

**Invitation of Quotation for providing**  
**Housekeeping and Conservancy Services**  
**For Tex-Trends India 2012 Exhibition**

Last Date to submit quotation	2 <sup>nd</sup> September'2011 by 1700 hrs
Quotation to be submitted to	Please send your sealed quotation addressed to: Mr. Rajiv Bhatnagar Director Apparel Export Promotion Council Apparel House Institutional Area Sector 44, Gurgaon 122003
Any Queries	Any queries should be addressed to: Mr. Rajiv Bhatnagar Director Apparel Export Promotion Council Email: <a href="mailto:rhatnagar@aepcindia.com">rhatnagar@aepcindia.com</a> Mobile: +919899014590

**Event Background**

Tex-Trends India 2012 is the largest exhibition of Indian Textile Industry encompassing the entire value of chain of Textile Industry, starting from yarn and fabrics to High end fashion garments. Apparel Export Promotion Council has been entrusted the task of lead council to organise this exhibition along with other Textile Export Promotion Councils. **The Event would be organised either at Pragati Maidan, New Delhi OR at India Exposition Centre, Greater Noida.**

**General Terms & Conditions**

1. All offers should be in Indian Rupees (taxes should be mentioned separately)
2. Offer validity should upto January 2012.
3. VAT / Service Tax Registration / Income Tax PAN, ESI and PF number should be mentioned
4. Client references and contract details for similar works executed in the past should be mentioned.
5. AEPC reserves the right to split the job work to two or more contractors without assigning any reasons
6. The agency submitting the quotation would provide a demand draft/Pay Order for Rs. 25,000/- in favour of 'Apparel Export Promotion Council' payable at Gurgaon towards EMD money.
7. The payment would be made after the fair is over upon submission of bills with supporting documents.
8. The contractor shall obtain Photo Identity Card for all their employees, during Tex-Trends 2012 Exhibition with instructions to show the identity card at the entrance of hall to the security guard.
9. We require the services of sweepers, plumbers and supervisors for house keeping & floor cleaning on 12 hours duty basis

Quotation is required for	Housekeeping and Conservancy Services
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Tex-Trends India 2012 will attract over 5000 Exhibitors and Overseas visitors to the event. We need services of quality Housekeeping and Conservancy Services for providing round the clock services.

### Toilets

1. The cleaning contractor shall be responsible to maintain the toilets, public areas, aisles and passages in good hygienic condition during the entire period of exhibition from the day of MOVE IN to the day of MOVE OUT.
2. All Toilets - Gents & Ladies, at all time shall have **cleaner / attendant in a proper uniform and number printed on the uniform of the employee of the contractor.**
3. All material used shall be as per the specification & as per the list enclosed herewith & to maintain toilets in good hygienic condition, all such material must be available at all times with the cleaner / attendant at the respective toilet.
4. In case cleaner / attendant has to go for lunch, reliever must replace him before the attendant is relieved so that at no time the toilet is left unattended.
5. The cleaning contractor shall be responsible for taking over / handing over fitting & fixture of existing toilets from ITPO/Expo Mart Engineering Department & Obtain a handing over receipt & deposit the same with AEPC Office.
6. The Toilets shall not be locked at any time after taking over possession from ITPO/Expo Mart & shall remain in operation till such time as specified.
7. Toilets in cleaned / hygienic condition shall be kept ready to use on all days between, 8.00A.M. to 8.00P.M. during exhibition period & 24 Hours during erection & dismantling period (only selective toilet at least one ladies & one gents in each hall ) for use of worker.
8. You will depute a responsible senior person who shall supervise the halls for its proper maintenance. The mobile nos. of these supervisors should be intimated to the Fair Secretariat well in advance.
9. Overall cleanliness of the halls, adjacent areas and the roads near these above halls would be done on round the clock basis especially before and after the fair timings i.e. before 8.30 AM and after 7.00 PM.

#### LIST OF MATERIAL REQUIRED TO MAINTAIN THE TOILETS

- a. Flush Kleen
- b. Naphthalene Balls / liquids
- c. Hydrochloric Acid
- d. Soap liquid (in soap dispenser)
- e. Hand sanitizer
- f. Hand Moisturiser
- g. W.C. Brushes
- h. Cotton Duster
- i. Plastic Basket
- j. Plastic Mugs in each W.C.
- k. Dust Bin Big/ Small with black Polyethylene Disposable Bags inserted inside
- l. Paper Napkin on wash basin counter
- m. Toilet paper holder & toilet paper in W.C
- n. Brooms of different size & variety
- o. PVC hose pipe / tube lights / bulbs in case of replacement in the toilet
- p. Mirror cleaning (replacement of faded mirror)
- q. Extra bulb / tube lights in case of replacement in the toilets.
- r. Pest / Insect control / flying insect prevention / control device

- s. Air purifier
- t. Deodorant Spray
- u. Garbage collection tray

**Hall cleaning & Passage cleaning / collection of disposable waste.**

1. All carpet cleaning shall be done by mechanical Vacuum cleaner 2 times a day i.e. before the start and after the fair is over on each day during fair days.

**Rates for providing above services**

Rate (Rs.)	For ITPO, New Delhi	For India Exposition Centre, Grater Noida
In Figures	Rs.	Rs.
Words	Rs.	Rs.

Date: \_\_\_\_\_

**Authorized Signature**  
**(Name of the Contractor with Seal)**