

Kerala Transport Development Finance Corporation Ltd

(A Government of Kerala Undertaking and a Non Banking Financial Company registered under the Reserve Bank of India)

Trans Towers (6th Floor), Vazhuthacaud, Thiruvananthapuram

Telephone: 0471-2327881, 2326883, Fax 0471-2326884, e-mail: tenders@ktdfc.com, web: www.ktdfc.com

TENDER NOTICE

Tender Document (Pages 01 to 30 to be signed and submitted by the Tenderer)

Tender No. *KTDFC/BOTP/ANKY/83/2012*

Tender Form for Sealed Competitive bid for Contract for Operation and Maintenance of Pay & Park, Pay & Use Toilet, House Keeping facilities and Allied works in KSRTC Bus Terminal Complex, Angamaly.

TENDER SCHEDULE

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| Last Date and Time for the submission of Tender: | on or before 03.00 pm on 15-06-2016 |
| Date and Time for the Opening of Tender: | at 11:30 am on 16-06-2016 |
| Earnest Money Deposit (EMD): | ₹. 50,000/- |
| Application Fee: | ₹. 1,000/- + ₹. 50/- = ₹. 1,050/- |

Date: 21-05-2016
Place: Thiruvananthapuram

Sd/-
Principal Project Consultant
Kerala Transport Development Finance Corporation Ltd.

NOTICE INVITING TENDER

1. Tenders in the prescribed form duly sealed are hereby invited by **Kerala Transport Development Finance Corporation Limited (KTDFC)** for granting Contract for the Operation and Maintenance of the following facilities in '**KSRTC BUS TERMINAL COMPLEX, Angamaly**', for a period of One Year, renewing year to year for the Contract period of **Three Years**.

| Sl. No. | Name of Facility | EMD | Period of Contract | Security Deposit |
|---------|---|---|---|---|
| 1 | Pay & Park | ₹. 50,000/- (Fifty Thousand only) | 36 Months (Thirty Six months) | Two months quoted amount <i>or</i> 5 Lakhs which ever is higher |
| 2 | Pay & Use Toilet | | | |
| 3 | House Keeping | | | |
| 4 | Operation and Maintenance of Electrical System. | | | |
| 5 | Operation and Upkeep of Fire Fighting System. | | | |
| 6 | Operation of Lifts. | | | |
| 7 | Operation and Maintenance of Pumps, STP, Water Lines, Drainage Line etc. | | | |
| 8 | Maintenance of Tower Clock and Advertisement Facility of the Clock. | | | |

2. The parties fulfilling the following criteria are eligible to participate in the tender.
- Three years experience of managing Contract agreement exclusively for Vehicle Parking, Pay & Use Toilet, House Keeping, Operation and Maintenance of Electrical System, Operation and Upkeep of Fire Fighting System, Operation of Lifts and Operation and Maintenance of Pumps, STP, Water Lines, Drainage Line etc., Maintenance of Tower Clock and Advertisement Facility at any star hotels, hospitals, airports, seaports, railways, bus terminals, approved public vehicle park area of municipal corporations, reputed malls, or shopping complexes.

- The party should have minimum annual turnover of **₹. 5,00,000/-** (Five Lakhs).

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|-----|---|
| i. | The turnover criteria should be in any of the last 3 financial years. |
| ii. | The turnover details should be certified by a Chartered Accountant. |

3. Only one tender shall be submitted by a single party, either a firm or an individual. The proprietor of more than one firm will be considered as single party and one legal entity.
4. Any Party falling under the following categories is not eligible to participate in the tender.
 - De-barred/ black listed by CBI or Undertakings/ Departments like Railways, Defence or any other Department of Government of India, State Governments, Corporations, Municipalities.
 - Parties facing action under Public Premises (Eviction of Unauthorized Occupants) Act, 1971.
 - Undischarged insolvent.
5. A declaration has to be given on a **Non-Judicial stamp paper** of **₹. 200/-**, indicating the following details, while submitting the tender documents.
 - The details of their contracts at other sites.
 - Liability of payment of disputed/ undisputed dues to clients.
 - Details of having been de-barred/ black listed by CBI or undertakings/ Departments like Railways, Defence or any other departments of GOI, State Governments, Corporations, Municipalities.
 - Whether facing any action under Public Premises (Eviction of Unauthorized Occupants) Act, 1971.

The above declaration has to be given for 'NIL' information also.

6. The tender is liable to be rejected in case of non-submission of the above declaration by the parties.
7. In case the information submitted by the tenderer is found to be incorrect/ false, at any stage, tender of such party will be rejected/ Agreement with such party will be terminated and

Earnest Money Deposit (EMD)/ Security Deposit will be forfeited. Such party will be debarred from participating in **KTDFC's** tenders for a period of 3 (Three) years.

8. **KTDFC** reserves to itself the right to reject the conditional tenders without assigning any reason thereto.
9. **KTDFC** reserves to itself the right to reject any or all the tenders without assigning any reason thereof and/ or to call for any other details or information from any of the tenderers.
10. **Managing Director**, **KTDFC** shall have the right to postpone/ extend the date(s) of submission/ opening of bids.

