



5319/2024/PS/KSACS

30/07/2024

To

Agencies Concerned

Sir,

Sub: Invitation of quotations for hiring of agency for House Keeping Service – Reg.

Sealed competitive quotations are invited by the undersigned from the eligible agencies having minimum of 5 years experience in the field of housekeeping service subject to the following conditions. Nature of work and items to be supplied by the firm is shown in Annexure I

1. Quoted Price

- a. The bidder shall quote for all the items shown in Annexure I.
- b. Quotation shall be submitted in the format shown in Annexure II.
- c. All duties, taxes, service charges, and other levies payable by the bidder shall be included in the quoted rate.
- d. The rate quoted will be fixed for the duration of the contract and shall not be subject to adjustments.
- e. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- f. Telex and Facsimile or email quotations are not acceptable.

2. Each bidder must submit only one quotation.

3. Place of Service required

Head Office of Kerala State AIDS Control Society, Red Cross Road Thiruvananthapuram

4. Evaluation of quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive ie: which

- a. are properly signed and
- b. conform to the terms and conditions

7. Award of contract

- a. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price.
- b. The Purchaser prior to the expiration of the quotation validity period will notify the bidder whose quotation is accepted of the award of contract. **The terms of the accepted offer shall be incorporated in the Work order.**
- c. **The contract will be valid for a period of one year, extendable by one more year subject to satisfactory performance. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period.**

- e. Notwithstanding the above, the Purchaser reserves the right to accept or reject and to cancel the bidding process and reject all quotations at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

8. Last date and time of receipt of quotations

The last date and time of receipt of quotation is mentioned in **Annexure III**.

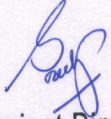
The date of opening of quotations is mentioned in **Annexure III**

Quotations will be opened in the presence of the Bidders or their representatives who choose to attend at the time and date mentioned in **Annexure III**

9. All decisions of the Project Director will be final and binding to all in every respect.

We look forward to receiving your quotations and thank you for interest in this Project.

Thiruvananthapuram

 Sd/-
Project Director

Annexure I

Nature of work to be done

Daily Cleaning

1. Empty up the entire dustbin and clear all pantry garbages.
2. Sweeping/Mopping of all hard floor.
3. Dusting in a clock wise direction, especially chairs, table, fan, fire extinguishers and other fixtures.
4. Disinfect all telephone.
5. Clean all window pans /Glasses/Mirrors/Ledges.
6. Cleaning of corridors.

Toilets Area Cleaning

1. Washing of toilet area walls/floor.
2. Cleaning of all Wash Basins, WC and Urinal bowls.
3. Wiping of all fixtures/clean all mirrors.
4. Use air freshener.
5. Replenishment of toiletries.

Weekly Cleaning Schedule

1. Cleaning of A/C grills
2. Cleaning of partition/tables
3. Cleaning of all light fixtures
4. All unattended areas is to be cover ie pictures, door, passages etc.

Once In Two Weeks Cleaning

IEC Storage area (approx.area 850sq.ft)

TSU Storage area (approx.area 600sq.ft)

Monthly cleaning schedule

Vaccum cleaning of all the areas.

- Number of persons required : 1
- Duty time : 8 AM to 4 PM
- Contract Period : 1 year

The following materials should be supplied for the cleaning purpose.

Sl. No.	Items
1	All Clean Lotion
2	Phenol
3	WC cleaner
4	Window shine
5	Broom
6	Air freshener
7	Check cloth
8	Glass cloth
9	Mopping cloth
10	Wet mop 200 gm
11	Room freshener
12	Scrubbing brush
13	Scrubber
14	Toilet brush

Annexure II – Financial Bid Format

Sl. No.	Work Description	Amount*
1	Hiring of Agency for House Keeping Service for Kerala State AIDS Control Society	

*Rate for 1 month inclusive of all taxes, transportation fee, other incidental charges etc.

Annexure III

1	Last date & Time of submission of quotations	17-08-24 4.00 PM
2	Date & Time of opening of quotations	21-08-2024 3.00 PM

Preparing of Sealed quotations:

You are requested to submit the sealed quotations super scribed on the envelope as “Quotations for Hiring of Housekeeping Agency” with contact number of the agency.