

Embassy of India  
Addis Ababa

**Notice Inviting Tender**

<b>SlNo.</b>	<b>Descriptions</b>	<b>Details</b>
1.	Reference Number	ADD/586/Prop/1/2017
2.	Issuing Authority	Head of Chancery, Embassy of India, Addis Ababa
3.	Notice inviting tender	Hiring of Cleaning Agency to Clean the Chancery building
4.	Site Address	House No.658, Yeka Sub City, Woreda 07, Kebele 08, (near Axum Hotel), Addis Ababa(Ethiopia)
5.	Specification / Scope of work and Penalty for deficiencies	May be seen on Embassy's Website or requested on e-mail:adm.addisababa@mea.gov.in
6.	Requirement of service	The job to be done on daily basis of Cleaning the Indian Embassy in Addis Ababa as per the above details and address.
7.	Address for submission of quotations	The quotation should be sealed in the official envelope of the supplier, super scribed reference number indicated in column 1 above and delivered to:  <b>Head of Chancery</b> <b>Embassy of India</b> <b>House No.658, Yeka Sub City, Woreda 07, Kebele 08, (near Axum Hotel), Addis Ababa(Ethiopia)</b> <b>Tel: 00251-11- 6362010, 6362034,</b> <b>Direct: 00-251-11-6362034</b> <b>Website : <a href="http://indembassyeth.in">http://indembassyeth.in</a></b>
8.	Pre-qualifications	Bid is open only to those firms who are registered and domiciled in Addis Ababa and can undertake the work as specified at Sl. Nos. 5 & 6, at least 2-3 years of experience of performing similar types of work.
9.	Conditions	(i) The Tender would be subject to availability of requirement for this purpose (ii) The tender issuing Authority reserves the right to withdraw/cancel the Tender for any reason whatsoever after publication/award of contract. (iii) The vendors/suppliers will have to certify in their offers that the work will be undertaken in a professional manner using good quality material and to the satisfaction of the Embassy. (iv) No advance or down payment for this work. Bill would be settled on monthly basis and after satisfactory completion of job within one month of receipt of the bills
10.	Bidding system	Two bid system – (i) Technical evaluation and (ii) Financial evaluation.All bidders are requested to give their Technical bids and Financial bids in two separate envelops. Detail profile of the company needs to be attached with technical bid in a sealed cover.
11.	Closing date	Three weeks from date of publication in local newspaper.

(Ashok Kumar)  
Head of Chancery

## 5. Scope of Work

- To ensure clean ambience of the premises.
- Staffing as per contract to ensure optimum service as per scope of work.
- Preparation and submission of various checklists/Inspection reports as scheduled in the approved formats.
- Activity reports regarding works handled.
- Uniforms & Identity cards.
- All statutory obligations such as social security, health insurance, Minimum Wages, etc.
- Provide necessary and adequate equipments, implements, other cleaning materials and consumables to ensure optimum service as per scope of work.
- Adequate training of staff especially any specific requirements for this building (eg. the swimming pool, façade cleaning, roof/pillars cleaning).

### 5.1 Specification of Work:

(i) Sweeping/mopping/dusting/vacuum cleaning of common areas, balconies, officerooms, toilets, lobbies, staircases, lifts, window panes, office furniture/equipment, terrace, ground floor, entrance and exit areas, drive ways, 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 cleaners should be provided with proper Working Uniforms to be worn during the entire working time.

#### a) Housekeeping

- Office Rooms to be cleaned and dusting of furniture to be done daily in the morning. Daily removal of garbage/waste paper/packing material. Cleaning should be done in weekends/ holidays too, if required.
- Deep cleaning including Vacuum cleaning of rooms twice a week and shampooing of carpets where required
- Lobbies/Reception area/Consular area to be cleaned twice a day.

