



Tender No. KSFC/Admin/Housekeeping/2021-22/03/call-4

**Karnataka State Financial Corporation**  
**KSFC Bhavan**  
**No 1/1 Thimmaiah Road**  
**Bengaluru 560052**  
**Karnataka**  
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**Website: - <https://ksfc.karnataka.gov.in>**

**Tender No. KSFC/Admin/Housekeeping/2021-22/03/Call-4**

**TENDER DOCUMENT**

**Tender for Providing HOUSEKEEPING Services to KSFC, HO, Bengaluru**

Last Date of Receipt of Tender	As per the e-Procurement Portal
Date of Opening of Tender	As per the e-Procurement Portal
Cost of Tender Document	Nil
Earnest Money Deposit (EMD)	Rs 20,000 (Rupees Twenty Thousand only)

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**Annexure-1**

**Eligibility of Bidders**

1. The Bidder should have minimum of 5 (Two) year experience in providing Housekeeping Services to Central/State Govt. Departments or reputed leading Private Organizations ( submission of latest contract order and performance certificate obtained from FY 2017-18, 2018-19,2019-20,2020-21 is **MANDATORY**)
2. The Bidder should have achieved total turnover of at least Rs. 50 lakhs every year from financial years i.e. 2017-18, 2018-19,2019-20 & 2020-21 (Turnover Certificate duly certified by a Chartered accountant must be submitted- **MANDATORY**).
3. Bidder Agency should have valid registration with Labour Department, Government of Karnataka.
4. The Bidder should have valid registration with EPF & ESI departments
5. The Bidder should submit Audited Balance Sheet/Profit and Loss Statement duly certified by registered Chartered Accountant for the FY 2017-18, 2018-19, 2019-20 & 2020-21(provisional)
6. The Bidder should have Head Office or full-fledged Branch Office in Bengaluru
7. The Bidder should submit valid GST & possess PAN in the name of the bidder
8. The Bidder should furnish Declaration as per Annexure-8 of the Tender Document
9. ISO Certificate ( if available ) optional
10. The bidders who had any previous service contract agreement with KSFC shall submit NOC / Performance Certificate obtained from KSFC without fail along with proof for having satisfactorily paid all the ESI / PF dues during the contract period

**IMPORTANT:**

- **THE BIDDERS ARE REQUESTED TO ARRIVE AT COMMERCIAL BID AMOUNT AS PER THE FORMAT GIVEN VIDE ANNEXURE-7.**
- In the e-Procurement Portal, the Bidders are requested to enter / quote **ONLY GRAND TOTAL of Contract Amount including Wages, Consumables and Administrative cost for a total period of 24 months ( 2 years) including** all Applicable Taxes and statutory payments
- **Bids showing the above said amount for less than 2 year period and/or excluding Applicable Taxes will be rejected.** Bids not fulfilling the Annexure-7 and instructions thereof the tenderer bid will be rejected



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- The bidder should take maximum care for assessing requirement of Consumables and its cost. Any quote which is unrealistic is liable to be rejected without giving any notice
- They should not upload the Format used for calculating Commercial Bid Amount to e-Procurement Portal. However, the softcopy of the same needs to be mailed (email : [adm@ksfc.in](mailto:adm@ksfc.in)) after KSFC requests for the same / after opening Online Commercial Bid

**\*IMPORTANT: Minimum Technical Evaluation Eligibility Score is 85 out of 100.**

**Minimum Wages and VDA of Sweeper is considered as per the Wages prescribed by Government of Karnataka vide Notification No.KAE20LMW 2017 DT.30.12.2017 Minimum Wages and VDA from 01.04.2021 to 31.03.2022 for Employment in Shops and Establishment.**



