



STATE ELECTION COMMISSION, KERALA  
THIRUVANANTHAPURAM-695033

Order No.B5/26/2021-SEC

Date : 17/10/2022

**Quotation Notice**

Sealed quotations are invited for the following works to be done at the office of the Commission. The envelopes containing the quotation should bear the superscription “Quotation for Deep cleaning” and should be addressed to Additional Secretary, Kerala State Election Commission, Vikas Bhavan, Thiruvananthapuram. Intending tenderer may submit the quotations on their own papers. The following are the works to be done.

**a) Work Station & Cubicles, Conference Hall, Pantry**

Dusting, cob web removing. All furniture dusting and wiping. All chairs dry vacuuming and wiping. Floor Scrubbing

**b) AC Diffuser, AC Grills, Fan and Light fittings, etc**

Full Dusting and wiping

**c) Glass Cleaning**

All door frames and glass partitions in the building. Dual side cleaning of Front. Show Glass Cleaning. Canopy top glass cleaning

**d) Bathroom/Wash Rooms cleaning**

Cleaning of mirrors, windows, doors, exhaust fans & geyser, cob web removal, etc. WC & Seat, Mirror and Washbasin cleaning, Wiping of all bathroom fittings with eco- friendly chemicals and Scrubbing & Cleaning of Floor / Wall Tiles.

**e) Stair Case**

Step cleaning. Handrails Cleaning/Polishing

**f) Common Area (Passage/Lift Landing Area)**

High end dusting, cob web removal & Floor scrubbing.

**g) Lift**

Lift cleaning. Lift channel Cleaning

**h) Water Tank cleaning**

The maximum period required for the execution of the above works should also be clearly specified in the quotation.

Offers are invited for deep cleaning from firms having **at least 2 years**

**experience in this domain** and also with reputed clientele. The firm should disinfect the entire office building and all chemical and tools for deep cleaning should bear by the tenderor /responsibility of that firm.

**Last date for receipt of quotations is 3 pm on 10.11.2022.** Quotations received after the above date will not be accepted. The sealed quotations will be opened at 3.30 pm on 10.11.2022 in the presence of such of the tenderers or their authorized representatives who may be present at that time.

Details of the requirements and the conditions governing the works can be obtained free on request from the undersigned (8281000128).

**GEETHA JR**  
**ADDITIONAL SECRETARY**

Copy to:

Notice Board, Website

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