- Corridors to be mopped twice a day.
- Toilets to be cleaned once in the morning and once in the afternoon. Toilets used by visitors for consular services are to be cleaned every two hours.
- Balconies attached to rooms to be cleaned twice a week.
- Cleaning/clearing of Staircases and removal of discarded furniture; shifting of furniture in rooms whenever required.
- Glass panes of rooms and staircases to be cleaned twice a week.
- Brass polishing of sign boards/brass planters and railing of staircase to be done as and when required.
- Scrubbing of floor once a week (Saturday) with scrubbing machine.
- Washing of parking area twice a month
- Cleaning of water coolers and pantries in each floor twice a week
- Toilets/washrooms should be equipped with automatic air-freshners.
- Cleaning of vertical blinds.
- Garbage Collection: Garbage will be collected from each room at least twice a day. The collected garbage should be periodically disposed off in accordance with the relevant regulations of local authorities. No garbage shall be allowed to be accumulated in the complex. Elevators will not be locked off or held on any floor to remove trash or equipment, only stair cases will be used. The waste collected shall be segregated and collected in different colored bags for organic & inorganic waste and disposed of at authorised disposal points. No burning of waste material shall be permitted in the premises. Garbage trolley should be provided by the bidder.

(b) Pest Control & fumigation: Pest control of the premises for eradicating mosquitoes, cockroaches, rats and other pests should be done every fortnight. Fumigation should be done on weekly basis for

entire building. Special treatment should be done to ensure rodent and pest free rooms

(c) Drainage & Water System: Cleaning of drainage system should be done on regular basis

## 5.2 SUPERVISION

(i) The Contractor shall depute a full time Manager/Supervisor, who shall ensure that all the duties as assigned to the firm by the Client must be performed by them in the desired manner of Client, failing which it shall invite penalties as prescribed in the following paragraphs.

(ii) The Contractor's Supervisor shall be the first line of contact for Client, who shall report to the designated officers of Client for all requirements

## 5.3 GENERAL INSTRUCTIONS/PENALTIES:

1. The initial sweeping and mopping of all the areas shall be completed by 9.00 a.m. on all working days, failing which a monetary penalty of Birr 1000/- per day shall be recovered from the contractor's bill in respect of each floor. The corridors/staircases will be mopped at least twice a day i.e. by 9.00 AM and 3.30PM.

2. A penalty @ Birr 500/- per day shall be levied in case toilets are not cleaned as mentioned in para 5.1

3. As far as possible, the contractor shall not frequently change the personnel deployed on cleanliness etc. A penalty @ Birr 500/- on each occasion for each person shall be recovered from the contractor's bill, if any worker is found missing/absent from any toilet/corridor as aforesaid. An attendance sheet will be signed by worker and supervisor in the morning & evening daily.

4. The contractor has to arrange attendance register for his staff, which will also be checked and signed by an officer designated by this Ministry. Attested copy of this shall be submitted along with monthly bill.

5. The contractor shall arrange heavy duty scrubbing drier machines with moppers for scrubbing floors on Saturdays, Sundays and holidays and if necessary on working days after office hours, without disturbing official work.

6. The contractor shall provide sufficient number of pick bins of good quality on each floor and each toilet. Pick bins will be maintained properly and cleaned by the contractor at regular intervals. The contractor shall provide and arrange to put the approved biodegradable polythene bags, at regular intervals, inside the dustbins at various locations in the corridors at all the floors.

7. It will be ensured that appropriate type of cleaning materials suited for the cleaning of tiles, floors and stone surfaces and PVC/Linoleum surfaces etc. are used. Any damage caused to the property of this building/floor of this Ministry 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.

8. The contractor 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.

9. The contractor shall supply fresh sets of uniforms/badges, identity cards, shoes to all personnel who shall wear the same while on work and also keep their uniform neat and clean. If any employee is found without uniform a penalty @ Birr 500/- per person per day shall be recovered from contractor's bill.

10. All the essential machinery required for cleaning the building are to be arranged by the firm. An illustrative list of such machinery and equipment is given at Annexure A.

11. The list of the consumable materials (of standard quality only) to be used by the agency on daily basis is also given at Annexure-B. It may be mentioned that the list is illustrative and not exhaustive.