**Annexure-2**

**Submission of Tender**

1. Bidders shall have to participate through e-Procurement process only and submission of bids directly or in any other form is prohibited.
2. KSFC cannot be held responsible for technical problems resulting in non-submission/non-uploading of bids within the stipulated time.
3. The Bidder shall bear all costs associated with the preparation and submission of his bid and KSFC will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
4. The Bidder shall pay processing fee and EMD at e-Procurement Portal through the following four modes of payment:
  - a. Debit Card
  - b. Credit Card
  - c. OTC (Over the Counter) at designated ICICI Bank Branches
  - d. Net Banking
  - e. NEFT (National Electronics Fund Transfer)
5. The Softcopies of the Documents in proof of Eligibility need to be uploaded to e-Procurement Portal of Government of Karnataka. If asked for, the Hardcopies need to be produced before KSFC
6. For any assistance in the submission of Tender, the following Helpline Numbers of e-Procurement Portal of Government of Karnataka may be contacted.
  - a. **+91-8046010000**
  - b. **+91-8068948777**
  - c. **support[at]eprochelpdesk[dot]com**



**Annexure-3**

**General Terms & Conditions**

**1. Opening of Bids by KSFC**

- a. The Bids will be opened in two stages i.e. the Technical Bid and Commercial Bid. Only those Bidders found eligible in Technical Bid will qualify for participation in the Commercial Bid opening.
- b. The date fixed for opening of bids, if subsequently declared as holiday by the KSFC, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time remaining unaltered.
- c. Cut-Off Score in Technical Evaluation for qualifying to Financial Evaluation will be 85 out of 100. This is binding on all the participants of the Tender.
- d. Return of EMD: The EMDs of unsuccessful Bidders will be returned after the successful Bidder is selected.
- e. **Forfeiture of EMD** : EMD is liable to Forfeiture in the event of
  - i. Withdrawal of offers during validity period of the offer
  - ii. Failure to sign the Contract Agreement and furnish the required Security Deposit within the stipulated time
  - iii. Any unilateral revision made by the Bidder during the validity period of the offer
  - iv. Failure to enter net amount at e-portal as per Annexure-7
- f. **Security Deposit**: The successful Bidder will have to furnish Security Deposit not less than 5% of the total contract amount in the form of DD payable to Karnataka State Financial Corporation, payable at Bengaluru / Fixed Deposit / Bank Guarantee . No interest will be payable on EMD or Security Deposit in any case. Security Deposit will be for the entire Contract Period with KSFC. The Security Deposit shall be payable to the KSFC as compensation for any loss resulting from the agency's failure to complete its obligations under the Contract.
- g. **Acceptance of the Purchase Order**: The successful Tenderer shall clearly confirm the acceptance of the Purchase Order within 7 days of receipt of the Purchase Order by him. In case of failure to do so, the EMD amount will be forfeited. Purchase order will be withdrawn / cancelled at the discretion of KSFC.
- h. The Successful Bidder will have to sign the Contract Agreement provided by the Corporation and furnish the required Security Deposit within 7 days of the issuance of Work Order by KSFC.
- i. **Return of Security Deposit**: The Security Deposit will be returned after 1 month after successful completion of the Contract, after deducting dues, if any, payable to the KSFC.



- j. In the event of any breach of any Terms and Conditions or delay or default, the Contract will be terminated and the Security Deposit will be forfeited by the KSFC.
- k. The participating agency is required to sign all the pages of the tender document and upload the same along with declaration.

## **2. Award of Contract:**

The Lowest Quoted (**L1**) Bidder will be considered for award of the Contract in general. However, based on the background of the Bidder, KSFC is at liberty to reject L1 Bidder to ensure that service of good quality is provided to KSFC. The rates quoted by the selected Bidder may further be negotiated subject to discretion of KSFC. KSFC reserves the right to reject the offers submitted by the Bidder without assigning any reasons what so ever. The decision of KSFC is final in this regard.

In case the selected Bidder fails to sign the Contract Agreement and furnish the required Security Deposit within 7 days of the issuance of Work/Purchase Order, KSFC has the discretion to award the contract to next eligible Bidder. KSFC is not bound to give any notice/reminder to selected Bidder for their failure to sign the Contract Agreement and furnish the required Security Deposit within the stipulated period. In such case the EMD of such Bidder will be forfeited.

## **3. Contract Period:**

The Contract Period is for 2 (Two) Years subject to extending for another 03 (Three) Months on the same Rates and Terms & Conditions, subject to Satisfactory Performance of the service provider.

