

Housekeeping & Pantry Services

Tender Reference: 001

Date : 17th December 2025

Introduction

Acuite is inviting quotations from eligible and experienced service providers for the provision of **Housekeeping and Pantry Services** across multiple office locations in India. The selected vendor will be responsible for deploying trained manpower as per the requirements listed below.

Scope of Work

The service provider shall supply trained and reliable personnel for the following roles:

- Pantry Boy
- Housekeeping (Male)
- Housekeeping (Female)

Personnel must be well-groomed, punctual, and trained in basic housekeeping and pantry operations.

Manpower Requirement (Location-wise)

Location	Pantry boy	Housekeeping male	Housekeeping female
Kanjurmarg (Mumbai)	1	2	
Nahur (Mumbai)		1	1
Kolkata		1	
Hyderabad		1	
Ahmedabad		1	
Delhi		1	

Vendor Eligibility Criteria

Vendors submitting quotations must meet the following criteria:

- Must be a registered company/firm with valid GST and PAN.
- Must have prior experience in providing housekeeping/pantry services.
- Must be able to deploy manpower at the specified locations.
- Must comply with all statutory requirements (PF, ESIC, Minimum Wages, etc.).

Acuite Ratings & Research Limited

SEBI Registered | RBI Accredited

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Documents to be Submitted

Vendors are required to submit the following documents along with the quotation:

1. Company Profile
2. GST Registration Certificate
3. PAN Card
4. List of existing clients
5. Rate card with breakup (wages, service charges, statutory components, etc.)
6. Any additional service terms and conditions

Submission Details

All quotations must be submitted in the prescribed format and emailed to:

Email: finance@acuite.in

Submission Deadline: 22nd December 2025

Quotations received after the deadline will not be considered.

Evaluation Criteria

The evaluation will be based on:

- Compliance with tender requirements
- Pricing and cost competitiveness
- Vendor experience and capability
- Service quality and manpower standards

Terms & Conditions

- Acuite reserves the right to accept or reject any quotation without assigning any reason.
- The vendor must ensure timely replacement in case of absenteeism.
- All statutory compliance is the responsibility of the vendor.
- Contract duration and payment terms will be finalized after vendor selection.