



Date: 24.05.2023

TENDER NOTICE

1. Sealed Tenders in **two bid system** are invited from reputed, registered firms / companies engaged in the business of housekeeping to provide housekeeping services viz., cleaning of office space, floors, cabins, corridors, toilets, glass doors, windows, curtains, computer peripherals, telephone instruments, open area for K-DISC office HQ at India Heights Building, Vazhuthacaud, Trivandrum. **Tender documents to be downloaded from the website <https://kdisc.kerala.gov.in/>.**
2. Tenderer to submit tender fee amounting to **Rs.2000/-** along with Technical Bid documents in the form of DD drawn from a nationalized bank payable at Trivandrum in favour of “K-DISC”.
3. The tenders should be superscribed ‘Tender for Housekeeping services and addressed to the The Member Secretary, K-DISC, India Heights Building, Opposite to Govt. Women’s College, Vazhuthacaud, Trivandrum so as to reach the office before **3:00 PM on 12.06.2023**. Late tenders will not be accepted. The tenders (**technical bid**) will be opened at **4:00 PM on 12.06.2023** in the presence of such tenderers or their authorized representatives who may be present at K-DISC office at that time. The tenders (**financial bid**) shall be opened at **3:00 PM on 13.06.2023**. The price bid will only be opened for those bidders who are technically qualified.
4. If the tenders are sent by post / courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. K-DISC is not responsible for the delay on account of postal / courier services.
5. The tenderer shall mandatorily furnish an Earnest Money Deposit amounting to **Rs 15,000** in the form of DD drawn from a nationalized bank payable at Trivandrum in favour of “K-DISC”. EMD shall be returned to the unsuccessful tenderers after finalization of order to the contractor. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Technical Bid- Annexure I are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing performance guarantee as detailed below.

6. **Performance Guarantee:** The successful bidder has to submit **Rs.50,000/-** (Rupees Fifty Thousand only) as performance guarantee deposit in the form of **DD drawn from a nationalized bank payable at Trivandrum in favour of “K-DISC”** before awarding contract. The performance guarantee along with earnest money deposit shall be refunded to the selected bidder without any interest on the completion of contract period.
7. The tenderer shall sign each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the Annexure-I enclosed at the end of this document in clear and legible terms.
8. The bidders shall quote their rates for the service to be provided as " RATE PER Sq. Ft. PER MONTH" (in both words and figures) including all charges and the same would not be payable over and above the rates thus quoted.
9. K-DISC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected bidder or Bidders of the grounds for such action.
10. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by K-DISC to short-list the eligible bidders. The financial bids of the short listed bidders will be opened later at the specified date. Late submission of tenders shall not be accepted. The short listed tender along with the documents will be submitted to the “competent authority” authorized by K-DISC and upon approval by the “competent authority” the successful bidders will be intimated about the award of contract to them. Selection of bidders will be based on **QCBS system** as per the evaluation criteria mentioned in the tender document.
11. Clarifications, if any with regard to tender documents may be communicated/sought well in advance with K-DISC HQ office situated at India Heights Building, Women’s college road, Vazhuthacaud, Trivandrum, email:ms.kdisc@kdisc.kerala.gov.in, phone:04712334472 before the closing date of the tender. K-DISC reserves the right to accept or reject all or any tender at its sole discretion without assigning any reason.

Rates and Prices :

The bidders shall quote their "RATE PER Sq. Ft. PER MONTH" (in both words and figures).

Preparation and submission of tender

The tender should be submitted in two parts i.e. **Technical Bid and Commercial Bid**. The Technical Bid and the Commercial Bid should be sealed by the bidder in two separate covers "Technical Bid of Tender for Housekeeping services" and "Commercial Bid of Tender for Housekeeping services". **The tenderer shall mandatorily furnish an Earnest Money Deposit amounting to Rs.15,000** in the form of DD drawn from a nationalized bank payable at Trivandrum in favour of "K-DISC". EMD shall be returned to the unsuccessful tenderers after finalization of order to the contractor. **The EMD of the successful tenderer shall be converted into interest free security deposit and the same amount will be returned to the tenderer upon completion of contract.** Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "Tender for Housekeeping Services at K-DISC ". The sentence "NOT TO BE OPENED" before (due date and time of tender opening) is also to be printed on these envelopes. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and sealed to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document. Tenders with unsealed financial bids are liable to be rejected.

