Tender Schedule for Cleaning Service/Cleaners

1) Name of the Company : _____________________________

2) Address of Company : _____________________________

3) Contact Person : _____________________________

4) Position of Contact Person : _____________________________

5) Contact Number : Mobile:__________  T&T: ________

6) Attached Documents :
   A. :
   B. :
   C. :
   D. :
   E. :
   F. :

7) Quotation for per person :
   09 hours (8 hours Duty 1 Hour Change/Break time) duty in one shift per month (without Vat):
   Female Cleaner / person: BDT. _________ in Words: __________________
   Female Supervisor/person: BDT. _________ in Words: __________________

8) Condition Acceptance (Attached with Schedule): Agreed / Not Agreed (Tick)

9) Remarks (If Any):
   a) :
   b) :

____________________________________
Signature
(Name, Designation, Date with seal)
Terms & Conditions or Requirements for Cleaning Service

1. The cleaning service company (service provider) will provide (Approximate) **02 (Two) female supervisor & 38 (thirty eight) female Cleaners** with uniforms and work under AUW House Keeping Department with necessary supporting.

2. The service provider will keep 15% extra cleaners as reserve when as need as emergency.

3. The final selection of cleaners will be selected & Confirmed by AUW.

4. Cleaners will perform 09 (8+1) nine hours duty in one shift in a day. Cleaners may perform 02 (two) shift duty in a day (must not be at a stress) as overtime on emergency/urgent requirement or on extreme/urgent with the prior approval or consent of AUW.

5. The place of duty and the duty roster of each cleaner will be planned by AUW.

6. The educational qualification of each cleaner should be minimum 'Class-V'.

7. Cleaner has right to enjoy 01 (one) holiday in a week with all government holydays.

8. Each cleaner must be physically and mentally fit, they must have proper training on cleaning service related issues and they must have adequate previous experience to perform cleaning service duty.

9. The to be ensure the following **staff benefits** for all cleaning staffs:
   a) Will pay the salary to all cleaners by 7th of each month.
   b) 03 Days Leave allowance
   c) Bonus 33% of Gross salary in 02 Festival
   d) 10% Increment in every after 02 years
   e) Arrange training for cleaners in every after 03 months

10. The service provider must have the capacity to pay full one month salary to all cleaners when as need.

11. The CV along with necessary and required documents (passport size photo, photocopies of National ID Card, Birth Certificate and Character Certificate by Chairman at permanent address) of all selected cleaners to be submitted by the service provider to AUW prior to their employment.

12. The Service provider will ensure good quality equipments, supplies and chemicals which are required for cleaning floor, wall, glass, furniture & fixtures, basin, fresh room area, dish & utensil wash, carpet cleaning etc. within 3rd instant of every month and also ensure deep clean in every month by using scrubbing machine, vacuum cleaner.

13. 02 sets of uniforms (after 6 months) with other necessary equipments (Shoe, Raincoat, umbrella, etc) will be provided to all cleaners by the service provider.

14. The service provider must be ready at all times for crisis management (to handle, negotiate and solve the problems related to cleaners and carryout initial inquiry, Legal Service on any other related issues.

15. VAT, tax etc. shall be paid as per existing rules of the Government.

16. The service provider shall submit a Bank Draft/DD of BDT 100,000.00 (One Lac) only as security deposit with singing of agreement.
17. The all other rules and regulations of the Government to be followed by the service provider.
18. The other necessary conditions will be mutually agreed prior to finalize the contract/deed.
19. AUW shall have the right to accept or reject any application basing on its own requirement.
20. The interested service provider shall submit the following documents (attested copy);
   o Updated Trade License
   o Company TIN Certificate,
   o VAT Registration Certificate (11 digits),
   o Certificate of incorporation from Joint Stock Company and Firms with certified copy of current year,
   o Bank Solvency Certificate,
   o 03 (three) copies of passport size photo of the Managing Director or the owner of the company,
   o Pay order or Bank Draft/DD of BDT 1000.00 (One Thousand) only in favor of “Asian University for Women” (non refundable) as the value of the schedule,
   o Expression of Interest or Application on Company Pad.

Signature:………………………………………………………………..
(Name and Designation with Date and Company Seal)

Note;
1. The above ‘Tender Schedule’ and the ‘Terms and Conditions or Requirements’ to be duly filled up and to be dropped into the Tender Box kept at Asian University for Women or to be sent by courier or e-mail:
   E-mail to: procurement@auw.edu.bd

Courier to: Chair Person,
            Procurement Committee,
            Asian University for Women,
            20, M.M. Ali Road, Mehedibagh,
            Chittagong-4000.

2. For any query, please contact at following numbers;
   T&T: 031-28549980-87 Ext. 164 or Mobile: 01926-673057