

Government Institute of Printing Technology
Sir J. J. School of Arts Campus Dr. D. N. Road Mumbai- 400 001.
Tele: e-mail: principal.giptmumbai@dtmaharashtra.gov.in,
Website: www. gipt.ac.in

GIPT_Mumbai/Office/Housekeeping_Service/Quotation/2021/22

Date: 18/01/2021

Second Time Quotation

To

Subject: Request/enquiry for quotation to hire housekeeping (Cleaning, Sanitation and Disinfection Service)

Reference:- Quotation No. 1. GIPT Mumbai/office/Housekeeping Service/Quotation/2020/ 253,
Date: 22/12/2020,
First Quotation Extension:- GIPT Mumbai/Office/Housekeeping Service/Quotation /
Extension/2021/05, Date-05/01/2021

Dear Sir/Madam

You are requested to submit with this office, a sealed and stamped quotation in writing for the purchase of Cleaning, Sanitation and Disinfection Service required or this office before 5:30 PM, 22/ 01/ 2021. The quotation format details of required service are given below.

Sr No	Type of Goods/Service	Unit of service with material required with Taxes	All-inclusive Quote/Rate per unit in Indian Rupees
1	Cleaning, Sanitation and Disinfection Service <u>Area in square foot</u> Instructional area- 14652 Amenities- 3591 Circulation area- 5848 Toilets/Washrooms- 1075 Administrative area- 398 Disinfection of above areas.	Rupees per person per month	Rupees per person with material per month (Show Tax Separately)

All-inclusive Estimated Expense/Cost of service: Rs 17,000/- (In words Seventeen Thousand only) per person per month

The required term and condition for preparing and submitting the quotations are attached to this request/enquiry.

The sealed quotations shall be opened at 25/01/2021 am on 11:00 am in principal cabin.

(Mrs. M.S. Deshpande)

Principal

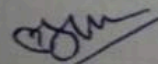
Government Institute of Printing Technology, Mumbai

Copy to-

- Establishment for information and necessary action
- Programmer for publishing quotation request/enquiry on institute website
- Store department
- Notice board

Requirements, terms and conditions:

1. The undersigned reserves the right to cancel the purchase of service process at any stage without stating any reason.
2. One firm/service provider can submit only one quotation and shall give an undertaking: 1) it has and had no conflict of interest with principal and 2) only one quotation is submitted.
3. The quote/rate offered in the sealed quotation should be inclusive of all taxes and must be submitted in the format as prescribed above (Taxes be shown separately).
4. The payment of services offered shall be made on monthly basis and on availability of fund.
5. The service provider is required to submit quotation and undertakings, other documents on its official letterhead only and must be duly signed and stamped and bear the full name of the signing authority.
6. The service provider is required to submit earlier manpower and housekeeping (Cleaning & Sanitation and Disinfection) service orders received from and successfully executed got government, semi government, etc offices
7. The attested copy of PAN and GST registration, GST clearance up to December 2020 of service provider/goods supplier and firm must be submitted with the sealed quotation.
8. The attested copy of registration of the firm to provide services must be submitted with the sealed quotation.
9. Type of Service: Service including resources required to maintain cleanliness of all cabins, conference rooms, wash rooms, corridors, staircase, furniture, office cubicles and disinfection these areas.
10. Type of Area: Indoor
11. Cleaning cycle: Daily
 - i) Cabins- Daily
 - j) Classrooms- Once in three days
 - k) Laboratories/Machine rooms- Once in three days
 - l) Conference rooms- Once in three days.
 - m) Wash rooms- Daily
 - n) Corridors- Daily
 - o) Staircase- Daily
 - p) Office cubicles- Daily
12. Cleaning frequency per cleaning cycle: Minimum 2
13. Consumables: All necessary consumables will be provided by service provider
14. An undertaking that the Service Provider shall abide by and comply with all the relevant laws and statutory requirements covered under various Labour Acts, Minimum Wages Act, Contract Labour (Registration & Abolition) Act 1970, EPF, ESI etc. with regard to the personnel engaged by him for providing support services. It will be the responsibility of the Service Provider to provide details of all manpower and resources deployed.
15. **An undertaking that the Service Provider shall sign an agreement**, if awarded the service contract to facilitate implementation of Sanitation Measures at the Buyer's premises. This Agreement shall outline the scope of work, Buyer's Obligations and Special Terms and Conditions of Services covered as they are mutually understood by the stakeholders.



(Mrs. M.S. Deshpande)

Principal

Government Institute of Printing Technology, Mumbai