## **4. Termination of Contract:**

The Contract is liable to be terminated at the absolute discretion of KSFC without assigning any reasons on the following grounds and the Security Deposit/EMD amount paid by the Contractor will be forfeited.

- a. The services to be found unsatisfactory.
- b. Breach of any terms of the contract
- c. If the agency fails to provide the services as per the agreed terms and on violation of any of the terms of the contract, the firm is liable to be blacklisted besides termination of the contract.
- d. If the agency fails to remit the ESI & EPF amount of its employees or any other statutory payments to the concerned authority.
- e. If the agency fails to make payment to security guards within the time specified under clause 5 (b) below.
- f. If found to have furnished misleading or false representations in statements and attachments submitted as proof of the qualifying requirement at a later date.
- g. The decision of the company shall be final as regards the acceptability or otherwise of materials/equipment supplied/services provided.



### **5. Billing & Payments:**

- a. The Service Provider should submit bills before 5<sup>th</sup> of the succeeding month, to KSFC, Head Office Administration Department, Bangalore along with proof for having paid PF/ESI & other statutory payments. Also, the Attendance register and Salary slips of the security staff deployed with the Corporation shall also be furnished. 100% payment through Account payee Cheque / any other recognized digital form (RTGS/NEFT) will only be made after necessary verification
- b. It is mandatory that the Agency shall make the payment to its Employees on or before 7<sup>th</sup> of every month irrespective of payment received from KSFC.
- c. It is the responsibility of the Agency to produce previous month's ESI, EPF contribution receipts and Salary Acquittance of the deployed staff along with the Bill for payment. This shall be strictly adhered to, before making payment.
- d. In case the agency fails to submit the name-wise payment made to ESI and EPF while submitting the bills, such bills will be withheld and if the same exceeds more than 3 months, the Contract will be cancelled and the ESI and EPF amount will be deducted from their bills and the security Deposit will be encashed without assigning any reason.
- e. The payment shall be restricted to the number of Security Guards during that particular month

### **6. Rights of KSFC:**

- a. KSFC reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
- b. KSFC reserves the right reject any Tender due to failure on the part of the Bidder to observe the prescribed procedure.
- c. Any attempt from the Bidder to canvas through any means, for the securing work order from KSFC will prejudice the Bidder's quotation and the same will be rejected without assigning any reason whatsoever.
- d. KSFC is not bound to accept the Lowest Tender.
- e. In case of rejection of L1 bidder on violation of terms of tender, KSFC reserves the right to consider the bids of other qualified lowest bidders in the line.

**Annexure-4****1.Scope of Service**

<b>Sl. No.</b>	<b>Description of Work</b>	<b>Schedule for doing the Work</b>
1.	Sweeping & Mopping of All Ground, First, Second and Third Floors	Twice Daily
2.	Sweeping & Mopping of Staircase and Corridors of Ground, First, Second and Third Floors	Twice Daily
3.	Cleaning & Mopping of Rest Rooms of all the Floors	Twice Daily
4.	Scrubbing & Cleaning of Wash Basins of Ground, First, Second and Third Floors	Twice Daily
5.	Scrubbing & Cleaning of Urinal Basins of Ground, First, Second and Third Floors	Twice Daily
6.	Scrubbing & Cleaning of Commodes of Ground, First, Second and Third Floors	Twice Daily
7.	Sweeping of Cellar Vehicle Parking Area	Once Daily
8.	Sweeping of Front & Rear Parking Area	Once Daily
9.	Dusting & Wet Cloth Cleaning of Furniture on Ground, First, Second and Third Floors	Once Daily
10.	Dusting & Wet Cloth Cleaning of Window Panes and Partition on Ground, First, Second and Third Floors	Once a Week
11.	Sweeping, Mopping and Dusting of Board Room on 3 <sup>rd</sup> Floor	Twice Daily
12.	Sweeping, Mopping and Dusting of Meeting Hall on 2nd Floor	Once Daily
13.	Sweeping, Mopping and Dusting of Conference & Dining Hall on Ground Floor	Once Daily
14.	Vacuum Cleaning Carpets	Once a Month
15.	Cleaning of Over-Head Tank and Sumps using Bleaching Powder / any other recognized cleaning agent	Once a Month
16.	Cleaning of Commodes and Urinals with Acid on a Holiday	Once a week
17.	Cleaning of DG Set Shed	Once a Week
18.	Any other work pertains to Housekeeping activity	As per instructions

