

ADVERTISEMENT

U.T. OF LAKSHADWEEP
LAKSHADWEEP DEVELOPMENT CORPORATION LIMITED
(A Govt. of India Undertaking)
56/2366 (Old No. 27/1038B), Panampilly Nagar, Cochin – 682 036
Phone: 0484-2323448/2323458
e-mail: ldcladm2016@gmail.com website: www.lakshadweep.nic.in

Tender No. LDCL/Admn./HK/ 2018

04.01.2019

TENDER

E-tenders are invited for rendering Housekeeping services to Lakshadweep Development Corporation Limited in two bid systems. For details and E-tendering please visit website www.tenderwizard.com/UTL. Tender due on 25.01.2019 at 11.00 A.M. For any help in e-tendering, please contact M/s. KEONICS E-tender Help Desk: 080-40482000 / 9605557738.

Sd/-
Managing Director

Malayala Manorama - Kochi edition

The New Indian Express - Kochi edition

LAKSHADWEEP DEVELOPMENT CORPORATION LIMITED

(A Govt. of India Undertaking)

56/2366 (Old No. 27/1038 B), Panampilly Nagar, Cochin – 682 036, India

Phone: 0484 - 2323448/2323458 Fax No.0484-2322924

E-Mail: ldcladm2016@gmail.com

Website www.lakshadweep.nic.in

Tender No.LDCL/Admn./HK/2018

04.01.2019

e-Tender Notice

Tenders for submission through Electronics tendering are invited from registered firms/LLP/companies for Providing House Keeping Services to Lakshadweep Development Corporation Limited. Tender documents can be downloaded from website: **www.tenderwizard.com/UTL** after remitting the cost of tender of Rs. 1,180.00 (non-refundable) in favour of LDCL, before the closing date for request of tender form. EMD for the tender is **Rs. 33,000.00 (Rupees Thirty Three Thousand only)**. Cost of Tender document and EMD amount is to be remitted by NEFT Challan in favour of Lakshadweep Development Corporation Ltd, Account No: 43011010000766 of Syndicate Bank, M.G. Road, Ernakulam, Kochi - 682 035 IFSC Code: SYNB0004301, MICR Code: 682025005.

Tender Information

Tender Number	LDCL/Admn./HK/2018
Date of issue of Tender Documents through online	04.01.2019 from 10.00 A.M. to 25.01.2019 at 11.00 A.M
Pre-Bid Meeting	14.01. 2019 at 11.30 A.M.
Tender closing date & time	25.01.2019 at 11.00 A.M.
Tender Opening date & time (Technical Bid)	25.01 .2019 at 11.30 A.M.

The date & time for opening the Price Bid will be intimated separately by e-mail to the successful bidders in the Technical Bid.

For any help in e-tendering, please contact M/s. KEONICS e-tender help Desk: 080-40482000.

Sd/-

Managing Director

LAKSHADWEEP DEVELOPMENT CORPORATION LTD.
(A Govt. of India Undertaking)
56/2366 (Old No. 27/1038 B), Panampilly Nagar, Ernakulam
Kochi - 682 036. E-mail : ldcladm2016@gmail.com
Website www.lakshadweep.nic.in

Tender No.LDCL/Admn./HK/2018

04.01.2019

TENDER ENQUIRY

E-tenders are invited from registered firms/LLP/companies having operational / administrative office at Ernakulam for providing House Keeping services in the **Office, Guest House and Stores** of the Lakshadweep Development Corporation Ltd.

The tender shall be submitted in two bid system viz, Technical Bid and Price Bid. The tender shall be submitted strictly in accordance with the instructions, terms and conditions given in the tender document. Deviations are not acceptable.

The last date and time for submission of tender and the opening of technical bid is given on the cover page. Bidders are requested to carefully read the tender document before submitting the tender.

