



**EMBASSY OF INDIA,
MONROVIA**

**INVITES QUOTATIONS
FOR HIRING OF CLEANING SERVICES AT THE
CHANCERY PREMISES OF THE EMBASSY OF INDIA,
MONROVIA**

TENDER NO. MON/PROP/867/01/2023

LAST DATE FOR SUBMISSION OF BIDS

February 06, 2023 UP TO 1500 HRS (LST)

DATE OF OPENING OF BIDS

February 06, 2023, 2023 AT 1600 HRS (LST)

PLACE OF OPENING OF BIDS:

**EMBASSY OF INDIA
NO. 16, COCONUT PLANTATION, MAMBA POINT,
MONROVIA**

**Embassy of India
Monrovia**

Tender Notice No. MON/PROP/867/01/2023

The Embassy of India, Monrovia invites sealed tenders/quotations from reputed firms for providing cleaning services at Chancery Building of the Embassy situated at No.16 & 18, Coconut Plantation, UN Drive, Monrovia.

2. The tender documents can also be downloaded free of cost from the following websites:

- i <https://www.indianembassymonrovia.gov.in>
- ii <https://eprocure.gov.in>

3. The bidding companies/firms should have the following requirements:

(i) The Company should have valid permit/registration from a competent local authority for providing cleaning services in Liberia.

(ii) The Company should have experience in providing cleaning services for a minimum period of 5 years and should be having a strong contingent of cleaning staff.

(iii) The Company should be providing cleaning services to the Diplomatic Missions/UN organizations and other well-known and reputed business entities in Liberia.

4. The quotation/bid along with duly filled-in Annexure-I and supporting documentary evidence should be submitted in a sealed envelope superscripted "**Tender for providing cleaning services at Chancery Building, Embassy of India, Monrovia**" addressed to the **Head of Chancery, Embassy of India, No.16 & 18, Coconut Plantation, UN Drive, Monrovia** and must reach on or before February 06, 2023 by 1500 hrs. It should also be superscripted at the bottom left corner with the full name, postal address, email and telephone number of the firm/dealer. Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the stipulated date and time. The Mission will not be responsible for any postal delay.

5. The important schedule and dates are as under:

Sl. No.	Key event	Dates
i	Bid submission start date	January 17, 2023 (1000 hrs)
ii	Last date of enquiries	February 06, 2023 (1000 hrs)
iii	Bid submission end date	February 06, 2023 (1500 hrs)
iv	Date, time & place of opening of bid (Participant bidder or their representatives may wish to be present)	February 06, 2023 (1600 hrs) Embassy of India, No.16 & 18, Coconut Plantations, UN Drive, Monrovia

6. Quotation/bid and copies of the credentials/documents are required to be signed/self-attested by the applicant with official seal.
7. The bid has to be submitted as per the format specified at 'Annexure-I' alongwith your financial quotation as per our requirement and terms and conditions in Annexure-II. It is a one-part bid system.
8. The quotations/bids would be rejected due to incorporation of any false information and furnishing fake or truncated documents.
9. The validity of the quotation shall be at least 90 days from the last date of submission of bid.
10. Bid received after the closing date and time as prescribed in the tender notice, shall NOT be accepted under any circumstances.
11. The Embassy of India reserves the right to reject any or all the bids without giving any notice or assigning any reason and the decision of the Mission in this regard shall be final and binding.
12. Queries, if any, may be addressed to the Administration Division of the Mission at email admn.monrovia@mea.gov.in.


(Jitendra S. Rawat)
Head of Chancery

ANNEXURE – I

Details of the company providing cleaning services for the Embassy of India, Monrovia

Sl. No.	Particulars	Details to be filled by the Agency
i	Name of the Firm/ Agency	
ii	Whether the company has valid permit/registered with the competent local authority for providing cleaning services in Liberia (attach supporting documents as evidence)	
iii	Registered office/ business address of the agency	
iv	Duration of the period the company is operating in this field (attach supporting documents as evidence)	
v	Company's annual turnover and the strength of the cleaning staff (attach supporting documents as evidence)	
vi	Name of Contact Person(s)	
vii	Telephone and Email of the contact person(s)	
viii	Whether the agency is providing the cleaning services to reputed customers like Embassies, UN offices, NGOs, Multinational Companies etc. If yes, please mention the names of the organizations where the agency is empanelled/ providing such services. (attach supporting documents as evidence)	

I/ We _____ do hereby declare that the entries made in the above form are true to the best of my/ our knowledge and also we shall be bound by the acts of my/our duly constituted attorney.

