



No. KVAOWA/GGN/2021/112/2275

Dated: 15th April, 2021
17th

TENDER FOR SWEEPING AND CLEANING CONTRACT

(Cost of Document: Rs. 1,000/-)

1. Sealed tenders are invited by the President, KVAOWA, Kendriya Vihar, Sector-56, Gurugram -122011 (Haryana) from the recognized & registered contractors for providing the services mentioned in Annexure A for one year, subject to the following general terms and conditions:

- (i) Applicant should have at least three years' experience in the field with a minimum turnover of Rs. Two Crore per annum.
- (ii) Applicant should possess the requisite Statutory Licence/Permit prescribed by the Central/State Govt. and Local Administration if any.
- (iii) Rates quoted should be per unit, i.e., per person.
- (iv) **All the personnel must be in the age group of 21 to 50 years and should be literate and should understand Hindi.**
- (v) Height of the personnel must be minimum 5 ft 4 inch.
- (vi) All the personnel provided should be trained and have the prescribed qualifications and licence to discharge the duties for which they are employed.
- (vii) **The contractors shall not employ any of the existing employees of the present vendor except with the permission of Society Management.**
- (viii) Employees on shift duties shall leave only after the reliever reports, if any.
- (ix) **The Contractors shall submit bills by 3rd day of each month and disburse salary to the staff on or before 7th day of each month through employees Bank Accounts.**



- (x) A separate list of employees who had performed duties in Kendriya Vihar only will be submitted along with the monthly bills giving details of their EPF & ESIC membership & Contributions for verification of the contributions made by the vender to the concerned authorities.
- (xi) The contractors shall comply with all Statutory provisions and provide evidence thereof as and when demanded by the KVAOWA.
- (xii) All the employees should be provided uniform and identity cards by the Contractor. Any default in this regard may be penalized by the Management of the KVAOWA.
- (xiii) Management of Kendriya Vihar is at liberty to impose penalty for violation of one or more conditions of the terms of the contract. **The amount of penalty would be determined on the basis of the seriousness of violation of contract.**
- (xiv) Technical and Commercial bids as per Annexures B and C of this Tender Document should be submitted in two separate sealed envelopes kept inside one larger sealed envelope.
- (xv) All the Three envelopes should be superscribed "SWEEPING AND CLEANING CONTRACT"
- (xvi) Technical Bids must be accompanied by EMD of Rs. 50,000/- (Rupees Fifty Thousand only) by way of Demand Draft drawn in favour of President, KVAOWA, Gurugram. Validity of the DD must be at least for 2 months from the closing date of the tender. EMD of unsuccessful bidders shall be returned on completion of the tendering process and finalization of the contract. No interest is payable on the EMD.



- (xvii) Envelope for Commercial Bid must contain copy of Annexure A duly stamped and signed by KVAOWA and the Commercial Bid.
- (xviii) All pages of the Technical and Commercial Bids must be signed and stamped by the Authorized Signatory of the Agency.
- (xix) **Successful bidder will have to remit before commencement of contract, Security Deposit of Rs. Four Lakhs.**
- (xx) Rates quoted should be in conformity with the Statutory provisions as applicable at Gurugram. No increase in the rates will be allowed during the currency of the Agreement signed.
- (xxi) Rates quoted should separately indicate the wages payable to the employee and other components of the wages such as GST, PF, ESI contribution, etc.
- (xxii) All the employees would be paid their wages by the Contractor through their Bank Accounts.
- (xxiii) Last date for receipt of tenders is 27th April, 2021 at 04.00 p.m. **Only Technical bids will be opened immediately after closing date and time of the Tender in the presence of the bidders or their representatives. Not more than one or two representatives of each bidder shall be allowed to be present at this occasion.**
- (xxiv) Only the duly authorized representatives of the bidders shall be allowed to participate in the proceedings.
- (xxv) **Commercial bids of only those bidders will be opened who are successful in the scrutiny of Technical Bids.**



(xxvi) Management of KVAOWA reserves the right to accept or reject any Tender in full or in part thereof and the decision of the Management of KVAOWA shall be final in all matters.

(xxvii) The cost of this Tender Document is Rs. 1,000/- (Rupees One Thousand Only) which could be paid in cash at the counter or by Demand Draft in favour of "KVAOWA, Gurugram" The receipt of the payment for the Tender Document should be enclosed with the Technical Bid or details of online payment should be furnished with the Technical Bid.



