

DETAILS RELATING TO QUOTATION NOTICE

Sub: Quotation for House Keeping – reg:
Ref: Board's Quotation Notice published in the Malayala Manorama
and Mathrubhumi daily dated 12.10.2007

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Sealed competitive quotations are invited from Professional House Keeping Agencies for house keeping in Spices Board's Head Office at Palarivattom, Cochin – 25. The work requirements of the Board building, house keeping works to be attended to, terms and conditions etc. are given below.

I. Structural Compound yard details

Area for cleaning (indoor)	
a) Main building	: 45000 sq.ft.
b) Canteen building	: 6300 “
c) Annex	: <u>1000 “</u>
Total	: 52300 sq.ft.

Cleaning of the compound yard : Shall be done by the present workers and as such need not be considered for quotation.

II. Works to be attended

- a) Indoor floor cleaning - For an initial period of 2 months chemical cleaning shall be done daily. Thereafter wet cleaning shall be done daily with chemical cleaning once in a week.

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- b) Dusting of electrical equipments, office furniture }
computers and laboratory equipments } - daily
- c) Chemical Cleaning of Electrical equipments, office } Once in a month
furniture, computers Laboratory equipments } - (on Saturdays)
- d) Dusting/chemical cleaning of window glasses, } - Once in a week
partition walls etc. } - (on Saturdays)
- e) Chemical cleaning of telephone instruments - weekly
- f) Chemical cleaning of toilets, wash basin etc. - daily
- g) Dusting and restacking of files - once in a year
- h) Water tank (overhead) cleaning and ground }
level water tank inspection } - once in a month
- i) Pest control - Monthly
- j) Waste disposal - To be disposed of daily.
Specific instructions shall be provided after establishment of the biogas plant.
- k) Cleaning of Drainage channel - daily

III. Terms and conditions

- a) The work shall be done during day time from 7.00 am onwards on an 8 hrs duration for the 6 day week (from Monday to Saturday) by deploying required number of staff .
- b) Water and electricity will be provided by the Board
- c) Cleaning material (equipments, chemicals, lotion etc) shall be at the cost of the concerned house keeping agency.
- d) Remittance of premium towards personal accident insurance, EPF,ESI etc. in respect of the staff deployed for the work shall be remitted by the servicing agency and the paid receipts thereon shall be submitted alongwith monthly bill for verification.

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The cover containing quotation (superscribed "Quotation for House Keeping in Spices Board Head Office") addressed to the Secretary, Spices Board, Sugandha Bhavan, Palarivattom, Cochin – 682 025 should reach this office on or before 6.11.2007 at 2.00 pm. The quotations will be opened at 3.00 pm on the same day in the presence of the quotationers present.

Spices Board reserves the right to accept the quotation or to reject the quotation without assigning any reason.

SECRETARY