Summary of Documents to be submitted in **hard copy** are as follows: -

- i) Following documents to be submitted as part of Technical Bid, to be enclosed in **separate sealed Technical Bid Envelope** super scribing "Technical Bid of Tender for Housekeeping services"
 - a) Tender fee amounting to **Rs.2,000/-** in the form of DD from a nationalized bank payable at Trivandrum in favour of "K-DISC"
 - b) EMD amounting to **Rs.15,000/-** in the form of DD from a nationalized bank payable at Trivandrum in favour of "K-DISC"
 - c) Each page of the tender document to be signed and stamped by the bidder
 - d) **Technical Bid** - Annexure I, Qualifying Bid document - Annexure II, undertaking by the bidder - Annexure III, Performance Report of Contract - Annexure IV, Details of contracts completed / under execution during last five years along with required documentary proof attachments

ii) Following documents to be submitted as part of **Financial Bid**, to be enclosed in **separate sealed Financial Bid Envelope** superscribing "**Commercial Bid of Tender for Housekeeping services**".

a) Duly filled in signed and stamped, document of **Financial Bid Annexure -V**

iii) **Technical Bid documents Envelope** (Item (i) mentioned above) and **Financial Bid documents Envelope** (Item (ii) mentioned above) to be kept together in a separate sealed bigger envelope super-scribed as "**Tender for Housekeeping Services at K-DISC** " and shall be addressed to The Member Secretary, K-DISC, India Heights Building, Opposite to Govt. Women's College, Vazhuthacaud, Trivandrum - 695014.

Website Link: <https://kdisc.kerala.gov.in/>

(Sd/)

Member Secretary

Encl: Copy of Tender document

The approximate area for which housekeeping is required is given as under:

AREA TO BE COVERED

S.No.	Name of the Office premises	Location	Building Area (Covered area in Sq. Ft.)	External Area (Uncovered area in Sq.Ft.)	Total Area in Sq. Ft.
1.	Ground plus Five Floors, Terrace Floor and Lift Head Room -Terrace floor at India Heights Building, K-DISC	India Heights Building, Opposite to Govt. Women's college road, Vazhuthacaud, Trivandrum	17,000	2,000	19,000 (Aprox.)
Total			17,000	2,000	19,000 (Aprox.)

Before tendering, the tenderers are advised to inspect the site of work and its environments to be well acquainted with the actual working and other prevailing conditions. The tenderer should specifically note that it is the tenderer's responsibility to provide all the items which are not specifically mentioned in the scope of works, but which are necessary to complete the subject services.

SCOPE OF HOUSEKEEPING SERVICES REQUIRED TO BE PROVIDED BY THE CONTRACTOR:

1 SCOPE OF WORK

1.1 Cleaning Services

The aim and objective is to provide a high level of cleanliness, hygiene and presentable look to the entire office area and surroundings. The building consists of total 10 no: of Executive cabins, 6 executive toilets, 6 open half cabins, two conference halls, one security room and one driver room, two small pantry spaces inside the floors, one terrace floor main pantry area, officer's workspace over the five floors and 7 no: General Toilets (Gents) and 6 no: General Toilets (Ladies). All the toilets shall be cleaned twice daily and office floor spaces to be cleaned twice daily (morning and evening).

1.2 Daily Services

Housekeeping / Cleaning services should be done daily from Monday to Saturday at regular intervals, so that the areas covered under the contract remain spic and span all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 8.30 am, before the commencement of office hours. The service includes:

1. Cleaning, dusting, vacuuming and disinfecting of floors, walls and ceilings. Removal of waste and any other garbage from the entire area covered under the contract (such as halls, conference rooms, office rooms, cabins, cubicles, Surroundings etc.).
2. Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract, including all staircases, cabins, lobbies, reception, office rooms, cabins, meeting rooms, security office and other areas as covered in the contract.
3. Cleaning of baskets, wastepaper baskets, cobwebs, etc. and disposing off all the collected waste at designated site on daily basis.
4. Dusting of electronic systems and their peripherals, all doors and windows, furniture, fixtures, fans, equipment, accessories etc., and cleaning of all windows glasses and grills. Cleaning and dusting of windowpanes / venetian blinds.
5. Spraying Room Fresheners in all rooms, on a daily basis at regular intervals.
6. Scrubbing / cleaning of toilets, wash basins, sanitary fittings, glasses, floors etc.
7. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under-rims including areas at hinges and cistern handles. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc., after daily check-ups in the morning, afternoons and on call basis during daytime.
8. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipments, nameplates, plant boxes, doormats etc.
9. Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on daily

basis to the designated points.