1. Approximate Details involved in the Cleaning Work. (\*\*)





- a. Area of cleaning – Entire building
- b. Rest Rooms
- c. Wash Basins
- d. Urinal Basins
- e. Commode / Closet - Indian & western:
- f. Front Parking Area
- g. DG Set Shed & Elevators (lifts) - cleaning
- h. Type of Flooring: Mix of Marble, Cudppah,cement and Mosaic

**\*\* The interested parties who wish to participate in the Tender process shall personally visit the place and collect the information regarding total area covered & other details required from KSFC Admin department. It is the responsibility of the participating bidder to clearly assess the requirement of consumables.**

2. Minimum Number of Workers to be Deployed

- |                              |       |
|------------------------------|-------|
| 1. Full day – Senior Sweeper | 1 No. |
| 2. Full day – Sweepers**     | 4 No. |
| 3. Half day-- Sweepers       | 6 No. |

**\*\* Deployment of 01 (one) Male personnel is mandatory  
IMPORTANT:**

- 1) *All the 4+1 full day Cleaning Staff should always be available at the premises between 8.00 am and 4.00 pm (including Coffee & lunch break)*
- 2) *All the 6 half day Cleaning Staff should be available at the premises between 8.00 am and 12.30 pm (including coffee / Breakfast break)*
3. Timings for Cleaning
  - 1<sup>st</sup> Round of Cleaning: 8.00 am to 10.00 am – Sweeping, Mopping & Rest rooms Cleaning
  - 2<sup>nd</sup> Round of cleaning - 10.30 am to 1.00 pm – Glass, Door, Window cleaning
  - 3<sup>rd</sup> Round of Cleaning: 2.00 pm to 4.00 pm - Toilet / Restroom cleaning
4. The Chambers of Officers, Departments and Corridors should spray with Air-Freshener every day after cleaning work is completed.
5. The Material used for Cleaning, Sweeping, Washing, Mopping, sanitizing etc., should be supplied by the Contractor.
6. Separate Cloth should be used each for cleaning Telephones, Computers and Furniture. Wet cloth should not used for cleaning Electric / Electronic equipments
7. The service provider shall make arrangement to clean the carpets, floor area etc by using heavy duty vacuum cleaning equipment frequently in order to keep the premises dust free.



**Annexure-5**

**Other Terms and Conditions**

1. Rights of KSFC:
  - a. KSFC reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
  - b. KSFC reserves the right reject any Tender due to failure on the part of the Bidder to observe the prescribed procedure.
  - c. Any attempt from the Bidder to canvas through any means, for the securing work order from KSFC will prejudice the Bidder's quotation and the same will be rejected without assigning any reason whatsoever.
  - d. KSFC is not bound to accept the lowest tender.
  - e. The Corporation reserves the right to deduct GST and other statutory dues from the payments of the Service provider.
  - f. In case of any complaints from the employees of Service provider regarding non-payment / short payment of eligible Salary & other perks, the Corporation reserves the right to deduct the same from the payment of the service provider and terminate the contract
2. The Bidder should not sub-let the Contract order to the third party, for which act, is liable for Termination of Contract within 24 hours.
3. No escalation of rates during the period of contract would be allowed on any account.
4. No request for making Advance Payment on any ground shall be entertained.
5. **Penalty Clause:**
  - a. In case the agency fails to provide the services of House Keeping Staff from the date of contract order, a penalty at the rate of 0.5% per week subject to a maximum of 10% of the remuneration payable will be deducted from the amount to be paid to the Agency for the delayed deployment of House Keeping Staff to KSFC
  - b. The agency shall disburse salary to its deployed manpower if any, latest by 7th of every month, failing which penalty of Rs. 500/- per day will be imposed upto 15th of the month and the contract shall be liable to be terminated. Security Deposit shall be forfeited. KSFC will have the power to appoint any other agency for the manpower services at the risk and the cost of the agency
  - c. In case the agency fails to fulfill the minimum statutory requirements (ESI/EPF) as per the conditions of the Tender Documents and fails to produce the concerned documents, it shall be treated as breach of the contract and the agency is liable to be black listed by KSFC, in addition to forfeiting of the monthly bills and performance security deposit.
  - d. The Agency has to supply the required number of House Keeping Staff. If any Staff fails to attend duty, Rs.500/- per Staff will be deducted.
  - e. In case the Agency fails to provide a House Keeping Staff for an entire month then the entire month remuneration will be deducted and notice will be issued. In such case, KSFC reserves the rights to terminate Contract.



