

TENDER FOR HOUSE KEEPING SERVICES

Sealed quotations are invited for Housekeeping Services for our office at Panampilly Nagar, Kochi and Guest House at Silver Sand, Vyttila.

SCOPE OF WORK:-

1. Daily cleaning and moping of floors, furniture and office equipment before commencement of office hours.
2. Cleaning of toilets and bathrooms on hourly basis.
3. Cleaning and moping of staircase handles, carpets/upholstery and office premises on daily basis.
4. Cleaning of all cupboards and racks with dry cloth.
5. Cleaning of fans, lights, ceilings, walls, window frames and grills periodically.
6. Removal of garbage from dustbins daily before commencement of office hours and removal of waste to designated areas.
7. Pest control.
8. Preparation of refreshments (Tea/Coffee) and distribution of the same to our employees/guests.
9. Housekeeping Services at Guest House at Vyttila should be performed weekly.
10. Any other Housekeeping Services as per the requirement of the Management.

CONDITIONS:-

1. Service of the appointed housekeeping staff should be available from 9 A.M to 6 P.M.
2. The Corporation reserves the right to require for rotation of the housekeeping staff on three monthly basis.
3. Cleaning materials should be provided by the Service Provider.
4. In case the staff deployed by the Service Provider is absent, suitable substitute should be provided by the Service Provider without additional costs failing which the Corporation reserves the right not to pay the remuneration for the period of absence.
5. In case of disruption of public transport, the Service Provider shall ensure alternate transport facility to the deployed staff to reach the place of work for which no expenses will be borne by the Corporation.
6. PF, ESI and all other statutory payments as per the applicable regulations shall be the responsibility of the Service Provider. The Service Provider shall also be responsible for ensuring that the provisions of the Minimum Wages Act are adhered to.
7. Sealed quotations subscribing "Housekeeping Service for office" may kindly be forwarded on or before 15.04.2013 at 3.00 P.M.
8. The Service Provider should have experience in the related field for not less than three years. The list of clientele and financial statements of the Service Provider should be provided along with the quotes. This is subject to relaxation at the discretion of the Management.
9. The Management reserves the right to accept or reject any of the quotations without assigning any reason whatsoever.

You may quote your best rates for the above.

