

K.KATHIRVEL
Administrative Officer

December 11, 2025

Ref: MSE/AO/QUOTE-27-2025_2026/

Madras School of Economics invites quotation for House keeping Services

Madras School of Economics invites quotation for House Keeping Services for a period of One year and may be extendable based on performance, with the following Terms & Conditions :

1. Details of Area in Sq.Ft. given below:

DETAILS GIVEN BELOW

SL.NO	DESCRIPTION	AREA (IN SQFT)
1	ADMIN BUILDING- GF, FF, AND SF	9008
2	NAB –GF, FF, SF,TF	15094
3	OLD LIBRARY- GF,FF , SF	5000
4	NEW LIBRARY- READING HALL-GF ,FF	2669
5	COE-GF,FF,SF	5735
6	B & C BLOCK –GF,FF,CANTEEN AREA HALL	14225
7	PHD SCHOLAR ROOMS -2 ROOMS FF,2 ROOMS SF	1876
8	A-BLOCK LADIES(GF,FF,SF,TF)	9255
9	D-BLOCK GENTS(GF,FF,SF,TF)	8415
10	NEW BA BLOCK GF, FF,SF	6218
11	SWEEPING DRY DEAD/DRY LEAVES FROM THE FOOT PATH –ADMIN BUILDING FRONT SIDE AND AROUND THE BUILDING CLEANING WORK	1043
	TOTAL	78538 SQFT
12	*GUEST FLATS- 3 ROOMS FF, 3 ROOMS SF(cleaning as per occupancy status and regular cleaning fortnightly)	2624

2. Interested Agency / Vendors should provide the details in the given format below :

S.No.	Particulars	Units		Amount
1.	Total number of labour engaged for MSE	No. female	No. of male (one male supervisor must)	
2.	GST @18%			
3.	Total			

Other Conditions :

3. The quotations from the eligible vendor should reach by post or in person to “ The Director , Madras School of Economics , Gandhi Mandapam Road , Behind Govt. Data Centre , Chennai : 600025 “ on or before 05/01/2026 , 11.00 am.

Other Stipulations :

1. The contractor will charge the client a flat fee of Rs._____/-(Rupees _____ only) for the services (GST included) per month.
2. The contractor will Invoice when the services are complete.
3. Invoices submitted by the Contractor to the Client are due within 30 days of receipt.
4. Contractor should ensure that the Salary to all labours working for the client are paid before 7th of every month and all other statutory

- payments like PF & ESI are paid to authorities before the due date as applicable in the Labour Act. Contractor should ensure to comply with the prevailing labour law in the state as per the revisions / amendments. No revision in agreed rates during the agreement period.
5. Contractor should cover the safety norms / medical norms of his employees working at MSE as per the Government stipulations.
 6. The Payment as stated in this Agreement includes GST, subject Tax Deducted at Source. Any tax and duties required by law will be charged to the Client in addition to the Agreed Amount.
 7. Number of Housekeeping employees (male & female) to be provided.
 8. Male Supervisor is mandatory to monitor the work of all housekeeping staff.
 9. Above Rate includes all cleaning materials such as Floor cleaners, naphthalene, Air Fresheners, cleaning Mops and other items required to keep the premises and Rest Room in clean and pleasant condition.
 10. Total members shall be working in 2 shifts @ 8hrs each:
 - i. First shift begins at 8:00 am.
 - ii. Second shift starts at 9:30 am

Terms and Conditions

Daily: (Admin building/NAB/COE/LIBRARY (Old & New) / Hostel A,B,C,D /canteen area/ Guest House areas) Guest House cleaning subject to occupancy status of guest.

1. First shift workers should Clean all class rooms before commencement of classes before 9:00 am. Along with second shift workers to clean the rest of the areas as mentioned above.

- 2 Removing waste materials and garbage, sweeping of the floor area, collection of waste in the dustbin depositing them in the corporation dustbins inside the building floor/open area of MSE.
- 3 Wet mopping the swept areas with perfume.
- 4 Cleaning of all the furniture.
- 5 Cleaning of the toilets and perfuming twice (once in the morning and afternoon).
- 6 Boys and Girls Hostels: Sweeping, wet-mopping of all the students Rooms/toilets cleaning and perfuming all the toilets in each floor.
- 7 Sweeping of the dead leaves from the path of hostel gate to main gate and side car parking platform on the side of MSE northern side.
- 8 Any other work as desired by the management to maintain the sanitary of the MSE.

Weekly

1. Polishing of the brass name boards in admin building with brass polish.
2. Cob-Web cleaning in all the above areas.
3. Cleaning of main door / windows / fan / White board etc in all the classroom.
4. Cleaning of main door / windows / fan etc in all the above mentioned areas.

Monthly

1. Acid cleaning of all the toilets in office areas and hostels A,B,C,D and guest flats.
2. Fortnightly, guest room clothes to be washed (using washing machine) dried and folded.
3. Vacuum cleaning to be done were ever normal cleaning is insufficient.

The contracting agencies shall not be allowed to transfer, assign, pledge (or) sub-contract its rights liabilities under this contract to any other agency.

MSE reserves all right to terminate the contract during the period after giving a month's prior notice to the contracting agency and vice versa.

Service will be provided all the 365 days in a year without any interruption.

The safety is every body's business and should adhere to safety norms strictly.

With Regards

(K.Kathirvel)