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- f. If the Agency fails to pay the ESI/EPF or any other statutory payment and fails to produce the individual name-wise statement, the payable ESI/EPF or any other statutory payments shall be deducted from the payment of the service provider.
- g. The successful bidder shall have to produce proof for having procured the required quantity of consumables used for the housekeeping services

**6. Requirements for Cleaning Staff.**

- a. The Cleaning Staff provided shall be able bodied, physically fit and mentally sound, well trained and disciplined
  - b. Knowledge of Kannada is a must.
  - c. **Replacement:** Agency shall provide continuous service of Cleaning Staff by making standby/reserve staff and no void shall be allowed. It is the primary responsibility of the Agency to provide un-interrupted continuous Cleaning Staff at the designated locations in HO.
  - d. Holidays: The Agency shall make arrangement to provide weekly holidays and other holidays to Cleaning Staff posted on duty by making alternate arrangements.
  - e. Deployed Cleaning Staff shall be issued a laminated I.D. affixing latest photograph with details of Name, EPF & ESI Account numbers, Name of the Agency, Date of Appointment and other details if any.
  - f. **Uniform:** The Agency should ensure that the Cleaning Staff wear uniform In case, the person so deployed is found to be not in proper uniform, dress or commits any breach of any of the terms and conditions of the contract, KSFC shall have the right to impose any punishment or fine upto Rs.1,000/- (Rupees One Thousand Only) on the agency.
  - g. The Service Provider shall agree to KSFC Rules & Regulations and shall arrange to effectively carry out the social and other responsibilities. Staff of Service Provider shall not misbehave with KSFC Employees/Officers/Customers/General Public nor shall cause any loss to KSFC property. For any such lapses the Service Provider is solely held responsible.
  - h. All the personnel deployed by the agency shall strictly follow all the COVID guidelines issued by KSFC or Central / State Government.
7. The Bidder shall calculate Wages as per Minimum Wages applicable for Shops and Establishments prescribed by Government of Karnataka strictly as per Calculation Sheet for Commercial Bid given in Annexure-7. All the columns indicated therein should filled without fail. It is not required to upload Calculation Sheet. However, the Bidder is required mail it to KSFC after receiving instructions from Admin Department, once the Financial Bids are opened.( email : [adm@ksfc.in](mailto:adm@ksfc.in))
8. The Service Provider will be responsible for obtaining a license/renewing the license, as the case may be, from the Licensing Authority under the Contract Labour (R&A) Act and KSFC will not be responsible for any damages/losses on this account.
9. The Service Provider will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, Employees State Insurance, Maternity Benefit and other labour laws in respect of the persons deployed by it in KSFC. The Service Provider will be liable to pay the staff the minimum wages fixed from time to time by the Labour Department, GoK., by 7th day of every month.



