

# भारत का उच्चायोग निकोसिया (साइप्रस)

High Commission of India Nicosia (Cyprus)

No. NIC/ADM/861/8/2020

Dated 31 May 2022

#### **TENDER NOTICE**

# Subject: Cleaning contract for HCI housing complex of High Commission of India, Nicosia

Sealed quotations are invited for award of contract for cleaning of the HCI Housing complex of High Commission of India, Nicosia at 10 Lidas street, Engomi - 2413. The quotations are to be sent in two sealed envelopes addressed to Head of Chancery, High Commission of India, No. 3, Indira Gandhi Street, Montparnasse Hill, P.O Box 25544, Engomi- 2413, as per the following:

<u>Cover I:</u> Technical bid as per Appendix-A detailing particulars of the bidder (including key personnel and their contact details), competency and experience of the bidder. The envelope should be prominently superscribed "TECHNICAL BID FOR CLEANING WORK IN STAFF RESIDENTIAL COMPLEX OF HIGH COMMISSION OF INDIA"

Cover 2: Financial bid as per Appendix-B. The envelope should be prominently superscribed "FINANCIAL BID FOR CLEANING WORK IN STAFF RESIDENTIAL COMPLEX OF HIGH COMMISSION OF INDIA"

**Period of Contract**: Two years likely to be started from 01.08.2022 (High Commission reserves the right to change the date as per functional requirements) which can be extended on year to year basis depending on satisfactory working of the company.

Last date for receipt of bid: 21 June, 2022 (1800 hrs.)

Opening of Bids: 22 June, 2022 (1000 hrs.)

Site Visit: 31 May-21 June 2022 (10AM to 6 PM)(on prior appointment)

During the contract period, no increase in rates will be allowed. The contract, on mutual agreement, may be renewed for year to year at same terms, conditions and rate.

Representatives of all the bidding parties can be present at the time of opening of the bids on 22 June, 2022.

Tender documents will be available on website <a href="https://hci.gov.in/nicosia">https://hci.gov.in/nicosia</a>. For Details and site visit Mr VR Ashok, Attache (Administration), Tel: +357-97633523, may be contacted.



# भारत का उच्चायोग निकोसिया (साइप्रस)

### High Commission of India Nicosia (Cyprus)

#### Scope of Work

The detailed scope of the cleaning work of the HCI housing complex of High Commission of India, Nicosia have been given in Annexure 'A'. A contract will be signed between the selected firm and the High Commission of India, Nicosia in the format of agreement given at Annexure 'B'

#### Eligibility Criteria

The Contractor/ Firms submitting bids should have experience of at least 2 years in the above business and should be registered with the relevant Cyprus authority as is required under the local regulations for tax and other purposes.

#### Other terms and conditions

(i) The cleaning work should be done as per directions of High Commission from time to time.

(ii) The rates finally approved/accepted by the High Commission, including taxes amount payable shall be valid for the contract period and no upward revision will be allowed under any circumstances.

(iii) Delay in work will not be permissible on grounds of non availability of the staff, materials, items etc.

(iv) Late submission of bids due to any reason, whatsoever will not be considered at all, under any circumstances.

(v) The contract can be terminated by the High Commission at any time if the work of contractor is found unsatisfactory after giving 30 days notice.

(vi) No advance payment shall be made for the services.

(vii) The job carried out shall be to the satisfaction of the High Commission.

(viii) The company should provide details of cleaning staff

(Nandulal Bhookya)
Head of Chancery

Nandulal.B

#### ANNEXURE'A'

#### DETAILED WORK DESCRIPTION FOR CLEANING CONTRACT

### A. DESCRIPTION AND DEFINITION OF THE AREAS

i. The entire basement and parking lot

ii. Ground floor, entrance, lobby, toilets etc -i.e. entire ground floor, outside periphery of the Staff residence building.

iii. Stair case, lifts, toilets etc. from ground to second floor

iv. To keep the toilets and entrances always clean.

v. Terrace of the building

### B. LIST OF CLEANING SERVICES AND WORKING PLAN

### Cleaning service on Monday, Wednesday and Fridays

- a. Sweeping and washing / mopping all the floors including stairs, parking lot, periphery area, toilets & wash basins / other fittings in the bathroom, railings, stairs etc.
- b. Remove garbage from all baskets and ash trays, etc.
- c. Cleaning doors of entrance and glass doors
- d. Cleaning of pantry.
- e. Removing grease marks/fingerprints/stains/spots etc from glass doors, window, furniture and all visible areas.
- f. In short the entire building is to be maintained spotlessly clean and befitting of any big hotel / corporate house / embassy.

#### C. MANPOWER AND INSPECTION

- i) On Monday, Wednesday and Friday The cleaner will start work at 0800 hrs in the morning everyday and continue work till 1300 hrs. The contractor will deploy 1 person on all working days from 0800 hours till 1300 hrs and make sure all the cleaning is done.
- ii) Since the above building will also house cultural events, there will be function during holidays. On such occasions, the company will have to provide cleaners on hourly basis. The High Commission of India (The Client) will be required to provide the service provider Tip Cleaning Ltd a minimum of <u>one (1) weeks'</u> prior notice (by email) to the date/s.

In addition, should The High Commission of India (The Client) **NOT** require cleaning provision on a specific working day/s (other than Cyprus Government official bank holidays and public holidays) then The High Commission of India (The Client) will be required to provide the service provider Tip Cleaning Ltd a minimum of one (1) weeks' prior notice (by email) to the date/s. If this is not adhered to, then The High Commission of India (The Client) will be charged accordingly, as if the services were provided.

