



Kerala Tourism Development Corporation Limited

(A Govt. of Kerala Undertaking)

Corporate Office: Mascot Square, P B No 5424, Thiruvananthapuram – 695 033.
Phone + 91 471 2 721243, personnelwing@ktdc.com, Web site: www.ktdc.com

KTDC/PA1/CC/3861/2020

28/12/2020

E-TENDER NOTIFICATION FOR PROVIDING MANPOWER FOR CLEANING & UTILITY WORKS TO KTDC Ltd.

Kerala Tourism Development Corporation Limited invites two part tenders (Technical and Financial bid) from reputed and experienced agencies for providing manpower for cleaning and other utility services on contract basis for the Head Office, Regional Offices and all other Units of the Corporation, spread all over Kerala and our unit at Chennai.

Tender Id: 2020_KTDC_402809_1

The tender documents shall be available in the website www.etenders.kerala.gov.in from 01/01/2021 to 15/01/2021, 5pm. Interested parties shall upload the completed Financial Bid (in .xlsx format) and all other required documents (in PDF format) to the website before 5pm of 15/01/2021 and will be opened 18/01/2021 after 11am. The tender fee of Rs.5000/- + GST and EMD of Rs.3,00,000/-(Rupees Three lakhs only) shall be paid online by net banking/NEFT while submitting the tender. No other mode of payment will be accepted.

Any further details required can be had from the office of the Deputy Manager (Personnel), Kerala Tourism Development Corporation Ltd., Mascot Square, Trivandrum -695033.

MANAGING DIRECTOR



Kerala Tourism Development Corporation Limited

(A Govt. of Kerala Undertaking)

Corporate Office: Mascot Square, P B No 5424, Thiruvananthapuram – 695 033.

Phone + 91 471 2 721243, personnelwing@ktdc.com, Web site: www.ktdc.com

TECHNICAL BID FOR PROVIDING MANPOWER FOR CLEANING & UTILITY WORKS TO KTDC LTD.

1	Name of the Agency	
2	Address of the Agency	Telephone No. Fax
3	Name & Address of the Chief Executive	Telephone No. Fax
4	Registration Number under KS&CE Act (Attach copy of recent certificate)	
5	License Number under Contract Labour Act (Attach copy of recent certificate)	
6	E.S.I registration with E.S.I. Code Number and total number of employees covered at present (Attach copy of recent certificate)	
7	P.F registration with P.F. Code Number and total number of staff covered (attach details)	
8	Permanent Account No.of Income Tax & Income Tax Returns for the last three years/IT clearance certificate (Attach copy of recent certificate)	

9	GST Registration Certificate (Attach copy of recent certificate)	
10	Name & Address of Institutions where service was provided for a minimum period of 3 years or above (performance Certificate should be attached)	
11	No. of days required for taking over the arrangement	
12	Proof of annual turnover for the last 3 years (attach copies of annual I.T return filed with the I.T Department duly signed by a Chartered Accountant)	
13	Copies of certificate from previous employers showing the value of work undertaken (experience of carrying out similar works having a minimum yearly gross billing of an amount of Rs.50 lakhs during the preceding 3 financial years, out of which at least one single work of a minimum gross billing of Rs.25 lakhs.	
14	Whether audited Balance Sheet for past three years enclosed.	

Place :

Signature :

Date :

Name & Address:

(Seal)

Kerala Tourism Development Corporation Limited

(A Govt. of Kerala Undertaking)

Corporate Office: Mascot Square, P B No 5424, Thiruvananthapuram – 695 033.

Phone + 91 471 2 721243 personnelwing@ktdc.com, Web site: www.ktdc.com

TERMS AND CONDITIONS OF E-TENDER FOR PROVIDING MANPOWER FOR CLEANING & UTILITY WORKS TO KTDC Ltd.

Competitive tenders are invited from bonafide, licensed / registered and experienced contractors, agencies, firms having sufficient experience in providing manpower for cleaning and other utility works, for the units of the Corporation, spread all over Kerala and our unit at Chennai on an yearly contract basis in accordance with the terms and conditions given below: -

1. The bidder must be a registered agency under the Shops & Commercial Establishment Act. (Attach copy of valid Certificate)
2. The bidder should have a valid license under the Contract Labour (Regulation & Abolition) Act. (Attach copy of valid Certificate)
3. The bidder should have a valid income tax PAN. (Attach copy of valid Certificate)
4. Copy of Income Tax Returns filed for the immediate past 3 years or Income Tax Clearance Certificate for the immediate past 3 years should be attached.
5. The bidder should have registration under the PF & ESI and have obtained Register Number in this regard. (Attach copy of valid Certificate).
6. Should have valid GST registration.
7. The bidder should have a minimum annual turnover of Rs.10 crs.
8. Should attach experience for carrying out similar works having a minimum yearly gross billing of Rs.10crs during the preceding 3 financial years, out of which at least one single work of a minimum gross billing of Rs.50 lakhs. Details of such job done /on hand shall be stated in the offer and authentic proof there of furnished. The offer without complete details is liable to be rejected.
9. The wage per person per month will be fixed by the Corporation on the basis of the minimum wages stipulated by the Government from time to time.
10. Bill / Invoice for the service should be raised in two parts. A) Payment of salary components & statutory payments , b) Service charges of the contractor / agency / firm plus GST.
11. Bill for the service charges will be paid after the payment of statutory payments and salary are affected.

