Sealed quotations are invited for cleaning and maintenance of the office premises of INTACH building at 71, Lodhi Estate, New Delhi on Annual Contract basis.

2. The area is to be covered for cleaning and maintenance is entire first floor, ground floor and basement, toilets, Porta Cabins at roof and outside area entire the boundary wall. The cleaning is required to be done once in the morning before 9:00 a.m., after 11:30 a.m. and again immediately after lunch between 2:00 p.m. to 3:00 p.m. which includes dusting of windows, doors, stair-cases and walls etc.

3. For cleaning and maintenance services please indicate:
   i. The total amount to be charged including material. The details of the materials to be used may also be mentioned as also the number of cleaners and supervisor to be deployed on the job.
   ii. The amount without material (if material is supplied by the client).

4. A firm should have a minimum experience of 10-15 years in the field of providing house-keeping services and has a minimum of turnover of 1 Crore and above. This should be supported by last 3 years Income Tax return filed by the firm.

5. A list of clients to whom the services have been provided may also be enclosed. Building can be inspected during the working days before sending the quotations.

6. The firm is required to adhere to the norms fixed by Delhi Govt. for payment of minimum wages and PF from time to time.

7. Sealed quotations should be sent to the Director (Admin.), INTACH at 71, Lodhi Estate, New Delhi on or before by 23rd March 2020 by 2:00 p.m. Quotations will be opened at 4:00 p.m. the same day. INTACH has the absolute right to reject the quotations without assigning any reason.

Director (Admin)
INTACH