

Population Foundation of India
Request for Proposal – Housekeeping resource services

Introduction

Population Foundation of India (Population Foundation of India) is a national-level NGO founded in 1970 by a group of socially committed industrialists under the leadership of JRD Tata and Bharat Ram. Population Foundation of India works for a healthy India. It does so by contributing to the formulation and implementation of gender-sensitive populations, health and development policies, strategies and programmes. Population Foundation of India works closely with the Ministry of Health and Welfare to promote family planning and reproductive rights.

Background

PFI is looking for the empanelment of a suitable agency for providing housekeeping resources as per following requirement.

Work description:

- a. Daily brooming, sweeping and mopping throughout the office premise (as per area allocated by Facility-in-charge).
- b. Cleaning of carpet and wooden floors.
- c. Daily cleaning of washrooms (as per area allocated by Facility-in-charge)
- d. Dusting of furniture, fixtures and related fittings, equipment.
- e. Collection/ Removal of garbage from common area.
- f. Replenishment of toilet supplies.
- g. Washing of floor with chemicals and cleaning of articles periodically.
- h. Cleaning of all Office cabins, cleaning of vertical/vanishing blinds.
- i. Support in pantry work, managing utensils, serving tea/coffee to staff and in meetings
- j. Any other work given by the PFI Supervisor

Requirement:

Working hours: minimum 8 hours per day, per person, 26 days a month.

Rates should be inclusive of but not limited to:

- a) Minimum Basic Wages (As per Govt. Notification)
- b) Recruitment
- c) PF
- d) ESI
- e) Monitoring and Training
- f) Uniform
- g) Back-up in case of absence
- h) Service Charge (If any)

Initially, PFI would need to engage two resources, but the agency should be flexible with any decrease and increase in the resource persons as per request from PFI. The agency may charge based on actual number of resources deployed at site.

Your proposal should include:

- A detailed introduction and background of the company.
- Break-up of the cost as per minimum wages and statutory compliances.
- Customer references
- Copy of relevant statutory licenses and permissions.
- Payment terms

Last date for submitting the proposals is 15 Nov 2021 (Monday) at following email address:
gsinghal@populationfoundation.in