

"Tender for Cleaning Services"

TENDER No. ANERT-ADM/191/2018-OA2(HRM)-02

Sealed tenders are invited under two bid system from registered Agencies in providing Cleaning Staffs in Central/State Government Department, Public Sector Companies/undertaking, Autonomous Bodies etc for providing Cleaning Staffs in ANERT Head Quarters, PMG, Law College Road, Vikasbhavan.P.O, Thiruvananthapuram-695033 on contract basis for a period of one year.

1	Name of Work	Providing of Cleaning Services for ANERT Head Quarters, PMG, Law College Road, Vikasbhavan.P.O, Thiruvananthapuram-695033
2	Earnest Money Deposit	Rs.20,000/- shall be remitted by way of DD from a nationalized/scheduled Bank drawn in favour of Director, ANERT payable at Thiruvananthapuram
3	Tender document fee	Can be downloaded from www.anert.gov.in free of cost
4	Tender processing fee (Non refundable)	Rs.1850/- (inclusive of GST)
5	Last date for submission of Tender document	08-09-2020 till 3 pm
6	Date of opening of Technical bid	08-09-2020 at 3.30 pm
7	Date of opening of Financial bid	08-09-2020 at 4.00 pm

The tenders in sealed covers superscribed "Tender for Cleaning Services" should reach at Director, ANERT Head Quarters, PMG, Law College Road, Vikasbhavan.P.O, Thiruvananthapuram-695033 on or before 3 pm on 08-09-2020. Any tender received after the due date and time will be rejected.

The tender document(s), may be downloaded from our website www.anert.gov.in free of cost. Only those bidders having a valid and active registration, on the date of bid submission, shall submit bids. However, Tender Processing fee (Non refundable) of Rs. 1850/- (inclusive of GST) in the form of DD drawn from a nationalized/scheduled bank in favour of Director, ANERT payable at Thiruvananthapuram shall be submitted along with the bid in a separate cover superscribing "Tender Processing Fee for Cleaning Service".

Tender – Two bid system

1) Technical bid

Technical bid along with an EMD of Rs.20,000/- should be kept in a separate cover superscribing “Technical Bid for Cleaning Services” by way of DD drawn from a nationalized/scheduled bank in favour of Director, ANERT payable at Thiruvananthapuram.

2) Financial bid

Financial bid shall be kept in a separate sealed envelope superscribing “Financial Bid for Cleaning Services”.

The three covers which contain Tender processing fee, Technical bid & Financial bid to be put in a bigger sealed envelope superscribing “Tender for Cleaning Services” with sender’s address properly affixed on each envelop and addressed to Director, ANERT Head Quarters, PMG, Law College Road, Vikasbhavan.P.O, Thiruvananthapuram-695033.

Note: The tenders completed in all respect must be received in this office before due date and time indicated above. The tenders received after the scheduled date and time will be rejected outright. As this is a two cover system-technical bid and financial bid are to be submitted as per the instructions.

Minimum Eligibility Criteria

1. The bidders should meet the following minimum eligibility criteria.
2. The bidder should be a well-established Agency either based in Kerala or having operations in Kerala with minimum 2 years experience in this field. The agency should have ESI and PF registrations in Kerala. *(Attested Certificates establishing this criteria shall be submitted).*
3. The bidder should have a valid license issued by the Government of Kerala as per The Contract Labour (Regulation & Abolition) Act, 1970, Kerala Shops and Commercial Establishment Act etc.
4. During the last 2 years, the bidder should have provided Cleaning services to at least one Central / State / PSUs/ reputed private Corporate for a period of two years.*(Attested/original Certificates establishing this criteria shall be submitted).*
5. The bidder should have achieved an average annual turnover of Rs.1 Lakhs during the last three preceding financial years ending 31-03-2019. *(Attested/original Turnover / Balance Sheet & P&L issued by Chartered Accountant shall be submitted).*
6. The bidder shall be a proprietary firm, partnership firm, Limited Company,

Corporate body legally constituted, processing required license and registrations valid for at least 12 months from the date of opening of the tender.

7. Joint venture companies are not acceptable.
8. The Agency must have Service tax registration, PAN number & GST registration.
9. The Agency must provide minimum wages as prescribed under the Minimum Wages Act/Rule and the notification issued from time to time by the Labour Department, Government of Kerala to all their personnel and proof of the same has to be submitted to Director, ANERT as and when required.
10. The Agency must provide annual bonus to their personnel employed in ANERT as per Payment of Bonus Act.

Note: Documentary proof in support of meeting the minimum eligibility criteria should have duly attested.

Opening the Tender

The Technical bid will be opened at 3.30 pm on 08-09-2020 and the financial bid of those tenders who are qualified will be opened at 4.00 pm on the same day or any day declared during the opening of the Technical Bid. Technical evaluation of bids shall be carried out only if Tender Processing Fee and EMD is submitted. Only the Financial Bid of those who are technically qualified will only be opened.