10. The Service Provider will be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to KSFC, to the concerned Authorities from time to time as per extant rules and regulations in the matter.
11. In case the Service Provider fails to comply with any statutory duty/liability under appropriate law, and as a result thereof, KSFC is put to any loss/obligation, monetary or otherwise, KSFC will be entitled to get itself reimbursed out of the outstanding bills and the Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms. If any amount is still required to be recovered, the same will be recovered through process of Law.
12. The Service Provider will maintain all statutory registers under the applicable Laws. The Service Provider will produce the same, on demand, to the concerned authority of KSFC or any other authority under Law.
13. The Service provider shall not employ any person below the age of 18 years.
14. All the staff deputed to the Corporation should always be in neat and clean uniform provided by the Service Provider. In case an employee of the Service Provider is not found in proper uniform, KSFC reserves the right not to allow such person within the premises. The Service Provider will supply the complete uniforms to the staff within 7 working days from the date of entering into contract.
15. All the persons engaged by the Service Provider should be healthy, physically fit and free from communicable diseases.
16. The antecedents of the personnel deployed by the Service Provider will be above board.
17. The staff deployed will be issued identity cards by the Service Provider which will be required to be displayed at the time of duty.
18. The Service provider will be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. KSFC will, in no way, be responsible for settlement of such issues whatsoever. KSFC will not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
19. The personnel deployed at KSFC by the Service Provider will always remain employees of the Service Provider for all intents and purposes, and the Service Provider alone will be liable for any dispute which may have any sought of legal repercussions in a court of law.
20. The Service Provider will communicate the name, parentage, residential address, date of birth, Aadhar card copy etc. along with a photograph of the persons deputed, to KSFC.
21. In case work or conduct of the deployed manpower is found unsatisfactory he/she will be sent back without assigning any reason. The Service Provider will be liable to provide his/her replacement on demand within 24 hours.
22. The Service Provider shall at its own expenses make good any loss or damage suffered by the Bureau as a result of the acts or omission, negligently or otherwise of its personnel while providing the said services at any time of the premises of KSFC or otherwise.
23. It is the responsibility of the Service provider to ensure its staff following all COVID related protocols and guidelines issued by the Government of Karnataka / Govt.of India. The Service Provider should provide all required necessary medical and other help to its employees in case of any health issues or any other issues



24. Materials for Cleaning: All cleaning materials required will be provided by the Service Provider.
- a. Floor Duster
  - b. Dish Washing Powder for Wash Basins
  - c. Hit Spray
  - d. Room Freshener / Room Spray
  - e. Toilet cleaning Liquid (Harpik Domex/Lizol or from reputed brand)
  - f. Soap Oil
  - g. Naphthalene Balls / Urinal cakes for Urinals and Wash Basins
  - h. Brushes for Toilet and Floor cleaning
  - i. White Duster Cloth
  - j. Yellow Duster Cloth
  - k. Acid for Weekly Cleaning
  - l. Phenyl
  - m. Colin Spray for Glass Surfaces
  - n. Toilet Brush
  - o. Scrubber
  - p. Garbage Bag-Big/Small
  - q. Gloves
  - r. Dust Pans
  - s. Naphthalene Balls
  - t. Scotches Brite Pads
  - u. Big Size Bags for Garbage removal
  - v. Stain remover
  - w. Kabob sticks
  - x. Heavy duty vacuum cleaner
  - y. Any other material required but not specified in the tender
25. The agency will have to maintain an inventory of 100% of all consumable items at all times and handover item wise details to the Admn.Department of KSFC and for distribution on day to day basis. The inventory of items on month end basis to be made available @ KSFC
26. The Signature of concerned in every Department should be obtained everyday on a register, for having carried out satisfactory cleaning work. Failure to comply with the same will result in Penalty of Rs 100/Day per Person



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27. Termination of Contract: The Contract can be terminated after issuing one month's notice for the following reasons:
  - a. If the Bidder Assigns or Sub-contracts of this service to third Party
  - b. Violation/Contravention of any of the Terms and Conditions mentioned in the Tender Document.
  - c. Does not improve the performance of the services in spite of instructions.
  - d. Misconduct and suppression facts by the Personnel of the Bidder
28. If the service is terminated during the period of agreement for the above said reasons, the Security Deposit provided by the Bidder will be forfeited.
29. All the materials used for housekeeping service shall be environment friendly
30. Arbitration: Any dispute or difference or claim arising out of, or in connection with, or relating to the contract or the breach, termination or invalidity thereof, shall be referred to and settled under the Arbitration Centre, Karnataka (Domestic and International ) rules 2012, by one or more Arbitrators appointed in accordance with its Rules.



**Annexure-6**

**Technical Bid**

1. Full Name of the Bidder:
2. Address:
3. Telephones/Fax numbers and Email ID:
4. Constitution:
5. Names of Proprietor/Partners/All Directors:

Sl No	Names of Proprietor/Partners/All Directors

6. Address :

Address & Telephone No. of the Registered Office & Contact Person's Name.	Address & Telephone No. of the Branch Office at Bengaluru & Contact Person's Name.