# D. <u>EQUIPMENT AND CLEANING MATERIAL TO BE PROVIDED BY</u> COMPANY

Tip Clean IS Ltd (The Company) will provide the following

#### Cleaning Hardware Consumables

- Service Trolley
- Vacuum Cleaner
- Broom
- Mop
- Bucket
- Parkateza (Lint Mop)
- Caution Sign
- Micro-Fiber Cloths
- Cleaning Sponges
- Gloves

#### Cleaning Consumables

- Floor Cleaner
- Window Cleaner
- Chlorine
- Liquid Hand Soap
- Garbage Bags

Please note that paper consumables (kitchen paper, toilet paper, facial tissues and paper towels) will not be provided.

#### E. PERSONNEL

- i) The Service Provider's personnel will present themselves at the premises of The High Commission of India (The Client) in a company attire bearing the Service Provider's logo. The personnel is/are employed directly by the Service Provider and in no case is/are permitted to create any employment relationship or otherwise, with the Client for 2 years after the termination of this Agreement.
- ii) In addition, it is hereby agreed that The High Commission of India (The Client) will not attempt to solicit any of the Service Provider's while this Agreement is enforced and/or for 2 years after the termination of this Agreement. If the personnel leave their employment with the Service Provider, the Client is <u>not permitted</u> to employ the said personnel for a period of 2 years after the termination of this Agreement.
- iii) In the case of planned sick leave or resignation of the Service Provider personnel, the Service Provider will provide a replacement personnel. However, in the case of absence due to illness the Service Provider will require 24 hours to provide a replacement.
- iv. The service provider should rotate the cleaning staff periodically.

#### F. CONFIDENTIALITY

The service provider should acknowledge that during the provision of the cleaning service, any confidential information related to The High Commission of India and / or any documentation in the premises must not be disclosed to any other party. This confidentiality is applicable during the contractual relationship and after the relationship ceases. Confidential information includes all information relating to the client, The High Commission of India and its' premises.

# G. MODIFICATION OF AGREEMENT

Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

# AGREEMENT Signed on

#### BETWEEN

#### HIGH COMMISSION OF INDIA, NICOSIA

AND	("High Commissio	n" on one part)
	("Company" on	the other part)

AND given that the Contractor offers such services at different places.

#### INTRODUCTION

- 1.1 The introduction of this contract, the price offer and the attached annexes are an inseparable part of this contract.
- 1.2 The contractor declares and confirms with his signature of this contract.
- 1.3 This contract is valid for 24 months from the date of contract. The agreement may be extended for another period of 12 months on mutual consent at same terms and conditions and rate.
- High Commission will be at liberty to terminate the contract by giving 30 days prior notice for unsatisfactory performance or even without showing any reason.

#### DECLARATION OF THE CONTRACTOR

- 2.1 The contractor declares that he knows all the details of the contract and has the knowledge, the capacity, the skills and the means to provide all of the required services as given in Annexure 'A'.
- 2.2 The contractor will provide for the services as per the contract and Annexure 'A'.
- 2.3 The Company declares that it is permitted by law to execute the works subject of this Agreement and provide proof of registration.

2.4 The employees of the contractor have the knowledge and experiences and the skill to provide the service required as per the contract and the annexures.

#### **EMPLOYEES**

- 3.1 The contractor will provide identity document of the employees for cleaning and maintenance services.
- 3.2 The employees should be physically / mentally fit and should not suffer from an apparent disability.
- 3.3 The workers that will not be accepted by the client will be substituted.
- 3.4 The company undertakes to follow prevalent Cyprus laws in determining terms and service conditions of its employees.

#### RESPONSIBILITY

4.1 The contractor will take responsibility regarding his employees including damages/loss of property and or damages caused by the employees of the company and any injury of the employees during work. High Commission's responsibility is limited to paying monthly contract amount subject to satisfactory work.

#### **PAYMENTS**

- 5.1 The High Commission will pay a fixed amount in Euro per month for the cleaning and maintenance services as per the contract and Annexure.
- 5.2 The payment will be made within 10 working days after producing the Invoice from the company.

COMPANY	HIGH COMMISSION		
M/s			
Address	(Head of Chancery)		
	High Commission of India Nicosia		

# Technical Bid

I. Name of the company:

2.	Name of the contact person :		
3.	Contact details:		
	Phone		
	E-mail		
	Postal Address:		
4.	The company agrees to all terms (Annexure-B).	of the Cleaning Service Agreement	
5.	Provide contact details and key p	personnel of thecompany	
6. Furnish Proof of registration of the Company in compliance/under relevant statutory regulations of Cypriot laws.			
		Signature	
		Name	
		Designation :	
		Seal:	

# Financial Bid

The Consideration sha	all be according to the	conditions set f	orth in the	Agreement
and as follows:				

(i) Total monthly charge, including taxes, for Cleaning of Staff building:		
In Euro		
(In words) Euro		
(ii) Charges for one cleaner for extra works on holidays per day Euro per cleaner / per hour.		
Way of payment:		
<ul> <li>a. The company will issue the monthly invoice at the 1<sup>st</sup> working day of every month.</li> <li>b. The client will issue the payment no later than 10 days after receipt of the monthly invoice.</li> </ul>		
Signature		
Name		
Name of Company		
Designation:		

Seal