

**Parvatibai Chowgule College of Arts & Science – Autonomous
Gogol, Margao, Goa**

Outsourcing of Services as (House Keeping Staff)

Quotations are invited from Contractors/ Individuals for outsourcing the following services at Parvatibai Chowgule College of Arts and Science, as per the requirements enlisted.

Sr. No.	Services to be outsourced	No.	Job requirement	Qualifications/ Experience
01	Housekeeping staff	4 Male 9 Female 1 Supervisor	<p>(a) Cleaning daily of common area which includes lobbies, corridors, gateways area, path ways, entrance area, internal roads, staircases, parking area, garden areas and open lawn areas.</p> <p>(b) Sweeping and mopping of floors daily.</p> <p>(c) Dusting of furniture.</p> <p>(d) Glass, Mirror and window cleaning.</p> <p>(e) Cleaning of lights, telephones, fans.</p> <p>(f) Cleaning of staircases.</p> <p>(g) Periodic deep cleaning.</p> <p>(h) Collection of garbage.</p> <p>(j) Maintenance garden areas including daily and periodic tasks such as watering and cleaning and garden areas and periodic tasks such as lawn mowing , pruning, de- weeding and soil loosening, periodic tasks would be adding of soil fertilizer maintain afloral garden with seasonal plants.</p> <p><u>Site supervisor</u> Supervisor will maintain all the co-ordination for AMC contracts. We will keep a log of the scope of works and scheduling extra team visits as and when required. We will</p>	<p>Proven experience as a cleaner or housekeeper. Ability to work with little supervision and maintain a high level of performance. Knowledge of Konkani language.</p>

			register all complaints of the clients/ and handle all feedbacks/ scheduling and quality checks.	
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The quotations for outsourcing, the above services should include **EPF, ESIC, Service charges and GST** along with experience/ qualification and areas of speciality, should reach the Offg. Principal, Parvatibai Chowgule College of Arts and Science, Autonomous, Gogol, P.O. Fatorda, Margao, Goa – 403602, by **Tuesday, 20 Sep 2022, before 1.00 p.m.**

The Management reserves the right to accept or reject any quotation without assigning any reason thereof.

Date : 13th Sep 2022

Principal In-Charge