

SS Dempo College of Commerce and Economics

Deen Dayal Upadhyay Integrated Education Complex
Cujira, St. Cruz, Goa

TENDER FOR HOUSEKEEPING SERVICES

Sealed tenders are invited from registered housekeeping agencies for housekeeping services at SS Dempo College of Commerce and Economics, Integrated Education Complex, Cujira, St. Cruz, Goa, as per the following terms and conditions:

1. The contract for housekeeping shall be for a period of one year from 01-04-2019 to 31-03-2020.

2. The housekeeping staff shall comprise the following:

Cleaning staff 6 (inclusive of 1 Supervisor)
Scavengers 2

3. The staff shall be deployed from 8.00 a.m. to 6.00 p.m. on all working days, as per the following staggered timings:

Timing	No. of staff to be deployed
From 08.00 a.m. to 4.00 p.m.	4
From 10.00 a.m. to 6.00 p.m.	4

4. Housekeeping shall include dusting, sweeping and swabbing of all rooms including classrooms, offices, library, laboratories, AV room, gymkhana, auditorium, amphitheatre, corridors, elevators, stairways, canteen area excluding kitchen, washrooms, external landscaped areas including parking bays, and other work areas.

5. The tasks shall include sweeping, swabbing, scrubbing, waxing, and polishing floors using brooms, mops, and/or powered scrubbing and polishing machines, cleaning of window panes, etc. as per the following schedule:

Sweeping and swabbing of all rooms	At least once a day
Cleaning of washrooms	At least 3 times a day
Cleaning of canteen service area	At least 3 times a day
Scrubbing and polishing of floor with machine	Once every 7 days
Cleaning of window panes	Once every 15 days
Cleaning of external campus	Once every 4 days

6. The Agency shall utilize cleaning material of reputed brands and the cost of cleaning material shall be borne by the agency.
7. The Agency shall make its own arrangements for powered polishing machine.
8. It shall be the responsibility of the Agency to ensure compliance with minimum contribution towards EPF, ESIC, LWF etc. as may be applicable, and the tendered rates shall be of the housekeeping staff shall be inclusive of such charges.
9. The Supervisor appointed by the Agency shall responsible for undertaking all housekeeping tasks as per the schedule, and as directed by the Principal and/or other officials of the College duly authorized by the Principal.
10. The Agency shall ensure that all housekeeping tasks are undertaken without causing any inconvenience to the academic activities at the college.
11. Agency with experience of executing housekeeping contracts in an educational institution with more than 1000 students may be given preference.
12. Bills towards housekeeping charges shall be submitted at the end of every month, along with a copy of the record of attendance and daily log of cleaning undertaken, duly certified by the Supervisor.
13. The Principal and/or other official of the College duly authorized by the Principal, and the Administrator or Project Engineer appointed by the Management shall undertake periodical review of the housekeeping services.
14. The Management reserves the right to terminate the contract with the Agency upon a notice of 60 days, if the services are found to be unsatisfactory or deficient in any manner.
15. The tendering Agency is expected to visit the premises of the College to inspect the spaces before submission of tender.
16. The tender shall be submitted in the format prescribed in Annexure I, at the office of the College, **on or before 25-03-2019 till 2 p.m.**

ANNEXURE I

FORMAT FOR SUBMISSION OF TENDER FOR HOUSEKEEPING

1.	Name of the Agency		
2.	Address		
3.	PAN No.		
4.	GSTIN No.		
5.	Experience		
6.	Rates quoted	Per Month	Per Annum
	Supervisor (1 no.)		
	Housekeeping staff (5 nos.)		
	Scavengers (2 nos.)		
	Cleaning Material		
	Cleaning Machine hiring		
	Sub-total		
	GST		
	Total		