Date: 21-05-2016
Place: Thiruvananthapuram

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THE METHOD FOR SUBMISSION OF TENDERS:

- Applicant can obtain the tender documents from the **Head Office** of **KTDFC** or the same can be downloaded from the website www.ktdfc.com.
- Fill and sign each pages of the Tender Documents.
- The tenderer shall record the amount that it/ he/ she offers as monthly *amount quoted* in clause 3 of '**Tender Form for Financial Bid**'. Overwriting of amount should be avoided. Tenderer must initial any cutting/ rewriting/ overwriting of amounts.
- Put the original DDs, for the Application fee & EMD drawn separately, as well as the following documents in a sealed envelope (Envelope-1) with a superscription '**EMD, Application Fee & Other details**.
 1. Details of Gross Turnover of the tenderer certified by Chartered Accountant
 2. A copy of partnership deed if the tenderer is a partnership firm. Otherwise papers of incorporation of firm or any other papers certifying the ownership of the firm (in

case of proprietorship firm)

3. A copy of the Registration certificate and Memorandum and Articles of Association, if the tenderer is a company
 4. Power of Attorney/ Authorisation Letter, if any other person is authorised to represent/ sign the tender documents for partners/ directors in the case of partnership firm/ company.
 5. The details of similar works which the tenderer has undertaken within the last 3 (Three) years with quantity.
 6. Proof of address and identity such as attested copy of Ration Card, Passport, Driving Licence, Telephone bill, Electricity bill, Voters Identity Card, etc.
 7. Certified copy of the PAN Card.
 8. Declaration in **Non-Judicial stamp paper** of **Rs. 200/-** (Mentioned in Clause 5 of the Notice Inviting Tender)
- Put the duly filled tender document including 'Tender Form for Financial Bid', in another sealed envelope (Envelope-2) with a superscription '**Tender-Financial Bid**'.
 - The above two sealed envelopes (Envelope-1 & Envelope-2) shall then be put in a sealed Master Envelope and superscribe "**Tender for Contract for Operation and Maintenance of Pay & Park, Pay & Use Toilets, House Keeping facilities and Other Allied works in KSRTC Bus Terminal Complex, Angamaly**".
 - The above mentioned Sealed Master Envelope shall be addressed to "**The Principal Project Consultant, Kerala Transport Development Finance Corporation Ltd (KTDFC), 6th Floor, Trans Towers, Vazhuthacaud, Thiruvananthapuram, Pincode: 695 014, Ph: 0471-2326883**", and the same shall reach at the above address, either by hand or by post/ courier, on or before **3.00 pm** on **15-06-2016**.
 - Applicant shall pay the specified application fee (as specified in the tender schedule) by way of DD drawn in favour of the **Managing Director, Kerala Transport**

Development Finance Corporation Ltd., payable at Thiruvananthapuram.

Application fee will not be **returned/ refunded** in any circumstances whatsoever.

- Any Tender received after due date & time shall not be entertained under any circumstances. **KTDFC** will not be responsible for any delay or misplacement of documents sent by post/ courier.

OPENING OF TENDERS:

The Tender opening process will commence at **11:30 am** on **16-06-2016** at the **KTDFC Head Office, Trans Towers, Vazhuthacaud, Thiruvananthapuram**, in the presence of those tenderers or their authorised representatives whoever are present [In the case of a representative, a proper authorization letter of the tenderer shall be produced by the representative along with the ID proof of the representative with a self attested copy thereof]. In the first phase, Envelope-1 will be taken out by opening the Master Envelope and it will be verified to ensure whether the applicant has furnished requisite EMD, Application fees and Other details. Upon ensuring the same, the Envelope-2 of the tenders will be opened and the amount offered as Monthly amount quoted in clause 3 of 'Tender Form for Financial Bid' will be noted down. The tender will be allotted by **KTDFC** to the party who offered the highest amount as Monthly quoted amount, subject to the condition that the amount offered as amount quoted shall be satisfiable to **KTDFC**.

Managing Director, KTDFC shall have the right to **cancel/ postpone/ extend** the **date(s) and time** for **submission/ opening of tenders**. The decision of the **Managing Director, KTDFC** on all matters arising out of this tender shall be final, conclusive and legally binding on all parties concerned.

Date: 21-05-2016
Place: Thiruvananthapuram

Sd/-
Principal Project Consultant
Kerala Transport Development Finance Corporation Ltd.

TERMS AND CONDITIONS:

1. Any tender received after due date and time shall not be entertained as a matter of right of the tenderer. **KTDFC** will not be responsible for any delay or misplacement of documents sent by post/ courier.
2. In case the information submitted by the applicant is found to be incorrect/ false, at any stage, Tender of such party/ Agreement with such party will be rejected/ terminated at the absolute discretion of **KTDFC**.
3. Acceptance or non-acceptance of any tender shall rest with **Managing Director, KTDFC** at his/ her discretion.
4. **KTDFC** reserves to itself the right to reject any or all the Tenders without assigning any reason thereof and/ or to call for any other details or information from any of the tenderers. The decision of the **Managing Director, KTDFC** shall be final and binding on the tenderers.
5. Non-compliance with any of the conditions given in the tender document set may result in the rejection of Tender. The decision taken by **KTDFC**, at its absolute direction, in this regard shall be absolute and binding.
6. **Managing Director, KTDFC** shall have the right to postpone/ extend the date(s) and time of submission/ opening of Tenders.
7. Tender will be awarded to the highest bidder, subject to the condition that the **amount offered shall be satisfiable** to **KTDFC**. The selected tenderer shall remit an amount equivalent to two months' quoted amount or 5 lakh whichever is higher as Security Deposit, with **KTDFC** within 15 days of the award of the Contract. Amount shall be quoted per month. The selected tenderer shall start the work immediately after receiving the award of Contract (Provisional Acceptance letter), after remitting the Security Deposit and quoted amount for the first month in advance, within 15 days of the date of receipt of Acceptance Letter. The selected tenderer shall execute an