10. Check and remove hairs, dust, dirt or any such object from anywhere in area under the contract.

11. Cleaning, dusting, scrubbing of pantries, reception, security rooms, training halls, committee rooms, computer labs etc.

12. Shifting of furniture & records & their re-arrangement as & when required.

13. Pantry plates, utensils to be properly cleaned and kept in designated places as and when required as directed by K-DISC officer In Charge.

14. Cleaning of all open areas between the building and boundary including sweeping of road inside, lawns, paths, cleaning open drains etc. as directed by K-DISC officer in charge.

15. All items put to use for the cleaning work like brooms, mops, cleaning liquid bottles etc. shall not be left at the place of use and these items shall be placed at the earmarked place.

16. All the buildings as well as outside areas within the compound wall shall always be kept free of rodents and pests like cockroaches, mosquitoes, ants, termite, etc.,

17. Materials / consumables [e.g. cleaning agents for toilet Liquid soap, detergent, floor cleaner, naphthalene balls etc.] required for housekeeping and maintenance of toilet/ bathrooms shall be provided by the Contractor.

1.3 Weekly Services

The deep cleaning of the entire area will be done by the Contractor once in a week during the week end holiday (2nd Saturday/ Sundays) as under:-

1. Dusting of entire area including windows / windowpanes / doors / ledgers, etc.

2. Thorough deep cleaning / sweeping / washing / mopping with disinfectant cleaners of all floors (using scrubber machine), staircases and toilets. Scrubbing of all floors and ceramic tiles base. Cleaning of ceilings and high walls, removal of wash stains on walls, cleaning of roofs, porches etc.

3. Cleaning of sanitary fittings, toilet drainpipes etc., in the toilets with cleaning material.

4. Cleaning of all windows glasses and grills with detergent / cleaning agents.

5. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles.

6. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, electronic equipment, fire-fighting equipments, nameplates, plant boxes, doormats etc.

7. Cleaning of all open areas between the building and boundary including sweeping of inside

roads, lawns, paths, cleaning open drains etc. as directed by the K-DISC officer in Charge.

8. Clean all chrome fittings, glass frames, soap holders etc. to shiny finish.

9. Sofa /Chairs to be shampoo washed on fortnightly basis.

10. Cobweb to be removed thoroughly from all areas of office building

11. Equipments (Scrubbing machine, etc), Materials / consumables [e.g. Liquid soap, detergent, floor cleaner, naphthalene balls etc] required for housekeeping and maintenance of toilet/ bathrooms shall be provided by the Contractor.

1.4 Waste Disposal

The contractor shall ensure collection and segregation of dry and wet garbage in the earmarked area. The contractor shall ensure arrangement of garbage bins at all required places and collection and disposal of garbage on daily basis at regular intervals. The garbage collected should be disposed of at the designated area as per the direction of K-DISC officer in Charge.

1.5 MAN POWER

1.5.1 The Housekeeping staffs have to be deployed at K-DISC HQ, India Heights Building, Women's college road, Vazhuthacaud, Trivandrum. The contractor shall deploy sufficient housekeeping staffs complying to perform the daily duties and office requirements on time.

1.5.2 The Housekeeping staff engaged by the contractor shall wear proper Uniform and Identity Cards. The contractor has to ensure that the Housekeeping staff present themselves, clean and in proper attire, whenever they carried out the work.

1.5.3 The personnel shall report to the Officer in charge assigned by K-DISC. The contractor and the employees engaged by the contractor shall be subject to the entry and exit procedures of the office as may be determined by the Officer in charge from time to time.

1.5.4 The contractor shall ensure that the work undertaken by their personnel is carried out efficiently and to the satisfaction of the office.

1.5.5 All the employees engaged by the contractor must mark their attendance in the system suggested by K-DISC.

1.5.6 The agency/ contractor shall be certified and fully responsible to verify the antecedents of the manpower to be engaged. Also shall provide valid Aadhaar proof & letter of declaration for housekeeping staff ensuring they are not engaged in any criminal activities.

1.5.7 The agency shall certify that the manpower deployed is medically / physically/ mentally fit to discharge their duties /work .

1.5.8 The agency shall ensure that the Housekeeping staff is proactive with other engaged services on KDISC.

1.6 Working Hours

The Housekeeping services should be done daily from Monday to Saturday, 6 days in a week from 8.00 am to 3.00 pm. But other shift from 11.00 am to 6.00 pm also to be arranged by rotating part of cleaning staff to ensure the service up to 6.00 pm. or as decided by K-DISC. The daily cleaning work has to be completed prior to the commencement of office working hours.