Sd/-

Managing Director

Enclosures:

- | | | |
|-----------------------|---|-----------------------|
| 1. General Conditions | - | Annexure-I (3 pages) |
| 2. Model Contract | - | Annexure-II (6 pages) |
| 3. Technical Bid | - | Annexure-III (1 page) |
| 4. Price Bid | - | Annexure- IV (1 page) |

Annexure I

LAKSHADWEEP DEVELOPMENT CORPORATION LIMITED
(A Govt. of India Undertaking)
56/2366 (Old No. 27/1038 B), Panampilly Nagar, Cochin - 682 036, India)
Phone: 0484-2323448/2323458 Fax No.0484-2322924
E-Mail: ldcladm2016@gmail.com Website: www.lakshadweep.nic.in

GENERAL CONDITIONS

1. This contract for providing House Keeping Services will cover entire House Keeping services of all the offices under LDCL (Lakshadweep Development Corporation Ltd, Panampilly Nagar, Kochi – 682 036) and Guest Houses at Kochi.
2. The bidder should possess valid license to take up the work in accordance with Contract Labour (Regulation & Abolition) Act, 1970 and any amendments thereof.
3. The Bidder should have valid Licence for rendering Housekeeping services.
4. The successful bidder is bound by the labour laws as amended from time to time and also bound by the various provisions of the said laws.
5. The bidder must be a registered Firm / Limited Liability Partnership / Company who is having operational office at Ernakulam.
6. The bidder must possess three years experience in providing House Keeping Services to renowned Corporate Organizations /PSUs / Government bodies.
7. The Bidder should have sufficient Housekeeping personnel in order to cater the need of LDCL without hindrance.
8. Nor the bidder or the Housekeeping personnel in the rolls of the bidder shall be Debarred / Black listed by any Government Body for any reason. If LDCL finds out such cases, the bidder will be disqualified immediately.
9. The tender shall be submitted in two bid system viz, Technical Bid and Price Bid. The tender shall be submitted strictly in accordance with the instructions, terms and conditions given in the tender document. One hard copy of this tender document in full along with the copies of the documents submitted online should be sent to our Office, duly signed and affixing the company seal on each page, so as to reach us on or before the due date. Deviations are not acceptable.
10. Copy of documents to be enclosed along with the technical bid :
 1. Status of Firm /Limited Liability Partnership /Company/Agent (Enclose copy of the Registration Certificate) in case of Companies, Incorporation Certificate is required.
 2. Copy of NEFT challan details for Rs. 1,180/- towards cost of tender document

- with UTR number.
3. Copy of NEFT challan details for Rs. 33,000/- towards EMD remitted with UTR number.
 4. Experience in the field of Housekeeping services for the last three years prior to the date of publication of this tender notice (Attach certificate from clients with contact number).
 5. EPF Registration proof and payment certificate From EPF Department (Enclose the latest remittance slip).
 6. ESI Registration proof and copy of latest remittance challan.
 7. Income Tax Return for the financial years 2015-16, 2016-17 and 2017-18 (Enclose copy of ITR).
 8. Audited Profit & Loss A/c and Balance Sheet for the years 2015-16, 2016-17 and 2017-18 (Enclose copy)
 9. GST Registration Number / Date (Enclose Copy of the certificate).
 10. PAN No. of the Tenderer (Enclose copy of PAN card)
 11. Labour Licence No. (Enclose copy of certificate).
 12. Requisite certificate to be enclosed by bidders who claim exemption from paying EMD and form fee.
 13. Copy of licence for rendering House Keeping services.
11. The EMD for a sum of Rs. 33,000.00 (Rupees Thirty Three Thousand Only) should be remitted by NEFT Challan in favour of Lakshadweep Development Corporation Ltd. Account No: 43011010000766 of Syndicate Bank, M.G. Road, Ernakulam, Kochi – 682 035 IFSC Code: SYNB0004301, MICR Code: 682025005. The EMD will be refunded to the unsuccessful bidder after finalization of the tender process.
12. The EMD will be forfeited if the Bidder withdraws the tender before finalization / if a successful Bidder does not pay the Security Deposit in time / make any default in executing the Agreement.
13. At the time of execution of the Agreement, the Agent shall remit a security deposit of Rs. 70,000.00 (Rupees Seventy Thousand Only) towards performance of contractual obligations. The EMD of the successful bidder will be adjusted towards part of this prescribed security deposit and the remaining amount of Rs. 37,000.00 should be remitted by the successful bidder by NEFT Challan in favour of Lakshadweep Development Corporation Ltd., Account No: 43011010000766 of Syndicate Bank, M.G. Road, Ernakulam, Kochi – 682 035 IFSC Code: SYNB0004301, MICR Code: 682025005.
14. The Security Deposit of the successful tender will be directly linked to the agreement to be signed with the successful bidder and the same will be adjusted/forfeited if the bidder fails to fulfill contractual obligations, if any damage is caused to any of the property of LDCL, if any of the conditions indicated in the Tender is not carried out which results in loss/damage to LDCL, if any of the statutory payments (ESI/EPF/ST & Ed. Cess) are found not remitted / paid.
15. It is proposed to hold a pre bid discussion with all the bidders at LDCL Office, 56/2366 (Old No. 27/1038 B), Panampilly Nagar, Ernakulam, Kochi – 682 036 at **11.30 A.M. on 14.01.2019** to clarify any doubts raised by the eligible bidders. The

