



**GOVERNMENT OF KERALA**

**REBUILD KERALA INITIATIVE (RKI)**



**1A, CALSAR Heather Tower, Punnen Road, Near  
Government Secretariat,**

**Thiruvananthapuram – 695001, Kerala.**

**Phone: 0471-2332744;**

**email: rkisecretariat@gmail.com**

**SHORT QUOTATION NOTICE**

No. RKI-2/13/2022-RKI

Dated, 21-12-2023

Sealed quotations are invited from reputed and experienced companies/firms/ agencies for providing housekeeping services on **contract basis** at an area of **2973 sq. feet** in the office space of Rebuild Kerala Initiative (RKI) Secretariat under Planning and Economic Affairs Department, Government of Kerala at 1<sup>st</sup> Floor, CALSAR HEATHER TOWER, Punnen Road, Thiruvananthapuram, for a period of **two** years from the date of contract, on the following terms and conditions.

1. The contractor shall provide adequate staff for the housekeeping work at RKI on all working days.
2. The staff of the workforce engaged by the contractor shall be the employees or members of the contractor.
3. The contractor shall be solely responsible for the payment of wages, other benefits, perks and other legal/ statutory obligations, if any, in respect of staff engaged by them at RKI.
4. The contractor shall ensure that no staff engaged by them will engage in any type of activities prejudicial to the interest of the RKI.
5. The contractor shall be responsible for the prompt arrangement of substitutes of their staff proceeded on leave or otherwise absent, under intimation to the RKI.

6. It shall be the responsibility of the contractor to maintain proper discipline among staff engaged for the services.

7. The contractor shall provide at his cost, good quality cleaning material and related equipment during the contract period.

8. The contractor shall give neat and clean uniform to the staff engaged in the services.

9. The contractor will be paid for the assignment on a monthly basis against the invoice submitted. There shall be no change in the rate during the contract period.

10. Other terms and conditions, if any required, will be included at the time of executing the agreement.

Interested companies/ firms/ agencies shall submit their quotations, quoting the rate on a monthly basis (*inclusive of GST and other statutory charges, if any*) to the Rebuild Kerala Initiative Secretariat, Planning and Economic Affairs (RKI) Department, 1A, CALSAR Heather Tower, Punnen Road, Near Government Secretariat, Thiruvananthapuram – 695001, **on or before 3 PM on 10-01-2024**. The quotations will be opened **at 4 PM on 10-01-2024** in the presence of the quotationers or their representatives, if any.

The undersigned has the right to reject any quotation or all the quotations without citing any reasons whatsoever.

**(Sd/-)**

**ADDITIONAL SECRETARY**

To:

- 1) RKI Notice Board and website.
- 2) I& PR (Web & New Media) Department (for publishing the notice in Government website).