

KERALA STATE IT MISSION
ICT Campus, Vellayambalam
Trivandrum – 695 033

Kerala State IT Mission invites quotation for entering into contract to undertake the work of sweeping and maintenance of cleanliness and other works detailed below at the premises of Kerala State IT Mission, initially for a period of 3 months from 17.06.2013, which may be extended for a period of one year depending on our requirements and the quality of the services rendered. The general terms and conditions are as follows:

SCOPE OF WORK

The agency shall be responsible for entire sweeping and maintenance of cleanliness at the premises of KSITM including toilets as follows:

I. Upkeeping work:

I.1 At least 7 persons shall be engaged (4 female & 3 male) in the offices of KSITM who shall work from 8.00 am to 4.00 pm daily on usual days or as directed by the KSITM officers.

I.2 The back office, front office, steps, corridors shall be swept with soft brooms first and thereafter moped using paraform, phenyl liquid soap, vim etc, on all days, from Monday to Saturday before 9.00 am. Cabin and other areas remaining locked shall be taken up thereafter and completed by 9.30 am.

I.3 All tables, chairs, glass panes, phones shall be swept with cloth on all days in the morning.

I.4 Light shades, tube-lights, ventilators, fans, windows, partitions, glass portion, venetian blinds, furniture equipments, shelves, cabinets etc must be cleaned at least once in a week

I.5 Similarly cobwebs of the wall / ceiling of the building shall be removed once in a week. For this purpose, the Agency shall provide the services of Male.

I.6 Waste materials collected shall be removed daily.

II. Toilet Cleaning

II.1 All toilets and washbasins in the toilets and pantry shall be washed daily as frequently as required. The urinals and commodes shall always be maintained stain – free, clean and tidy.

II.2 Walls of toilets shall be cleaned, cobwebs removed every week. Wherever washable paints / tiles are used on surfaces, it shall be cleaned with water to remove stain etc.

II.3 As and when the urinal, commodes are found stained, it shall be removed immediately using cleaning acid

II.4 The toilets shall be cleaned on all days in the morning before 8.30 am and again in the afternoon between (1.00 pm – 2.00 pm) and it shall be ensured that the toilets remain clean from 8.00 am – 5.30 pm from Monday to Saturdays.

III. Preparation of Tea and other refreshments

Tea, coffee and other refreshments shall be prepared and distributed to the staff every day and also on the event of any meeting as and when required.

IV. Dress Code

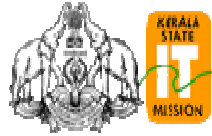
The allotted shall be in respective uniform and the uniform should be clean and tidy.

Vim, Soda, paraform, acid, soap solution, soft brooms, brushes, dusters, cloth pieces, naphthalene balls, tissue paper, bleaching powder, detergent and the materials required for washing and cleaning shall be supplied by KSITM.

Agencies who accept the above conditions may only submit quotations. Quotation from individuals is not accepted. The quotation in the prescribed form attached should reach the undersigned latest by 3 pm on 10.06.2013.

The Director, KSITM reserves the right to cancel the quotation notice without assigning reasons therefore.

Sd/-
Director



**QUOTATION FOR CLEANING AND ALLIED SERVICES ON
CONTRACT BASIS IN KSITM**

Sl. No.	Description	
1	Name of the Agency	
2	Full address with Tele No.	
3	Legal Status of the Agency	
4	Details of Promoters	
5	Year of Establishment	
6	Terms under which the services can be provided	

Sl.No.	Particulars	Rate quoted
1	Daily rate for the carrying out housekeeping services per day
2	Charges for providing one person in addition for carrying out job to be done if required	Rs..... per day per person

Note: Rate quoted should be inclusive of all taxes

Signature