tenderers are advised to examine the tender document carefully and if there be or appear to be any ambiguity and / or discrepancy in documents or any clarification is needed on the tender document or if they require any clarification with regard to tender, these should be referred to LDCL in writing at least one day prior to the date of pre bid meeting before 3.00 PM. Further, it is to be noted that no queries / clarifications will be entertained after that time.

16. In case an unscheduled holiday is declared on the prescribed closing / opening day of the Technical Bid, the next working day will be treated as the scheduled prescribed day of closing / opening the Technical Bid.
17. At the time of bid opening, the LDCL will permit one authorized representative of each bidder to be present provided such representative produces a letter duly signed by the bidder authorizing him to be present on behalf of the bidder.
18. The successful bidder will be required to execute an agreement in a non judicial stamp paper of Rs. 200/- (Rupees Two hundred only) within 14 days of the receipt of Letter of Intent. The successful bidder should bear all the expenses towards execution of this agreement.
19. LDCL shall not be responsible for any loss or damage incurred to the Agent as a result of the termination of the contract. LDCL shall be free to take due action for the appointment of a new Agent during the period under notice thereafter. The Agent will be debarred for further participation in the tender floated by this office.
20. The LDCL reserves the right to accept, negotiate or reject any tender and to cancel the bidding process and reject all tenders at any time prior to award the contract without assigning any reason and thereby absolve any liability to the affected tenderers and no correspondence in this regard will be entertained.
21. The bidder should ensure that the rate quoted is above minimum wage prescribed as per statute.
22. Model Agreement (Annexure II) is enclosed along with the tender document which stipulates all terms, conditions and obligations of both parties to be performed and strictly adhere to during the course of the contract with the successful bidder. This model Agreement covers the entire scope of the tender and hence the same is the most important component of this tender.
23. Those bidders who claim exemption from paying EMD and form fee should submit the requisite certification in this regard. The same should be uploaded in the tender and also the certificate should be produced in original for verification of the concerned official / officials.

Sd/-

Managing Director

**Model Agreement for Rendering Housekeeping Services to
Lakshadweep Development Corporation Limited**

This agreement is made on _____ day of _____, 2017 between **Lakshadweep Development Corporation Ltd., 56/2366 (Old No. 27/1038 B), Panampilly Nagar, Ernakulam, Kochi - 682 036** (hereinafter called the LDCL) through the **General Manager** which term shall include its successors, assignees etc. on the first part and **M/s.** (hereinafter called the **Agent**) which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the Lakshadweep Development Corporation Ltd. has decided to assign the annual work contract for providing **House Keeping Services** to Lakshadweep Development Corporation Ltd. @ **Rs. (Rupees only)** per person per month (GST extra) to the Agent on the terms and conditions hereinafter contained.

AND WHEREAS the Agent has furnished a Security Deposit of Rs. **70,000/-** (Rupees Seventy Thousand only) towards performance of contractual obligations. The security deposit shall be kept with LDCL for the entire period of contract and the amount will not carry any interest.