7. Year of commencement of Operations:
8. Addresses and Contact Details of Existing Customers:

Name of Existing Customers	Address	Contact Nos	Details of WORK executed

1. We have uploaded the following Documents through e-Procurement Portal :



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<b>Sl No</b>	<b>Documents</b>
i.	Document showing proof that Bidder has a minimum of 5 (Five) year experience in providing Housekeeping Services in Central/State Govt. Departments or reputed Private Organizations – Work orders issued from FY 2017-18, 2018-19 , 2019-20 & 2020-21 along with PERFORMANCE CERTIFICATEs submission is MANDATORY
ii.	The Bidder should have achieved annual turnover of at least Rs. 50 lakhs every year from FY 2017-18, 2018-19, 2019-20 and 2020-21. Turnover Certificate duly certified by a Chartered accountant must be submitted- <b>MANDATORY</b> .
iii.	Copy of the Registration Certificate of Establishment issued by Labour Department, Government of Karnataka.
iv.	Valid ESI & EPF Registration Certificate
v.	Audited Balance Sheet/Profit and Loss Statement duly certified by registered Chartered Accountant for FY 2017-18, 2018-19, 2019-20 & 2020-21(provisional)
vi.	Document showing that the Bidder has Head Office or full-fledged Branch Office in Bengaluru
vii.	Copy of GST & PAN
viii.	Declaration as per Annexure-8 of the Tender Document
ix.	ISO Certificate (if available ) – optional
x.	Agencies who had provided any previous service contract with KSFC shall submit NOC and Performance certificate obtained from KSFC along with proof for having made all the ESI / PF payments



**(NOT TO BE UPLOADED TO e-PROCUREMENT PORTAL)****Commerical Bid calculation (Sample Sheet)**

Sl. No	Personnel required / Details	Amount per Month	Amount for 24 months
		Rs.	Rs.
1	<b>Housekeeping Head Sweeper - 1 No</b>		
	Minimum Wages - Basic + VDA = Rs.14469.81 p.m./ per person	14469.81	347275.84
2	<b>Sweepers - 4 No. Full day</b>		
	Minimum Wages – Basic + VDA = Rs.13311.03 p.m / per person	53244.12	1277858.88
3	<b>Sweepers - 6 Nos. Half day</b>		
	Minimum Wages – Basic + VDA = Rs.13311.03 p.m / per person	39933.09	958394.16
4	<b>Total Basic + VDA for 10 Personnel ( 1+2+3 )</b>		2583528.48
5	EPF @ 13% ON BASIC +VDA (Column-4) – Employer contribution		335858.70
6	ESI @ 3.25% ON BASIC +VDA (Column-3) - Employer contribution		83964.68
7	<b>Gross Total ( 4+5+6 )</b>		3003351.86
8	Administrative Cost* (To be calculated by the bidder )		
9	Consumables* (Minimum amount assessed. However bidder is required to assess on their own but the amount should not be less than the amount assessed by the Corporation )	15000.00	360000.00
10	GST @ 18% (on column (7+8+9))		
11	<b>NET TOTAL AMOUNT (TO BE ENTERED IN E-PORTAL i.e. Column 7+8+9+10 = Contract Amt for 2 years)</b>		

**IMPORTANT & Declaration by bidder**

**A. The bidder to enter the Net Total Amount (Column-11) for 2 years contract. Any deviation amounts to rejection of Bid and forfeiture of EMD**



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**B. \* Administrative Cost including Services charges, payment towards reliever salary, bonus, gratuity, uniform, training, washing allowance and any other essential expenditure shall be calculated by the bidder & added to the Administrative cost.**

**C. If bidder fails to add any amount as shown in 'B', KSFC is not liable to add / compensate later.**

**D. KSFC is not responsible for any other payment other than Column-11 contract amount**

**E. The estimation of cost of Consumables is only tentative. The Agency should assess actual requirement on its own and quote. However such escalation of the agency should not be less than the amount assessed by the Corporation. The cost of consumables may vary. In case of any additional amount is required over and above the quoted amount the bidder should bear. The Bidder is required to assess the actual amount on its own and submit an undertaking accordingly.**

**F. Minimum wages & VDA considered as per Govt.Order No.KAE 20 LMW 2017 dt.30.12.2017 for the period from 01.04.2021 – 31.03.2022 applicable for Employment in Shops and Commercial Establishments**

G. The quoted consolidated Amount shall be inclusive of employer contribution towards ESI, PF, Gratuity etc. Each component should be clearly mentioned in the calculation Sheet.

