



No.KV-II/AOA/HK/29/2025-26

Dated: 28.08.2025

Notice for Inviting Tender (NIT) for Housekeeping Services

1. Sealed and subscribed quotations are hereby invited in two bid system (i.e. Technical and Financial) on behalf of President , Board of Management (BOM), Apartment Owner's Association (AOA), Kendriya Vihar-II, Sector-82, Noida for providing comprehensive Housekeeping services inside the Kendriya Vihar-II complex from reputed and registered Housekeeping Agencies with offices established in Delhi, NCR. They should have at least five years of experience in the field of housekeeping services. The tenderer should have at least completed one work of 80% of contract value or 2 works of 50% value in the last three years from the date of submission of the tender.
2. The bidders can obtain the tender document from the office of AOA, KV-II from **02.09.2025 to 12.09.2025** on all working days (1000 Hrs to 1600 Hrs) by depositing Rs.500/- (Rupees Five hundred only) +18% GST in cash/online (non-refundable). Tender documents can also be downloaded from KV-II's website www.noidakv2.org for which the bidding agency will have to pay the document charges of Rs.500/- [Rupees Five hundred only] with 18% GST extra (non-refundable) in the form of a crossed Demand Draft/Pay Order drawn in favor of "KV-II, AOA " and the same will be attached with the tender document at the time of submitting the same. Last date for submitting the tender document is **13.09.2025 till 1700 hrs** .
3. It is the responsibility of the contractor to prove his eligibility by submitting necessary documents along with the tender to make an entity eligible for this tender. Tender from ineligible contractor will be rejected.
4. The AOA, KV-II, Sector-82, Noida, reserves all the rights to accept the tender bid or to reject without assigning any reasons thereto. Tenders without prescribed conditions shall be rejected straight away.
5. The contractor shall deposit Rs.92,000/- (Rs. Ninety Two Thousand only) as Earnest Money (EMD) with the tender in the form of Bank Draft/ Banker's cheque/FDR in favour of "KV-II AOA". The EMD in other forms like cheque, cash etc. will not be accepted.
6. The EMD of the unsuccessful contractors shall be returned after award of the work to the successful bidder. Unsuccessful bidders have to claim the same within a period of 30 days from the date of award of the contract. The Association will not pay any interest on the EMD for the above said period.
7. The successful contractor should deposit Rs.2,30,000/- (Rs. Two Lakh Thirty Thousand Only inclusive of EMD amount) as part of the Security Deposit in lieu of performance.
8. The bidders are to submit **two separate sealed envelopes** one containing technical parameters and the other containing financial offer marked as Technical Bid and other as Financial Bid. Both the bids are to be placed in single sealed envelope with the title **"Bid for providing comprehensive House-Keeping services in Kendriya Vihar-II, Sector-82, Noida"**

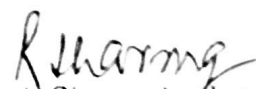


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9. The offers submitted by the bidders will be evaluated on the basis of technical bid submitted by bidder in **Annexure-1**. On the basis of qualifying the technical bids financial bids (**Annexure-II**) will be opened and successful bidders are to be decided on the basis of lowest rate. The award of contract shall be subjected to the fulfilment of eligibility criteria.
10. Interested firms must submit bids in their Official Letter head, giving relevant information.
11. The detailed Terms and Conditions and Scope of Work is attached at **Annexure- III** which each bidder should accept by signing with stamp on each page of the Terms and Conditions.
12. The bidder is advised to inspect all areas of KV-II complex including common areas such as staircases; car parking, Roof tops, covered and uncovered drains etc., and get a clear vision about the work involved.
13. The estimated value of the work is Rs. **46,00,000.00 (Rupees Forty Six Lakhs only)** per annum approximately.

The offer of the Bidder must contain the following:

1. Tender proforma duly signed and sealed by the tenderer.
2. List of the existing and past clients, where Housekeeping Services are currently being or had been provided by the tenderer along with the value of each contract.
3. Copy of PAN/TAN Number.
4. Copy of GST Registration Number and Registration Number of the Agency under the Company Act 1956 / Administration or any other Act for providing manpower.
5. Copy of Registration Number with Provident Fund (PF) Authorities.
6. Copy of Registration Number with ESI Authorities.
7. Work performance report of last three years to be submitted along with completion certificate of completed contracts.
8. CA Certificate indicating Turn Over of last three years
9. Affidavit on Non-Judicial Stamp Paper of Rs.100/- of the following:
 - a) The tenderer of the bidding firm is not involved in any criminal cases.
 - b) The tenderer of the bidding firm is not black listed in any Government/other offices.
 - c) The credentials submitted by the tenderer for this tender (duly self-certified) are genuine.
11. ITR for last Three Years.
12. The required details in the technical bid shall be fully complied, if any detail/information is not fulfilled as per the **Annexure -1** the tender shall be out-rightly rejected.


