

Srinivassa Sinai Dempo College of Commerce & Economics

Integrated Education Complex, Cujira Bambolim Goa

TENDER FOR HOUSEKEEPING SERVICES

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

1. The contract for housekeeping shall be for a period of one year from 01-04-2024 to 31-03-2025
2. The housekeeping staff shall comprise the following:
Cleaning Staff 7 (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 8.00 a.m. to 4.00 p.m.	5
From 10.00 am 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, Elevator, Stairways, Canteen Area excluding kitchen, Washrooms, external landscaped areas including parking bays, and other work areas.
5. The task 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:

1.	Sweeping and Swabbing of all rooms	At least once a day
2.	Cleaning of washrooms	At least 3 times a day
3.	Cleaning of the canteen service area	At least 3 times a day
4.	Scrubbing and polishing floor with machine	Once every 7 days
5.	Cleaning of window panes	Once every 15 days
6.	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 a powered polishing machine.

8. It shall be the responsibility of the Agency to ensure 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 be 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 college.
10. The agency shall ensure that all housekeeping tasks are undertaken without causing any inconvenience to the academy activities at the college.
11. The Agency with experience of executing housekeeping contracts in an education institution with more than 1000 students may be given preference.
12. Bills towards the 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 shall be duly certified by the supervisor.
13. The principal and/or other official of the college daily authorized by the Principal and the Administrator or Project Engineer appointed by the Management shall undertake a periodical review of the housekeeping services.
14. The management reserves the right to terminate the contract with the agency upon 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 the tender.
16. The agency shall make suitable arrangements for the segregation of dry and wet waste and shall make arrangements for scientific collection and disposal of dry and wet waste on a day-to-day basis from the college campus.
17. The tender shall be submitted in the format prescribed in Annexure-I, at the office of the college on or before **25 March 2024**.

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 Material hiring		
	Sub Total		
	GST		
	Total		

Prof. (Dr.) Manoj Kamat
Principal
Srinivassa Sinai Dempo College of Commerce & Economics,
Cujira Bambolim