



**Kerala Kera Karshaka Sahakarana Federation Ltd.
Kera Tower, Water Works compound, Vellayambalam**

Thiruvananthapuram – 695033

Tel: 0471 2321046, 2326736, 2320504

EoI Extension Notice

**EXPRESSION OF INTREST
FOR PROVIDING HOUSEKEEPING SERVICES
AT KERAFED COCONUT COMPLEX, NADUVANNUR**

**Last date of receipt: 06th December 2024 , 5.00PM
Visit www.kerfaed.com for further details**

**Sd/-
MANAGING DIRECTOR**



Kerala Kera Karshaka Sahakarana Federation Ltd.
Kera Tower, Water Works compound, Vellayambalam
Thiruvananthapuram - 695033
Tel:0471 2321046, 2326736, 2320504

EXPRESSION OF INTREST (EXTENSION)

Tender No: KFD/PROJ/HK/E/2024

Date: 28.11.2024

The Managing Director Kerafed, invites competitive offers from reputed House Keeping contractors/ firms, having experience in similar works.

Name of work: Expression of Interest for Providing House Keeping Services at KERAFED Coconut Complex Naduvannur, Kozhikode

Last Date for Submission of EoI	06.12.2024 at 17.00Hrs
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Sd/-

MANAGING DIRECTOR
KERAFED

DISCLAIMER

The information contained in this Expression of Interest (Extension) document (the “EOI”) or subsequently provided to Applicant(s), whether verbally, in documentary form, or any other medium, by or on behalf of KERAFED (Kerala Kera Karshaka Sahakarana Federation Ltd.), Kera Tower, water works compound, Vellayambalam, Vikasbhavan (PO), Thiruvananthapuram, Kerala or any of its employees or advisors, is provided to Applicant(s) subject to the terms and conditions set out in this EOI and any other terms and conditions applicable to such information.

This EOI is not an agreement, nor is it an offer or an invitation by KERAFED to the prospective Applicant(s) or any other person. The purpose of this EOI is solely to provide interested parties with information that may assist them in formulating their application for qualification pursuant to this EOI.

KERAFED accepts no liability of any kind, whether arising from negligence or otherwise, for any loss or damage resulting from reliance by any Applicant(s) upon the information provided in this EOI. The issue of this EOI does not obligate KERAFED to select or shortlist any Applicant(s) for further stages, nor does it commit KERAFED to enter into any agreements with shortlisted Applicant(s).

Participation in this EOI is voluntary, and KERAFED reserves the right to withdraw or amend any part of this EOI at its sole discretion, without prior notice or explanation.

**EXPRESSION OF INTREST
FOR PROVIDING HOUSEKEEPING SERVICES
AT KERAFED COCONUT COMPLEX, NADUVANNUR**

KERAFED (Kerala Kera Karshaka Sahakarana Federation Ltd.) is inviting qualified and experienced housekeeping service providers to submit their Expression of Interest (EOI) for the provision of comprehensive housekeeping services at the **KERAFED Coconut Complex**, located at **Naduvannur, Kozhikode**.

Scope of Work

The contractor shall deploy a team of skilled personnel to provide housekeeping services at the **KERAFED Coconut Complex**, ensuring high standards of cleanliness and hygiene across all areas of the premises. The services will cover the entire complex, including offices, meeting rooms, production areas, administrative offices, and other shared spaces.

Key Responsibilities Include:

- **General Cleaning and Upkeep:** Ensuring cleanliness in all areas of the facility, including offices, corridors, staircases, elevators, lobbies, bathrooms, and surrounding outdoor areas.
 - **Timely Completion:** Ensuring that all areas are cleaned and presentable by **9:30 AM** each working day, with cleaning commencing by **8:00 AM**.
 - **Area-Specific Cleaning:** Regular cleaning of the Oil Mill area, substation rooms, dryers, go-downs, and storage areas.
 - **Sanitary Maintenance:** Replenishing toiletries, waste management, and upkeep of furniture and office equipment.
 - **Waste Disposal:** Disposal of food, non-food, and plastic waste as per local self-government rules.
 - **Gardening:** Regular maintenance of the factory premises, including gardening services.
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Detailed Scope of Services

1. Daily Tasks:

- **General Cleaning:** Sweeping, vacuuming, mopping, and wiping of floors, staircases, lifts, meeting areas, and cabins.
- **Furniture & Equipment Cleaning:** Dusting and polishing of furniture, office equipment, windows, blinds, and electronic devices.
- **Sanitary Maintenance:** Scrubbing and cleaning of toilets, wash basins, sanitary fittings, and mirrors.
- **Replenishment of Toiletries:** Replenishing hand towels, liquid soap, toilet rolls, air fresheners, and tissue boxes.
- **Waste Disposal:** Daily removal and disposal of waste (food, non-food, and plastic) in accordance with local self-government rules.
- **Area-Specific Cleaning:** Regular cleaning of the Oil Mill area, substation rooms, dryers, go-downs, and storage areas.