The Security Deposit will be adjusted/forfeited under the following conditions :

1. If the Agent fails to fulfill contractual obligations or any specific directions from LDCL which falls within the scope of this contract.
2. If any damage is caused to any of the property of LDCL and if the damages caused in this regard is in excess of the security deposit, extra amount will have to be remitted by the Agent.
3. If any of the conditions indicated in the tender is not carried out which results in loss/damage to LDCL.
4. If any of the statutory payments (ESI/EPF/ST & Ed. Cess) are found not remitted / paid or any liability on employee engaged by you is passed to LDCL in any capacity and if such payment made by LDCL exceeds the security deposit, the excess remittance will have to be paid by the Agent

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f. and will remain in force for a period of one year but can be terminated by the LDCL by giving one calendar months notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms at the same rate.
2. The Agent shall be responsible for annual job work contract for rendering **House Keeping services** to Lakshadweep Development Corporation Ltd.

3. Responsibilities of the Agent :

1. This contract of Housekeeping will cover entire housekeeping activity in general and the scope of work listed as under for the LDCL offices / warehouses / guest houses.
2. All the work has to be carried out on daily basis (Six days in a week (from 08.00 A.M. to 04.00 P.M.)) and on Sundays and closed holidays as and when required.
3. All housekeeping services including sweeping, cleaning, moping of the floors / windows / doors etc. of building/buildings and immediate surroundings.
4. Sweeping and cleaning of the terrace, office compound, removing and disposing of garbage / waste of the building/buildings and immediate surroundings.
5. Cleaning of all wash basins, pantry and toilets (every two hours) in the building/rooms. The cleaning has to be carried out early in the morning and as and when required.
6. All the dining tables / chairs in the pantry room should be cleaned daily.
7. The Board room and attached bathroom should be cleaned thoroughly on daily basis and as and when required.
8. Preparation and Serving of refreshments to all staff and proper washing of cups and glasses.
9. Weekly cleaning of window glasses/door/partitions.
10. Disposal of garbage on daily basis including burning of the same and removal of ash out of the office premises.
11. Daily dusting of the files kept in the racks and tables and cleaning of all office tables and chairs using dry cloth etc.
12. Daily cleaning of all furniture, cabins etc. with cleaning equipments, vacuum cleaner etc.
13. Daily cleaning of all office accessories such as computers, telephone instruments, printers, photocopiers, fax machines etc. kept in the office.
14. Removal of birds' droppings from the sunshades of the building and cleaning of sunshades periodically.
15. Removal of cobwebs and dust from ceilings, walls etc.

16. The Agent should supply adequate housekeeping staff from the very next day of award of the tender.
17. The Agent should ensure non-absence of personnel engaged for housekeeping. In case of the absence of the deputed staff, the agency should depute alternate staff to the office.
18. The Agent should ensure transportation of their staff to LDCL premises especially in case of non availability of public transport.
19. The Agent should be willing to rotate the staff, if and when required by the LDCL.
20. The Agent shall ensure that all persons deployed at the LDCL premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
21. The Agent shall issue uniforms to all their employees engaged in LDCL, which they shall wear while on duty and shall also issue identity card to each of the workers engaged for entry into the LDCL premises.
22. The Agent shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
23. The Agent shall provide a Co-ordinator for immediate interaction with the organization. There will be surprise checking by an Officer. Shortcomings, if any pointed out by him shall be restored by the Agent within 24 hours of its bringing to this notice.
24. The LDCL shall have the right to ask for the removal from the LDCL premises any personnel considered by the LDCL to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the LDCL.
25. Monthly consolidated charges for the work contract for providing Housekeeping services at Lakshadweep Development Corporation Ltd. is as per the terms and conditions specified and scope of work as per this agreement including all taxes, viz., GST and other taxes as applicable will be paid to the Agent by the LDCL.
26. In case of any accident/loss of life of the workers during discharging duties compensation to be given to the workers, the same shall be borne by the Agent as per workmen's compensation act 1923 and its latest revisions if any.
27. The Agent shall not transfer its right or sub-contract to no one else.
28. The Agent or its workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.

