



**Tender for Hiring of a Cleaning Company for cleaning Chancery premises (239, DR. SOPHIE REDMONDSTRAAT) and Swami Vivekananda Cultural Centre (21, MEVR. SCHNEIDERS HOWARDSTRAAT) Paramaribo**

1. The Embassy of India, Paramaribo invites Technical and Financial bids/ quotations for hiring of a cleaning company for cleaning Chancery premises and Swami Vivekananda Cultural Centre (SVCC), Paramaribo, for a period of three years (initially for one year, extension can be made on a yearly basis twice thereafter) starting from the date of award of the contract, as per the following terms and conditions :

**Scope of work**

(i) For Chancery : Monday to Friday 0700 hrs to 1500 hrs

(ii) For Cultural Centre : Monday to Friday 0700 hrs to 1500 hrs

2. The technical bid and financial bid should be submitted in a sealed cover separately by **super-scribing** both the sealed covers and putting in a bigger cover which should be duly super-scribed, "**Hiring of Cleaning Company**"

- **Technical bid:** consisting of all technical details along with terms and conditions.
- **Financial bid:** indicating monthly cost for providing cleaning services at Chancery premises and Swami Vivekananda Cultural Centre

**3. The job specifications are as follows: -**

- Carpet- Vacuum cleaning of carpet of all offices, common areas, multipurpose hall and rugs/mats including edges & corners
- Tiled Floor- damp mop of all hard floor areas of entrance foyer, entrance lobby and toilets with disinfectants
- Dusting/Sanitizing all display units, door frames, window ledges, furniture, electrical/electronic equipment, table tops, window panes, handrails, bars, tread of staircase
- Sweeping/Cleaning of parking areas
- Removal of garbage/waste paper/packing material/trash
- Cleaning/Sanitizing wash basins, toilets, mirrors atleast twice a day viz. morning & Afternoon.
- Cleaning/Washing/Sanitizing pantry areas and pantry utensils/equipment/hand towels
- Replenishment of paper hand towels/hand soaps (will be provided by the Embassy) in washroom/pantry as and when required
- Dry sweep the external area of the building within the premises of the Embassy and the Cultural Centre



- Vacuuming of upholstered furniture
- Dusting/wiping of picture frames, office shelves
- Dusting of blinds
- Removal of Cobwebs
- Wiping down overhead fittings/fixtures
- Dusting/sanitizing walls, doors, window frames, glass panes above 6 feet
- Floor Scrubbing
- Dusting of Object d'Art items with caution
- Dusting/cleaning of plastic covers of cables

#### 4. **Terms and conditions which will be a part of the Service Agreement**

- **Penalty Clause:** In case the Service Provider/Cleaning Company fails to provide the desired services or breaches the contract and for loss or damage, injury, if any, to property, life of an individual due to negligence of the janitor/worker or substandard services of the Service Provider.
- **Medical Facility:** The Embassy will not be liable for any medical facility to janitor/worker under any circumstances whatsoever.
- **Arbitration:** Mandatory local rules applicable to the contract of the country must also be specified in the bid document.
- **Termination:** In case the services provided by the Service Provider/Cleaning Company are unsatisfactory, the Mission has the right to terminate the contract with the immediate effect.

#### D. **Miscellaneous**

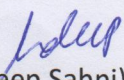
- The Embassy reserves the right to remove any janitor/worker in case of his/her conduct/performance/behavior/background is/are found unsatisfactory as any point of time. Service Provider should have a reserve pool of manpower for replacement.
- The Service provider should be in a position to provide Police Clearance Report/Certificate in respect of the janitor/worker /personnel deployed to work at the said properties.
- To safeguard against a bidder's withdrawing or altering its bid during the bid validity period, the bidders must furnish **2% to 5%** of the estimated value of the service of one year. The bid security are accepted only in the form of Account Payee Demand Draft in the name of the "**Embassy of India, Paramaribo**". Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- To ensure due performance of the contract, Performance Security for an amount of **3%** of the value of the contract as specified in the bid documents needs to be furnished by the successful bidder. The Performance Security are accepted only in the form of Account Payee Demand Draft payable to "**Embassy of India, Paramaribo**". Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Bid security will be refunded to the successful bidder on receipt of Performance Security.
- The quoted service charges by the bidders shall be in a currency legally allowed and exclusive of VAT, taxes, miscellaneous charges etc. The quoted price shall be open and valid for acceptance for a minimum period of One Hundred Eighty (**180**) business days.
- If a firm quotes **NIL** charges/consideration, the bid shall be treated as unresponsive and will not be considered.

5. **Last date for submission of bids:** Bids, complete in all respects, may be submitted at the address given below by 27.12.2022



Mr. Sandeep Sahni  
Attache(Admn & Cons)  
Embassy of India,  
239, Dr. Sophie Redmondstraat  
E- mail: hoc.paramaribo@mea.gov.in  
Tel: 597-498344 Fax: 597-499382

6. For any clarification, prospective Bidders may contact the Embassy in writing, either by post, fax or email.
7. Bidders shall furnish all the data/ information called for to the complete satisfaction of the Embassy, failing which the Bid will be considered as incomplete and liable to be rejected.
8. All data, information and any other material submitted by the Bidders in the process of bidding and part of bidding documents, shall remain the exclusive property of the Embassy at all times.
9. The Bid and all correspondence and documents relating to the bid, exchanged between the Bidder and the Embassy shall be in English Language or submitted along with an English translation.
10. The price to be quoted by the Bidders shall be in a currency legally allowed. The prices quoted should be valid for a minimum for period of One hundred and Eighty days (180) days.
11. The Bid shall contain no alterations, omissions or additions, overwriting except those to comply with instruction issued by the Embassy or as necessary to correct errors made by the bidders, in which case the person or persons signing the Bid shall initial all such corrections.
12. The Embassy reserves the right to accept/reject the Bid and does not bind itself to accept the lowest Bid or any Bid and can reject any or all of the bids or to scrap the tender in whole or in part.
13. The successful Bidder should not sub-contract any part of the Scope of work to be undertaken by them without written permission from the Embassy. The Bidder to whom the contract is awarded is solely responsible to the Embassy for the completion of the awarded contract.

  
(Sandeep Sahni)  
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