KERALA UNIVERSITY LIBRARY

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UNIVERSITY OF KERALA
Thiruvananthapuram, Kerala, India – 695 034
(Re-accredited by NAAC with 'A' Grade)

No: QT/1035/2026-27 **Dated: 18.11.2026**

QUOTATION NOTICE

The Sealed quotations are invited from eligible contractors for sweeping, cleaning and daily garden maintenance works of the Kerala University Library building and premises at Palayam. Specifications, terms and conditions herewith attached. The last date for receipt of quotations will be at 03.00 PM on 02.12.2026. The quotations will be opened at 03.30 PM on 02.12.2026. For more details please visit at www.keralauniversity.ac.in.

Specifications, Terms & Conditions

I. DESCRIPTION OF THE PREMISES

The Kerala University Library, Palayam, Thiruvananthapuram has about 1,00000/- sq.ft., including corridors, different sections, offices, toilet complexes, dining halls, book stacking area in four floors, reception area, court yard etc.

II. THE WORK

1. WORKS TO BE EXECUTED ON A DAILY BASIS:

- As the working hours of the library is from 8.00 am to 8.00 pm., on all week days, including Second Saturdays and Sundays excluding Public holidays the sweeping and cleaning works in the reception area, service areas and front office should be commenced promptly at 7.30 am and completed before 8.00 am.

- The reception area and front office should be swept using mop or brush with a long handle and cleaned using wet mop;

- Dusting and cleaning of all exposed surfaces such as tables, counters and book and periodical shelves, almirahs etc.;
- Sweeping , Cleaning and disinfecting toilets, urinals, wash basins, mirrors, toilet flushes and other sanitary installations, in morning and afternoon;
- Emptying waste baskets and removal of waste;
- Cleaning of dining halls;
- Sweeping and cleaning of library portico, approach road, vehicle sheds and surroundings;

2. WORKS TO BE EXECUTED ONCE IN A WEEK BASIS:

- Dusting and cleaning of lights, light shades, fans etc;
- Cleaning and removal of spider web from ceiling and wall;
- Cleaning of panel and glass in the aluminum fabricated cabinets;
- Dusting and cleaning of technical appliances (computers, telephones, printers, photocopiers etc);
- Dusting of all doors and windows, window frames and cleaning the glasses.

3 WORKS TO BE EXECUTED ON MONTHLY BASIS:

- The library stacking area, corridors, offices, different section etc should washed using good quality floor cleaner;
- Cleaning of curtains and vertical blinds with appropriate products.

4 . WORKS TO BE EXECUTED ON URGENT SITUATIONS

Other urgent cleaning works that may arise in connection with public functions, visit of dignitaries etc., should be attended. This includes disposal of waste materials also.

5. TERMS AND CONDITIONS FOR GARDNENING

Watering of plants daily, Manuring periodically, weeding Lawn, Planting of new plants, Re-planting, Pottery re-loading, cleaning and arrangements of plant pots. This shall be done daily irrespective of holidays.

III. GENERAL TERMS & CONDITIONS

- The workers employed by the contractor shall be paid wages not less than the wages prescribed under the **Minimum Wages Act.**

- The workers of the contractor shall be covered under ESI, EPF and a copy of ESI and EPF deduction certificate shall be enclosed along with the monthly bills submitted by the contractor.

- The contractor shall arrange suitable cleaning materials and equipment's in his/her responsibility. The materials used must be standard and approved by authorities;

- The Workers employed shall be provided with Uniform, Cap, Gloves, Mask etc. by the Contractor;

- **Compulsory Service of Ten (10) workers including one Supervisor and 2 male workers (7 female workers)** is to be provided from 07.30 A.M to 01.00 P.M on all working days of the Library. Even though the service of 3 workers is to be made available up to 6 P.M., since the library is working up to 8 P.M. Their attendance should be marked and presented daily for verification.

- The entrance and exit of the cleaning staff in the library will be supervised by a designated officer in the Library. The contractor should submit the details of his/her workers and it should be updated as and when workers are changed. Signed and sealed photo identity cards should be issued with each worker;

- The Library premises and garden should be maintained everyday even if it is holidays.

- The contractor will be responsible to compensate for the loss or theft of any materials of Library or negligence of duty of the workers engaged by the contractor. The workers will never be treated as employees of the University and they will not have any claim in the University service.

- There shall not be worker –employer relations between the workers employed by the contractor and the University. The contractor shall be liable to deal and settle all kinds of problems of labour and the matter related with labour unions etc., including financial compensation, if any.

- The University will not be responsible for any accident, Injury or death of the deployed persons by the contractor. Any claim arising out of the discharge of the duties assigned to them shall be settled by the contractor only.

- The successful bidder shall sign an agreement between the University on a 200 Rupee non-judicial stamp paper (or at the rate in force), expenses for which have to be borne by the successful bidder.

- Payment shall be released on monthly basis on submission of a pre-receipted bill in triplicate in the name of Registrar, University of Kerala, Thiruvananthapuram immediately after making payment to the deployed personnel but not later than 10th of every month along with the required documents.

- Payment will be released within 30 days, if all the documents submitted and service rendered are proper/satisfactory as per the contract.

- Payment will be made by cheque/electronic mode. In case of electronic mode, the successful bidder shall submit the bank account details namely (i) Name and address of the organization (ii)Name of the Bank and Branch (iii) Account Number (iv) IFSC Code.

- The bidder shall quote price in clear terms, the price should be quoted only in Indian rupees. Quotations in any other currency are liable to rejection.

- The contractor is liable to pay the applicable taxes and other charges stipulated by the authorities.

- A sum of Rs.5000/-(Rupees Five Thousand) will have to be paid towards EMD (Earnest Money Deposit) in the form of Demand Draft drawn in favor of the University Librarian (i/c), Kerala University Library, payable at SBI, KUOC, Palayam, Thiruvananthapuram , Cheques will not be accepted.

- The EMD amount of all bidders, except that of the confirmed quotationer will be returned .

- **The contract period shall be for 11 months.**

- The tenders should be addressed to the University Librarian (i/c), Kerala University Library, University of Kerala in a sealed cover with the tender number and the name- '**QUOTATION FOR THE SWEEPING, CLEANING AND DAILY GARDEN MAINTENANCE WORKS IN THE KERALA UNIVERSITY LIBRARY**' duly super scribed on the cover.

- The last date of receipt of tenders is on 02.12.2026 at 3.00 pm

- The tenders will be opened at the office of the University Librarian (i/c) , Kerala University Library, Palayam, Thiruvananthapuram at 3.30 pm on the same day in the presence of vendors then present.

- **The University reserves the right to accept or reject any or all of the quotations without assigning any reason and the decision of the Registrar will be final in this regard.**

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