(Ramesh Sharma)
Secretary, BOM 1/9/25





Technical Bid

Annexure-I

**TENDER FORM FOR PROVIDING HOUSEKEEPING SERVICES IN
KV – II. SECTOR – 82 NOIDA TO BE SUBMITTED ON THE OFFICIAL LETTER HEAD
OF THE APPLICANT WITH SIGNATURE AND STAMP.**

Affix duly
Attested P.P.
Size recent
photograph of
the prospective
bidder

1	Name of the Registered Firm and office Address and telephone Nos.	
2	Proprietor/ Partners Name Address and Phone Nos	
3	E mail id	
4	Name address and phone no. of contact person.	
5	Registration No. under Company's Act. 1956/ shop & establishment Act	
6	GST No.	
7	PAN/ TAN issued by Income Tax Department and copies of previous three years Financial Year's Income Tax Return.	
8	Provident Fund Account No	
9	ESI Code Number	
10	Details of Earnest Money deposited:	
(a)	Amount	
(b)	Demand Draft/ Pay Order /Banker Cheque No	
	Date of issue:	
	Name of issuing Bank	

Amritha



Khanna

13	Name, Address and Telephone Numbers of existing clients with no. of workmen (Separate sheet can also be used to give this information)	
14	Documents supporting past performance of the bidder for last three years of completed works	
15	Turnover of the Bidder for last three years certified by CA (Minimum Turnover to be Rs.40.00 lacs per year)	
16	ITR for last three years	
17	<p><u>Declaration by the bidder:</u></p> <p>This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.</p>	

(Signature of the bidder)
Name and Address
(With seal)

Amal



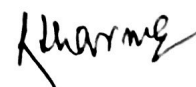
Ramesh

Annexure-II**Financial BID**

(a)	Suggested number of persons to be employed for housekeeping services and wages thereof:			
	Type of Personnel	Required Number	Rate per head, per month (Rs)	Total amount with 18% GST extra
	Cleaners/ Safaiwale	30 Manpower		
(b)	Estimated cost (in Rs.) in respect of materials (brooms, buckets, wipers, mopping clothes, phenyl, disinfectant, kerosene oil etc) for housekeeping services per month.		Not Applicable	
(c)	Total contract value (per month net payment to the AOA.)			

Date :

Signature of the Tenderer



Housekeeping Services in KV-II, Sector-82, Noida

Terms & Conditions

1. Personnel:

- 1.1 The contractor shall provide comprehensive services of Housekeeping in the KV-II complex on all seven days of the week as per the agreed scope of work by employing 30 workers excluding weekly off/casual leave/any other kind of leave. Therefore, the contractor shall have to provide substitute manpower to make up the required daily manpower.
- 1.2 The personnel engaged for sweeping and mopping shall work from 08:00 a.m. to 05:00 p.m. with 01:00 hour lunch break.
- 1.3 The contractor's supervisor shall provide everyday plan of cleaning work (Block wise) in advance and supervise the implementation up to the satisfaction of AOA, KV-II.
- 1.4 The AOA supervisor shall check and record the attendance of employed workers and submit in the AOA office on daily basis and the same to the contractor at the end of every month.
- 1.5 The personnel deployed for housekeeping job shall wear uniform and identity card with photo, indicating the name of the person, contractor's/ firm's name and address for identification & security purposes during the duty hours as approved by the AOA. (The cost of the uniform and identity card shall be borne by the contractor). The contractor should ensure police verification of each personnel deployed.
- 1.6 The contractor shall ensure adherence to all the Rules and Regulations as specified under Payment of Wages ACT, Employees State Insurance Scheme, Employees Provident Funds Act, Child Labour Prevention Act, Laws on Prevention of Sexual Harassment at workplace etc., or any other Statutory Rules and Regulations applicable in this regard and submit an undertaking to this effect to AOA, KV-II.
- 1.7 The TDS will be deducted as applicable.