Terms and Conditions

1. The price quoted should not be below the minimum wages payable to employees employed in private sector in the State of Kerala prescribed by Labour Department, Government of Kerala.
2. Complete Cleaning (brooming, mopping, washing, etc.) of the following areas:
 1. All Verandah/Corridor/Open space, stair cases and Common area in all floors (Ground Floor to Top Floor) and terrace of the Office building.
 2. All rooms in all floors (Ground to Top Floor) of the building including.
 3. Cleaning of overhead tanks, Biogas plant, Solar Power plants once in a month.
 4. Cleaning of all Toilets/Bath rooms & wash area on daily basis.
 5. Cleaning of Car Parking area, Entrance, Lobby, Generator room etc.
 6. Cleaning of Cob Web in ceilings of all the buildings (inner & outer portion)
 7. Disposal of garbage hygienically.
 8. Removing of Honey comb, if found.
 9. Area inside the compound wall to be maintained properly.

10. Cleaning of table, chair, almirah, cabins including glasses etc.
 11. Ensure proper water storage in tanks.
 12. Washing utensils, towels, curtains etc.
 13. Weeds should be removed properly.
 14. Fish tank should be cleaned once in a month.
 15. Boiling water, making tea & serving the same.
4. For the above purpose, the Cleaning Staffs shall complete their cleaning duty inside the office rooms before 10.00 AM.
 5. The working time of Cleaning staffs will be 8 AM to 4 PM
 6. The Cleaning Staffs posted should possess good health and physique.
 7. The Agency shall furnish the Bio-data of the cleaning staffs before the Director, ANERT with identification card with passport size photograph of each person. Whenever there is change of personnel, advance information to that effect shall be given to ANERT with the Bio-data of the said personnel.
 8. The personnel of the Cleaning staff engaged by the Agency shall only be the employees or members of the Agency.
 9. The cleaning staffs should have knowledge in regional language to read, write and speak.
 10. The payment will be made on or before the sixth working day of the succeeding month, for which the Agency should submit their bill on or before the 3rd working day of the month.
 11. The Agency shall be solely responsible for the payment of salaries, other benefits, perks and other legal obligations, if any, in respect of personnel engaged by them, in ANERT.
 12. The Agency shall ensure that no personnel engaged by them will engage in any type of activities prejudicial to the interest of the ANERT.
 13. The Agency shall provide uniforms if necessary for the cleaning staff.
 14. The materials required for cleaning will be provided by ANERT.
 15. The Agency shall be responsible for replacement of the cleaning personnel who are falling ill or proceeding on leave or otherwise absent, under intimation to the ANERT.
 16. It shall be the responsibility of the agency to maintain proper discipline among personnel engaged by them.
 17. It is specifically understood that the persons engaged or to be engaged for the work undertaken to be done by agency, shall be preferably their members, that, for all statutory and other purposes, the agency shall be their employers and that agency shall be responsible and liable for all statutory or other benefits and obligations which, the persons engaged by agency are entitled to, including the

benefits under ESI Act, PF Act, Minimum Wages Act and Workmen's Compensations Act.

18. It is specifically understood that ANERT shall not have any employer–employee relationship between them and the persons engaged by the agency for fulfilling the obligations under this agreement and that those persons are not the employees of the ANERT. These personnel shall have no claim for employment in the service of the ANERT at present or in future.
19. The Agency shall have no claim in damage or compensation or reimbursement of any expenses which is incurred by him either by compensating to the persons engaged for work in the ANERT or otherwise and that necessary insurance coverage will be taken by the agency to them, in respect of any injury in the course and out of their work / employment.
20. There will not be any employer–employee relationship between the cleaning staff and ANERT and as such, any misconduct by the cleaning staff on information given by the ANERT, shall be dealt with by the agency and action taken. Further, such personnel, as and when their conduct and work are found to be unsatisfactory by the ANERT, are to be replaced with suitable hand by the agency, immediately on making request in this behalf by the ANERT.
21. ANERT will have right to terminate the contract by giving one month notice without assigning any reason.
22. ANERT will have the right to reject any quotation without assigning any reason and award the contract to any other bidder if the ANERT is of the opinion that person who quoted the lowest rate is not having sufficient cleaning personnel or does not satisfy the conditions stipulated in the tender document and there is suppression of facts in the application for pre–qualification and in the tender documents.
23. If any loss or damage is caused to the property of the ANERT due to negligence or want of care or dereliction of duty on the part of the cleaning personnel, the said loss or damage shall be deducted from the charges due to the contractor or any other amount found due from the ANERT.
24. EMD of the successful bidders will be retained and the EMD of the other bidders will be refunded after 7 days from the date of execution of contract with the successful bidder. If the successful bidder does not come forward to execute the Agreement within 5 days of intimation the EMD will be forfeited, and the work will be awarded to any other Agency at the sole discretion of ANERT.
25. The rate quoted shall be valid for one year.
26. The tender document shall be signed on every pages and returned to us along with Tender Agreement in a Stamp paper worth Rs.200/- duly signed.

27.The Agency who has been awarded the contract, shall execute an Agreement with the ANERT in a Stamp paper worth Rs.200/- within 5 days.

28.The Director, ANERT reserves the right to reject any or all the tenders without assigning any reason whatsoever and no representation is entertained on this account.

Signature

Name and Address of the Bidder