29. The Agent shall devote its full attention in service to endure highest quality in all aspects and discharge its obligations under the contract with trust diligently and honestly.
30. The Agent agrees and undertakes that the housekeeping services provided by the housekeeping Agent shall be to the entire satisfaction of LDCL and they shall have no claims against LDCL and the LDCL shall not be liable to wages, salary, compensation and any statutory benefits due to the housekeeping personnel under the labour law and other legislation and the Agent shall be responsible for providing such amenities to its employees admissible under the law/rules/service conditions.
31. The Agent will indemnify LDCL against any claim, loss, damage occurred, or caused to LDCL due to willful acts or omissions or carelessness or negligence of the House Keeping staff employed by the company, while on duty.
32. The Agent should replace its persons when it is found by the designated officer of LDCL that they are not discharging their duties upto the standards set by the Corporation.
33. In case of accidents occurs in the work place, the Agent should compensate its employees as per appropriate law/regulations of GOI.
34. Must be able to provide additional manpower as and when required at the same rate as per tender quoted.
35. In case it is found by LDCL that any property or material of the LDCL is lost or put to loss/ damage due to the negligence of the persons engaged by the Agent, the Agent will be held fully responsible and should reimburse the cost of loss / damage so incurred.
36. In case any workman of the Agent suffers injury/damage or meets with an accident during the discharge of duty, the entire cost of compensation should be borne by the Agent and the LDCL will stand fully indemnified against any claim / damage/ compensation.
37. Consumables such as phenyl, urinal chips, soap oil, acid, cleaning powder, dettol, naphthalene balls, etc. will be arranged by the LDCL.
38. Subcontracting of the work will not be permitted under any circumstances and in such cases the contract awarded to the Agent will be terminated and the security deposit will be forfeited and en-cashed.
39. The Agent shall maintain complete personal data of persons employed by him such as, name, father's name, permanent address, village/taluk/district, police station concerned, signature, contact number, etc. \
40. The Agent should be responsible for the welfare of his persons as per the various State/ Central Government Acts and Regulations.

41. The Agent will be solely responsible for the payment of salaries, allowances and other benefits to his employees as applicable under the Central Government Minimum Wages Act and other applicable provisions and statutes. LDCL shall in no way be responsible for the same. The Agent should not wait for the LDCL's payment to pay to their staff. The Agent should make payment on or before 7th of the following month without fail.
42. The Agent will have to ensure that the drainage passing through the compound wall of LDCL are free from all the impurities. The canal drainage should be cleaned and nothing should obstruct the free flow of water. The Agent will be absolutely responsible for the hygienic condition within the boundary wall of LDCL.
43. The Agent while submitting the bill, the following details are to be enclosed along with the bill:
 - (a) List showing the details of persons engaged.
 - (b) Duration of their engagement.
 - (c) Copies of authenticated documents of payments of such contribution to EPF authorities and a declaration from the Agent regarding compliance of the conditions of EPF Act. 1952.
 - (d) Attendance Register.
 - (e) In the case of absence of personal engaged for housekeeping services, the Agent should provide substitution immediately otherwise the decision of the Competent Authority will be final and binding on the Agent.
44. The bill / invoice raised should be as per the provisions of the GST Act and should contain all the details as specified on the invoice rules for tax invoice.

4. Special Conditions :

1. The Agent should strictly adhere to the statutory regulations viz., Central Government Minimum Wages Act, EPF Act, ESI Scheme, Bonus Act, Contract Labour (R&A) Act 1970 and Rules 1971 and any other regulation covered under Labour Act and other applicable laws and regulations.
2. All payments of salaries and allowances in accordance with Minimum Wages Act, leave, EPF, ESI Contribution for the labourers engaged by the Agent for the execution of the tender work and all other liabilities imposed by the Contract Labour (R&A) Act 1970 and the EPF and ESI organizations wherever applicable will be the sole responsibility of the Agent and any liabilities arising due to non compliance of the above provisions or short payments below the statutory rates will be on the Agent and the LDCL will stand indemnified in this regard.
3. The Agent should possess GST registration number. The GST registration number should invariably be printed in the bills submitted to this office. Bills without GST registration number will not be accepted.