I/ We hereby understand that the submission of application does not guarantee for award of contract as service provider of Embassy of India, Monrovia.

I/We further understand that in case of any information submitted by me / us, found to be incorrect either before or even after the contract, Embassy of India, Monrovia will have the right to summarily reject the application/ cancel the contract at anytime without assigning any reason whatsoever.

Signature of authorized signatory
Name: _____

Office Seal

Place/Date:

TENDER DOCUMENT

Section 1: Scope of Work

1. Sealed quotations are hereby invited by the Embassy of India in Monrovia from approved and eligible contractors or experienced firms to undertake the Cleaning works at Chancery Building of the Embassy of India, situated at No.16 & 18, Coconut Plantation, UN Drive, Monrovia
2. The company is required to provide 3 cleaning staff to undertake the cleaning job as per the following schedule for five days a week:

Timings (Monday to Friday): 0830 hrs – 1130 hrs
Duration of cleaning: 3 hours per day

All essential cleaning equipment and supplies for undertaking the job, including mechanical equipment and cleaning liquids (e.g. disinfectant, floor cleaner, glass cleaner etc) will be provided by the service provider. The cleaners should be wearing proper Work Uniforms and identification attire while working on the premises of the Mission.

3. The Service provider will be responsible for the cleaning of the all indoor areas of the building comprising rooms, common areas, toilets, and attached balconies and step outs. The Service provider will also clean the outdoor drive through area at the front entrance.

4. Cleaning tasks to be provided must be including but not limited to:

- i **Floors:** Daily sweeping/damp moping of hard floor indoor areas including its rooms, common areas, entrance foyer, entrance lobbies, visitor halls, balconies and step out areas.
- ii **Carpets:** General vacuuming of carpets.
- iii **Toilets:** daily cleaning (wet and dry with required cleaning and disinfecting liquids). De-calcification from time to time.
- iv **Dusting and sanitization of furniture/appliances etc:** Normal dusting display furniture, furniture, appliances, doors, railings etc
- v **Garbage:** Empty of wastepaper receptacles in all rooms, replacement of liners, transfer of trash to municipal dumpster
- vi **Pantry area:** Daily cleaning & disinfecting of pantry area including kitchen counter, sink, removal of trash/rubbish
- vii **Woodwork:** Daily dusting/cleaning of all wooden fixed fixtures.
- viii **Glass panes:** Wet cleaning and drying of window panes and door glass panes once in a fortnight.
- ix **Main Doors (Iron and Wooden):** Daily cleaning of main iron and wooden doors and stairs to the first floor.

Section 2: Terms and Conditions

1. Subject to the acceptance of the tender and any counter offer by the Embassy of India, the successful tenderer shall enter into a contract with the Embassy of India, that will comprise statement of conditions, services to be provided with understandable detailed description, service schedule, and the areas of the building to be cleaned.
2. All bidders for this tender are advised to understand the Building's layout carefully before submitting tender.
3. Bidder must submit the following together with the tender documents:
 - i Information to show the company's experience (minimum 5 years) in providing cleaning services to reputed organizations (such as company brochure, appointment list & reference letter etc.)
 - ii Broad financial and other details of the company including organization chart to show the company's management system and back up support for cleaning operatives in the Building.
 - iii Service commitment: A detailed statement to show the company's planned efforts in delivering cleaning services to the Building at the highest standard.
 - iv Quality and environmental certification (if any).
4. The Contract shall be valid for a period of one year (01 year). No escalation of service charges during the period of contract. The contract may be extended annually on year to year basis as per the contract signed, on same terms and conditions and same rates, subject to satisfactory services provided by the provider. Either party can terminate the Contract by giving another party a month written notice.
5. The workers provided should be on the permanent roll of the Company and their antecedents should be pre-verified by the Police authorities.
6. The Contractor shall be paid on a monthly basis for the services rendered in the preceding month. The payment will be made either through Bank Transfer or Account Payee Cheque after supply of the items/goods and receipt of the invoice in this regard.


(Jitendra S Rawat)
Head of Chancery