agreement with **KTDFC** before starting the work. Thereafter, the selected tenderer shall remit monthly amount quoted in Advance on or before the 7th day of every calender month. Contractor shall make payment of amount quoted etc. by cash/ Demand Drafts drawn on local banks. No out station cheque shall be accepted in payment of amount quoted, etc. If the selected tenderer fails to deposit the security amount and the first month's amount quoted within 15 days from the date of award of the Contract, **KTDFC** shall be entitled to cancel the award/ offer given to the tenderer and forfeit the earnest money deposited by him/ them along with the tender forms without giving any notice and without any obligation whatsoever and make alternative arrangements for the said work.

8. On acceptance of an offer, **KTDFC** will send a letter of provisional acceptance of the offer to the successful tenderer. Subsequently the Interest Free Security Deposit should be remitted as mentioned above, ie. 2 months' quoted amount or 5 lakh whichever is higher. If requested by the tenderer, EMD can be adjusted towards the Security Deposit and the balance amount, if any, need be remitted by the party.
9. The earnest money of unsuccessful tenderers, other than the second and third highest bidders, will be refunded within 7 days of the finalisation of the tender. As regards the second and third highest bidders, earnest money will be refunded within 10 days from the date of commencement of the operation by the selected tenderer after complying the required conditions above mentioned.
10. **EMD & Application fee** shall be paid by **Demand Drafts** drawn separately in favour of the **Managing Director, Kerala Transport Development Finance Corporation Ltd**, Thiruvananthapuram, payable at Thiruvananthapuram.
11. In case the successful tenderer fails to remit the security deposit amount or start the work as per clause 7 above, within the prescribed period, the award of the Contract in its/ his/ her favour will be cancelled forthwith without further notice and without any

obligation whatsoever and in that event the EMD deposited by it/ him/ her or **25%** of the Interest Free Security Deposit deposited by it/ him/ her, whichever is higher, will be forfeited. Balance amount of the deposit, if any, will be paid back to the party.

- 12.** Upon award of the tender, the successful tenderer shall remit the entire Interest Free Security Deposit and the amount quoted for the first month and execute an Agreement of Contract incorporating all the terms and conditions, within 15 days of the provisional acceptance letter, at his/ her own expense. If the Tenderer fails to execute the agreement within the time fixed above, the allotment will be cancelled, forfeiting **25%** of the Interest Free Security Deposit. The agreed monthly amount quoted shall become computable w.e.f the date of execution of Agreement.
- 13.** Only those who have remitted the EMD will be allowed to participate in the tender. The EMD of unsuccessful tenderers will be returned to the tenderers in the address given in the application form. **KTDFC** will not be responsible for any loss of the DD/ Cheque due to incorrect address. Any subsequent change in address of the tenderer shall be intimated by Registered Post.
- 14.** The Contract will be issued for the operation of the Pay & Park facility in the Basement & Ground Floors (suitable for parking of **400 two wheelers** and **90 cars**), Pay & Use Toilet Block at Ground Floor and House Keeping facilities, Operation and Maintenance of Electrical System, Operation and Upkeep of Fire Fighting System, Operation of Lifts and Operation and Maintenance of Pumps, STP, Water Lines, Drainage Line etc., Maintenance of Tower Clock and Advertisement Facility of the Clock of entire building of the KSRTC Bus Terminal Complex at Angamaly for a period of **Three Year**.
- 15.** The entire Interest Free Security Deposit remitted by the Contractor shall remain with **KTDFC** till the expiry of the Contract period or its earlier termination, as the case may be, and thereafter the Interest Free Security Deposit shall be refunded to the Contractor,

within 30 days without any interest, after deducting any amount that may be due to **KTDFC** or to other institutions or parties not paid by the Contractor in relation with the Contract. Similarly if Contractor retreats from the contract before the expiry of the tenure of the Contract period, then, 25% of the Interest Free Security Deposit will be forfeited and the balance 75% will be paid back, except in the case of termination after giving 60 days notice in advance, subject to the deductions, if any.