2. TERMS AND CONDITIONS:

ELIGIBILITY CRITERIA

2.1. CONDITIONS TO BE SATISFIED IN THE QUALIFYING BID (PRE QUALIFICATION CRITERIA):

1. Bidder should have minimum two years of experience in providing housekeeping services to various organization in Kerala; and should have executed at least single work with an Annual Contract Value of ` 10 lacs in the similar activity, in any one of the last five years.
2. The bidder should have experience in providing similar housekeeping services at any one site measuring not less than 10,000 Sq. Ft. each.
3. The bidder must also have GST registration (if applicable).
4. The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.
5. Preference will be given to those contractors who have office in Trivandrum and presently executing housekeeping works (at least one operational contract) in Trivandrum for reputed Government / Public departments / Private organizations.

2.2 OTHER TERMS AND CONDITIONS:

1. All existing statutory regulations both State & Central Governments shall be adhered to and complied with by the Housekeeping contractor and all records maintained thereof should be available for scrutiny by this office. The Housekeeping Contractor shall strictly comply with the terms and conditions of the agreement, which will be executed with the successful contractor.
2. Failure by the Contractor to comply with statutory requirements and / or the terms of the agreement during the period of agreement, or deficiency in services, shall result in termination of the contract.
3. The Contract will be in force for a period of one year initially from the date of effect of contract agreement. K-DISC reserves the right to extend the duration of the contract for a further period of one-year subject to satisfactory performance and on mutually agreed terms and conditions.
4. The Service provider should use Eco friendly (Ozone free) materials for bathroom cleaning, hard surface and tap cleaning, glass cleaning and floor cleaning.
5. No escalation of price whatsoever would be allowed during the pendency/currency of the contract.
6. The contractor (Service Provider) shall submit the bill for every month by the 1st day of next month, certified by the respective K-DISC officer in In Charge. No interim bills will be entertained. Payment will be made through online within a month from the date of

submission of bill provided. The payment is subject to TDS applicable under the Income Tax Act, 1961.

7. Any additional/occasional work done, bill shall be submitted separately at the 1st day of next month, certified by the respective K-DISC officer in In Charge.

8. The selected Contractor shall execute:

[a] Service Level Agreement (SLA), which must include all the services and terms and conditions of the services to be extended as detailed herein, and as may be prescribed or recommended by K-DISC:-

[i] The selected Bidder shall execute the SLA within **one week** from the date of acceptance of letter of appointment or as intimated by the K-DISC

[ii] All the expenses related to execution of the document such as applicable stamp duty and registration charges if any shall be borne by the Bidder.

3 Rate and Prices:

The bidders shall quote their "RATE PER Sq. Ft. PER MONTH" (in both words and figures)

All the manpower, equipment's, tools and tackles their accessories /refills pertaining to housekeeping services will have to be provided by the contractor

All the Materials/consumables [e.g. Liquid soap, detergent, floor cleaner, multi cleaner solution, naphthalene balls, room freshener, etc.] required for housekeeping and maintenance of toilet/ bathrooms shall be provided by the Contractor and the quoted rates shall include the same.

ITEMS TO BE PROVIDED AT CABINS/TOILETS

1. **Items provided to cabins/executive toilets** (KDISC is vendor neutral, brand names are indicative only)
 - Liquid Soap: Any reputed make (Eco friendly)
 - Soap: Any reputed make (Eco friendly)
 - Tissue paper: Premier/Origami
 - Toilet Roll: Premier/Origami
 - Bucket & Mugs: Family plastics/Prince ware/Joyo/Cello
 - Room spray: Any reputed make (Eco friendly)
 - Room freshener cakes: Any reputed make (Eco friendly)
2. **Items provided to general toilets** (KDISC is vendor neutral, brand names are indicative only)
 - Naphthalene Balls: Any reputed make (Eco friendly)
 - Toilet deodorant cakes: Any reputed make (Eco friendly)
 - Soap oil for Hand wash: Any reputed make (Eco friendly)
 - Phenol: Any reputed make (Eco friendly)

- Perfume with phenyl: Any reputed make (Eco friendly)
- Bucket and Mugs: Family plastics/Prince ware/Joyo/Cello

NOTE: ANY OTHER EQUIVALENT BRAND WITH APPROVAL OF K-DISC CAN ALSO BE USED.

