

## **Notice inviting quotations from house keeping agencies**

**Indian Academy of Sciences, Bangalore (Academy)**, invites quotations for House Keeping Services at its office in Sadashivanagar and Fellows Residency in Jalahalli.

### **Housekeeping Services: (Sadashivanagar and Jalahalli)**

Description of Housekeeping services for both the buildings with attached toilets and adjoining corridors and staircases.

1. Cleaning and maintenance of the office premises (basement, ground, first, second floors and roof top) including corridors and staircases.
2. Cleaning and maintenance of rooms and toilets.
3. Washing and changing of bed linen, towels etc in guest rooms in both the campuses.
4. Periodic cleaning of ceiling fans, door surfaces, windows and windowpanes as well as clearing of cobwebs.
5. Maintenance of garden at Jalahalli
6. Number of staff required: Sadashivanagar; 4 labourers, and 1 supervisor  
Jalahalli: 3 labourers

### **TERMS AND CONDITIONS:**

#### **The Contractor**

1. Must have a Licence issued by the Central Labour Commissioner.
2. Must have registered with Employees Provident Fund Commissioner, ESI Corporation, Central Excise for service tax, professional tax with Govt. of Karnataka. Copies of the certificates must be enclosed.
3. Must have carried out contracts in similar institutions at least for two years. Copies of documents relating to such contracts must be enclosed with the Quotation.
4. Must maintain books of accounts and file returns to all the concerned every month and produce records to that effect every

month failing which the bill for the current month will not be processed.

5. Shall pay wages before 8th of every month to the employees
6. Shall provide uniforms, ID cards and shoes etc to the staff deputed in our premises
7. Should provide bank guarantee twice the amount of monthly gross payment which will be valid throughout the period of contract.
8. Shall not employ any person below the age of 18 years
9. Must subscribe to a Group Insurance Scheme covering his employees at his own cost.
10. Shall quote separately for service charges, cost of cleaning material, accessories etc apart from the labour charges with taxes as applicable
11. Should enter into a formal agreement on a stamp paper of Rs 200/- the format of which will be provided by the Academy.

**Please Note:**

- ❖ The Academy reserves the right to reject/not to accept any quotation without assigning any reason thereof.
- ❖ Those interested may submit their application on a plain sheet attaching copies of certificates etc before 22 March 2011, 4 pm. There is no prescribed form.

The sealed covers must be superscribed "TENDER FOR HOUSE KEEPING SERVICES" and submitted to:

**The Executive Secretary  
Indian Academy of Sciences  
P.B. 8005, C V Raman Avenue  
Sadashivanagar  
Bangalore 560 080**