- 16.** Contractor shall use only the space earmarked by **KTDFC** for the purpose of conducting the Pay & Park, Pay & Use Toilet and House Keeping facilities and other allied works in KSRTC Bus Terminal Complex, Angamaly.
- 17.** Contractor shall not conduct or permit to conduct any other business in the space earmarked for Pay & Park, Pay & Use Toilet and House Keeping facilities. The Contractor and its/ his/ her employees shall have to take all required precautions to see that none of their actions within the earmarked space shall amount to violation of terms and conditions of Contract, any rules and regulations or cause any nuisance or annoyance or inconvenience to others, passengers, functioning of **KTDFC** & **KSRTC** and their operations and general public.
- 18.** Contractor shall not make or permit under any circumstance, any alteration or additions to the earmarked space without obtaining prior written consent of **KTDFC**. If the Contractor is permitted to make any alterations or additions, it/ he/ she shall not be entitled to any compensation thereof. Similarly Contractor shall remove all such permitted alterations/ additions, if directed by **KTDFC**, at its/ his/ her own cost on the expiry/ termination of Contract and handover the possession of the space earmarked for Pay & Park and Pay & Use Toilet to **KTDFC** and shall also Contract to operate the House Keeping facilities in the same manner as it was handed over to it/ him/ her.
- 19.** The Contractor shall keep the earmarked space of Pay & Park, Pay & Use Toilet as well as the spaces which are to be cleaned under House Keeping facilities, neat and

clean at all times and shall make its/ his/ her own arrangements for proper disposal of garbage/ wastes, otherwise, **KTDFC** will have the right to impose penalty. The Contractor is prevented from keeping or storing in or upon the space/ premises, petrol or any other goods of combustible, hazardous or explosive nature or goods/ items not permitted under law.

20. The Contractor shall remit the monthly Contract fee in advance on or before the 7th day of every month along with such other amounts billed and notified by **KTDFC**. The Contractor shall pay interest at the rate of 18% per annum on the belated payment of amounts due to **KTDFC**.
21. The Contractor shall not cause or permit to do any act, which in the opinion of **KTDFC**, would disfigure and/ or damage the stability, life and strength of the building. Contractor shall always keep the exterior and the interiors in good and tenable condition.
22. The Contractor shall permit the **Managing Director** or any authorised officers of **KTDFC** to enter the earmarked Pay & Park, Pay & Use Toilet facilities, spaces and inspect the conditions thereto and do the necessary work and repairs at all reasonable times at the cost of the Contractor if the same are found to be done due to the acts or omission of the Contractor or his employees, personnels, etc. Similarly the performance by the Contractor of the House Keeping Facilities and other Allied works shall also be inspected from time to time. They shall not use prohibited items and shall always try to have Eco-friendly measures adopted for the upkeep of the Pay & Park, Pay & Use Toilet and House Keeping facilities space.
23. It is the responsibility of the Contractor to obtain required Licence/ Permission, if any, from the Local Self Governments concerned/ Government Agencies for running the Pay & Park, Pay & Use Toilet, House Keeping facilities and other Allied works, if required. **KTDFC** will not in any way be responsible, in case the Local Authority/

Government Agencies do not permit the Contractor to carry out their function in the space earmarked for parking.

24. The security deposit amount shall remain in the account of the **KTDFC** till the expiry of the Contract period of **36 months** or its earlier termination, as the case may be, and thereafter security amount shall be refunded to the Contractor without any interest within 30 days, after deducting any amount that may be due to **KTDFC**. The Contract is not transferable. Similarly **KTDFC** reserves the right to revoke the Contract if the operation and maintenance of the facility by the Contractor is not satisfactory or if the Contractor commits breach of any terms and conditions, by serving 15 days notice in writing. Contract can also be terminated by giving 60 days notice in writing from either side without assigning any reason. If there occurs any damage to the fittings/ structure/ articles in the facility due to the acts/ omission/ negligence/ default/ failure breach of conditions, the value of such damaged things will be deducted from the security deposit and if the same is not sufficient, the balance amount will be recovered from the Contractor by taking legal actions including actions as per the provisions of the Kerala Revenue Recovery Act. Similarly **KTDFC** shall also have the right to recover any other amounts due from the Contractor by taking recourse to the procedure above mentioned.
25. In the event of the demise of the tenderer after submission of the tender or after the acceptance of his tender, **KTDFC** should deem such tender of contract as cancelled. In the event of the demise of a partner after submission of the tender or after the acceptance of his tender, in the case of partnership firms, **KTDFC** should deem such tender or contract as cancelled unless the firm retains its original character.
26. Non-compliance with any of the conditions given herein may lead to the rejection of tender/ termination of Contract.
27. The Contractor shall intimate **KTDFC** the names of the persons to be employed by

him for the operation and maintenance of the facilities.

28. The cost of stamp duty for the execution of the Contract Agreement will be borne by the Contractor.
29. All the facilities should function for twenty four hours a day and 7 days a week continuously.
30. **THE GENERAL CONDITIONS FOR PAY & PARK FACILITIES:**

The Contractor shall regulate the parking of vehicles at the designated parking areas at the premises of KSRTC Bus Terminal, Angamaly and charge parking fees strictly at the following rates:-

Two Wheeler:

| Sl No. | Time (in Hours) | Amount (in Rupee) |
|--------|--------------------|------------------------|
| 1 | Upto 4 hrs | ₹. 10/- |
| 2 | Upto 8 hrs | ₹. 12/- |
| 3 | Upto 16 hrs | ₹. 15/- |
| 4 | Upto 24 hrs | ₹. 20/- |
| 5 | Max 30 days | ₹. 15/- per day |

Light Motor Vehicle:

| Sl No. | Time (in Hours) | Amount (in Rupee) |
|--------|--------------------|------------------------|
| 1 | Upto 2 hrs | ₹. 20/- |
| 2 | Upto 4 hrs | ₹. 30/- |
| 3 | Upto 8 hrs | ₹. 40/- |
| 4 | Upto 16 hrs | ₹. 50/- |
| 5 | Upto 24 hrs | ₹. 80/- |
| 6 | Max 30 days | ₹. 75/- per day |

