



## Short Quotation Notice

Quotation No. KIED/SQN/2023/011

Quotation Reference No : KIED/167/2023-A

Dated: 19/08/2023

Kerala Institute for Entrepreneurship Development (KIED), an autonomous body of Government of Kerala is inviting sealed quotations for **Deep Cleaning Services of KIED Administrative Block and Hostel Block.**

Sl. No.	Area	Scope of Work
1	<b>Administrative Block</b> of Kerala Institute for Entrepreneurship Development (KIED), Rockwell Road, Kalamassery, Ernakulam	The tasks to be performed encompass using mechanized methods to scrub floor surfaces, tidying up sunshades and the terrace, vacuuming sofas and chairs, cleansing staircases and handrails, washing windows and glass panels, eliminating cobwebs, applying acid wash to toilets, and power washing the car parking zone. The designated areas within the building comprise the reception area, training halls on the ground and first floors, conference room, meeting hall, computer lab, library, restrooms, office area, removal of cobwebs from the metal ceiling structure, basement, electrical room, generator room, storage area, and basement car parking zone.
2	<b>Hostel Block</b> of Kerala Institute for Entrepreneurship Development (KIED), Rockwell Road, Kalamassery, Ernakulam	The tasks encompassed in the project involve using mechanized methods to scrub the corridors on both floors, applying acid wash to sanitize all toilets, cleansing staircases and handrails, washing windows and glass panes, eliminating cobwebs, performing wet and dry mopping of floors, including vacuuming mattresses and curtains. Additionally, the work entails cleaning the reception area, cafeteria, and

		utilizing high-pressure jet washing for the car parking area.
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The envelope containing the quotation should bear the superscription “**Deep Cleaning Services of KIED Administrative Block and Hostel Block**” and should be addressed to *Chief Executive Officer and Executive Director, Kerala Institute for Entrepreneurship Development (KIED), Rockwell Road, HMT Colony P. O., Kalamassery, Ernakulam – 683503*. Quotationer shall submit the quotations on their own letter pads/papers in the prescribed format attached to this notice. The last date and time for receipt of quotation is 25/08/2023 at 4 pm and the bid opening date will be 26/08/2023, 11AM. Late quotations will not be accepted.

Note: Parties who wish to inspect the site shall visit the premises on Date 23/08/2023 between 11.00AM and 5.00PM.

#### Terms and Conditions

1. The work should be started immediately within 5 days from the date of the work order and maximum manpower should be made available at site to complete the cleaning in less number of days.
2. Payment within 10 days on completion of work and submission of bill.
3. Should possess valid PAN card and/or GST Registration.
4. The bidder with the lowest bid (L1 bidder) is required to inform KIED about the precise commencement date of the work. This notification is necessary to ensure that KIED can make the required preparations accordingly.
5. All labour, rent of equipment, consumables, transportation etc are in the scope of the service provider. No additional payment will be made from KIED other than the rate quoted in the bid for the quantum of work detailed in the scope.

Sd/-

**CEO & Executive Director,  
KIED**

**Form I**

**Details of Applicant / Bidder**

1.1	Name of the Firm / Organization / Individual	
1.2	Address of the Head Office	
1.3	Telephone / Mobile No.	
1.4	Email Address	
1.5	Name and Designation of the Authorized Representative of the Bidder to whom all the references shall be made	
1.6	Address, Phone, Fax and email of the Authorized Representative	
1.7	GST Number	
1.8	PAN Card number	

Place :

Date :

Name & Signature of Authorized Representative

(Office Seal)

## Form II

### Financial Bid (In firm's letter head)

To,

CEO & Executive Director,  
KIED, Kalamassery

Sir,

Sub : **Deep Cleaning Services of KIED Administrative Block and Hostel Block.**

Sl. No.	Description	Amount (Rs)
1	<b>Deep Cleaning of Administrative Block</b> of Kerala Institute for Entrepreneurship Development (KIED), Rockwell Road, Kalamassery, Ernakulam	Rs.
2	<b>Deep Cleaning of Hostel Block</b> of Kerala Institute for Entrepreneurship Development (KIED), Rockwell Road, Kalamassery, Ernakulam	Rs.
Grand total (Excluding taxes)		Rs.
GST (Taxes)@.....%		Rs.
Grand total (Including taxes)		Rs.
Amount in words : Rupees _____ _____		

### DECLARATION

The undersigned, having read the term and conditions of the Quotation Notice, hereby offers to provide the product at the prices quoted, in advance with the specifications stated and subject to terms and conditions set out or specified in the Quotation Notice document.

I / We agree to keep this offer valid for 120 (hundred and twenty) days from the date of opening of the bid.

I / We agree and undertake to abide by all the terms and conditions of the Notice for Quotation.

Place :

Name & Signature of authorized representative

Date :

(Office seal)