Secretary, KVAOWA

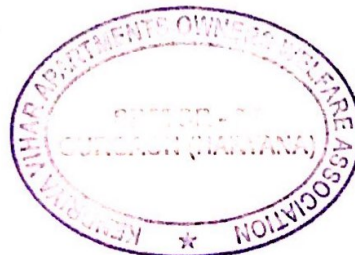


SWEEPING AND CLEANING CONTRACT

SCOPE OF WORK

1. Keeping roads, streets, green areas, common areas of all residential blocks, office building, community halls including stairs and terraces clean.
2. **Mopping all the common areas of blocks in all the floors at least on alternate days and using phenyl at least two times in a week.**
3. Mopping of all lift cars' floors daily with phenyl/disinfectant.
4. Removing cob, webs in all common areas of all the floors and stilts of the blocks once in a week.
5. Dusting and Swabbing of all the iron railings of all the floors in all blocks daily.
6. Cleaning of concrete Jalis and Chhajjas of all the floors of MS Building once in a fortnight.
7. **Cleaning of roofs of all the blocks once in a fortnight.**
8. Cleaning and Swabbing of Fire Boxes once in a week.
9. Daily cleaning of all Toilets of CC-I & CC-II, common toilets under MS Blocks, toilet near Gate No. 1 and any other toilet to be constructed in future.
10. Cleaning & washing with phenyl of all dustbin cabins at all the floors of MS Buildings once in fortnight.
11. Ensuring that there is no blockage in the Sewer lines or in Gully trap and removing the blockage as and when noticed.
12. Any other work not specifically mentioned above but necessary for or incidental to the above items of work.
13. Any deficiency found in performing the duty will be penalised by imposing a fine as decided by the Management.

Tentative details of employees required is available at Annexure C.





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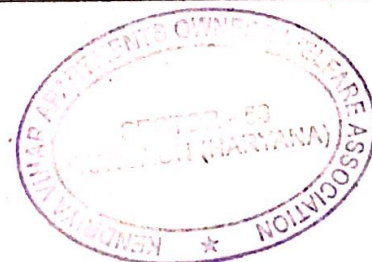
Dated: 15th April, 2021

Annexure B

TECHNICAL BID

SWEEPNG AND CLEANING CONTRACT

S. No	Details	Information
1.	Name of the company/firm	
2.	Registered office Address	
3.	Telephone Number with STD code	
4.	Mail ID:	
5.	Name, Designation, Mail ID and Phone Number of Authorised signatory (i)	
6.	Name, Designation, Mail ID and Phone Number of Authorised signatory (ii)	
7.	Registration No: with date of Registration	
8.	Address and Telephone No: of Registering Authority:	



9.	Details of the licence to perform the service for which the bid is made [Number; Date of Issue; Issuing authority; Validity]	
10.	Whether ISO Certified	
11.	ISO Certificate No: date & Validity.	
12.	EPF Registration No:	
13.	Address and Telephone No: of EPF Authority.	
14.	ESI Registration No:	
15.	PAN No:	
16.	Address and Telephone No: of Income Tax Authority.	
17.	TAN No: if any	
18.	Work experience in field	
19.	List of clients with their postal addresses And telephone numbers.	

Documents to be attached:

1. Registration certificate.
2. Licence for performing the service for which the bid is being made.
3. PAN Card.
4. ISO Certificate.
5. EPF Registration certificate.
6. ESI Registration certificate.
7. GST Registration certificate.
8. TAN Certificate.
9. Copies of Income Tax Returns for the preceding three AYs.
10. Turnover of the Agency for the years 2018-19, 2019-20 and 2020-21.
11. Copy of Payment Receipt for the Tender Document or details of online payment.



FINANCIAL BID**SWEEPING & CLEANING CONTRACT****A. QUOTATION PER PERSONNEL**

Sl. No.	Particulars	Basic Rate	ESI Contribution	EPF Contribution	Agency's Service Charge	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	VSW (Voluntary Social worker)	34				
2	Supervisor	1				
3	Sewer Man (VSW)	1				
4	Sewer Man Helper (VSW)	1				

Rates quoted to be all inclusive with no add on.

B. BREAKUP OF THE CONSOLIDATED CHARGES:

Sl. No	Particulars	Basic Rate	ESI Contribution	EPF Contribution	Agency's Service Charge	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	VSW (Voluntary Social worker)					
2	Supervisor					
3	Sewer Man (VSW)					
4	Sewer Man Helper (VSW)					

NOTE - I Taxes and statutory remittances shall be paid by the Society on reimbursement basis subject to submission of proof of their actual payment by the service provider.

NOTE- II As per the Society's understanding, GST is payable on the Agency's Service Charge component as specified in statement A column (6) above.

