



**Chowgule Education Society's  
Parvatibai Chowgule College of Arts and Science  
(Autonomous)**

Accredited by NAAC with Grade 'A+'  
Best Affiliated College-Goa University Silver Jubilee Year Award



**TENDER NOTICE  
FOR OUTSOURCING OF HOUSEKEEPING, GARDENING and SECURITY  
SERVICES**

Sealed tenders are invited from registered agencies for outsourcing Gardening, Housekeeping and Security Services for Parvatibai Chowgule College of Arts & Science-Autonomous, Gogol-Margao-Goa. Individuals may also apply indicating detailed terms & conditions.

**Last date / time for submission of Tender : 20/02/2023 by 1.00 p.m.**

**Date and time for opening of Tender : 20 /02/2023 at 3.00 p.m.**

For site inspection, please visit College during the office working hours i.e. Monday to Friday from 9 a.m. to 4.30 p.m. All other details pertaining to the service/work are mentioned in the tender document. For tender details visit our website [www.chowgules.ac.in](http://www.chowgules.ac.in).

Date : 04.02.2023

Offg. Principal

## TENDER DOCUMENTS FOR OUTSOURCING OF HOUSEKEEPING, GARDENING AND SECURITY SERVICES

Sealed tenders are invited from registered agencies for outsourcing Housekeeping, Gardening & Security services as per the following terms and conditions:

1. The contract for outsourcing Housekeeping, Gardening & Security services shall be for a period of one year from 01-04-2023 to 31-03-2024.
2. Housekeeping staff -As per requirement  
Gardener -As per requirement  
Security - As per requirement
3. **Housekeeping:-** The tasks shall include sweeping, swabbing, scrubbing, waxing, and polishing floors using brooms, mops, and/or powered scrubbing and polishing machines, cleaning of window panes, etc. as per the following schedule:

1.	Sweeping and swabbing of all rooms
2.	Cleaning of washrooms
3.	Cleaning of canteen service area
4.	<u>Scrubbing and polishing</u> of floor with machine
5.	Cleaning of window panes
6.	Cleaning of external campus

Notify superiors on any damages, deficits; Check stocking levels of all consumables and replace when appropriate.

Age limit:- Maximum age 50 yrs,

Proven experience as a cleaner or housekeeper.

Ability to work with little supervision and maintain a high level of performance.

4. **Gardener:-** Monitoring the health of all plants and green spaces, watering and feeding plants, trimming trees and shrubs, fertilizing and mowing lawns, grafting, weeding gardens and keeping green spaces and walkways clear of debris and litter, maintaining landscaping equipment, including mowers, trimmers and fertilizers.  
Age limit:- Maximum age 50 yrs.  
Experience of working in nurseries, farms, horticulture departments.
5. **Security:** Patrolling; monitoring surveillance equipment; Monitor and control access at building entrances and vehicle gates.  
Preference for STD IX/ X; Experience as security/ watchman in reputed agency/ company.
6. The Agency shall utilize cleaning material of reputed brands and the cost of cleaning material shall be borne by the agency as applicable.
7. The Housekeeping agency shall make its own arrangements for powered polishing machine.
8. It shall be the responsibility of the Agency to ensure compliance towards EPF, ESIC, etc., and the tendered rates shall be inclusive of such charges.

9. The Supervisor appointed by the Agency shall be responsible for undertaking all housekeeping tasks as per the schedule, and as directed by the Principal and/or other officials of the College duly authorized by the Principal.
10. The Agency shall ensure that all Housekeeping/Gardening/Security tasks are undertaken without causing any inconvenience to the academic activities at the college.
11. Agency with experience of executing Housekeeping/Gardener/Security contracts in an educational institution will be preferred.
12. Bills towards Housekeeping/Gardener/Security charges shall be submitted at the end of every month, along with a copy of the record of attendance and daily log of cleaning undertaken, duly certified by the Supervisor, including compliance related documents.
13. The Principal and/or other official of the College duly authorized by the Principal, and the Administrator or Project Engineer appointed by the Management shall undertake periodical review of the Housekeeping/Gardener/Security services.
14. The Management reserves the right to terminate the contract with the Agency upon a notice of 30 days, if the services are found to be unsatisfactory or deficient in any manner.
15. The tendering Agency is expected to visit the premises of the College to inspect the spaces before submission of tender.
16. The Agency providing housekeeping services shall make suitable arrangements for segregation of dry and wet waste and shall make arrangements for scientific collection and disposal of dry and wet waste on day to day basis from the college campus.
17. All the terms & conditions will be applicable as per the rules & regulations of the institution.

Sd/

Date: 04/02/2023

Offg. Principal