

**PREMISES AND ESTATE SECTION, CIRCLE OFFICE, TRIVANDRUM  
PREBID QUERIES**

**TENDER DOCUMENT FOR SELECTION OF CONTRACTOR FOR  
RENDERING HOUSE KEEPING SERVICES AT CIRCLE OFFICE**

**Bank's reply to the queries raised by representatives of contractors/agencies for the pre bid meeting held on 01.08.2019 at 3 pm.**

- The successful bidder should submit a security deposit for 10% value of the contract within 15 days from the date of acceptance of the tender.
- The Performance Bank Guarantee should be valid for 24 months from the date of commencement of contract.
- The amount per labor per year should be guided by the minimum wages (Basic + DA) specified by the central government including contributions to ESI, PF and any other statutory provisions. The rates quoted for subsequent years shall be arrived by the vendor taking into consideration of variations in Dearness allowance.
- The Contractor shall undertake to provide comprehensive accident insurance policy coverage in respect of every employee employed by him in addition to ESI
- Vendor has to arrive the quantity of consumables taking into consideration of site condition and area.
- **DETAILS OF VARIOUS BRANDS TO BE UTILISED BY THE CONTRACTOR FOR CARRYING OUT HOUSEKEEPING SERVICES**  
**ITEMS TO BE PROVIDED AT CABINS/TOILETS**

**1. Items provided to cabins**

Liquid Soap :Godrej/ Palmolive

Soap: Lux/Rexona/Cinthol

Tissue paper: Premier/Origami

Toilet Roll: Premier/Origami

Bucket & Mugs: Family plastics/Prince ware/Joyo

Room spray: Airwick/Odonil

Room freshner cakes: Harpic/Odonil

**2. Items provided to general toilets:**

Naphthaline Balls: Any reputed make

Toilet deodorant cakes: Harpic/Odonil

Soap oil for Hand wash: Godrej/ Palmolive

Phenyl: Harpic/ Domex

Perfume with phenyl: Harpic/ Lizol

Bucket and Mugs: Family plastics/Prince ware/Joyo

➤ Revised requirement/Timing of shift.

S.No	Category	Requirement / Timings of shift
1	Supervisors	02 Nos. (From 07.00AM to 11.00AM - 1 No From 11.00AM to 06.00PM - 1 No)
2	Housekeepers (Male/female)	21 Nos. (From 07.00AM to 11.00AM - 18 Nos. From 11.00AM to 06.00PM - 3 Nos.)
3	Plumber*	1 No ( From 10.00AM to 6.00PM - 1 No.)
4	Electrician*	1 No ( From 10.00AM to 6.00PM - 1 No.)

**\*Note:** In cases of emergency situation plumber/electrician should attend the site within half an hour time, during 6:00PM to 10:00AM including holidays.

Last date and time for submission of tender: **19.08.2019 upto 3:00pm.**

Date and time of opening of the tender -Technical bids : **19.08.2019 upto 3:30pm.**

**ALL OTHER TERMS AND CONDITIONS REMAINS SAME AS PER OUR EARLIER TENDER DOCUMENT.**

**REVISED FINANCIAL BID IS FURNISHED BELOW**

**PRICE BID**

(TO BE SUBMITTED IN A SEPARATE SEALED COVER)

I, Shri/Smt. \_\_\_\_\_ have gone through the general rules and instructions provided by the Canara Bank, Circle Office and amount quoting the price for the items mentioned below. I undertake to supply at the rates mentioned hereunder, if the contract is awarded.

S.NO.	YEAR	CATEGORY OF LABOUR	QTY (NOS.)	DURATION OF SHIFT	COST /LABOUR /YEAR (INR)	TOTAL COST (INR)
1	FIRST YEAR	Supervisor (Full time)	1	07:00 AM to 11:00 AM		
		Housekeepers (Full time)	18			
		Supervisor (Full time)	1	11:00 AM to 6:00 PM		
		Housekeepers (Full time)	3			
		Plumber	1	10:00 AM to 06:00 PM		
		Electrician	1	10:00 AM to 06:00 PM		
		Consumables	LS	Per annum		
		Service charges	LS	Per annum		

				Total per annum (Exclusive of GST) (A)			
2	SECOND YEAR	Supervisor (Full time)	1	07:00 AM to 11:00 AM			
		Housekeepers (Full time)	18				
		Supervisor (Full time)	1	11:00 AM to 6:00 PM			
		Housekeepers (Full time)	3				
		Plumber	1	10:00 AM to 06:00 PM			
		Electrician	1	10:00 AM to 06:00 PM			
		Consumables	LS	Per annum			
		Service charges	LS	Per annum			
				Total per annum (Exclusive of GST) (B)			
3	Initial cleaning Amount Lumpsum(Exclusive of GST)(C)						
4	<b>GROSS TOTAL AMOUNT FOR TWO YEARS (EXCLUSIVE OF ALL TAXES) - (A + B +C)</b>						

**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 (by following Labour Laws scrupulously as per government guidelines) and expenses pertaining to the cleaning materials and no claim for enhancement of quoted rates on any account shall be considered.
2. The amount per labor per year should be guided by the minimum wages (Basic + DA) specified by the central government including contributions to ESI, PF and any other statutory provisions. The rates quoted for subsequent years shall be arrived by the vendor taking into consideration of variations in Dearness allowance.
3. The price quoted by the Tenderer will be applicable for 2 years however the contract agreement will be renewed on yearly basis based on the satisfactory performance. The lowest tenderer will be arrived after combining the rate quoted for two years.

Place:

SIGNATURE OF THE APPLICANT

Date:

NAME & DESIGNATION

SEAL OF ORGANIZATION