

**Embassy of India
Djibouti**

Subject: Tender for Hiring of Cleaning Agency to clean the Chancery building

Sl. No.	Descriptions	Details
1.	Reference Number	DJI/881/10/2019
2.	Issuing Authority	Head of Chancery, Embassy of India, Djibouti
3.	Site Address	Embassy of India, Building No.HB-2, TF 11916 in Lootah Village, Haramous, Djibouti
4.	Scope of work	Cleaning and sweeping of Chancery premises and its adjacent areas. Cleaning is to be done on all working days (five days a week) and on other days / timings (holidays/weekends), if required by the Embassy. Two cleaners will be on duty on all working days at Chancery premises from 0830 hrs. to 1230 hrs (4 hours shift) One cleaners will be on duty on all working days at Chancery premises from 0930 hrs. to 1730 hrs (8 hours shift) Preparation and submission of various checklists/inspection reports as scheduled in the approved formats. Provision of cleaning material and supplies of at least DJF 35,000 (USD 200) per month to ensure adequate and uninterrupted supplies.
5.	Specification of work	Sweeping/mopping/dusting/vacuum cleaning of common areas, balconies, office-rooms, toilets, lobbies, staircases, window panes, office furniture/equipment, terrace, ground floor, entrance and exit areas, parking areas and any other place within the premises as directed by the Competent Authorities from time to time including removal of waste material and discarded furniture.

		The company has to arrange attendance register for his staff, which will also be checked and signed by an officer designated by this Embassy. Attested copy of this shall be submitted along with monthly bill. It will be ensured that appropriated type of cleaning materials suited for the cleaning are used. Any damage caused to the property of this building/floor due to unsuitable/harmful cleaning materials or due to the negligence on the part of the workers of the service provider firm will be liable to be compensated by the service provider firm. The company shall be responsible for the conduct/integrity of persons deputed for cleaning works in the building and will also be responsible for any act of omissions or commissions on their part. He will vouch for their character and integrity. The company shall supply fresh sets of uniforms/badges, identity cards, shoes to all personnel who shall wear the same while non work and also keep their uniform neat and clean. If any employee is found without uniform a penalty @ DJF1000/- per person per day shall be recovered from company's bill.
7.	Visit to Embassy Premises:	Interested cleaning & maintenance services providers may visit the Embassy premises during 0900 hrs. to 1730 hrs. from 13 September 2019 to 20 September 2019 to ascertain the scope of the work and to discuss the specifications of the work. Mr. Rohtash Singh, Attache(Admin) may be contacted at +253 77483847 to plan the visit.
8.	Address for submission of bids	The bid should be sealed in the official envelope of the supplier, super scribed reference number indicated in column 1 above and delivered to: Head of Chancery Embassy of India, SUITE # 2321, HOTEL DJIBOUTI PLACE KEMPINSKI,

		All statutory obligations such as social security, health insurance, Minimum Wages, etc. in r/o employees to be met by the company. Adequate training of staff especially any specific requirements for this building (eg. The façade cleaning, roof/pillars cleaning).
11.	Bidding system	Two bid systems – (i) Technical evaluation and (ii) Financial evaluation. All bidders are requested to give their Technical bids and Financial bids in two separate envelopes, placed inside a single large sealed envelope.
12.	Commencement of the Services:	The services will need to be made operational within 7 working days from the award of contract, failing which the Embassy reserves the right to cancel the contract and award it to any other agency/service provider.
13.	Validity of Contract:	The contract, if awarded, shall be valid for a period of ONE YEAR (01 year). The contract may be extended annually on year to year basis as per the contract signed on same terms & conditions and same rates, subject to satisfactory services provided by the vendor. In case of breach of the contract or in event of not fulfilling the minimum requirements/statutory requirements, the Embassy shall have the right at any time to terminate the contract with a notice period of 30 days.
14.	Important Dates	Bid Submission Start: September 13, 2019 Bid Submission End : September 28, 2019 Opening of Bids: September 29, 2019


(Sreejan Shandilaya)
Head of Chancery
12.09.2019