

**Embassy of India
Athens**

Tenders are invited for hiring a reputed and well established cleaning Agency for regular cleaning of Embassy of India, Chancery. Details of the work to be done are attached. Quotations may kindly be submitted to Mr. Nirmesh Kumar, Attache (Administration), Embassy of India, 3 Kleanthous Street, Athens, 10674 by 17 April, 2023, in sealed envelopes. The bids would be opened on 19 April, 2023 at 1200 hrs at Embassy of India, Athens (Chancery). The quotations, should be in two parts and include the points indicated under each category of the quotation:

	PART-I	PART-II
	TECHNICAL TENDER	COMMERCIAL/FINANCIAL TENDER
1.	Embassy working hours are Monday to Friday from 0830 hrs to 1700 hrs. Cleaners to be deployed from 0830 hrs to 1700 hrs. Monday to Friday.	Cleaning material to be provided by the company and should be included in the quotation.
2.	Name of the worker proposed to be deployed.	Validity of the Quotation should be clearly indicated in the offer.
3.	Police verification from Greek police for the proposed cleaner is required.	Social Security, Bonus, Insurance and other allowances etc. admissible to the cleaner as per local laws should be borne by the cleaning agency and included in the quoted price. Embassy will not be responsible for any such payments.
4.	Copy of the work experience certificate of the proposed cleaner with recent photograph.	How payments will be accepted- by cheque or bank transfer at the end of the month on submission of invoice.
5.	List with brand names of the cleaning items (of good quality) to be supplied by the company.	Quotation should be excluding VAT (VAT exemption certificate will be provided by the Embassy). In addition to this if there is any other taxes, if applicable for Diplomatic Missions in Greece, kindly include in the quotation.

2. Following points may be noted before submission of quotations:

(a) Bidders need to furnish bid security (equivalent to 2% of the estimated cost of the current contract valid for 12 months I.e if the bidder has submitted the tender @ Euro A/month excl VAT then the bid security would be **2% (Ax12)** to Embassy of India, Athens as Earnest Money Deposit along with their bids.

(b) The bid security will be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects.

(c) The bid security will remain valid for a period of forty-five days beyond the final bid validity period.

(d) Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. Bid securities shall not carry any interest.

(e) In case, the bids are withdrawn after 'end of Submission date', then, the bid security (2% of the estimated cost of the current contract valid for 12 months) will not be returned to the bidder.

(f) If a firm quotes 'NIL' charges, the bid shall be treated as unresponsive and will not be considered and the bid security (2% of the estimated cost of the current contract valid for 12 months) will not be returned to the bidder.

(g) The bidder from a country sharing land border with India needs to be registered with a Competent Authority.

(h) To ensure due performance of the contract, Performance Security has to be submitted by the successful bidder awarded the contract.

(i) Successful bidder (who has been granted contract by the Embassy) needs to submit an amount of **five percent** of the value of the contract as specified in the bid documents to the Embassy of India, Athens as Performance Security.

(j) Performance Security can be furnished in the form of an Account Payee Demand draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment.

(k) Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

(l) Bid security will be refunded to the successful bidder on receipt of Performance Security.

(m) The successful bidder will be awarded the work for one year which may be extended for further period of two years, on yearly basis (i.e maximum for three years from the date of signing the contract) on the same rates and same terms & conditions subject to satisfactory performance of the service provider.



(Nirmesh Kumar)

Attache (Admin)

16.03.2023

Financial Bid Format

Details

Cleaning Materials to be provided*

Services

Frequency

Validity of the Quotation

Cost/month (excl VAT)

VAT/Taxes, if any

Any other cost involved

Payment Method

***No extra charges/payment would be made on account of consummables/cleaning equipment or any other incidental charge**

ADDRESS OF BUILDING TO BE CLEANED

EMBASSY OF INDIA, NO: 03, KLEANTHOUS STREET, ATHENS – 10674

MAINTENANC REQUIREMENTS

- * Cleaning of Ground, 1st, 2nd, 3rd floors, internal stairs, lifts, external balconies, frontcourt, back side area. - *Daily*
- * Floors dusting and mopping, carpet care, tea set cleaning, cleaning of lights bulbs. - *Daily*
- * Dusting of furniture cabinets, desks and decorative. - *Daily*
- * Care of interior and exterior plants on Ground, 1st, 2nd and 3rd floor (watering and soil Maintenance). - *as per requirement*
- * Daily opening of all windows-shutters.
- * Washing of glasses, dishes, coffee set etc. and arrangement of them. - *Daily*
- * Cleaning of fridge as per requirement.
- * Cleaning of disinfection of six toilet areas. Riddance of solid garbage bags. - *Daily*
- * Replacement of toilet paper and hand paper towels. - *as per requirement*
- * Cleaning and disinfection of nine sink areas. - *Daily*
- * Mopping and disinfection of W.C floor areas and washing of tiles and faucets. - *Daily*
- * Cleaning of mirrors. - *Daily*
- * Sweeping of all areas, inside and outside of Embassy. - *Daily*
- * Mopping and disinfecting of all public areas with a daily mixture of disinfectant, floor Shine and aroma. - *Daily*
- * Cleaning/dusting of all clear desks and clear top surface in all areas. - *Daily*
- * Cleaning/dusting of Ambassador's office bookshelves. - *Daily*
- * Daily plant care of trees and plants on the frontcourt.
- * Changing of garbage bags in all waste baskets throughout the building. - *as per requirement*
- * Disposal of all unwanted newspapers, metal boxes, cartoon boxes, old books etc. - *as per requirement*
- * Lift cleaning and glass shining daily.
- * Daily cleaning/washing, gum removal from the front entrance and garage area.

- * The cleaning of the backyard will be done on weekly basis.
- * Cleaning of all pantries of the floor in the premises. - *Daily*
- * Cleaning of telephone set and other office machines. - *Daily*
- * Maintenance of garden and trees twice a month.
- * Cleaning of all window glasses twice a month.

Note :

- (1) The service would include cleaning with broom, mop, vacuum and other equipments etc. with material required to clean the floors, washrooms, pantries, glass, windows, door, furniture/equipments and office desk etc.
- (2) Material to be provided by the cleaning agency will be : toilet tissues, hand soap, Chemicals for urinals & toilets, hand towels, garbage bags, liquid for cleaning Floors utensils and glassware etc.
