

Format of “ Housekeeping Services” to be printed on Company’s Letterhead & submit in Envelop-1.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----
E-Mail: _____

Please mention the following:

PAN _____ GST NO _____

(Pl. enclose self certified copies)

1	Annual turnover of your company	Amount is Rs
	2018- 2019	_____
	2019 –2020	_____
	2020—2021	_____

2 Details of Past Experience of Similar jobs executed in past 03 years:-

2018-2019

2019-2020

2020-2021

(Pl. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place:-
Date:-

Signature & Seal

Format of "Housekeeping Services" to be printed on company's Letterhead & submit in Envelop No.2.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----
E-Mail: _____

Sl. No.	Particulars	No. of boys	Rate	Amount
1	<u>Houseman</u>	04 nos.		
2	<u>Consumable</u> The Agency should be able to provide the housekeeping job on turn key basis, which means the office premises should always be neat and clean. The agency charges are inclusive of all the consumable materials like brushes, spray bottles, bucket, brooms, C-fold, Toilet Roll, Liquid soap etc.			

- Any Gst Number
- Payment Terms
-

Date:

Name _____
Designation _____
Signature _____

Place:

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Housekeeping Services

Scope of Work: The reputed and experienced agencies providing Housekeeping services within the 10 k.m. radius from Council's Office, Vasant Kunj, capable of maintaining and doing the housekeeping job are required to submit proposal in the enclosed formats.

Requirement: The Council is looking for an agency to provide services to maintain the office premises neat and clean. The approximate cleaning area is about 10000 sq. feet (05 floors). The scope of the work will include following :-

Routine / Daily tasks

1. Empty dustbins / waste bins and broom / vacuum the common areas.
2. Damp wipe furniture, fixtures and fittings & lights.
3. Spot clean walls / panels wherever possible with particular attention to areas around doorknobs, switches and stair case.
4. Check cobwebs and any cobwebs should not form / appear in any area of the Council.
5. Damp wipe staircase railing and keep it clean throughout the day.
6. Keep the open area clean as per the plan with a sweeping machine.
7. Mopping of Hard Floors / Wooden floors.
8. Keep the common areas / approaches including all exits clean throughout the day.
9. Check and clean glasses if any wherever approachable.
10. Check any defects (building maintenance) and report.

Weekly / Periodic tasks :

1. High dusting / Vacuuming all areas above eye level.
2. Washing of furniture / fixtures and fittings wherever possible to retain the new look especially in the lobby and food areas.
3. Scrubbing of all floors.
4. Pressure wash open area as per scope of work with a machine.
5. Clean all the skirting and corners.
6. Deep-clean all glass surfaces in office building.
7. Complete washing toilets including tiles, and other fixtures.

Consumables: All cleaning consumables such as fresheners, mopping solutions, dusters, brooms, spray bottles, glass cleaners, mops etc. shall be provided by agency. The liquid hand soap refills and C-fold paper tissues shall be provided by agency. (**please mention brand & Type of paper product and hand soap**)

Eligibility for submission of Technical & Financial Proposal:

1. The agency must be engaged in the similar job minimum five years to be able to handle the job.
2. The Agency should have annual turnover minimum Rs.25,00,000/-.

TERMS & CONDITIONS

1. Selected agency will be required to submit security / performance guarantee of Rs.15,000/- (Refundable) by way of Demand Draft / Pay Order in of favour of EXPORT PROMOTION COUNCIL FOR HANDICRAFTS, New Delhi.If the Performances is not satisfactory Performances Guarantee will be **after mutal communication between two parties**
2. The Proposal will be valid for a period of two year from the date of assignment of the job and subject to performance and satisfactory services. In case performance is not satisfactory the Council's reserve the right to discontinue the service of said agency. **Any revision in the contract rate for housekeeping services will be entertained not before one year from the date of contract for whatsoever reasons.**
3. The Council reserves the right to cancel any or all offers, without assigning any reason for the same.

Guidelines for Submission of Technical & Financial Proposal

If your firm is interested, you may submit your documents satisfying the technical bid requirements in a sealed cover super scribed with **"Offer for Housekeeping Services"** by **28th July 2021, by 4.00 P.M** The Offer be submitted to Export Promotion Council for Handicrafts.EPCH HOUSE, Pocket – 6&7, Sector –C, L.S.C., Vasant Kunj, New Delhi – 110070. The envelop should contain the following 2 sealed envelopes i.e. **Envelop 1 – Technical Proposal** and **Envelop 2 – Financial Proposal**.

Envelop 1: Technical Proposal as per format given at Annexure – I should contain the following documents

- Profile of the company / agency.
- Track Record – Past experience of executing similar jobs. The agency must have minimum 3 year work experience of executing similar nature of jobs.
- Submit CA Certificate verifying the turnover for the following years – 2018-19, 2019-20, 2020-2021.
- Copy of PAN No., Gst Number.

Envelop 2: Financial Proposal as per format given at Annexure – II should contain the following documents

- The Financial Offer should be as per the Scope of Work enclosed, duly dated, stamped & signed on each page, with detailed breakup of each individual component as per the Scope of Work.
- No lump sum amount shall be considered.
- The applicable taxes should be clearly mentioned separately in the estimates.
- Payment Terms should be clearly mentioned.

Procedure: EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

**The Director
Export Promotion Council for Handicrafts
“EPCH House”, Pocket 6 & 7, Sector – C,
LSC, Vasant Kunj, New Delhi-110070.
Tel. 011-26135256 (Extn. 106)**