



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 ; E-mail: noidakv2@gmail.com ; Tel: 0120-2463700)



No.KV-II/AOA/HK/29/2023-24

Dated: 19th May 2023

**Notice for Inviting Tender (NIT) for comprehensive Housekeeping
Services in Kendriya Vihar – II, Sector-82, Noida**

1. Sealed and subscribed quotations are hereby invited 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 three years of experience in the relevant field.
2. The bidder can obtain the tender documentation AOA, KV-II office from 21.05.2023 to 28.05.2023 on all working days (1000 Hrs. to 1600 Hrs.) by depositing Rs. 1000/- (Rupees One Thousand 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. 1000/- (Rupees One Thousand only) + 18% GST extra in the form of a Demand Draft / Pay Order drawn in favour 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 28.05.2023 (1700 Hours).
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 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.
5. 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 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. 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.
6. The bidders are to submit sealed envelope containing Annex. I and II alongwith signed terms and conditions (Annex. III), Scope of work and Schedule (IV) of the tender with the title "Bid for providing comprehensive House Keeping services in Kendriya Vihar-II, Sector-82, Noida" on the top of envelope.
7. The offers submitted by the bidders will be evaluated 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.
8. Interested firms must submit bids in their Official Letter head, giving relevant information as mentioned in Annex. I.

9. The detailed Terms & Conditions (Annexure- III) and Scope of Work & Schedule (Annex. IV) are attached which has to be accepted by each bidder by signing with stamp on each page.

10. 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.

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 (with mobile No. of contact person), 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 with Provident Fund (PF) Authorities.
6. Copy of Registration Number with ESI Authorities.
7. Work performance report of last three years to be submitted alongwith 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 Offices.
 - c. The Credentials submitted by the Tenderer for this tender (duly self-certified) are genuine.
10. ITR for last Three Years.



(Dr. Lokesh Sinha)
Secretary, BOM

H.S.P.

ANNEXURE-I

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

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	

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(b)	: Demand Draft/ Pay Order /Banker Cheque No	
(c)	Date of issue:	
(d)	Name of issuing Bank	
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	<u>Declaration by the bidder:</u> 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.	

(Signature of the bidder)

Name and Address

(With seal)

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
	Cleaners/ Safaiwale	20 Workers 4 Head Workers 01 Supervisor		
(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			

Date

Signature of the Tenderer:

(With seal)

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Annexure – III

Ccomprehensive 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 25 workers .The AOA, KV-II, Sector-82, Noida, reserves all the rights for the decision of employment of total no. of workers for housekeeping services. .
- 1.2 The Contractor has sufficient knowledge and qualification to undertake work as per the terms and conditions and perform the same as per the desired quality.
- 1.3 The personnel engaged for sweeping and mopping shall work from 08:00 am to 05:00 pm.
- 1.5 The contractor shall ensure that leave reserve personnel are arranged quickly without any loss to housekeeping work.
- 1.6 The supervisor of Contractor shall everyday plan the cleaning work Block wise in advance and supervise the implementation up to the satisfaction of AOA, KV II.
- 1.7 The Supervisor of contractor 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.
- 1.8 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.)
- 1.9 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 Tenderer will bear all the consequences, whatsoever, of the same.
- 1.10 The TDS will be deducted as applicable.
- 1.11 The contractor shall not leave assignment unless and until notice is given prior to two month and / or assignment is completed by the party contract.
- 1.12 In the event of any litigation with employees employed by it, the tenderer shall be responsible for respective work consequences indemnify either side for expenses and cost.*
- 1.13 The contractor shall not depute the manpower less than 18 yrs. of age.
- 1.14 The AOA, KV-II, Sector-82, Noida, reserves all the rights to ask to the Contractor not to employ a particular person laying the reasons in writing employed by it and in such event the contractor shall consider the request positively and will take necessary action in this regard within a period of 2 days.

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2. 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 In-Charge Housekeeping, 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 updated 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 maximum one year on mutual consent.

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 and Wage receipt sheet of all the eligible workers.

4.2 After proper verification of bills and ensuring the completion of work satisfactorily, 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 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 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) by employing additional labour after prior approval of the In-Charge Housekeeping, AOA, KV II.

5.2 The contractor shall prepare Block-wise duty roster of personnel in consultation with AOA Housekeeping Incharge 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.

5.5 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.

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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 and clearing of all the financial dues including workers salary for the works in KV-II till date.

6.2 This will be mandatory on part of the contractor to maintain the contract for a minimum period of one year at quoted rates. Any termination of contract on part of the contractor shall make him liable to give up the Security deposit.

6.3. 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. Without uniform of the workman a penalty of Rs.50/- (Fifty only) per person per day shall be charged. However, this should only be applicable after prior approval from In-Charge Housekeeping, AOA, KV II.

7. 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.

8. 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.

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Annexure – IV

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 cleaning of Common areas, Staircases and Lift cars.	Everyday
2.	Mopping of staircases, lift cars, Removing bills & stickers, cleaning of lighting fixtures & accessories in common areas.	Every alternate day
3.	Picking of garbage, polythene and other waste from streets 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
6.	Cleaning of Open Drains.	Thrice a week or as and when required.
7.	Cleaning of Covered Drains.	Once in every Two months or as and when required
8.	Garbage disposal at assigned place marked by Noida Authority.	Daily
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.	Daily

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