

**QUOTATION FORMAT**

**HOUSEKEEPING SERVICES AT MCA OFFICE, CHURCHGATE**

Name of the Company : \_\_\_\_\_

Year of Establishment : \_\_\_\_\_

Pan No. : \_\_\_\_\_

GST No. : \_\_\_\_\_

Housekeeping Experience (No. of years) : \_\_\_\_\_

**Terms and Conditions:**

1. To deploy 3 Housekeeping Staff at MCA Office.
2. Carrying out the Comprehensive Housekeeping Work including all consumables, labours etc. for MCA Office & Other areas (As per Annexure).
3. Contractor will be responsible for carting away of garbage from the stadium premise at regular intervals. Non-compliance will attract penalty as may be laid down by MCA.
4. The contractor's employees will have no connection with MCA other than the entrusted cleaning work as per contract.
5. The MCA reserves the right to terminate the contract at any point of time if the contractor does not perform his duties to the satisfaction of MCA. In such case MCA will be entitled to recover additional cost incurred for completion of remaining part of the contract.
6. Contractor needs to visit the office to understand the actual scope of work and provide a weekly schedule of the same in the offer.
7. MCA reserves the right to accept or reject the offer without assigning any reason whatsoever.

**Financial Quote:**

Fixed Monthly Fee : Rs. \_\_\_\_\_

**Note : Financial Quote shall be inclusive of all taxes and statutory permissions, if any.**

**Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Company Seal** :

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### ANNEXURE

#### AREAS

<b>Sr. No.</b>	<b>Scope of Work</b>	<b>Frequency</b>
1	MCA Office at 3rd Floor - Cricket Centre	Daily
2	Office Parking Area	Daily
3	Security Cabin at Gate No. 2	Daily
4	Security Porta Cabin at parking area	Daily
5	Maintenance Staff Porta Cabin at parking area	Daily
6	Common Washrooms at parking area	Daily
7	Groundsman Room & Toilet at Wankhede Stadium	Daily
8	Curator Room at Wankhede Stadium	Daily
9	Spectator Medical Toilet at Wankhede Stadium	Daily
10	Wankhede Stadium concourse including Foot Over Bridges	Twice in a week

#### MATERIAL SUPPLY

##### A. Cleaning Chemicals

<b>Sr. No.</b>	<b>Description</b>	<b>Quantity</b>
1	Diversey Taski R1 - Toilet all area cleaning	5 Litres
2	Diversey Taski R2 - Multipurpose cleaning for all area	5 Litres
3	Diversey Taski R3 - Glass cleaning	5 Litres
4	Diversey Taski R5 – Air freshener	5 Litres
5	Diversey Taski R6 - Toilet bowl/WC cleaning	5 Litres
6	Diversey Taski R7 - Floor cleaning	5 Litres
7	Diversey Taski R9 - Removal of hard water stain from steel fixtures	5 Litres
8	Diversey Taski TR101 - Sofa shampooing	5 Litres
9	Diversey Taski TR103 - Carpet shampooing	5 Litres
10	Diversey Emerel Plus - Steel fixture cream cleaner	1 Litre
11	Diversey Taski D7 - All steel fixture polish	2 Litre
12	Diversey Taski liquid hand soap	5 Litres
13	DrainX	8 boxes
14	Wooden polish	3 Litre
15	Airwick machine refill 250 ml	12 sprays
16	Multi fold tissue - for washroom dispenser - 20 pc per box, 35 GSM, 1 Ply	5 boxes
17	Box tissues - for cabin 50 pulls 12.5 GSM, 2 ply	40 pkts.
18	Toilet roll tissue - 100pc per box, 18 GSM	2 boxes
19	Urinal screen (to be replaced every 30 days)	21 pcs
20	Shoe polish cream	2 Litre
21	Wet mop cotton refill - Red clip for washroom	2 refills
22	Wet mop microfiber refill - Blue Clip for common area	2 refills

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<b>Sr. No.</b>	<b>Description</b>	<b>Quantity</b>
23	Wet mop Cotton refill - Green Clip for common area	2 refills
24	Microfiber duster - Red colour for washroom	8 pcs
25	Microfiber duster - Blue colour for Common area	6 pcs
26	Microfiber duster - Green colour for Pantry	2 pcs
27	Dry Mop refill	3 pcs
28	Garbage bags Medium (Bio Degradable – approved by BMC)	15 packets
29	Garbage bags Big (Bio Degradable – approved by BMC)	4 packets
30	Glass applicator refill	2 pcs
31	Glass wiper refill	2 pcs
32	Single disc Red pad	2 pcs
33	Single disc White pad	2 pcs
34	Hand gloves	5 pairs

### **B. Cleaning Equipments**

<b>Sr. No.</b>	<b>Description</b>	<b>Quantity</b>
1	Caddy	2 pc
2	Spray can	20 pc
3	WC brush round	2 pc
4	Chockup pump	1pc
5	Sink brush	2pc
6	Scotch Bright	1 packet
7	Scotch Bright handle brush	2 pc
8	Floor scrapper	2 pc
9	Glass Cleanning – Applicator + wiper	2 set
10	Bucket 7 litre	2 pc
11	Cobweb brush	1 pc
12	Feather brush	2 pc
13	Dry Mop set	2 pc
14	Wet Mop set	4 pc
15	Floor wiper	1 pc
16	Kitchen Wipper	1 pc
17	wringer trolley	1 pc
18	signage boards	2 pc
19	Ladder	1 pc
20	Ergo pick up	1 pc
21	Hard carpet brush	1 pc

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**C. Dedicated Cleaning Equipments for MCA Office**

<b>Sr. No.</b>	<b>Description</b>	<b>Quantity</b>
1	Vacuum machine	1 pc
2	Single disc machine	1 pc