Aforesaid items are not exhaustive and may vary depending on requirement. If the above articles are not able to ensure an effective, efficient and timely Mechanized housekeeping service management in the K-DISC office, the Contractor will have to provide additional items as per requirement. No extra payment whatsoever will be made for these additional items.

The tenderer should ensure that the following documents are part of the

Qualifying Bid:

- a) Tender fee amounting to ` **Rs.2,000** in the form of DD from a nationalized bank payable at Trivandrum in favour of “K-DISC”
- b) EMD amounting to ` **Rs.15,000** in the form of DD from a nationalized bank payable at Trivandrum in favour of “K-DISC”
- c) Technical Bid: Annexure - I, Annexure II, Annexure III, Annexure IV (duly filled in) **signed and stamped along with** necessary enclosures
- d) Each page of the tender document to be signed and stamped by the bidder.

Financial Bid:

- a) Duly filled in Annexure-V

Encl:

Annexures I to V

TECHNICAL BID: ANNEXURE - I
Qualifying Bid Document

1	Registered Name of Contractor/Firm	:	
2	Address (with Email address and Contact No:)	:	
3	Name and Address of Proprietor/Partners/ Directors (With Mobile No.)	:	
4	Contact person(s) (With Mobile No. and Email)	:	
5	Total number of years of experience of the firm	:	
6	No: of years of experience in providing Housekeeping services for reputed organisations [Enclose proof / supporting documentary evidence from clients (or) TDS copies]	:	
7	Details of GST registration (if applicable), PAN along with Evidence	:	
8	'DD' Details of Tender Fee, 'DD' Details of EMD	:	
9	Present no: of operational contracts in the relevant field of housekeeping [minimum 10,000 Sq. ft per office or contract]	:	
10	Details of Housekeeping equipment /mechanised equipment owned and to be put in use for this contract by Contractor	:	
11	Each page of this tender document signed (Yes/No)	:	

DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge and belief. I/We understand that if any deviation / mis-statement is found in the above statement at any stage, I/We shall be blacklisted and will not have any dealings with the K-DISC in future.

I hereby confirm that I am authorized to sign the Tender Document.

Date:

Place:

(Name and Signature of Authorized signatory)

TECHNICAL BID: ANNEXURE - II

UNDERTAKING BY THE BIDDER

- [1] I/We undertake that my firm M/s. has not been blacklisted by any organisations
- [2] I _____ Son/ Daughter/ Wife of Shri _____ Proprietor/ Partner/ Director/ authorized signatory of M/s. _____ am competent to sign this declaration and execute this tender document.
- [3] I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- [4] The information/ documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under applicable/ appropriate law.
- [5] I understand that in case any deviation/ mis-statement is found in the above statement at any stage, my concern/ firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Signature of the authorized
Signatory of the firm/
Company

Office

Stamp /

Seal Place:

TECHNICAL BID: ANNEXURE - III
PERFORMANCE REPORT OF CONTRACT

Furnish this information for each individual contract in the following format from the employer for whom the contract was executed. Annexure-III to be submitted in respect of minimum two contract during the period 01/01/2018 to 30/04/2023.

PERFORMANCE REPORT OF CONTRACT

[TO WHO SO EVER IT MAY CONCERN]

This Certificate is issued at the request of M/s. _____ [Bidder's name]
_____.

- [1] Name of Contract & Location/ Address.
- [2] Agreement No.
- [3] Annual value of Contract
- [4] Date of start
- [5] Date of completion
- [6] Performance Report
 - [i] Quality of service: Excellent / Very Good / Good / Fair
 - [ii] Resourcefulness: Excellent / Very Good / Good / Fair
- [7] Any penalty imposed for bad performance.
- [8] Any litigation pending

Signature of Senior
Level Officer of the
Client of the Bidder
with complete contact details

Seal of the Client of the Bidder:

Date

TECHNICAL BID: ANNEXURE - IV

DETAILS OF HOUSE KEEPING CONTRACTS PRESENTLY UNDER EXECUTION/ COMPLETED (IN THE PAST FIVE YEARS)

No.	Location of Contract	Name of Client's Company or Firm	Annual Cost of Contract	Period of Contract		Housekeeping area [Square ft Area of the building per contract]	Name, Address & Contact No. of officer to whom reference may be made
				From	To		
1	2	3	4	5	6	7	8

[Signature of the Bidder]