4. Appropriate TDS under income tax Act ,1961&TDS under GST will be deducted as applicable as payments.
5. The Agent who is required to pay the GST received from Lakshadweep Development Corporation Limited, Panampilly Nagar, Kochi should pay the same into the appropriate Accounts of the Government within stipulated time frame. Failure to make such remittance will be dealt in accordance with the provisions of the related statute.
6. In case of failure to comply with the terms and conditions by the Agent, LDCL shall be entitled to appoint a new firm to provide Housekeeping Services and the excess amount that LDCL has to incur due to such engagement shall be recovered from such defaulting Agent. The Managing Director, LDCL has the right to recover all or any dues and damages arising thereby from the defaulting Agent.
7. Arbitration and Jurisdiction - In case of any dispute, doubt, questions or difference arising out of or in connection with this tender, including any question regarding its existence, operation, interpretation, meaning, conditions, termination, validity or breach thereof may be mutually settled between the LDCL and the Agent, as far as possible. In case need arises to settle the dispute through arbitration, the matter shall be referred to and finally under the Arbitration & Conciliation Act, 1996 by the sole Arbitrator nominated by the Managing Director, LDCL and the decision of the Arbitrator shall be final and binding on the parties. The seat or legal place of the arbitration shall be at Kochi or as decided by the Managing Director, LDCL.
8. Any legal proceeding in respect of any matters claims or disputes under this tender shall be under the jurisdiction of appropriate court in Kochi.
9. Penalty will be imposed on the breach of contractual obligations and substandard services at the rate of 5% per occasion per month of the monthly amount. The assessment of quality of services will be performed by the LDCL from time to time.

In witness whereof the parties hereto sign their agreement as of the date herein written above.

LDCL

**Lakshadweep Development Corporation Ltd.
56/2366 (Old No. 27/1038 B)
Panampilly Nagar, Ernakulam
Kochi – 682 036, KERALA.**

AGENT

Witnesses:-

Annexure III

LAKSHADWEEP DEVELOPMENT CORPORATION LIMITED
(A Govt. of India Undertaking)

56/2366 (Old No. 27/1038 B), Panampilly Nagar, Cochin – 682 036, India)

Phone: 0484-2323448/2323458 Fax No.0484-2322924

E-Mail: ldcladm2016@gmail.com Website: www.lakshadweep.nic.in

Tender No.LDCL/Admn./HK/2018

TECHNICAL BID

1	Name of the Tenderer with Telephone Number/E-Mail Address	
2	Status of Firm /Limited Liability Partnership /Company/Agent (Enclose copy of the Registration Certificate) in case of Companies (Copy of Company Incorporation Certificate to be attached)	
3	NEFT challan details for Rs. 1,180/- towards cost of tender document	
4	NEFT challan details for Rs. 33,000/- towards EMD remitted	
5	Experience in the field of House Keeping services for the last three years prior to the date of publication of this tender notice (Attach certificate from clients with contact number)	
6	EPF Registration proof and payment certificate From EPF Department (Enclose the latest remittance slip)	
7	ESI Registration proof and copy of latest remittance challan	
8	Income Tax Return for the financial year 2015-16, 2016-17 and 2017-18 (Enclose copy of ITR)	
9	Audited Profit & Loss A/c and Balance Sheet for the years 2015-16, 2016-17 and 2017-18 (Copy to be attached)	
10	GST Registration Number / Date (Enclose Copy of the certificate)	
11	Labour Licence No. (if applicable) (Copy to be attached)	
12	PAN No. of the Tenderer (Enclose copy of PAN card)	
13	Copy of licence for rendering House Keeping services	

Certified that the details and documentary proof / evidences given above are true and correct. Further details, if any, required shall be submitted for verification, if so requested for at any stage.

Place :

Date :

Seal & signature of the tenderer

Annexure IV

LAKSHADWEEP DEVELOPMENT CORPORATION LIMITED
(A Govt. of India Undertaking)
56/2366 (Old No. 27/1038 B), Panampilly Nagar, Cochin - 682 036, India)
Phone: 0484-2323448/2323458 Fax No.0484-2322924
E-Mail: ldcladm2016@gmail.com
Website: www.lakshadweep.nic.in

Tender No.LDCL/Admn./HK/2018

PRICE BID

Name of the bidder:

Sl. No.	Particulars	Amount in Rupees	
		In Figures	In Words
1	Per day consolidated rate for deploying House Keeping personnel / per staff (8 hours of duty per person per day) (excluding GST)		

Place:

Date:

Seal & signature of the Bidder