

Kerala State Civil Supplies Corporation Limited
P.B No.2030, Maveli Bhavan, Maveli Road,
Gandhi Nagar, Kochi- 682020
E Mail: ecp@supplycomail.com
Website: www.supplycokerala.com,
Phone: 0484 2207920, 2206727

TENDER No: No. D3-EST-B/617/2017

Date.12/07/2017

TENDER NOTICE

The Kerala State Civil Supplies Corporation Limited., invites competitive tenders in two cover system (Technical Bid & Financial Bid) from Service Providers of experience and repute for providing manpower towards;

- I. Security
- II. Cleaning & Housekeeping

1	Name of Service	I. Security II. Cleaning & Housekeeping
2	Security Deposit (SD) (either as Demand Draft or Bank Guarantee for the period of Contract)	Rs. 50,000/-
3	Tender Submission Fee	Rs. 525/-
4	Tender documents	can be downloaded from the www.supplycokerala.com
5	Last date of receipt of Tender/ Bids. (Tender should be manually submitted in 2 separate covers or by post to reach the undersigned on before	31.07.2017, 12.00 Noon
6	Date and Time of Opening of Tender	31.07.2017, 3.00 PM
7	Form of Contract	Item Rate for 08 Hrs duty per person

Sd/-
Manager (Estate)

TERMS AND CONDITIONS

Competitive tenders are invited from well reputed firms having sufficient experience in providing security services and housekeeping services at Head office of Supplyco on contract basis.

1. Should be a Registered firm under the Shops & Commercial Establishments Act. (Proof to be enclosed)
2. Should have a valid license under the Contract Labour (Regulation & Abolition) Act.
3. Should be in the field for a minimum of Three years. Audited financial statements of the firm for the last three years should be submitted
4. Copy of the Income Tax return filed for the immediate past 3 years or Income Tax Clearance Certificate for the immediate past 3 years should be produced.
5. Should have registration under the PF & ESI and have obtained Register Number in this regard. (Proof to be enclosed)
6. Should produce experience certificate from at least three reputed companies to show performance for the last three years and number of personnel employed in each organization.
7. The security personnel should be Ex-servicemen/ Para Military force/ from Government Security services or persons with good integrity and having good physique and minimum height of 5ft., 6 inches.
8. The cleaning & Housekeeping staff should properly trained, well behaving and well disciplined ladies.
9. The wages per security personnel and cleaning staff for 8 hours duty per day to be quoted.
10. The contract will be initially for a period of Two years with the provision to extend the period by six months on the same terms and conditions, subject to satisfactory performance of the contractor.
11. The tenderer shall be required to deposit an amount of Rs.10000/- as Earnest Money Deposit by a DD drawn in favour of Managing Director, Supplyco, payable at Ernakulam.
12. The EMD is liable for forfeiture in the event of :-

- a. Withdrawal of offer during the validity period of the offer
 - b. Non acceptance of orders when placed
 - c. Non confirmation of acceptance of orders within the stipulated time after placement of order
 - d. Any unilateral revision made by the bidder during the validity period of the order.
13. Tender Form Fee for Rs.525/- should be remitted either by way of DD/ drawn in favour of Supplyco and payable at Ernakulam should be enclosed along with Financial Bid.
14. The successful bidder shall furnish a Security deposit of Rs.50,000/- either as Demand Draft or a Bank guarantee for the period of contract.
15. If the contract is not performed as per the terms and conditions, the security deposit will be forfeited and the agreement with the agency will be cancelled.
16. The successful bidder shall submit the residential address, police clearance certificate and Aadhar card of the personnel proposed to be deployed in Supplyco.
17. Terms of Payment:
- a. The agency shall produce the remittance details of EPF and ESI of their staff engaged in Supplyco during the previous month along with the bill.
 - b. Necessary returns to the authorities concerned should be filed by the agency directly within the due date. Half yearly EPF/ ESI returns should be filed to Supplyco without fail.
 - c. The Welfare fund under S&CE Act should be remitted by the agency with proof of remittance to Supplyco.
 - d. Attendance register duly verified by the Supervisory office designated by Supplyco to be submitted for processing the payment.
 - e. TDS and Service tax as per the prevailing rules will be recovered and remitted by Supplyco.
 - f. The payment will be processed and paid within 10 days of receipt of all the required documents.
18. No enhancement in rates will be allowed due to any reason during the contract period except statutory increase.
19. The contract agency has to furnish an undertaking in the form of Idemnity Bond to pay minimum rates of wages to the employees fixed by Government from time to time. The

agency shall in no case pay its employees less than the minimum rates of wages fixed by Government of Kerala.

20. Supplyco reserves the right to terminate the contract in between by giving one months notice for reasons of unsatisfactory/non-performance or non-compliance to statutory requirement of minimum wages etc.
21. Advance information will be given in writing to the contractor about the required number of workmen in addition to the workmen daily engaged.
22. Age of the workmen should be between 25 years to 58 years with good physique.
23. This is a two part tender viz. Technical Bid and Financial Bid. Hence tenders should be submitted in separate sealed covers super scribing the covers as
 - a. "Technical Bid for Security and House Keeping Services Contract"
 - b. "Financial Bid for Security and House Keeping Services Contract"
24. The Managing Director Supplyco will have the right to reject all or any of the tenders without assigning any reason for such action.

Sd/-
Manager (Estate)

THE KERALA STATE CIVIL SUPPLIES CORPORATION LIMITED

HEAD OFFICE: MAVELI BHAVAN, GANDHINAGAR, KOCHI-682020.

Phone: 0484-2207929, 2207930

**TECHNICAL BID FOR PROVIDING SECURITY AND HOUSEKEEPING SERVICES
TO SUPPLYCO**

1	Name of the Agency	
2	Address of the Agency	
3	Name & Address of the Chief Executive	
4	Registration Number under KS&CE Act.	
5	E.S.I. Code Number and total number of staff covered	
6	P.F. Code Number and Total Number of staff Covered (Attach Details)	
7	Permanent Account Number of Income Tax & Income Tax Returns for the last three years/ IT clearance certificate	
8	Service Tax Registration Number (Attach copy of recent certificate)	
9	Name and Address of three Govt. Institutions/PSUs where contract is in operation at present. (Please attach separate sheets, if required)	
10	No. of days required for taking over the arrangement	
11	Previous Employment and experience of the Chief Executive (Please give full details)	
12	Whether performance certificate from 3 public sector undertakings/ Govt. organizations/ established public companies attached	
13	Whether audited Balance Sheet for past three years enclosed	
14	Details of EMD enclosed	
15	Tender Application form fee of Rs.525/-	

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**FINANCIAL BID FOR PROVIDING SECURITY AND HOUSEKEEPING SERVICES
TO SUPPLYCO**

Name of the Organization:

Sl. No	Item	Rate Rs.
1	Rate for engaging one security for 8 hours duty	
2	Rate for engaging one housekeeping staff for 8 hours duty	

I do hereby agree that the rates offered are true and correct and I am authorized or capable for offering the rates for the organization I am representing.

Signature:

Name:

Designation: