



## TENDER NOTICE

Dear Sir,

Tenders by pass word protected emails are invited for **Housekeeping Services in CSL-ISRF at Willingdon Island , Kochi** so as to reach on or before the last date and time shown below.

|  |   |
|--|---|
| Enquiry no & date                            | CSL/SRP/ISRF/HC/2024 dated 09 July 2024   |
| Name of work                                 | <b>Housekeeping Services in CSL-ISRF</b>  |
| Nature of bid process                        | TWO BID   |
| Validity of Bid                              | 30 days from the last date of submission of tender  |
| Last date & time for submission of quotation | 18 July 2024, 1100 AM   |
| Bid opening date & time(Technical bid)       | 18 July 2024, 0200 PM   |
| Address for submitting Bids                  | Assistant General Manager (SRP)<br>Ship Repair Department,<br>Cochin Shipyard Limited,<br>Perumanoor, Cochin,<br>Kerala, India- 682 015 |
| Correspondence details for pre-bid queries   | 0484 2501482/1870   |

Thanking you

Yours faithfully,

(For Cochin Shipyard Ltd)

Asst. General Manager (SRP)



**A. Scope of work**

1. Scope of work includes Cleaning of dining space, toilet / office containers, Collection and disposal of toilet waste at designated place outside CSL-ISRF, Willingdon Island on a daily basis. Man power, transportation, supervision, materials, consumables, tools, equipments, accessories, miscellaneous cost for cleaning are within scope of contractor.

**B. Prequalification criteria and documents:**

1. The bidder should comply with pre-qualification criteria mentioned and submit following documents' in Attachment A. Bids of only qualified bidders shall be considered.

(a) The firm should be in house keeping business for minimum 3 years within last five years as on date of publishing the tender. (supported by work orders or agreement placed by clients during the period, or work completion certificate).

(b) Firm should have Rs. 15 lakhs or above annual turnover as on 31 March 2024 and preceding year 2023 (supported by P&L statement/relevant documents).

(c) Should have minimum 20 personnel in pay roll on an average (to be supported by ESI/EPF documents/salary remittance documents through bank etc.)

(d) The bidder should not subcontract the housekeeping work or part of work to any other agency if awarded the contract and an undertaking as per annexure III to be submitted.

(e) The bidder shall furnish the following documents in Technical bid Attachment- A

(i) Self attested copy of PAN card under Income Tax Act.

(ii) Self attested copy of GST Registration Number

(iii) Self attested copy of valid EPF Registration Number

(iv) Self attested copy of valid ESI Registration.

(v) An undertaking to the effect that the bidder has not been blacklisted/debarred or given tender holiday or its contract terminated before expiry of the contract period by any Govt./ autonomous bodies/organizations due to deficiencies in service or misconduct etc. where the bidder has provided services earlier as per annexure III.

(vi) Terms and conditions including cover page price format (blank) duly accepted/signed and stamped on each page by the prospective bidder.

(vii) Undertaking by the Tenderer that all the terms and conditions have been read and fully understood and would abide by the firm as per annex III.

\*Price part of technically acceptable offers only will be considered for opening.



### Details of work:

2. Scope of work includes Cleaning of dining space, toilet / office containers, Collection and disposal of toilet waste at designated place outside CSL-ISRF on a daily basis. Man power, transportation, supervision, materials, consumables, tools, equipments, accessories, miscellaneous cost for cleaning are within scope of contractor. Normal frequency of cleaning is summarized below; The frequency of cleaning or no. of units of cleaning shall vary as per site conditions, which will be intimated by CSL representative.

| Sl No. | Area of cleaning   | Total no of units/area (Indicative) | Normal frequency of cleaning | Remarks   |
|--------|--|-------------------------------------|------------------------------|---|
| 1      | Cleaning of 20ft container with toilets  | 3                                   | Twice in a day               | All consumables, materials, tools, appliances and manpower , transportation charges within scope of contractor. |
| 2      | Cleaning of 20ft container with urinals  | 1                                   | Twice in a day               |   |
| 3      | 20 ft Office container   | 5                                   | Once in a day                |   |
| 4      | Dining Space and nearby premises   | 120 Sq Mtr                          | Twice in a day               |   |
| 6      | Collection and Disposal of toilet waste from 4 nos of toilet/urinal containers |                                     | 4 times in a week            |   |

3. The number of units/area may vary based on site conditions and usage by CSL clients (ship staff) of SR division. Wash basins to be cleaned and naphthalene balls to be provided. Cleaning should be carried out in the most professional manner to the complete satisfaction of the user. Cleaning of additional no. of units or additional frequency shall be paid on pro rata basis.

4. The firm should collect toilet waste from the containers and dispose at designated places outside CSL-ISRF on a daily basis. The firm should comply with all statutory norms for collection and disposal of waste . The firm should have authorization for collection & disposal of sewage waste or the same to be done through authorized agencies.

5. The firm should ensure filling of water in overhead tank of all the toilet/urinal containers.

6. **House keeping of Galley** and dining area to be undertaken as mentioned below:

To be cleaned full area & including kitchens, wash basins, corridors, staircases and dining area including furniture and home appliances , deep freezers & refrigerators etc.

- \*(i) Regular cleaning with soap solution and mopping up, removal of oil stains in kitchens and oil patches on a daily basis twice in a day when in use.
- \*(ii) Special cleaning with slipper machine/scrubbing machine/other equipments on a fortnightly basis.
- (iii) Naphthalene balls to be provided in wash basins.



**\*Note:** Log Book to be maintained duly signed by firm's representative and CSL site officer /Supervisor as a token of having undertaken work and to be submitted along with Invoice.

7. **Supervision of work :** The contractor should ensure availability of supervisor at site from 0800 to 0800 PM. The quote should be inclusive of supervisory charges.

**Duties of are as follows:**

- i. Supervising housekeeping services as per scope of work
- ii. Ensure that cleaning to be carried out in the most professional manner to the complete satisfaction of the user
- iii. Ensure that all complaints by the clients are attended every day.
- iv. Ensure cleaning of the facility all days.
- v. Handing/taking over of facilities provided to the clients.
- vi. Handing/Taking over of galley facilities including all movable properties.
- vii. Ensuring timely disposal of waste from waste collecting tanks connected to toilet/urinal containers
- viii. Ensure filling of overhead water tanks provided on toilet containers.

**Qualifications:** should be passed minimum 'SSLC' or equivalent. He should be able to communicate in English and Hindi, age should be below 45 years. Minimum one year experience in supervising housekeeping services or similar jobs.

**Terms and Conditions for execution of work:**

8. Timing for housekeeping will be from 08.00 AM to 05 PM on all days including Saturdays and Sundays/Holidays in general and extendable as required by site conditions and clients requirements which shall be intimated in advance.

9. Workers are required to produce a valid police clearance certificate to avail gate passes for entering CSL premises.

10. If any maintenance works are noticed to be undertaken in these facilities, the supervisor of the firm shall intimate the same to CSL representative/officer in charge, immediately.

11. Daily Attendance of supervisor should be marked in attendance register/log book maintained at CSL-ISRF. Attendance Register/Check list/Log book should be maintained for the cleaning and to be signed both by the supervisor and CSL rep on a daily basis as a token of having undertaken the work.

12. House keeping personnel must wear safety shoes and helmets whilst working within industrial area which are to be arranged by contractor at no extra cost to CSL. Under no circumstances, CSL will be liable for any injury and safety of personnel engaged by the contractor.

13. House keeping staff are required to wear uniform with emblem of firm, as arranged by contractor and at no extra cost to CSL.

14. The firm should collect toilet waste from the containers and dispose at designated places outside CSL-ISRF on a daily basis. The firm should comply with all statutory norms for collection and disposal of waste .



15. **Payment** shall be made on monthly basis within 30 days on submission of invoice for the actual requirement/services provided for each month duly supported by attendance register and documents signed both by the supervisor in charge and CSL Rep. on inspection of service. The Invoices to be submitted online through CSL Vendor Invoice Management Portal. Following documents are to be submitted along with invoice monthly.