Notice should be fixed at conspicuous places near the facilities depicting the rates as fixed along with the name of the Contractor. Contractor shall under no circumstances collect the parking fee from the users of the parking space in excess of the above prescribed fee. The Contractor shall be solely responsible for the safe keeping of vehicles parked in the parking area. The Contractor shall be solely answerable to all loss and damages caused to any vehicles or stealing of any vehicles parked in the parking area and also to the parking space provided. **KTDFC** shall not have any responsibility in this regard. If **KTDFC** has been directed by any authorities for payment of any compensation, fine, damage etc. in this regard, the same shall be charged on the Contractor and recovered from the Contractor in the same mentioned in clause 24 above.

31. THE GENERAL CONDITIONS FOR PAY & USE TOILET FACILITIES:

- The Contractor should ensure that the toilets, urinals etc are kept spotlessly clean and free of insects, rodents and pests at all times.
- Cleaning and perfuming all toilets, wash basins, urinals at regular intervals (continuously) with detergents. This includes keeping air freshers, naphthalene balls, etc. in urinals and toilets.
- Scrub the wall tiles with sponge.
- Minor plumbing works like removal and repairs of leaking taps, pipes etc. to be attended by the Contractor.
- Removal of all stains from the toilet floors, urinal walls, and other porcelain fittings in all the toilets and bathrooms.
- Cleaning the drains, rain water drain, manholes using bleaching powder solution to keep them free from cockroaches and insects.
- Periodical acid cleaning of toilets and buffing of vitrified floors.
- Periodic machine scrubbing of floors of the toilet facility if required shall be

attended by the Contractor.

- Supply of all cleaning materials and consumables for the cleaning purpose.
- All the facilities should function for twenty four hours a day and 7 days a week continuously.
- The entire area given to the Contractor should be cleaned continuously with appropriate chemicals, and perfumed using quality liquid perfumes from 6.00 am to 10.00 pm.
- All the chemicals and perfumes used by the Contractor should be got approved by **KTDFC**, before use.
- The Contractor should take necessary steps to eradicate foul smell from the entire area at all times.
- **KTDFC** may impose a fine on the Contractor, if the desired level of cleanliness is not maintained and for lack of proper upkeep, etc. Fine up to ₹. 500/- at a time for unsatisfactory cleanliness and up to ₹. 1000/- at a time for lack of proper upkeep of facilities may be imposed.
- The rate for use of the facility is fixed as follows:

| | |
|----------------|-----------------------|
| Latrine | ₹. 5/- per use |
| Urinal | ₹. 2/- per use |

Notice should be affixed at conspicuous places near the toilet facilities depicting the rates as fixed along with the name of the Contractor. Contractor shall not charge any amounts other than the rate fixed for the purpose from the users of the facility.

- The person so deployed shall be medically and physically fit to perform the cleaning service and the Contractor shall produce a Fitness Certificate to this effect from the Medical Officer duly authorized by the Company.

- Salwar and coat is the prescribed dress code of the female workers.
- The Contractor shall pay the wages and other statutory benefits of the persons employed by him and **KTDFC** shall not be responsible or liable in any manner for any payment to the persons employed by the Contractor.
- The Contractor shall ensure good conduct, decent behaviour, cleanliness etc. by the persons employed by Contractor.
- If the conduct, medical condition or cleanliness of any of the persons employed by the Contractor is found unsatisfactory, the Contractor shall replace 'such person' forthwith and all dues forward to the persons so replaced shall be paid immediately by the Contractor and he shall forward a copy of such settlement to the Company as proof.
- It shall be the responsibility of the Contractor to personally supervise the operation and maintenance of Pay & Use Toilet facilities and to keep under the safe custody of the cleaning materials/ equipments etc. required for the execution of the said work.
- All the materials and equipments used for cleaning mentioned in the tender documents, shall be produced at site and be approved by the Company or its authorized personnel.
- The Contractor and his personnel shall strictly comply with the rules and regulations laid down by the Company with regard to entry and exit. The Contractor shall ensure that the persons engaged shall confine their activities strictly to the areas specified by the Company.
- The Contractor shall also be responsible for the maintenance of the muster roll, wage register etc of the persons employed by him and shall produce the same to the Company as and when called for.

32. THE GENERAL CONDITIONS FOR HOUSE KEEPING FACILITIES:

The Contractor should undertake to perform all cleaning works of the specified areas every day in and around KSRTC Bus Terminal Complex, Angamaly to the satisfaction of **KTDFC** including the supply of best quality cleaning materials and equipments as per requirement and direction, from time to time.

The cleaning works would be judged against the following indicators of cleanliness.