Signature of the Bidder

12. The contractor / agency / firm shall produce the remittance details of the previous month pertaining to all remittance along with the bill for the next month. TDS or any other tax as applicable will be deducted at source from the monthly bills as per rules in force. The contractor / agency / firm shall furnish the particulars of EPF, ESI etc. of its persons to be deployed in KTDC properties. The EPF and ESI contributions in respect of the employees engaged by the contractor / agency / firm in KTDC will be deducted from the monthly bills and separate cheques will be issued from KTDC in favour of the ESI and EPF authorities on production of e-chalan by the contractor / agency / firm. The KTDC will neither be responsible for any delay in making the statutory remittance nor for any error/ omissions in the challans. The contractor / agency / firm shall submit the challans for EPF, ESI remittance well in advance to KTDC. Necessary returns to the authorities concerned should be filed by the contractor / agency / firm directly within the due date. The Welfare Fund under S & CE Act should be remitted by the contractor / agency / firm with proof of remittance to KTDC Ltd.
13. The below mentioned documents are to be submitted monthly by the contractor / agency / firm.
- i) Attendance Register Copy
 - ii) Muster cum Wage Roll Copy
 - iii) ESIC Challan
 - iv) P F Challan
 - v) P T Challan
 - vi) GST Certificate
 - vii) LWF/ WCF Policy of previous Month
 - viii) Summary Statement of P F for previous month
 - ix) Summary Statement of E SIC for previous month
 - x) Summary Statement of P T for previous month
14. The below mentioned documents and registers are to be submitted on a yearly basis:
- i) ESIC Form 5& 6 every April and October
 - ii) PF Annual Return Form 6A every year April
 - iii) Bonus Register in Form C duly signed by Employees and contractor / agency / firm. every year December.
 - iv) Leave record for all the existing employees every year January.
 - v) Contract Labour License every year before 31st December.
15. The amount of **service charges** expected per person per month should be quoted by the contractor / agency / firm in the financial bid. The present strength of workers to be supplied is 945 (Nine hundred and forty five) which may vary in the due course of operations.
16. The contract will be for one year with a provision to extend the period by one more year on the same terms and conditions subject to satisfactory performance of the contractor.
17. The Tenderer shall be required to deposit through online the tender fee of Rs.5000/- + 18%GST and an EMD of Rs. 3,00,000/- (Rupees Three lakhs only). No tender will be accepted or considered without remittance of EMD and tender fee.
18. The successful bidder shall furnish a Security Deposit of Rs.10,00,000/- (Rupees Ten lakh only) towards performance of the contract. If the contract is not performed as per the terms and conditions, then the Security Deposit will be forfeited.

Signature of the Bidder

20. The experience of the agency, proficiency in the field, responsibility, suitability etc. will also be the deciding factors for the technical bid. ISO certification will have weightage. The service charges will be the primary criteria for evaluation of the financial bid.
21. The agency should attach minimum three years experience certificate from at least three reputed PSU's or Government Organisations to show performance for the last three years and number of personnel employed in each Organisation. The name and address of all the clients of the agency are also to be furnished.
22. TDS / surcharge or any other Tax as applicable will be deducted at source from the monthly bills, as per rules in force.
23. The successful bidder shall submit the residential address and identity of the trained personnel supplied within one week from the date of award of the contract. Proper uniform and training is a must. Frequent refresher training shall also be conducted by the successful bidder at his expense, in appropriately sized batches, not to affect the working of the establishment, focusing on the following topics:
 - i) Basic Grooming
 - ii) Etiquettes
 - iii) Handling and usage of material
 - iv) Human relations and hospitality
 - v) About the Company
 - vi) Statutory compliances
 - vii) Bad effects of theft and dishonesty
 - viii) Motivation
 - ix) Body language
24. Every personnel so supplied by the successful bidder should have undergone a minimum of one day of training in sixty days and the training programme and content shall have the prior approval of the Training Wing of KTDC Ltd.
25. No enhancement in rates will be allowed due to any reason during the contract period except statutory increase.
26. The contractor / agency / firm has to furnish an undertaking in the form of Indemnity Bond to pay minimum wage and other admissible benefits like PF, ESI etc as applicable under labour law up to date. The liability of any default shall be on the agency and KTDC Ltd. shall be indemnified in all respects.
27. The Earnest Money/ security is liable for forfeiture in the event of: -
 - (a) Withdrawal of offer during the validity period of the offer
 - (b) Non acceptance of orders when placed
 - (c) Non-confirmation of acceptance of orders within the stipulated time after placement of offer; or
 - (d) Any unilateral revision made by the bidder during the validity period of the offer.
28. KTDC Ltd. reserves the right to terminate the contract and forfeit the security deposit in between by giving one month's notice for reasons of unsatisfactory/non-performance or non-compliance to statutory requirements, including that of minimum wages etc. or any other reason or black list contractor for non performance after giving 21(twenty one) days notice.

Signature of the Bidder

29. Advance information will be given in writing to the contractor / agency / firm about the volume of work so that the agency may ensure enough number of persons required for each unit for cleaning or any other utility. Other utility would include restaurant service, room service, housekeeping, gardening, cooking etc. The number of persons deployed shall be as per the direction of KTDC Ltd. The contractor / agency / firm shall effect within 24 hours, the withdrawal or alteration or change of any personnel deployed by them, if directed so by KTDC Ltd. The contractor / agency / firm shall deploy the required number of workmen every day without fail. Age of workmen should be between 21(twenty one) years to 58(fifty eight) years with good physique.
30. This is a two part tender viz. **Technical Bid** and **Financial Bid**.
31. KTDC Ltd reserves the right to reject all or any of the tenders without assigning any reasons thereof.
32. Details of Tender, Terms and Conditions can be had from the website www.etenders.kerala.gov.in . Tenders received / without EMD / not meeting the tender conditions / incomplete in any respect are liable to be rejected.

Signature of the Bidder


MANAGING DIRECTOR
  