



Department of Horticulture
Office of the Senior Assistant Director of Horticulture (Co-ordinator),
Biocentre, Hulimavu, Bannerghatta Road, Bengaluru-560076
Email address: sadh.co2014@gmail.com

Notification No: DH: JDH(BT): SADH(CO):CW1:09:2023-24

Date: 14.08.2023

ANNEXURE -1

Providing cleaning services **Tender Notification**

Office of the Senior Assistant Director of Horticulture (Co-ordinator), Biocentre, Hulimavu, Bengaluru invites bids from interested agencies for providing Cleaning services at Biocentre, Hulimavu, Bannerghatta Road, Bengaluru i.e. for cleaning of indoor and outdoor corridor of seminar hall, bio museum, library, training hostel, toilets in office block and training hostel etc. Cleaning works includes sweeping, dusting of windows/doors, mopping, cleaning and maintenance of toilets, collection/disposal of garbage from dust bins/containers, other miscellaneous cleaning works.

Qualifying criteria

1. Bidders should have at least about 2 (two) years' experience in providing cleaning services.
2. Bidders should have paid the prescribed tender document fees and EMD.

3. Documents to Be Submitted

- i) Valid GST registration certificate.
- ii) Income tax clearance certificate for the years 2020-21 to 2022-23.
- iii) Service satisfactory letter from at least three Government/semi Government/private institutions.
- iv) An undertaking by the bidder on a stamp paper of Rs.100 of having accepted all the terms and conditions of the tender process and to provide professional service as per requirements and also to declare about being non-elected member and non-black listed by any institution.
- v) Bidders should submit self attested declaration on a firm letter head having the details like, firm address, working contact number, official e-mail address and person in charge for emergency contact, etc.
- vi) Payment shall be made on monthly basis on receipt of a bill from the agency in duplicate. No advance payment in any case would be made.

- vii) The period of contract shall be for a period of one year from the date of awarding the contract

Terms and conditions:

1. The prescribed EMD is Rs. 7,500/- for providing catering service at Biocentre, Hulimavu, Bengaluru should be paid in the form of a cheque or demand draft from any nationalized bank in favour of KSHDA (A/c No. 64037414538), Bengaluru,
2. The Director of Horticulture has the power to accept or reject the tenders without assigning any reasons.
3. The firm/agency should employ skilled and experienced people in providing cleaning services.
4. The quoted rates should include GST, service etc. charges as well, there should be no additional payment.
5. Approved tender will be valid for one year from the date of tender approval. Discretionary power of extending or withdrawing the tender period vests with the Director of Horticulture.

Mode of participation in the tender

1. Tender documents can be taken from 14.08.2023 to 14.09.2023. **Tenders will be accepted till 14.09.2023 5.30 pm. Pre bid meeting will be held on 28.08.2023 at 11.00 a.m. Technical bids will be opened on 15.09.2023 at 11.00 a.m and financial bids of the successful bidder will be opened on 16.09.2023 at 11.00 a.m.** The venue of pre bid meeting, technical and financial bid opening is office of the Senior Assistant Director of Horticulture (Co-ordinator), Hulimavu, Bengaluru-76, Email:sadh.co2014@gmail.com
3. Prescribed tender documents fees and EMD should be paid
4. The bidders can pay the EMD in the form of a Cheque or Demand Draft of any Nationalised Bank drawn in favour of KSHDA
5. Bidder should quote for all the components completely. Incomplete participation will be rejected.

Bid evaluation criteria

a. Technical bid

1. Only technically qualified bids (as narrated above) shall be eligible for financial bid opening. Technical bids which are incomplete, not in proper format and not meeting the terms and conditions prescribed shall be rejected.

b. Financial bid

1. Lowest price for providing cleaning services at Biocentre, Hulimavu, Banneraghatta Road, Bengaluru must be quoted.
2. The successful bidder should deposit 5% of the estimated work amount as security, with the Senior Assistant Director of Horticulture (Co-ordinator), Biocentre, Hulimavu which shall be in the form of bank guarantee from a nationalized bank. The same would be returned after completion of the work satisfactorily, which shall carry no interest.
3. All the taxes as per Government rules shall be deducted at source and the bidder shall be responsible for paying all the taxes as and when applicable.
4. Financial bids which are incomplete, not in proper format and not meeting the terms and conditions prescribed shall be rejected.


Senior Assistant Director of Horticulture
(Co-ordinator)



Department Of Horticulture

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NO:DH/BIOTECH/SADH/CO/CW1/09/2023-24

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Annexure -2

PRICE BID FORMAT

Tender Notification

CLEANING SERVICES TO BIOCENRE, HULIMAVU, BANNERAGHATTA ROAD, BENGALURU

Tender notification No. DH: JDH (BT):SADH(CO):CW1:09 :2023-24, Dated:14.08.2023

Sl.No.	Particulars	Quantity	Periodicity	Bidding price in INR (per 500 sq.mt)
1	Sweeping, mopping and cleaning of indoor and outdoor corridor of seminar hall, bio museum, library etc Collection/disposal of garbage from dust bins	1000 sq.mt.	Daily twice	
2	Sweeping, mopping and cleaning of training hostels at Biocentre premises	1000 sq.mt.	Daily	
3	Cleaning toilets at office block and training hostels	500 sq.mt.	Daily	
4	Miscellaneous works		As and when required	

Note: Bidder shall enter the bidding price per 500 sq.mt. area

Bidder's Seal and signature