(a) Documents related to remittance of ESI/EPF , salary statement in proof of payment of salary to workers through bank if required.

(b) Log book and daily work done certificate duly signed by supervisor of firm and CSL rep.

(c) Attendance sheet of supervisor for each month

16. This service of house keeping shall be considered as an essential service. The contractor should arrange work on all days including Sundays/holidays without break as per instruction of CSL, in any condition.

17. The contractor should attend any complaints regarding housekeeping at any time if demanded by CSL customer or CSL.

18. Any damage caused by the workmen inside CSL-ISRF yard will be charged from the firm.

19. CSL reserves the right to terminate the contract at short notice in case the firm's performance is found not satisfactory with regard to progress of work, quality, time factor, labour dispute with their workers, poor safety records and other violation of any contract conditions. Being an essential service non attendance of work continuously for 3 days without the consent of CSL shall result into termination of the contract. No claim whatsoever will be entertained by CSL on this account.

20. In the event, the firm fails to complete the work promptly and satisfactorily, the authorized authority of CSL, without prejudice, reserve the right to get it done through alternate arrangements at the firms cost and the expenditure so incurred will be recovered from the firm.

21. The contract shall be on a principal to principal basis and it will not create any employer, employee relationship between CSL and the firm or its employees/personnel. This contract shall also not be deemed to create any partnership, joint venture or any association between CSL and the firm.

### **Period of contract**

22. The contract shall commence from end July 2024. The contract shall be valid for 6 months, but extendable for additional duration for six months on mutually agreed basis, at the same rates, terms and conditions. The rates finalized shall remain firm and fixed for the entire duration of contract.

### **Tender Terms & Conditions**

23. Validity of quote is 90 days from Last date of submission of quote mentioned in tender notice. Your quote should include manpower, machinery, transportation, materials cost, supervisory charges and any other miscellaneous cost for single cleaning.



24. All relevant clauses of general conditions of contract prevalent in CSL will be applicable to this contract also. The contractor is fully responsible for the safety of all persons engaged by him and shall strictly observe all the necessary safety precautions, guidelines applicable to the type of work and strictly follow HSE guidelines and safety rules of the company as issued by CSL from time to time.

25. The firm must be complied with statutory requirements, EPF/ESI, and other labour laws/regulations in force and as amended in future. The firm must abide by minimum wages act as governed by Govt. rules in force and as amended in future.

26. CSL reserves the right to award the contract to one or more contractor/ or split the scope of work among contractors depending upon the actual necessity, site conditions etc. as deemed fit, during pendency of contract or on other occasions as necessary.

27. Cochin Shipyard Limited reserves the right to reject any or all the offers without assigning any reason whatsoever.

28. Offers to include signed and sealed copies of all pages including cover page, terms and conditions and blank price format.

#### **Security deposit**

29. A recovery of 3% will be made from the contractor's bill towards Security Deposit and will be returned only after one month of expiry of the contract and clearing of all liabilities.

30. During the evaluation of tender AGM (SRP) may at his discretion ask the bidders for clarification in writing. Response for clarification shall be given in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification on the bidder will be entertained.

31. The acceptance of a tender will rest with GM (SR) who does not bind himself to accept the lowest tender and reserves the right to himself the authority to reject any or all of the tenders received without assigning any reason.

#### **Grievance redressal**

32. It is clarified that the contractor cannot go for arbitration for any disputes arising out of the agreement related to this contract work. Cochin Shipyard Ltd., Kochi has a grievance redressal cell and all un-resolved disputes after hearing by GM (SR) shall be referred to the nodal officer Shri.. Shyam Kamal N, Company Secretary, Cochin Shipyard Ltd in the specified format. All questions, disputes difference or differences arising under, out of, or in connection with the contract after hearing by GM (SR) and CSL Grievance Redressal committee shall be subject to Indian Laws in force and at the exclusive jurisdiction of the courts at Kochi.

