

No. Mal/Admn/872/03/2017

Embassy of India
Male' (Maldives)

Tender invitation for Cleaning & Maintenance Services at the Embassy of India, Male' and Indian Cultural Centre (ICC), Male' (Maldives)

Tender No. **Mal/Admn/872/03/2017** dated 03rd January 2018.

Last date for submission of bids: 24th January 2018.

1. Scope of Work: Commercial offers are invited for annual contract of cleaning and maintenance services of Chancery premises of Embassy of India and ICC premises in Male'. The firm would be required to provide onsite services for the requisite cleaning and maintenance services on an annual basis at a reasonable price. The details of the work are as follows:

- Cleaning and sweeping of Chancery and ICC premises and their adjacent areas.
- Cleaning is to be done during 0800 to 1700 hrs on all working days (five days a week) and on other days/timings (holidays/weekends), if required by the Embassy/ICC.
- The cleaning services includes cleaning and upkeep of the Chancery & ICC premises including all the rooms occupied by officers and members of staff, consular hall, corridors, passages, toilets and other common areas.
- One cleaner will be on duty on all working days at both Chancery and ICC premises respectively from 0800 hrs to 1700 hrs.
- Cleaning of the store room, window-glass panes, garage area, rooftops, doors, garage gates and other areas in the Chancery and ICC premises will be done every Saturday.
- Objet d'Arts items at Chancery and Embassy Residence are to be cleaned on monthly basis.
- The maintenance services will include minor civil, electrical and carpentry work, which needs to be attended as per the requests made by Embassy/ICC. (only labour charges are to be quoted by the bidders; material/equipments costs would be paid by the Embassy on production of invoices/bills).
- The civil/carpentry related maintenance work needs to be carried out in 2 days time after receiving the intimation from the Embassy/ICC. While the bidder needs to attend the electrical maintenance work on priority basis on the same day keeping in view the smooth functioning of the Embassy/ICC.
- The payment will be made to the Cleaning Agency on monthly basis at the end of the month.

2. Eligibility Criteria:

- The bidder should have an experience of providing cleaning and maintenance services as mentioned above in the scope of work.
- The bidder should have the capability of providing a service replacement at the Embassy/ICC premises if due to any circumstances the regular cleaning/maintenance staff does not arrive.
- The bidder should have the capability of providing the services as and when required by the Embassy on Holidays/Weekends and on ad-hoc basis requirements.

3. Visit to Embassy/ICC Premises: Interested cleaning & maintenance services providers may visit the Embassy/ICC premises during 7-21 January 2018 at 1000 hrs to 1700 hrs to ascertain the scope of the work and to discuss the specifications of the work.

4. Commencement of the Services: The services will need to be made operational within 7-10 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.

5. Instructions to bidders: Bidders are requested to submit their bids in sealed envelopes by **24th January 2018 by 1400 hrs** at the address mentioned below. The Embassy, at its discretion may extend the deadline for submission of bids by amending the bidding documents, in which case all rights and obligations of the Embassy and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

Address Details:

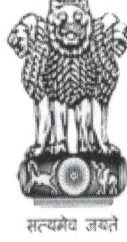
Embassy of India
Athireege Aage, Ameeru Ahmed Magu,
Henveiru, Male' – 20125
Email: hoc.male@mea.gov.in
Tel: +960 3323015, +960 3323016, FAX: +960 3324778

6. 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, for further 02 years (maximum tenure 03 years from the date of start of the work initially) as per the contract signed on same terms and 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 immediately.

7. Terms of Payment and other conditions: Successful bidder would be informed over telephone/letter/email. A contract will be signed between the successful bidder and the Embassy and the payment will be made to the Service Provider on monthly basis at the end of the month.

- Bidders shall furnish all the data/information under the bidding document to the complete satisfaction of the Embassy, failing which the bid will be considered as incomplete and non-responsive and the Embassy reserves the right to reject the bid.
- All data, information documents and any other materials submitted by the bidders in the process of bidding and the part of bidding documents, shall remain the exclusive property of the Embassy at all times.
- The price to be quoted by the bidders shall be in Maldivian Rufiyaa (MVR) only. The price shall include all taxes and miscellaneous duties. The price quoted by the bidder shall be kept open and valid for acceptance for a minimum period of 90 business days.
- 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 the bids or to scrap the RFP in whole or in part.
- Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Mission will not be responsible for any postal delay.

Head of Chancery
Embassy of India
Male'



भारतीय राजदूतावास, माले
Embassy of India
H. AthireegeAage
Ameeru Ahmed Magu
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ADVERTISEMENT

"Cleaning & Maintenance Services" Required

The Embassy of India, Male' invites bids from prospective companies for cleaning and maintenance services at its Chancery premises at Athireege Aage, Ameeru Ahmed Magu, Henveiru, Male' and Indian Cultural Centre (ICC) premises at Ma. Vavathi 4th & 5th Floor, Nikgas Higun, Male'. The detailed information, scope of work, terms and conditions could be downloaded from Embassy Website: www.eoi.gov.in/male

The interested cleaning services providers may submit their bids/proposals latest by 24th January 2018 by 1400 hrs.