- Absence of foul smell in toilets, common space, etc
- Absence of debris, waste papers, decaying substances, etc at all places.
- Clean faces of glasses, table tops, and dust free windows and floors.
- Total absence of rats, snakes, cockroaches, lizards, mosquitoes, bugs, in the premises including car cassettes of the above mentioned.
- Glittering appearance of floors, common lobbies, inside the lift car, etc
- Cleaning and perfuming all toilets, wash basins, urinals at regular intervals in any case not less than 3 times daily with consumables. This includes using/keeping air freshers, liquid soaps, advanced high quality detergents, perfumed lotions, toilet cakes, papers, etc regularly in urinals and toilets.
- Cleaning of the electrical fittings of the common area.
- Removal of all stains from the toilet floors, urinal walls, and other porcelain fittings in all toilets and bathrooms.
- Cleaning the drains, rain water drain, manholes using bleaching powder solution to keep them free from cockroaches and insects.
- Periodical acid cleaning of toilets and buffing of vitrified floors.
- Periodic machine scrubbing of floors if required will be attended by the Contractor.
- Supply of all cleaning materials for the cleaning purpose.

- Arranging the display of notices and other information materials in the proper places.
- Such other connected and related work for the due performance of the scope of work mentioned above as may be directed by the **KTDFC** from time to time, additional work as directed by **KTDFC** from time to time.
- Salwar and coat is the prescribed dress code of the female workers.
- The persons so deployed shall be mentally and physically fit to perform the cleaning service and the Contractor shall produce a Fitness Certificate to this effect from a Government Medical Officer.
- It shall be the responsibility of the Contractor to personally supervise the cleaning service and to keep under the safe custody of the cleaning materials/equipments etc. required for the execution of the said work.
- **Additional works to be attended.**

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| 1 | Sweeping the entire common area including the Cellar Floor, Ground Floor, West and South side Parking Area, Main Building and the main entrance of the Bus Station, KTDFC Office in the 1 st Floor (500 sq.ft), and all common open spaces including mopping of the floors according to the site requirements. |
| 2 | Wet mopping of the entire finished floors in the common utility area including the common area of the lift well, staircase, emergency stair well and wet mopping of KTDFC office area in the 1 st Floor. |
| 3 | Collection of all disposable garbage, waste papers and disposing the same from Bus Station Compound. Cleaning of glasses of doors, windows and ventilators, including all work stations of the above office area. |
| 4 | Cleaning of the name boards, display boards, notice board, granite steps, fire equipments, boxes etc. at regular intervals. |
| 5 | Monthly cleaning of structural glazing of the building by using required equipments and tools. |

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| 6 | Supply of all cleaning materials/ equipments/ machines/ consumables for the cleaning purpose. |
| 7 | Such other connected and additional work as directed by the Housekeeping Engineer/ KTDFC staff. |

33. THE GENERAL CONDITIONS FOR OPERATION & MAINTENANCE OF ELECTRICAL SYSTEM:

Objective of the work:

- a) To undertake preventive maintenance of electrical and mechanical works required for the electrical systems of the Complex, and common areas (except the allotted rentable spaces).
- b) To provide uninterrupted electricity to the complex at all locations- Basement Floor, Ground Floor, First Floor to Fifth Floor and common areas.
- c) To maintain the details of electricity meters meant for **KTDFC**.
- d) To reduce electricity consumption and perform energy conservation.
- e) To undertake electrical repair and maintenance works with a view to maintain the whole exterior & interior in aesthetically, functionally and structurally good condition at all times.

Site Inspection and proper understanding of work:

Before quoting the work the existing service connections and installations should be understood by site inspection and if needed any further details can be availed from the Angamaly **KTDFC** Site office, on the present conditions of the system.

Operation, Monitoring of Electrical and Electronic Systems:

Operation and Co-ordination of periodic maintenance, day to day maintenance of Electrical Installations both HT/ LT, diesel generating sets, UPS and other

installations and common area for each of the lessees who use the space on formal Contract agreement with **KTDFC** and the common area.

HT Side

- i. Operation of HT panel/ transformers, recording hourly reading, on HT side, Transformer parameters and recording the same in the log book.
- ii. Arranging periodic preventive maintenance of HT panel and Transformers through these authorised personnel, at regular intervals, co-ordinating break down maintenance with the supplier in the event of a break down and forwarding estimate recommendation for payment of work carried out.
- iii. The Sub-station should be under the charge of a Diploma/ Graduate holder in Electrical Engineering or as per the qualification instructed by the Electrical Inspectorate.

LT Side

(a) EB Main Panel

- Recording current/ voltage reading on hourly basis in the Log Book, operation of the incomer and outgoing feeder as required. Overall assessment of the healthiness of system by constantly observing for any abnormal operation, temperature rise etc.
- Cleaning the MV panel on regular interval and verification of electrical contacts for its proper tightness and alignment.

(b) Generator Main Panel

- Recording ammeter/ voltmeter/ frequency meter readings while the generator is running and entering the same in the log sheet. Operation of incomer and out going feeder as required and overall assessment of the equipment by abnormal operation or temperature rise during running.
- Checking the battery charger battery daily, switching to auto/ manual mode as required and maintaining the record.

- Cleaning the MV panel on regular interval and verification of electrical contacts for its proper tightness and alignment.
- Annual Maintenance Contract of Transformer and Generator vests with **KTDFC**.

(c) Sub Panel/ Metering/ Auto Power Factor Panel etc.

- Regular monitoring of all medium voltage panels for tripping, abnormal operation temperature rise etc. and carry out necessary maintenance work.

(d) Load Bank Vertical Dbs/ DBs

- Periodic checking to ensure proper connection of incoming/ outgoing cables.
- Replacement of defective components such as MCBs, ELCBs, Switches etc.
- Prepare estimate and specification for the items for replacement and ensure timely replacement through follow up with the clients/ users with quality spares.