2. Weekly Tasks:

- **Deep Cleaning:** Vacuuming and shampooing of carpets, cleaning of light fixtures, fans, air-conditioning vents, and other equipment.
- **Machine & Equipment Cleaning:** Deep cleaning of machines and equipment in the Oil Mill area.
- **Gardening Services:** General maintenance and upkeep of indoor and outdoor plants, including watering and trimming.

3. Monthly Tasks:

- **Window and Exterior Cleaning:** Cleaning of windows, terrace floors, and external premises, including removal of spider webs.
- **Factory Premises Cleaning:** A thorough cleaning of the entire factory premises to ensure cleanliness and hygiene.
- **Gardening:** Full maintenance and cleaning of garden areas, plant beds, and landscaping.

Staffing Requirements

The contractor shall ensure the deployment of an adequate number of skilled personnel to perform the duties as outlined above. Personnel must be trained and equipped to meet the required standards.

Tools, Equipment, and Supplies

The contractor is responsible for providing all cleaning equipment, including but not limited to:

- Vacuum cleaners, brooms, mops, dusters, cloths, and cleaning solutions.
- Gardening tools and supplies (for indoor/outdoor plants).
- Consumables required for daily, weekly, and monthly tasks (excluding toiletries, which will be provided by KERAFED).

The contractor must submit a list of required consumables to the Plant Manager **KERAFED Coconut Complex, Naduvannur** at least one month in advance.

Service Delivery and Timelines

- **Daily Services:** All cleaning tasks must begin at **8:00 AM** and be completed by **9:30 AM** to ensure the facility is ready for business by 9:30 AM.
 - **Weekly/Monthly Tasks:** These tasks will be carried out during **non-office hours** or on holidays to ensure the regular operations of the facility are not disrupted.
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Supervision and Reporting

- A **Housekeeping Supervisor** will be designated by the contractor to oversee the housekeeping services and liaise with **KERAFED** management for any additional requirements.
 - The supervisor will provide regular progress reports on the completion of daily, weekly, and monthly tasks.
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Additional Requirements

- **Operational Hours:** **KERAFED** operates **Monday to Saturday**, from **6:00 AM to 10:00 PM**. The contractor must ensure that services are delivered without disturbing the normal operations of the facility.
- **Quality Assurance:** The contractor is expected to perform tasks in accordance with **KERAFED's standards**, ensuring satisfaction with the quality of services.

Tender Submission Instructions

Interested contractors/Firms are invited to submit their **EOI** by **06.12.2024**. Submissions must include the following:

1. A detailed proposal outlining:
 - The **scope of services** offered.
 - **Staffing arrangements** and expertise.
 - **Equipment and tools** to be provided.
 - A **pricing structure**, including monthly and annual costs.
2. Proof of **experience** in providing similar housekeeping services, along with **references** from past clients.
3. Any other **supporting documents** that would assist in evaluating the proposal.
4. GST Registration Certificate
5. PAN Card details

Inspection of Premises

Interested contractors are required to inspect the **KERAFED Coconut Complex, Naduvannur, Kozhikode**, to assess the required resources and manpower needed to meet the scope of work. Site inspections can be scheduled with the Plant Manager **KERAFED Coconut Complex, Naduvannur**.

Evaluation Criteria

The submitted EOIs will be evaluated based on:

- Compliance with the **scope of work** and requirements.
- **Experience** and qualifications of the contractor and staff.
- **Value for money** and pricing structure.
- Ability to meet the **timelines** and **quality standards** for service delivery.

Place for submission of expression of interest & method of delivery

The Expression of Interest should be labelled as “**EOI for provide housekeeping services at the KERAFED Coconut Complex Naduvannur,**

Kozhikode ” and addressed to The Managing Director, KERAFED, Kera Tower, Water Works Compound, Vellayamabalam, VikasBhavan (PO) Thiruvananthapuram-33. Email submissions can be sent to Projects@kerafed.com, kerafedproj@gmail.com before the due date and time.

LAST DATE FOR SUBMISSION OF EXPRESSION OF INTEREST (Extension)

The last date and time for submission of the Expression of Interest is **06th December 2024, by 05:00 PM**. KERAFED reserves the right to extend the submission deadline at its discretion. Any EOI received after the last date and time will not be considered for registration. Applicants are encouraged to regularly check the KERAFED website (www.kerafed.com) for any updates or notifications regarding this EOI

Contact Information

For any queries or further information, please contact:

Plant Manager KCCN , Ph:6282431525