H. The Bidders **should not upload** the above Calculation Sheet for Commercial Bid to e-Procurement Portal. However, the softcopy of the same needs to be mailed after KSFC requests for the same, after opening of Commercial Bid. ( ksfc email – [adm@ksfc.in](mailto:adm@ksfc.in))

I. If KSFC discovers that the Bidder has not complied with all the statutory requirements and has failed to follow the tender guidelines of KSFC, such Financial Bids will be rejected.

J. KSFC reserves the right to reject the financial bids quoted by the bidders towards Service Charges is Nil or the amount quoted is very unrealistic / non responsive to meet the requirement of providing all the required material and benefits to the housekeeping personnel without giving any notice / reason.

K. KSFC reserves the right to consider the bids of other qualified lowest bidders in the line, in case of rejection of L1 or any other bids rejected on violation of terms of tender.

L. In case of revision in Minimum Wages, KSFC is liable to pay only the difference amount towards Minimum Wages and VDA only



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M, Declaration by the Tenderer

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.

- Note: i) No other charges would be payable by KSFC.  
ii) There would be no increase in rates during the Contract period except Provision under the terms and conditions of Tender

Signature & Name of the Bidder

Designation

(With office seal and full address)

Date



**Annexure-8**

**DECLARATION**

We have submitted our Bid in response the Tender No. **KSFC/Admin/Housekeeping/2021-22/03/Call-3** for providing Housekeeping Services at KSFC, HO,1/1, Thimmaiah Road, Bengaluru. In this regard we solemnly declare the following from our end.

1. All the Eligibility Conditions as per the Annexure-1 have been fulfilled by us.
2. The Prices are quoted taking into consideration Minimum Wages as per the relevant orders of Central Government and statutory requirements with respect of ESI, EPF, Gratuity, Employer contribution, Bonus and Contract labour(R & A) Act etc.,
3. No Child Labour will be employed us
4. We have arrived the Commercial Bid amount as per the Calculation Sheet for Commercial Bid vide Annexure-7 of Tender Document.
5. We have clearly indicated reasonable amount of “Administrative Costs” & assessed realistic cost of Consumables in the Format vide Annexure-7 of Tender Document
6. On the e-Procurement Portal, we have entered only the **Net Total Amount as per Column-11 of Annexure-7** including all Applicable Taxes) of Tender Document.
7. Our Agency has not been debarred from participating in any Contract agreements with Government departments / organizations.
8. Our Agency hereby undertakes to fulfill all the Terms of this Tender and do not claim any amount other than the amount quoted in Commercial bid calculation sheet of the tender document.
9. Our Agency has assessed the requirement of all the costs towards Administrative and Consumables and hereby undertakes to comply with all the requirement of Tender contract and statutory payments

We further declare that if we fail to comply with any/all of the conditions stated above, KSFC is at liberty to take any / all the following actions.

1. Our Tender may be rejected summarily even if we are declared as L1 Bidder by e-Procurement Portal, after the Commercial Bids are opened.
2. KSFC can forfeit the EMD paid by us in such an instance.
3. KSFC will not be liable to compensate for any damages to us in any way, if our Bid is rejected for non-compliance of the conditions 1-7 above.
4. KSFC can send recommendation to Centre for e-Governance, Government of Karnataka, for inclusion our names in the List of Black-Listed Suppliers.
5. KSFC is at liberty to consider the bids of other qualified lowest bidders in the line, in case of rejection of L1 or any other bids rejected on violation of terms of tender.

Signature & Name of the Bidder

Designation

(With office seal and full address)

Date