(e) Earthing/ Lightning Protection Systems

- Ensuring that the ring system of earthing is proper, checking the earth pit joints and watering the earth pit etc.

(f) Diesel Generator

- Recording diesel level, lubrication system, battery and battery charger, water level etc. on daily basis and recording the same in log book.

(g) Lighting

- Ensuring proper illumination by maintaining the various lamp fittings in common area and yard of the Complex including the responsibility of replacing the fused lamps vests with the Annual Maintenance Contract.

(h) Temporary Connection/ Billing

- Helping for sanction by KSEB for providing temporary connection for construction works and supporting new tenants for obtaining KSEB permanent connection.
- Verification of KSEB energy bills and recommending the same for payment.

34. THE GENERAL CONDITIONS FOR OPERATION OF LIFTS:

- One lift should be operated round the clock. All other lifts should be operated from 08:00 am onwards in two shifts, as per requirement/ direction of **KTDFC**.
- Responsibility of attending break down of lifts immediately vests with the Contractor. Report defects if any, then and there to the Annual Maintenance Contractor for the lifts separately engaged by **KTDFC** and ensure that the rectification is carried out within 6 hours of break down.
- The Contractor should check all the lifts every day for verifying the operation.
- Entry to the lifts is to be restricted for persons connected with various business/ transactions/ customers in any of the establishments in the Complex including the Multiplex Theatre.
- Care should be taken not to overload the lifts every day for verifying the operation.
- Entry to the lifts is to be restricted for persons connected with various business/ transactions/ customers in any of the establishments in the Complex including the Multiplex Theatre.
- Care should be taken not to overload the lift at all times including busy hours.
- During cases of supply failure or due to any other defect if the lift is stopped at intermediate place the Contractor should immediately go to the machine room and release the lift as directed by the Johnson Lifts Pvt Ltd and release the person by manually opening the door.
- The required Maintenance Registers are to be kept and all the maintenance done are to be recorded properly.
- Annual Maintenance Contract of Lifts will be given by **KTDFC** from time to time separately.

35. THE GENERAL CONDITIONS FOR OPERATION AND UPKEEPING OF FIRE FIGHTING SYSTEM:

- Check all smoke detectors in the complex periodically.
- Fire fighting system should be kept in working condition at all times.
- The personnel manning the firefighting section should be conversant with firefighting methods and competent to handle the equipments.
- A mock drill of the firefighting system should be conducted once in every six months.
- It should be ensured that all the tenants are conversant with the operation of the equipments.
- Smoking should be strictly prohibited in the building and the premises.
- Annual Maintenance Contract of Fire fighting system will be given by **KTDFC** from time to time separately.

36. THE GENERAL CONDITIONS FOR OPERATION & MAINTENANCE OF PUMPS, STP, WATER LINES, DRAINAGE LINES ETC:

- Pumping from low level tank to overhead tank.
- Rain water harvesting during rainy season and monitoring water level.
- Waste water pumping as per requirement.
- Check leakages in water tap, drainage system etc. and co-ordinate necessary maintenance work. Any complaint should be rectified immediately.
- Operation and Maintenance of Sewage Treatment Plant.
- Atleast one person should be available round the clock.

37. THE GENERAL CONDITIONS FOR MAINTENANCE OF TOWER CLOCK & ITS ADVERTISEMENT:

- All the four clocks should show identical time [IST].

- It should show exact time at all times.
 - Repairs if required and maintenance at periodical intervals should be done without delay.
 - Advertisement facilities available at the Clock Tower should be marketed and managed by the Contractor and can avail benefits thereof.
 - Maintenance should be through an Annual Maintenance Contract arranged by the House Keeping Contractor.
- 38.** Personnel engaged on Operation and Maintenance of Electrical Systems and Electro Mechanical Equipments shall possess the minimum qualification and all Licenses and Registrations as per norms of Electrical Inspectorate and other Competent Authorities of the Government.
- 39.** The Contract shall be valid for **36 months** (Thirty months) from the date of execution of Agreement. On the expiration of the said term of the period of the Contract or its earlier termination thereof, as the case may be, the Contractor shall hand over vacant and peaceful possession of the Licenced Pay & Park, Pay & Use Toilet and House Keeping space to **KTDFC** in the same condition in which the same was handed over to the Contractor subject to normal wear and tear. The Contractor's occupation of the Contract of Pay & Park, Pay & Use Toilet and House Keeping facility and other Allied Works and its operation after such expiration or revocation will be deemed to be that of a trespasser.
- 40.** The Contractor shall maintain regular and proper account books along with other supporting documents regarding the service rendered by the Contractor in the said premises and said accounts/ documents shall at all times be kept open for inspection by **KTDFC**. The Contractor shall provide to **KTDFC**, if required by **KTDFC**, statements of audited accounts in such manner and within such period that **KTDFC** may

prescribe. The Contractor shall also keep proper records of the vehicles parked in the facility.