**33. Instruction to bidder for submission of quote:**

1. Tender to be submitted in two bid system, **Attachment A-Technical bid** and **Attachment B- Price bid** .

2. **Technical Bid**

The following documents are to be sent as Attachment A- Technical Bid (should be password protected). All the pages should be signed and sealed.

- i. Stamped and signed copy of all pages of terms and conditions including cover page (Annexure I).
- ii. Price format without price (Annexure II).
- iii. Undertaking (Annexure III).
- iv. Vendor details (Annexure IV)
- v. Checklist( Annexure V)
- vi. Copy of all supporting documents

3. **Price Bid:** Price Bid in Annex II strictly in accordance with the tender schedule should be sent as attachment B (to be password protected)

4. Both the password protected attachments should be sent as a single mail to [sroffice@cochinshipyard.in](mailto:sroffice@cochinshipyard.in), Copy to : [revathy.ms@cochinshipyard.in](mailto:revathy.ms@cochinshipyard.in) [julianjose.pj@cochinshipyard.in](mailto:julianjose.pj@cochinshipyard.in). The tender number should be mentioned in the subject of the mail

**Note:** i. Clarifications if any, to be made prior to quoting on Tel: 0484- 2501482 or 2501870.  
ii. Site visit shall be allowed to the bidders if required.

Thanking You  
For Cochin Shipyard LTD

  
Asst. General Manager (SRP)

सुरेश बाबु टी सी  
SURESH BABU T C  
सहायक महा प्रबंधक  
Assistant General Manager  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd.  
कोच्ची / Kochi - 682 015



**RATE FORMAT***(Refer Scope of work before filling)***CATEGORY (I)**

| Sl. No. | Description                             | Unit          | Total no of units (Indicative.) (A) | Number of times of cleaning approx. (B) | Rate per single cleaning per single unit (Rs.) (before GST) (C) | Total cost for a month of 30 days (AxBxCx30) | GST % |
|---------|---|---------------|-------------------------------------|---|---|--|-------|
| 1       | Cleaning of 20ft container with toilets | Per container | 3                                   | 2 times per day                         |   |  |       |
| 2       | Cleaning of 20ft container with urinal  | Per container | 1                                   | 2 times per day                         |   |  |       |
| 3       | Cleaning of Office Container 20ft       | Per container | 5                                   | 1 time per day                          |   |  |       |
|         | TOTAL                                   |               |                                     |   |   |  |       |

**CATEGORY (II)**

| Sl. No. | Description                   | Unit       | Total area (Indicative.) (A) | Number of times of cleaning approx. (B) | Rate per Sq Mtr per single cleaning (Rs.) (before GST) (C) | Total cost for a month of 30 days (AxBxCx30) | GST % |
|---------|-------------------------------|------------|------------------------------|---|--|--|-------|
| 1       | Dining hall & nearby premises | Per Sq Mtr | 120                          | 2 times per day                         |  |  |       |



**CATEGORY (III)**

| Sl. No.   | Description  | Unit      | Total no of units<br>(Indicative)<br>(A) | Number of times of cleaning approx.<br>(B) | Rate per single cleaning each time(Rs.)<br>(before GST)<br>(C) | Total cost for a month of 30 days<br>(AxBxCx4) | GST % |
|---|--|-----------|--|--|--|--|-------|
| 1   | Collection and Disposal of toilet waste from 4 nos of toilet/urinal containers | Each time | 4  | 4 time per week                            |  |  |       |
| <b>GRAND TOTAL FOR A MONTH<br/>(TOTAL OF CATEGORY I+II+III)</b> |  |           |  |  |  |  |       |

The above rate should be inclusive of Supervision, material, transportation, miscellaneous & other charges.

- Note:** 1. L1 tenderer will be finalized based on sum of Total of Categories I, II,&III above for a month of 30 days.
2. Cleaning 1 time per week shall be calculated as 4 times per month.
3. CSL reserves the right to award the contract to one or more contractors/ or split the scope of work among contractors depending upon the actual necessity, site conditions etc; as deemed fit.
4. In case if there is any mistake found in multiplication of unit price and total cost per month, the unit price shall prevail and total price shall be corrected by CSL accordingly. If the bidder does not agree to the observation of the CSL, the tender is liable to be rejected and the same shall be intimated.



