



**Kendriya Vihar-II Apartment Owners' Association**  
Community Centre-1, Kendriya Vihar-II, Plot No.3, Sector-82, Noida-201304, U.P.  
(website: [www.noidakv2.org](http://www.noidakv2.org) ; E-mail: [noidakv2@gmail.com](mailto:noidakv2@gmail.com) ; Tel: 0120-463700)

No.KV-II/AOA/Housekeeping/2021-22

Dated: 26th December 2021

## Notice for Inviting Tender (NIT) for Housekeeping Services

1. Sealed and subscribed quotations are hereby invited on behalf of 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 two years of experience in the relevant field. The tenders shall be accepted by 16<sup>th</sup> January 2022 by 12:00 hrs and the same will be opened on 16<sup>th</sup> January 2022 at 14:00 hrs in the AOA office in the presence of Contractor or their authorized representative as per Terms and Conditions given at **Annexure-2**.
2. 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.
3. The AOA, KV-II, Sector-82, Noida, reserves all the rights to accept the tender bid either in part or full; or to reject the tender either in part or full without assigning any reasons thereto. Tenders without prescribed conditions shall be rejected straight away.
4. The contractor shall deposit Rs.20,000/- (Rupees Twenty Thousand only) as Earnest Money (EMD) with the Tender in the form of Bank Draft in favour of "KV-II AOA". The EMD of the unsuccessful contractors shall be returned after award of work to the successful bidder. They have to claim the same within a period of 30 days from the date of opening of the Tender, else the EMD will be forfeited. The Association will not pay any interest on the EMD for the above said period. The successful contractor should deposit Rs.50,000 (Rs.20,000 of EMD & Rs.30,000 extra) as part of the Security Deposit in lieu of performance.
5. The tenders submitted by the bidders will be evaluated on the basis of prices quoted by the bidders for the required number of manpower and the material as mentioned in **Annexure-1**.
6. Interested firms must submit bids in their Official Letter head, giving relevant information as mentioned in **Annexure-1**.
7. The detailed Terms and Conditions and Scope of Work is attached at **Annexure-2**, which each bidder should accept by signing with stamp on each page of the Terms and Conditions.

8. 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.
9. The bidder can obtain the tender document from AOA, KV-II office on all working days (1000 hours to 1600 hour) upto 15.01.2022 and also from 1000 hours to 1200 hours on 16.01.2022, by depositing Rs1000/- (Rupees One thousand only) with 18% GST extra in cash/Online which is 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. 1000/- (Rupees One thousand only) with 18% GST extra in the form of a crossed Demand Draft/Pay Order drawn in favour of "KV-II AOA"/Cash and the same will be attached with the tender at the time of submitting the same..
10. The estimated value of the work is Rs.30,00,000.00 (Rupees Thirty Lakhs only) per annum approximately.

**The offer of the Bidder must contain the following:**

1. Tender Performa duly signed and sealed by the Tenderer.
2. List of the existing Clients, where Housekeeping Services are currently being 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 under the Delhi and NCR Shop & Commercial Establishment Act 1962.
6. Copy of Registration Number with Provident Fund (PF) Authorities.
7. Copy of Registration Number with ESI Authorities.
8. Work performance report of last three years be submitted.
9. The Bidder is advised to submit the copy of document indicating Turn Over of last three years.
10. 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 Offices.
  - c) The Credentials submitted by the Tenderer for this tender (duly self-certified) are genuine.

*Mohd Azeem Khan*

(Dr.Mohd. Azeem Khan)  
Secretary, BOM



**Annexure-1**

**Tender Performa for Housekeeping Services**

(To be submitted on Official Letter head of the Applicant with signature and stamp)

**Company/Agency Details:**

1	Name of the Registered Firm	
2	Complete Registered Office Address and Telephone numbers	
3	Proprietor's Name, address & Phone numbers	
4	Email Id	
5	Name, address and Telephone number of the Contact Person	
6	Copy of Registration Certificates as mentioned in NIT to be attached duly signed.	