41. All the times during the currency of the Contract agreement, it shall be the responsibility of the Contractor to obtain proper insurance coverage including theft and burglary in respect of all the movable and immovable assets parked/ stored or used in the licensed space and **KTDFC** shall not be responsible for any loss or damage caused to the Contractor on any account whatsoever.
42. Contractor shall operate the subject facility by charging the fixed rate from users as mentioned above. **KTDFC** reserves to itself the right to modify the fixed charges from time to time and the Contractor shall not have any right to claim any modification of the fixed charges.
43. Contractor shall use the designated space for the bonafide purpose, for the operation and maintenance of the parking & toilet facility for the use of all passengers and bonafide visitors to the Complex and officers of **KTDFC, KSRTC and State/ Central Government** and for no other purpose. Parking/ toilet facilities shall be extended free of charges to **KTDFC** staff on proof of their identity.
44. The Contractor shall not erect or display any advertisement or signboards without obtaining the prior approval in writing from **KTDFC**.
45. The Contractor shall not unilaterally terminate the Contract agreement before the expiry of the period of the Contract except by giving 60 days notice in writing as earlier mentioned. Otherwise the Contractor shall be liable to pay to **KTDFC** (without any demur or question) such amount of money as **KTDFC** may decide as damages to it by the Contractor in accordance with the other provision of this tender.
46. In the event of any default, failure, negligence or breach, in the opinion of **KTDFC** on the part of the Contractor in complying with all or any of the conditions of the Contract, **KTDFC** will be entitled and be at liberty to terminate the Contract forthwith

and resume possession of the parking/ toilet/ House Keeping spaces, by serving 15 days notice in writing, without payment of any compensation or damages and also forfeit in full or in part the amount deposited by the Contractor for due performance of Contract.

47. Parking & Toilet facility should be extended free of charges to **KSRTC staff** of Angamaly Bus Depot and **KTDFC** staff on production of their identity.
48. In addition to the agreed amount quoted, the Contractor shall also be liable to pay the required Service Tax and other taxes as are applicable from time to time, whether or not the responsibility for the same is best owned upon the Contractor or **KTDFC**.
49. For the purpose of calculating the offer, the interested parties can visit the Angamaly Bus Terminal Complex and its premises for analysing and verifying the total area which would come within purview of House Keeping Facility, the area and location of Pay & Park Facilities as well as Pay & Use Toilets during office hours after obtaining permission from **KTDFC** Angamaly site office.
50. It shall be the duty of the Contractor to pay the salary and other payments to the personnel engaged by the Contractor. These shall not be any employer-employee relationship between **KTDFC** and the personnel to be engaged by the Contractor. All responsibilities, Liabilities, etc. w.r.t the personnel engaged by the Contractor shall be absolutely and exclusively vested with the Contractor. **KTDFC** shall not have any responsibility in this regard.
51. Disputes if any, arising out of and/ or relating to this Tender shall be subject to the exclusive jurisdiction of Courts of competence in Thiruvananthapuram, Kerala.

Date: 21-05-2016
Place: Thiruvananthapuram

Sd/-
Principal Project Consultant
Kerala Transport Development Finance Corporation Ltd.

DECLARATION

*I/ We hereby solemnly declare that all the above information given by me/ us are true and correct. I/ We have read and understood the terms and conditions for allotment of **Pay & Park, Pay & Use Toilet and House Keeping facilities and other Allied works in the KSRTC Bus Terminal Complex, Angamaly**. In the event of acceptance of this tender, I/ we agree to observe and be bound by the terms and conditions mentioned in this tender document set and attached documents which is subject to such modifications from time to time as deemed necessary by **KTDFC** and the same shall always be construed as agreed to be complied by me/ us. I/ We also agree that my/ our offer/ bid in the tender process will remain firm and valid for a period of six months from the date of opening of tenders. I enclose a signed copy of the terms and conditions as a token of having seen and accepted the same.*

Place:

Signature:

Date :

Name of the Tenderer:

Contract for Operation and Maintenance of Pay & Park, Pay & Use Toilet, House Keeping facilities and Allied works in KSRTC Bus Terminal Complex, Angamaly.

TENDER FORM FOR FINANCIAL BID

Please affix a colour passport size photograph (for individual tenderers)

1. Name of the Tenderer :
(IN BLOCK LETTERS)
.....

2. a. Permanent Address :
.....
.....
.....
.....

b. Address for Correspondence :

.....

.....

.....

.....

.....

3. Monthly amount quoted : **

Amount offered as Monthly Contract Fee : ₹.(in figures)

Rupees

.....

.....only (in words)

****** *Amount quoted for the operation and maintenance of Pay & Park, Pay & Use Toilet. House Keeping facility and Other Allied works at KSRTC Bus Terminal Complex, Angamaly, in the manner mentioned in the tender documents. The rate mentioned above shall be the **monthly fee**. All applicable Taxes including Service Tax shall also be paid by Contractor over and above the quoted monthly amount quoted.*

4. Details of Application remitted :

a. DD No. : **Date**

b. Name of Bank & Branch :

.....

5. Details of EMD remitted :

a. DD No. : Date

b. Name of Bank & Branch :
.....

6. Permanent Account Number (PAN) of the Tenderer :

.....

Date :

(Name and Signature of the Tenderer)

Note:

- *Overwriting of rates should be avoided. Tenderer must initial any correction/ rewriting/ overwriting of rates.*
- *The tenderer will be responsible to comply with statutory obligations.*
- *In the event of difference between the amount written in words and figures, the amount written in words would prevail.*