



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

REQUEST FOR PROPOSAL (RFP) FOR HOUSEKEEPING AND ALLIED SERVICES

ADDENDUM

DATE OF ADDENDUM: 28TH JUNE 2024

1. Introduction

The Institute of Actuaries of India is seeking proposals from qualified and experienced agencies to provide housekeeping and allied services. This Request for Proposal (RFP) outlines the requirements and expectations for the provision of these services. The aim is to identify and select a service provider who can meet the high standards of cleanliness, safety, and hygiene required at IAI premises.

2. About the Institute of Actuaries of India

The Institute of Actuaries of India (IAI) is a statutory body established by an Act of Parliament, viz. The Actuaries Act, 2006 for regulating the profession of Actuaries in India. The nodal ministry for the Institute is Department of Financial Services, Ministry of Finance.

3. Objective

The primary objective of this RFP is to appoint an agency that will deliver high-quality housekeeping and allied services to ensure a clean, safe, and healthy environment at the Institute of Actuaries of India premises.

4. Scope of Work

4.1 Housekeeping Services

- Daily cleaning and mopping of floors.
- Dusting and wiping of furniture, fixtures, and fittings.
- Cleaning and sanitizing restrooms and washrooms.
- Waste collection and disposal.
- Window and glass cleaning.
- Carpet vacuuming and maintenance.
- Periodic deep cleaning.

4.2 Allied Services

- Waste management. Efficient handling and disposal of waste, including recycling processes.
- Pantry services. Maintenance and management of pantry areas to ensure cleanliness and hygiene.



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

5. Proposal Submission Guidelines

5.1 Proposal Format

Proposals must be submitted in the following format:

- **Cover Letter:** Brief introduction and intent to bid.
- **Company Profile:** Company history, experience, and credentials.
- **Technical Proposal:** Detailed approach and methodology for delivering services.
- **Financial Proposal:** Cost breakdown and pricing details.
- **References:** At least three references from clients where similar services have been provided.
- **Compliance:** Confirmation of compliance with local laws and regulations.

5.2 Submission Deadline

Proposals must be submitted no later than **02nd July 2024; 6 PM**. Late submissions will not be considered.

5.3 Submission Method

Proposals must be submitted via email to ea@actuariesindia.org or delivered to Ms. Shreya More, Institute of Actuaries of India, Unit no. F-206, 2nd Floor, "F" Wing in Tower 2, Seawoods Grand Central, Plot no R-1, Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai - 400 706

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications:** Experience in providing similar services, qualifications, and certifications.
- **Technical Approach:** Understanding of the scope of work, proposed methodology, and service delivery plan.
- **Financial Proposal:** Cost-effectiveness and transparency of the financial proposal.
- **References and Past Performance:** Feedback from previous clients and demonstrated past performance.
- **Compliance:** Adherence to local laws and regulations.

7. Terms and Conditions

- **Contract Duration:** The contract will be for a period of one year, with the possibility of extension based on performance.



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

-
- **Confidentiality:** All information provided by the Institute of Actuaries of India must be kept confidential.
 - **Right to Reject:** The Institute of Actuaries of India reserves the right to reject any or all proposals without providing reasons.
 - **Contact Information:** For any inquiries or further information, please contact Ms. Shreya More at ea@actuariesindia.org or +91 8976125410.