

## **TENDER FOR HOUSE KEEPING AT KITCO LTD., VENNALA**

KITCO is desirous to employ an housekeeping agency to provide various services as detailed below at their Head Office at Vennala, Kochi.

Suitable agencies with the following experience and pre-qualification may apply with the documentary evidences:

1. The agency must be in existence for the past 3 years.
2. The agency must have minimum 30 employees on their rolls as permanent staff.
3. The agency must be carrying out housekeeping for atleast 3 organisations in the last Financial year
4. Turnover of the company shall not be less than 50 Lakhs

The details of activities and jobs to be executed and other terms are detailed below:

### **Description of the premises**

The service shall be provided at the office of KITCO Ltd. is located at Puthiya Road, N.H Bypass, Vennala, Kochi.

The office building is G+1 storied. The ground floor covers an area of 1021.93 sqm and first floor covers an area of 1263.48 sqm, which includes corridors, office spaces, conference hall, store rooms, kitchen, toilets, waiting area/ receptions, canteen, staircase area etc.

External area covers an area of 1150 sqm and it includes landscape/hardscape and car parking areas.

### **Period of Contract**

Period of contract will be for a period of 1 calendar year from 1<sup>st</sup> October 2019 which is extendable for a further period of one more year/or as decided by KITCO and terminable by giving one months' notice on either side.

### **Activities & Jobs to be executed daily**

1. Brooming/Mopping of the entire office area including external and internal office space.
2. Wet swabbing of the floor
3. Dusting of staircase railings
4. Dusting of chairs/ tables
5. Dusting of false ceiling
6. Dusting of electrical fittings

7. De-Dusting of telephone/photocopier machine, computer, key board other office usable machinery
8. De-Dusting of Indoor plants
9. Cleaning of the glass doors, glass partitions and office furniture.
10. Cleaning of posters, Name board of KITCO, paintings, etc.
11. De-Dusting of carpets with brush
12. Hygienic cleaning of dining hall including chairs & tables.
13. Hygienic cleaning of Toilets/Bathrooms using quality consumables. The cost of consumable shall be included in the price quoted.
14. Checking of taps in toilets
15. Preparing & Serving of Tea/Coffee/Cool drinks/Water to staff and visitors.
16. Cleaning of plates, glasses, tea cups, kitchen utensils, gas stove, water cooler, etc.

**Activities to be executive once in 2 days**

Disposal of garbage/waste from toilets, washing area, etc. from the office premises through suitable agency approved by the Corporation and the waste shall be disposed at the approved locations only. The payment to be made to such external agencies /corporation shall be paid by the agency.

**Activities & Jobs to be executed Weekly**

1. Cleaning of Vertical blinds.
2. Through/ Stain free cleaning of toilets including Tiles, Partitions, Wash Basin and Counter top, Mirror, Floor and doors.
3. De-Dusting/cleaning of carpet, sofa set, etc. using vacuum cleaner.
4. Cleaning of Totem /Name Board (external).

**Activities & Jobs to be executed Monthly**

1. Acid washing of all tiled area.
2. Shampoo washing of vertical blinds.

**Activities & Jobs to be executed Quarterly**

1. Pest /Rodent Control as required

## **Terms & Conditions**

1. You shall provide 6 numbers of female staff (house-keepers) for 8 hours/day and 6 days/week. Working time shall be 8.00 a.m to 5.00 p.m. Additional staff shall be supplied as and when required at the same rate which is quoted by the bidder and calculated on pro-rata basis as required for staff for few days.
2. The bidder shall remit all taxes, PF, ESI and other statutory dues as required. KITCO shall be kept indemnified from all such clauses, disputes, court cases, etc. Proof of such remittance of previous month shall be submitted with the current month's invoice.
3. The housekeepers engaged in KITCO Ltd. should be preferably below the age of 40 years, in neat uniform, energetic, well-trained and trustworthy to carry out the above-mentioned activities/ jobs.
4. Three sets of uniform may be provided to the staff at your own cost.
5. The housekeepers engaged by you in KITCO Ltd. should be strictly your employees under your control and they shall have no right or claim for a job in KITCO Ltd. or for any statutory benefits on the basis of their services in KITCO Ltd.
6. Punctuality of your office staffs shall be your responsibility. Periodic inspections shall be made from your end for the same.
7. The Agency shall arrange for substitutes/relievers during any leave granted to the staff at their own cost. If sufficient staff are not present for the duty, deductions will be made accordingly on pro-rata basis of the rate quoted.
8. You shall engage a senior grade supervisor to inspect and examine about their services at the office and its surroundings once in a week and instructions may be given accordingly.
9. You shall replace 1/3<sup>rd</sup> of your housekeeping staff employed here on a quarterly basis.
10. Daily cleaning of office premises shall be completed before 9.15 am
11. If KITCO intimates you regarding misconduct, incapability, delay in discharging duties or non-performance of any personnel employed by you, they shall be removed from their duties and you shall provide suitable substitutes immediately.
12. The amount shall be quoted in the column provided below which shall be inclusive of all statutory cost including but not limited to DA, CCA, WWF, PF, ESI, GST, Overheads, Holiday/Leave wages, cost for replacements/substitution, supervisory cost, consumables etc. Nothing extra will be paid by KITCO.

13. The rate shall be firm for the contract period.
14. The Agency shall submit the bills at the end of every month and payment shall be made within 15 days on receipt of the bill.
15. If any of the services mentioned are not executed KITCO will employ any suitable agency and the direct/Indirect cost incurred by KITCO will be deducted from the next running bill of the agency.
16. Cost of all consumables shall be included in the pricing and nothing extra will be Paid.
17. The bidder shall arrange necessary tools, additional manpower, if required for completing the works to the satisfaction of KITCO.

**PRICE BID**

Total amount/month/staff including all expenses as mentioned in the conditions above	Amount (In Figures)
Amount (In words)	

The bidder shall also submit the service charges per staff per month including Basic, DA, CCA, Labour Welfare Fund, P.F Emp Contribution, ESI Employer Contribution, Leave wages, Uniform Allowance, Bonus, Holiday wages, Services Charge and GST for information of KITCO.

**Rates quoted (per month)**

Basic	
DA	
CCA	
Labour Welfare Fund	
PF-Emp contribution @ 13.16%	
ESI – employer contribution @ 4.75	
Leave wages	
Uniform Allowance	
Bonus @ 8.33%	
Holiday Wages	
Total Salary/month/staff	
Service charge	
Total/month/staff	

GST 18%	
Grand Total/month/staff	

The bidder/Agency quoting the lowest Total amount/month/Staff will be selected for award of contract.

**Last date of submission of Price Bid shall be 20/9/2019**