2. Materials:

- 2.1 The contractor shall be provided all materials required for housekeeping job in KV II, like brooms, buckets, wipers, mopping clothes, phenyl, detergents and disinfectants, kerosene oil etc., and kept in the custody of AOA, KV-2 and issued on daily basis..

3. Period of Contract:

- 3.1 The contract with the AOA shall be valid for one year from the date of signing of the contract. The contract period can be extended further for one year by mutual consent on the same terms and conditions.
- 3.2 The AOA shall have the right to terminate the contract with one month prior notice, if the performance of the contractor is not found satisfactory, as per the contract agreement.

4. Payment Terms:

- 4.1 The contractor shall generate bills on monthly basis in the first week of every month, enclosing attendance sheet.



- 4.2 After proper verification of bills and ensuring the completion of work satisfaction, payment shall be released in favour of the contractor. TDS shall be deducted as per the rules.
- 4.3 Equivalent amount shall be deducted for the shortage of attendance of manpower found in any month.
- 4.4 The AOA, KV II, Sector-82, Noida shall have the right to withhold the payment of the contractor if found any breach of terms & conditions of the agreement. The opinion of the President and Secretary of AOA in this regard shall be final.

5. General conditions of AOA KV-II, Sector-82, Noida:

- 5.1 The contractor shall take the responsibility to brief the work being done, periodically, and also his plans to improve further to the AOA Housekeeping In-Charge.
- 5.2 The supervisor shall ensure that a Weekly Work Report duly filled and signed by the AOA members of all 120 blocks and submit the same to the AOA Housekeeping In-Charge for the further glance.
- 5.3 The supervisor shall maintain a register for complaints related to works assigned to him and shall attend them on the same day depending upon the nature of work, to the satisfaction of the AOA, KV II residents.

6. Security Deposit:

- 6.1 The contractor shall furnish a security deposit of Rs.2,30,000/- (Rs. Two Lakh Thirty Thousand Only). The EMD deposited by the contractor at the time of bidding will be adjusted against the Security Deposit. This amount shall be refunded to the contractor on satisfactory completion of the contract.
- 6.2 The contractor has to complete the work agreed upon for the period. If he fails to complete the work within the period or abandon the work, the agreement/contract shall be terminated and the security deposit will be forfeited.

7. Penalty:

In case, the contractor fails to provide the services as per Terms & Conditions of the signed contract, a reasonable penalty shall be imposed, which shall be decided by the BOM of AOA.

8. Arbitration:

In case conciliation proceedings do not fructify, arbitration shall be restored. Any dispute or differences whatsoever arising between the parties out of or relating to the House-keeping work, meaning, scope, operation or effect of this contract or the validity of the breach thereof shall be settled by arbitration. In this case, the President, AOA, BOM, KV-II will be the sole arbitrator. The provisions of Arbitration and Conciliation Act. 1996 shall apply to such arbitration proceedings and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be KV-II, Sector-82, and NOIDA. The language of the arbitration shall be English.

9. Exclusive Jurisdiction:

The parties hereto agree that any matter or issues arising hereunder or any dispute hereunder shall be subject exclusive jurisdiction of the courts of Gautam Buddha Nagar (Uttar Pradesh) only.

Amish



Kharan

Scope of Work and Schedule

The contractor shall plan and undertake the housekeeping job to improve overall cleanliness of the KV-II complex by adhering to the following schedule:

S.No.	Type of Work	Frequency
1.	Sweeping and mopping of common areas, staircases and lift cars.	Everyday
2.	Removing bills & stickers, cleaning of lighting fixtures & accessories in common areas.	Every alternate day or as and when required
3.	Picking of garbage from each and every flat, polythene and other waste from streets, parks and the other common areas, cleaning of dustbins using a cart/Rickshaw.	Everyday
4.	Sweeping of complex roads, parking spaces/garages.	Everyday
5.	Cleaning of terraces/roof tops.	Once in every month or as and when required
6.	Cleaning of open drains.	Once in every quarter or as and when required
7.	Cleaning of covered drains.	Once in six months or as and when required
8.	Garbage disposal at assigned landmark through truck or other means.	Everyday
9.	Cleaning of office rooms, floors, corridors, sweeping/mopping of floors and cleaning /washing of toilets and glazed tiles on walls, urinal pots, WC sinks in the KV office and 03 (Three) security gate rooms	Everyday
10	Cleaning of CC-1 Hall Toilets	Everyday
11	Cleaning of Library CC-II regular basis.	Everyday

Amish



Rammy