

# SMART CITY THIRUVANANTHAPURAM LIMITED

Date: 06 Dec 2022

## REQUEST FOR QUOTATION FOR HOUSEKEEPING SERVICES

SCTL is inviting quotations for selecting an agency for housekeeping services for various completed sites (Public Spaces) in Thiruvananthapuram (Central area). The agency has to take care of all aspects of housekeeping services like manpower deployment (Sweeping, Cleaning, Landscape maintenance, Treeleaf trimming, providing materials and other necessary safety gears for field staff, Waste Management etc). The agency will be responsible for upkeep of the site to ensure that all assets of SCTL are well maintained.

**Project Site: Sree Chitra Park, East Fort**

**The scope of services to be performed by the selected agency are:**

- To deploy professionally trained housekeeping staff
- To provide cleaning services for the project premises
- Maintenance of the landscapes and gardens
- Waste segregation and disposal
- The materials for cleaning are to be provided by the agency itself
- Daily Cleaning of all assets created by SCTL

**Documents to be submitted**

- Agency name and registration number/ certification
- Profile of the agency (including years of business, area of expertise)
- Name and number of Nodal Officer
- Letters/ certifications for other Govt agencies for similar works
- Manpower Deployment Plan for each site
- Maintenance schedule after assessing the sites

The cover containing the quotation should be superscripted as "Quotation for cleaning at various public places at Thiruvananthapuram" as per file and should be addressed to the **Chief Executive Officer, Smart City Thiruvananthapuram Limited, 4th floor, Felicity Square, Palalyam, Thiruvananthapuram Pin- 695001**. The last date and time of receipt of the Tender is **12 Dec 2022 at 5.00 pm**. The bid opening date will be informed to the bidders.

The selected agency shall execute an agreement on stamp paper with SCTL and Landowner. SCTL officials may inspect the service of the agency where they are presently deployed to assess the quality of works.

Quotations that are not accompanied by the prescribed information and are incomplete in any respect, and/or not meeting prescribed conditions, shall be considered non-responsive and are liable to be rejected.

Chief Executive Officer  
(Tender Inviting Authority)  
Smart City Thiruvananthapuram Limited

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**Project : Sree Chitra Park (Area of the park: 3547.41 sqm)**

## **Scope of Work**

### **Sweeping and cleaning of various spaces within premise like**

- Lawn area,
- Pantry,
- Handicraft space, Mandapam,
- Stage and rooms,
- Play and Gym area and equipments,
- Seating arrangements,
- Colonnade,
- 2 toilets

Garden Maintenance

Waste segregation and disposal