सुरेश बाबु टी सी  
SURESH BABU T C  
सहायक महा प्रबंधक  
Assistant General Manager  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd.  
कोच्ची / Kochi - 682 015

**UNDERTAKING**

1. I, Shri ..... in my capacity as Managing Partner/Chairman & Managing Director/Proprietor of M/s ..... do hereby give an undertaking that we shall not subcontract the housekeeping work or part of work to any other agency if awarded the contract by Cochin Shipyard Ltd.
2. The quoted rate complies with minimum wages act and my firm shall comply with all the statutory provisions & rules as applicable.
3. All the terms and conditions have been read and fully understood and would be abide by my firm if awarded by the contract.
4. It is also certified that we have not been blacklisted/debarred or given tender holiday or contract terminated (fully/partially) before expiry of the contract period by any 'govt./autonomous bodies/ organizations where we have provided services.

Signature of contractor/Authorized signature of firm or agency:

Address:

Contact No:

Date:



सुरेश बाबु टी सी  
SURESH BABU T C  
सहायक महा प्रबंधक  
Assistant General Manager  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd.  
कोच्ची / Kochi-682 015



VENDOR DETAILS ( to be submitted along with TECHNICAL BID)

|   |   |   |
|---|---|---|
| 1 | Name of the Bidder/Firm   |   |
| 2 | Address of the firm:  |   |
| 3 | Telephone No./Fax No./Mobile No   |   |
| 4 | E-mail address  |   |
| 5 | Names of the contact person & designation   | (i)<br>(ii)<br>(iii)  |
| 6 | Type of Entity-Proprietorship/Partnership firm/Company/NSIC/MSME Category etc. (Please attach registration certificate of Firm/Partnership agreement/proprietorship documents)  |   |
| 7 | PAN Card Number<br>( Self attested copy of PAN card has to be submitted)  |   |
|   | GST Registration Number<br>( Self attested copy has to be submitted)  |   |
|   | EPF Registration No. (Self attested copy to be submitted)   |   |
|   | ESI Registration No. (Self attested copy to be submitted)   |   |
| 8 | Whether the Agency has been blacklisted/debarred or given tender holiday or contract terminated before expiry of the contract period by any 'govt./autonomous bodies/ organizations where bidder has provided services earlier due to deficiencies in service or misconduct etc. (Undertaking as per Annexure III must be submitted along with the Bid) | Yes/No<br>(please tick as applicable)<br>If yes, please furnish details on a separate sheet |

1. Certified that the above information is true to the best of our belief and information.

Signature of contractor/Authorized signature of firm or agency:

Designation:

Address:

**CHECKLIST**

| Sl no | DESCRIPTION  | YES/NO | Annex. No. |
|-------|--|--------|------------|
| 1     | The firm should be in house keeping business for minimum 3 years within last five years as on date of publishing the tender (supported by work orders or agreement placed by clients during the period, and other relevant documents such as work completion certificate). |        |            |
| 2     | Firm should have Rs. 15 lakhs or above annual turnover as on 31 March 2024 and preceding year 2023 (supported by P&L statement/Work orders /relevant documents).   |        |            |
| 3     | Should have minimum 20 personnel in pay roll on an average (to be supported by ESI/EPF documents/salary remittance documents through bank etc.)  |        |            |
| 4     | The bidder should not subcontract the housekeeping work or part of work to any other agency if awarded the contract and an undertaking as per annexure III to be submitted.  |        |            |
| 6     | Self attested copy of PAN card under Income Tax Act.   |        |            |
| 7     | Self attested copy of GST Registration Number  |        |            |
| 8     | Self attested copy of valid EPF Registration Number  |        |            |
| 9     | Self attested copy of valid ESI Registration Number  |        |            |

Note: All the supporting documents to be annexed with the tender with proper reference numbers

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**SURESH BABU T C**  
 सहायक महा प्रबंधक  
 Assistant General Manager  
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