Seal of the company/firm

FINANCIAL BID: ANNEXURE - V

No:	Item Description	Approx. Area (Sq. ft) [A]	Monthly rate per Sq.ft (including material) [B]	Total Amount for total Sq.ft. per month [exclusive of GST] [C] = [A] X [B]
1	<p>Housekeeping services to K-DISC HQ office at India Heights Building, Vazhuthacaud, Trivandrum Daily cleaning sweeping and wet mopping of the entire area including the lobby, stair-cases, corridors, passages, etc. in all floors. Collection of all sweeping garbage and waste materials and its effective disposal at designated area. Furniture like chairs, tables, sofas and electronic gadgets like computers, telephones, photo copier machines etc. have to be dusted daily. Cleaning of toilets including WCs and urinals with attached water tanks and wash basins with disinfectants. Weekend deep cleaning, shifting of furniture, files and other office equipment whenever required etc.</p> <p>(Please quote rate per sq. ft. per month including all charges, excluding GST</p>	19000		

Monthly Rate per Square feet in words.....

Note:-

1. The tenderer shall quote the rates exclusive of all taxes and inclusive of all expenses / cess / taxes other than GST of all types of Work force/ Manpower and expenses pertaining to the cleaning materials or consumables or mechanized equipment/its rental charges, and no claim for enhancement of quoted rates on any account shall be considered.
2. Above mentioned area is approximate. It shall be the responsibility of bidder to carry out the actual site visit and make proper assessment of the office space and requirements before quoting the rates.

DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge and belief. I/We understand that if any deviation/mis-statement is found in the above statement at any stage, I/We shall be blacklisted and will not have any dealings with the K-DISC in future.

I hereby confirm that I am authorized to sign the Tender Document.

Date ::

Place : (Name and Signature of Authorized signatory)

4. Evaluation of Bids

(A) TECHNICAL BID EVALUATION: STAGE I

Stage - 1 Technical suitability of the bidders will be evaluated as per Pre-Qualification Criteria (PQC)

(B) TECHNICAL BID EVALUATION: STAGE II - Only those bidders who fulfil stage I criteria will be considered eligible for Stage - 2

Stage 2- Technical evaluation will be carried out on the basis of documents submitted by the bidder as per Technical Bid (Annexure A) : Following parameters carrying total 100 marks will be used to evaluate the Bidders Technical credentials

SI no:	Particulars	Marks break up		Allocation of Marks		
				Min	Max	Actual
1	Total experience of the Firm	2 to 5 years	10	10	25	
		>5 to 8 years	15			
		> 8 years	25			
2	No: of years of experience in providing Housekeeping services in reputed Organisations.	2 to 4 years	15	15	25	
		> 4 to 8 years	20			
		> 8 years	25			
3	Present Operational Contracts in the relevant field of housekeeping in reputed organisations [min. 4000 sq. ft per office/ contract]	1 to 2 contracts	5	5	25	
		>2 to 3 contracts	10			
		> 3 to 5 contracts	15			
		> 1 to 5 contracts in Trivandrum	20			
		> 5 contracts	25			
4	Presentation to K-DISC [including details of equipment / manpower]	Presentation	25	10	25	
	Total marks of Stage - 2 evaluation	Maximum Marks	100			
		Qualifying Marks	40			

(N.B : The bidders may please note that presentation may be online/ offline based on the decision of K-DISC. In case of online meeting, link will be sent to bidders who qualify Stage 1 of the bid evaluation process)

Final Score of technical bid are based on following method:

$$\text{Normalised Technical Bid score} = \frac{\text{Marks obtained in Technical Bid} \times 10}{\text{Highest Marks of Technical Bid}}$$

(C) FINANCIAL BID EVALUATION - Stage III

K-DISC will open the financial bids of bidders who score minimum of 40% marks in stage II

The financial bid will be evaluated as under :

$$\text{Normalised Financial Bid score} = \frac{\text{Lowest quoted price} \times 10}{\text{Price quoted by the bidder}}$$

(D) COMBINED EVALUATION AND SUCCESSFUL BIDDER - Stage IV

The score of technical proposal would be given 60% weightage, and the financial proposal would be given 40% weightage. The weighted combined score of the Technical Score (TS) and Financial Score (FS) shall be used to rank the bidders on the basis of the formula as given below:

$$\text{Combined score} = 60\% * \text{TS} + 40\% * \text{FS}$$

The successful bidder will be the one who has the maximum combined score in stage IV.

It may be noted that if after the combined evaluation at stage IV, two or more bidders have the same score, then the bidder having the highest Technical score will be the winner.

The purpose of the four stage selection process is to get the services which combine optimally the quality and price.