

## **INDIA INFRASTRUCTURE FINANCE COMPANY LIMITED**

### **Subject: Request for Proposal (RFP) for Housekeeping services**

India Infrastructure Finance Company Limited (IIFCL), A Govt. of India Enterprise, invites proposals from reputed professionally managed firms, engaged in providing housekeeping/Pantry Services, at its Office at 08<sup>th</sup> Floor, Hindustan Times Building, Kasturba Gandhi Marg, New Delhi – 110001 having carpet area of 11025 sq.ft.

### **I -TERMS & CONDITIONS FOR HOUSEKEEPING SERVICES**

#### **Scope of Work**

The scope of work would encompass cleaning the office premises of IIFCL at 08<sup>th</sup> Floor, Hindustan Times Building, Kasturba Gandhi Marg, New Delhi-100001(approx carpet area 11025 sq.ft) so that the whole office premises from the entrance onwards is cleaned and presentable at all times.

The housekeeping services will be of a comprehensive nature as under:-

#### **Daily :**

- Brooming and mopping of Public area + Staircases + Cabins during the day including corners and under furniture/planters area.
- Scrubbing of all skirting to remove stains of floor duster.
- Cleaning of doorframes and Glass portions with Colin.
- Dusting of furniture fittings, all equipments and planters.
- Removal of garbage/ Packing material from all the dustbins / sanitary bins and cleaning of dustbins and buckets with detergents.
- Cleaning of toilets, wash basin (with disinfectant) and keeping them dry all the times.
- Dusting of hand dryers, towel rods and all door handles
- Replenishment of toilet supplies such as toilet rolls, urinal cubes, Naphthalene balls, etc.
- Cleaning of articles.

Special attention to be given to the areas such as urinal stands, toilet bowls, wash basin and cleaning of windows from inside as well as outside.

#### **Weekly / periodical :**

- Washing of floor with chemicals

- Scrubbing of dustbins / buckets / ashtrays and sanitary bins with detergent
- Cleaning of windows, including outside of windows / balconies / roof
- Vacuuming of carpets, all crevices, window shades etc.
- Carpet stain removal whenever required
- Cleaning of articles
- Hand shampooing of furniture, sofa sets etc.
- Scrubbing of floors of cabins
- Brass polishing twice a month or as and when required.
- Cleaning and disinfecting telephone instruments
- Cleaning of computers
- Dusting of electrical fixtures

### **Monthly**

- Polishing of floors, staircases once a month and as and when required.

### **Special cleaning**

- Dry-cleaning and shampooing of carpet floor once in three months.
- Floor polishing once in 6 months.
- Wooden floor polishing once in six months.

### **Toiletries & Material**

To maintain the esire level of cleanliness an goo quality, all cleaning material to be provi e by the bi er, which inclu e Shampoo for floor cleaning, han wash, urinal cubes, upholstery brush, toilet rolle , toilet isinfectants, naphthalene balls, toilet cleaners, toilet brush, sticks, cleansers, polishing wax, scrubbers, rubber squeezers, room fresheners, plastic ust pans, phenyl / cleaning liqui etergents, feather brush, ust control, Dettol / Savlon for cleaning telephone instruments, Colin an other cleaning agents require cleaning glass / woo en partitions, carpet brush, brooms, usters, Brasso / Silvao polish an all other material.

### **Equipments:**

All equipments for cleaning like vacuum cleaners etc. to be provi e by the Bi ers.

## **II - PANTRY MANAGEMENT**

### **Scope of work**

Serving Tea coffee/soft drinks/snacks/water and lunch/ dinner to all the staff/guests as per the directions of the company. All the Tea coffee materials like milk, tea/coffee packs, sugar etc. will be provided by the IIFCL.

**Providing a Supervisor (Common to I & II)**

Supervisor will be responsible for getting the job done and he will be answerable for any lapses in maintaining housekeeping/pantry services. If however, the housekeeping services are not found satisfactory at any given point of time, bidder will be liable for financial repercussions for that period.

The rates should be quoted on lump sum basis for the above mentioned services and not on the basis of per sq.ft area. A pre-bid meeting has been scheduled for 09th July, 2010 between 3.30 P.M. to 4.30 P.M. The interested bidders may submit their credentials like experience, clientage, their contact numbers etc. and premises can be inspected after the pre-bid meeting.

The contract will be for an initial period of 12 months which can be renewed after review of performance by the IIFCL.

**Last day and time for submission of proposals**

The completed bid documents in a plain sealed envelopes clearly marked and bearing no indication of the bidder should be deposited with the IIFCL so as to reach not later than 13th **July 2010 till 05.00 P.M.**