**Financial Proposal:**

(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
	Cleaners/ Safaiwale	21		
(b)	Estimated cost (in Rs.) in respect of materials(brooms, buckets, wipers, mopping clothes, phenyl, disinfectant, kerosene oil etc) for housekeeping services per month.			
(c)	Total Contract Value (per month net payment to the AOA.)			
(d)	Other details Name, Address and Telephone numbers of Existing Clients (Attach as a Separate sheet)			

Date :

Signature of the Tenderer

## Annexure-2

### 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 21 workers.
  - 1.2 The personnel engaged for sweeping and mopping shall work from 08:00 am to 05:00 pm.
  - 1.3 The contractor shall ensure that leave reserve personnel are arranged quickly without any loss to housekeeping work.
  - 1.4 The supervisor of AOA shall everyday plan the cleaning work Block wise in advance and supervise the implementation up to the satisfaction of AOA, KV II.
  - 1.5 The AOA Supervisor shall check 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.
  - 1.6 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 purpose during the duty hours as approved by the AOA. (The cost of the Uniform and Identity Card shall be borne by the Contractor.)
  - 1.7 The Contractor shall ensure that 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. If it is noticed at any stage that ESI & EPF of any individual has not been credited properly, the AOA will not take any responsibility for the lapse and the Tendered will bear all the consequences, whatsoever, of the same.
- 2.1 The TDS will be deducted as applicable.

#### 3 Materials:

- 2.1 The Contractor shall purchase all materials required for housekeeping job in KV II, which includes Brooms, Buckets, Wipers, Mopping Clothes, Phenyl, Detergents and Disinfectants, Kerosene Oil etc., after prior approval of the Supervisor In-Charge, AOA, KV II.
- 2.2 The cost of such materials procured for housekeeping services every month should be in the limit of the total agreed amount meant for.

- 2.3 The Contractor shall maintain a Stock-Register of materials indicating date of purchase, use of the consumables and shall be verified and update from time to time by housekeeping Supervisor.

### **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. Although the contract value will remain the same throughout the contract period, the contract period can be extended for further by mutual consent.
- 3.2 The AOA shall have the right to terminate the Contract with onemonth 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, bills of the materials procured.
- 4.2 After proper verification of bills and ensuring the completion of work satisfaction, an A/C Payee cheque shall be made. 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 contractor shall also specify the cost of the materials used, separately and its payment shall be on an actual basis.
- 4.5 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 in this regard shall be final.

### **5. General conditions:**

- 5.1 The contractor shall undertake cleaning of covered drains as and when required (to prevent water logging etc during the monsoon) by employing additional labour. The Labour charges for such work will be borne by the AOA, KV II.
- 5.2 The contractor shall prepare Block-wise duty roster of personnel in consultation with AOA supervisor in charge and ensure its implementation.
- 5.3 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.
- 5.4 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.

- 5.5 The supervisor shall ensure that wastage of water and misuse of electricity of AOA, KV II complex.
- 5.6 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.50,000/- (Rupees Fifty Thousand only). The EMD deposited by the contractor at the time of bidding may be adjusted against the Security Deposit. This amount shall be refunded to the contractor on satisfactory completion of the contracted service or for any other reason, if the contractor is terminated, after settling any damage or loss of KV II property.
- 6.2 This will be mandatory on the part of the contractor to maintain the contract for a minimum period of one year at the quoted rates. Any termination of the contract on the part of the contractor shall make him liable to give up the Security deposit.

#### **7. Penalty:**

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

#### **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, 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 Budh Nagar (Uttar Pradesh) only.

## 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
3.	Picking of garbage, polythene and other waste from streets, parks and the other common areas, cleaning of dustbins using a cart.	Everyday
4.	Sweeping of Complex Roads, Parking Spaces/garages.	Everyday
5.	Cleaning of Terraces/Roof tops.	Once in every month
6.	Cleaning of Open Drains.	Thrice a week
7.	Cleaning of Covered Drains.	As and when required on additional basis.
8.	Garbage disposal at assigned landmark.	Daily