning of campus roads and common areas on alternate days.
- (j) The contractor shall appoint **one Supervisor** among the staff to oversee attendance of workers, their discipline and to ensure that they carry out their duties promptly.
- (k) The monthly contract amount may be quoted for the total number of 16 workers mentioned above and for the cost of cleaning materials/equipments.
- (l) If required, additional workers shall be provided by the contractor for emergency/extra works for which extra payment will be made.
- (m) If any duty lapse is seen, the contractor should take immediate action against the concerned worker like issuing memo/ imposing of fine upto 1000/ suspension for a specific period/termination from the work etc. If the contractor is not willing to do the same, centre has the right to issue memo to the contractor to take disciplinary action against the employee. If the contractor has not taken any action on the centre's memo, the centre has the right to impose heavy fine and to terminate the contract without notice.

(n) If the centre observes serious lapse in the work, the centre has the right to terminate the agreement within the contract period without notice.

**Experience:**

- The contractor should have a minimum work experience of 5 years in the specified field and should submit relevant attested copies of documents to prove the experience.

**Financial Details:**

1. 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.
  2. The contractor should have valid P.F, ESI, Income Tax Registration, GST Registration etc.
  3. The total contract amount will include all the statutory payments such as PF, ESI, I.T and G.S.T if any. The Contractor 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.
- CDS reserves the right to reject defective tenders by sighting the reason.
  - The decision of the Institute in all matters connected with the tender process shall be final and binding.
  - Bidders have to submit EMD (refundable) of Rs. 20000.00 as DD in favour of 'Centre for Development Studies, Thiruvananthapuram' along with the tender.
  - Bids received without EMD will not be considered and summarily rejected.

Registrar

**Monthly Contract Amount quoted** : .....

(In words) : .....

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** : .....

Name and Address of the bidder