

Embassy of India
Malabo
Notice Inviting Tender

S.I. No.	Descriptions	Details
1.	Reference Number	MALA/867/1/2019
2.	Issuing Authority	Head of Chancery, Embassy of India, Malabo
3.	Notice inviting tender	Hiring of Cleaning Agency to clean the Chancery building
4.	Site Address	Villa Biko, Malabo-II
5.	Scope of work	<p>Cleaning and sweeping of Chancery premises and its adjacent areas.</p> <p>Cleaning is to be done during 0830 to 1230 hrs on all working days (five days a week) and on other days/timing (holidays/weekends), if required by the Embassy.</p> <p>Two cleaners will be on duty on all working days at Chancery premises from 0830 hrs to 1230 hrs.</p> <p>One cleaner will be on duty on all working days at Chancery premises from 0830 hrs to 1700 hrs.</p> <p>Preparation and submission of various checklists/inspection reports as scheduled in the approved formats.</p> <p>Equipment And Cleaning Material to Be Provided By Company</p> <p>Service trolley, vacuum cleaner, all cleaning material including brooms, dusters, garbage bags, tissues, soap for cleaning and hand wash, parquet, cleaner, room freshener.</p> <p>Provision of Cleaning materials and supplies of at least CFA 130000 CFA per month to ensure adequate and uninterrupted supply</p>
6.	Specification of work	<p>Sweeping/mopping/dusting/vacuum cleaning of common areas, balconies, office-rooms, toilets, lobbies, staircases, window panes, office furniture/equipment, terrace, ground floor, entrance and exit areas, 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.</p> <p>Office Rooms to be cleaned including Vacuum cleaning and dusting of furniture to be done daily in the morning.</p> <p>Daily removal of garbage/waste paper/packing material.</p> <p>Lobbies/Reception area/Consular area to be cleaned twice a day.</p> <p>Toilets to be cleaned once in the morning</p> <p>Balconies attached to rooms to be cleaned twice a week.</p>

		<p>Removal of discarded furniture; shifting of furniture in rooms whenever required.</p> <p>Glass panes of rooms and staircases to be cleaned twice a week.</p> <p>Cleaning of vertical blinds.</p> <p>It will be ensured that appropriate type of cleaning material suited for cleaning is used. Any damage caused to the property of this building/floor 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.</p>
7.	Penalty for deficiencies	<p>The Contractor 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.</p> <p>The initial sweeping of all the areas shall be completed by 10.30 a.m. on all working days, failing which a monetary penalty of CFA 50000/- per day shall be recovered from the contractor's bill in respect of each floor.</p> <p>A penalty @ CFA 50000/- per day shall be levied in case toilets are not cleaned.</p> <p>As far as possible, the contractor shall not frequently change the personnel deployed on cleanliness etc. A penalty @ CFA 25000/- on each occasion for each person shall be recovered from the contractor's bill, if any worker is found missing/absent. An attendance sheet will be signed by workers daily.</p> <p>The contractor has to arrange attendance register for his staff, which will also be checked and signed by an officer designated by this Embassy. Attested copy of this shall be submitted along with monthly bill.</p> <p>It will be ensured that appropriate type of cleaning materials suited for the cleaning are used. Any damage caused to the property of this building/floor 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.</p> <p>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.</p> <p>The contractor shall supply fresh sets of uniforms/badges, identity cards, shoes to all personnel who shall wear the same</p>

		while on work and also keep their uniform neat and clean. If any employee is found without uniform a penalty @ CFA 50000/- per person per day shall be recovered from contractor's bill.
8.	Visit to Embassy Premises:	Interested cleaning & maintenance services providers may visit the Embassy premises during 1400 hrs to 1600 hrs from 27 November to 08 December 2019 to ascertain the scope of the work and to discuss the specifications of the work. Mr Generoso may be contacted at +240 555 470 141 to plan the visit
9.	Address for submission quotations	<p>The quotation should be sealed in the official of envelope of the supplier, super scribed reference number indicated in column 1 above and delivered to:</p> <p>Head of Chancery Embassy of India Hotel Hilton, Sala Moka</p>
10.	Pre-qualifications Conditions	<p>Bid is open only to those firms who are registered and domiciled in Malabo.</p> <p>The bidder should have at-least 2-3 years of experience of providing cleaning and maintenance services as mentioned above in the scope of work.</p> <p>The bidder should have the capability of providing a service replacement at the Embassy premises if due to any circumstances the regular cleaning/maintenance staff does not arrive.</p> <p>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</p>

11.	Other Conditions	<p>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 for any reason whatsoever after publication/award of contract.</p> <p>The vendors/suppliers will have to certify in their offers that the work will be undertaken in a professional manner and to the satisfaction of the Embassy.</p> <p>No advance or down payment will be made for this work. Bill would be settled on monthly basis and after satisfactory completion of job within one month of receipt of the bills</p> <p>All statutory obligations such as social security, health insurance, Minimum Wages, etc. in r/o employees to be met by the contractor.</p> <p>Adequate training of staff especially any specific requirements for this building (e.g. the facade cleaning, roof/pillars cleaning).</p>
12.	Bidding System	<p>Two bid systems - (i) Technical evaluation and (ii) Financial evaluation.</p> <p>All bidders are requested to give their Technical bids and Financial bids in two separate envelops. Detailed profile of the company needs to be attached with technical bid in a sealed cover.</p>
13.	Commencement of the Services:	<p>The services will need to be made operational within 15 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.</p>
14.	Validity of Contract:	<p>The contract, if awarded, shall be valid for a period of <u>ONE YEAR</u> (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.</p>
15.	Closing Date	<p>Bid Submission Start- 26 November 2019</p> <p>Bid Submission Ends-18 December 2019</p> <p>Opening of Bids- 19 December 2019</p>

(Piyush Singh)
Head of Chancery