

KERALA STATE DRUGS AND PHARMACEUTICALS LIMITED

Kalavoor, Alappuzha-688522

Phone: 04772258184, 2258828 Email: ksdpltd@gmail.com

TENDER NOTICE

Tender No.: KSDP/PRS/TENDER/HK-01/5/2025

Date: 23.05.2025

INVITATION FOR TENDER – HOUSEKEEPING SERVICES

Kerala State Drugs and Pharmaceuticals Limited invites sealed tenders from experienced and professional housekeeping contractors for providing housekeeping services at the **LVP/SVP/Ophthalmic Plant**, located at Kalavoor, Alappuzha.

WHEREAS

- The Company requires professional housekeeping services in line with **GMP guidelines** applicable to pharmaceutical facilities;
- The Contractor has the experience and infrastructure to meet those standards.

1. Scope of Work

- Cleaning and sanitization of production, QC, warehouse, and office areas.
- Maintenance of cleaning logs for **GMP audits**.
- Pest control, waste management, and proper biomedical waste disposal.

2. Workforce and Supervision

- Deployment of trained staff in uniforms with ID badges.
- Supervision of daily operations by an assigned manager or supervisor from KSDP
- Hygiene and GMP training mandatory for all staff.

3. Cleaning Materials & Equipment

- All cleaning materials, tools, and equipment to be provided by the Contractor.
- Use of only approved, GMP-compliant products.



4. Work Timings

- **Housekeeping services are required in two shifts:**

Shift 1: 6:00 AM to 2:00 PM

Shift 2: 2:00 PM to 10:00 PM

(Working days: Monday to Saturday)

- Emergency cleaning must be provided when required.

5. Legal Compliance

- Contractor will comply with:

Labour Laws, ESI, PF, Minimum Wage Act, Factory Rules.

- The Contractor shall indemnify the Client for any violations.

6. Payment Terms

- Monthly payments shall be based on the contractor's invoice with itemized:
 - Labour Charges
 - Material Costs
 - Service Charges
 - Other Applicable Heads
- **TDS and applicable deductions** will be made as per law.
- **Evaluation Criteria:** Contractors will be evaluated based on a **two-bid system**

Contractor is responsible for ESI, PF, and labour law compliance, with supporting challans submitted

7. Performance Review

- Monthly review of services.
- Deficiencies may lead to warnings or termination.

8. Duration & Termination

- Duration: **12 months from date of signing**
- **Extension:** Subject to satisfactory performance.
- One-month prior notice required for termination.
- **Immediate termination** in case of GMP violations.



9. Confidentiality

- No disclosure of Company's confidential or proprietary information.

Eligibility Criteria

- Minimum **3 years** experience in similar settings (preferably pharmaceutical/cleanroom environments).
- Proven experience in industrial/pharmaceutical contracts.
- **Number of labourers needed will be 10 for two shifts**, as decided by KSDPL management. Contractor should ensure sufficient manpower is supplied on everyday for the cleaning works.

Tender Collection & Submission

- Available from: **26.05.2025**
- Obtain from the office or download via: [www.ksdp.co.in]
- **Submission Deadline: 14.06.2025 before 5 PM**
- **Opening Date: 17.06.2025**
- Both **technical bid** and **price bid** must be enclosed in **separate sealed covers**.

General Terms

- KSDPL reserves full rights to accept or reject any tender.
- Disputes to be resolved under **Arbitration and Conciliation Act, 1996**.
- Legal jurisdiction: **Alappuzha Court only**

Managing Director

Kerala State Drugs and Pharmaceuticals Limited



TECHNICAL BID

Housekeeping Services (Tender No. KSDP/PRS/TENDER/HK-01/5/2025)

Dear Sir/Madam,

With reference to your tender notification (Tender No. **KSDP/PRS/TENDER/HK-01/5/2025**, dated **23.05.2025**), I/We hereby submit our application for providing **housekeeping services** at your **LVP/SVP/Ophthalmic Plant**, Kalavoor, Alappuzha, in accordance with the terms and conditions laid out in the tender document.

1. General Information

- **Name of the Contractor / Firm:**
- **Registered Address:**
- **Contact Person:**
- **Phone Number:**
- **Email ID:**
- **Type of Firm** (Proprietorship / Partnership / Pvt. Ltd. / Others):

2. Experience

- **Years of Experience in Housekeeping Services:** ____ years
- **Experience in Pharmaceutical/Cleanroom Facilities:** Yes / No
- **Details of Major Clients (past 3 years):**

Client Name	Duration	Scope of Work	Contact Details

(Attach separate sheets if necessary:)



3. Statutory Compliance

Compliance Item	Registration Number / Status	Remarks
ESI Registration		[Attached/Not Attached]
PF Registration		[Attached/Not Attached]
Labour License		[Attached/Not Attached]
PAN		[Attached/Not Attached]
GST Registration		[Attached/Not Attached]

4. Manpower & Resources

- **Number of Employees Proposed for KSDP:**
- **Training Provided:** Yes / No (Attach proof of GMP/cleanroom training if available)

5. Financial Quotation

(Enclosed separately in the **Price Bid** as per tender instructions)



6. Declaration

I/We certify that all information provided is true to the best of my/our knowledge. We agree to abide by all terms and conditions of the tender and assure full compliance with GMP, labour laws, and other applicable regulations.

I/We understand that any incorrect or misleading information shall render this application liable for rejection.

Thank you for your consideration.

Yours faithfully,

(Signature)

Name:

Designation:

Date:/...../2025

Seal of the Firm

Enclosures:

1. Copy of Company Registration
2. ESI, PF, GST, and PAN Details
3. Work Experience Certificates
4. List of Staff & Qualifications
5. Price Bid (in separate sealed cover)



PRICE BID

Tender No.: KSDP/PRS/TENDER/HK-01/5/2025

Date: 23.05.2025

Subject: Price Bid for Housekeeping Services at KSDP, Kalavoor

Sir/Madam,

With reference to the above-mentioned tender, we hereby submit our **price quotation (inclusive of all costs)** for providing professional housekeeping services as per the scope defined in the tender document.

Price Bid Format (All-Inclusive Cost Per month)

SL NO	Description	Unit	Quantity Rate	Amount
1	Monthly manpower charges for 10 workers			
2	Cost of materials Per month			
3	Admin & other overheads (Lump sum)			
	Total			

Note:

- The total quoted rate should be inclusive of all statutory liabilities (PF, ESI, bonus, gratuity, leave, etc.), duties, levies, applicable taxes (including GST), and service charges.
- The contractor shall be responsible for compliance with all labour laws and must submit relevant challans monthly.
- Evaluation will be based on **L1 (lowest total cost per month)**.



We declare that the above rates are quoted after understanding all terms and conditions of the tender and are valid for the entire contract period of 12 months.

Thanking you,

Yours faithfully,

(Signature & Seal)

Name:

Designation:

Firm Name:

Contact No.:

Email ID:

Date:

