

Dear Sir,

**Cleaning of Officers' Quarters
at Rushin Apartments, Satellite Road, Ahmedabad**

Sealed quotations are invited for the above mentioned work on or before 3.00 p.m. of January 26, 2012 which shall be opened at 3.30 p.m. in our office on the same day. The brief terms and conditions are as appended :-

Terms and Condition

- 1 Cleaning work will include - cleaning of toilets and bathrooms (Harpic or equivalent chemical wash), Kitchen, fans, tube lights, other electrical fittings and floor (soap wash) including (i)cleaning of doors, windows, Grills, cupboards, kitchen utensil stand, wooden showcase, show rack etc. (ii) cleaning of drainage line in bathrooms and kitchen. The cleaning work shall also include removal of cobwebs.
- 2 All cleaning materials will be supplied by you.
3. The occupants must be informed in advance about the scheduled date of work.
- 4 The bill will be settled with applicable TDS on the basis of Job completion acknowledgment by the occupant.
5. The entire work should be completed within a reasonable time without causing any inconvenience to the occupants.
6. Also, please ensure that at the time of carrying out the cleaning work no damage is done to the belongings of the residents.
7. In case the services are not found satisfactory, the contract will be terminated by SIDBI at any time during the contract period without any prior notice and without assigning any reasons whatsoever.

The letter is being issued in duplicate. If the terms and conditions mentioned above are acceptable, you may return the duplicate copy duly signed as token of acceptance.

Yours faithfully,

**[Mukesh Chand]
Dy. General Manager**