

EMBASSY OF INDIA

Washington DC

No.Was/Prop/872/06/2020

September 10, 2020

BID NOTICE No. 1/2020

The Embassy of India invites 'Proposal for Janitorial services at Embassy Residence located at 2700 Macomb St, NW Washington DC -20008'.

2. Embassy's website <https://www.indianembassyusa.gov.in/Bid> and Central Procurement Portal (CPP) at <https://eprocure.gov.in/cppp/> may also be referred to for complete details, scope of work, and conditions of eligibility.

3. The bids should be submitted in three sealed envelopes {Envelope-A "Earnest Money Deposit" through a cheque, banker's cheque or Demand draft for US\$1000.00 in favour of 'Embassy of India', Envelope-B "Technical Bid Documents", and Envelope-C "Financial Bid Documents"}. Three envelopes containing "A", "B" & "C" shall be duly superscripted with above titles and put in another sealed envelope superscripted with the title 'Proposal for Janitorial services at Embassy Residence located at 2700 Macomb St, NW Washington DC -20008'.

4. Last date for receipt of bids is October 3 at 1200 hours(EST).


(Shambhu Hakki)
First Secretary(Pol) & Head of Chancery
Embassy of India
Tel: 202.939.7041
Email: hoc.washington@mea.gov.in

Embassy of India

Washington DC

INVITATION OF BID : Bid Notice No.14/2020

Name of Works: Janitorial services at Embassy Residence, located at 2700, Macomb Street NW, Washington DC 20008.

Embassy of India, Washington DC on behalf of the President of Republic of India, hereby invites bids for Janitorial services at Embassy Residence, located at 2700, Macomb Street NW, Washington DC 20008.

The Bid shall be submitted in a Sealed Cover before **12:00 Noon on 3rd October** in the office of Head of Chancery, Embassy of India located at 2107 Massachusetts Avenue, NW, Washington DC 20008. Any Bid received after this date and time will not be considered. **Bid shall be opened on October 3 at 3:00 pm.**

- The Bid shall remain valid for a period of Ninety (90) days from the date of opening or any extended period.
- Bidder shall quote his/her price based on the enclosed **Scope of work in Annexure-A.**
- The Employer will not be bound to accept the lowest or any bid nor to give a reason for the rejection of any Bid.
- The successful Bidder shall be responsible for coordinating his work with various Sub-contractors and other bid-pack Contractors employed on the Works coordinating his work between various trades.
- The Embassy of India will not be responsible to compensate for any expense or losses which may be incurred by the Bidder in the preparation and submission of his Bid.
- Bidder are required to quote prices and satisfy himself about the Scope of Work in Bid Document. They are free to add/delete items which are needed for completion of the job.
- No alteration shall be made by Bidder to the Bid Document unless otherwise permitted.
- The amount and rates for variations must be quoted both in figures and words in US Dollars only. In case of any discrepancy between figures or words, the amount or rates quoted in words shall be taken to be correct for this bid.
- The Bidder shall strictly comply with all the conditions stated in the Bid. Decision on bid will be taken based on the final price quoted on the Form of Bid. Any mismatch in the final quoted price on Form of Bid and Total amount worked out on rates in the final price quoted on Form of Bid shall be considered for comparison of bids and decision on bid. The rates on schedule of quantity or elsewhere shall be adjusted in the ratio to match with quoted Final price on the form of bid.
- The acceptance of the Bid shall be conditional and not finally binding upon the Employer until the actual contract signed between the Employer and the Contractor. Should the

Contractor fail to sign the contract within the stipulated time or for any other reason withdraw his participation in the Bid, the Embassy may withdraw his acceptance of the Bid without any notice or other formality and may enter into a new Agreement for the execution of the Works. No payment shall be released to the Contractor unless the agreement is signed.

- Any further information or clarification which the Bidder needs may be obtained from Mr. Shambhu Hakki, First Secretary(Pol) & Head of Chancery, Embassy of India, Washington DC [Tel:202-939-7041], Email hoc.washington@mea.gov.in. All information requested by and supplied to one bidder will be supplied to all bidders.
- The date and time for submission may be deferred by an official notification in writing issued by the Embassy of India to all Bidder. Bids received after this date will not be considered.
- Bid may be disqualified for any reason including, but not limited to the following:
 - If Bidder sets forth any conditions which are unacceptable to the Employer.
 - If any bid is submitted under a name other than the name of the individual firm partnership or corporation that was issued the Bid Document.
 - If there is evidence of collusion between Bider.
 - If Bidder sets forth any offer to conditionally discount, reduce or modify its bid.
- (i) The attention of Bidder is drawn as to compliance with laws and regulations concerning safety and health, labour regulations, social insurance, labour taxes, tax deduction, import restrictions duties and levies, company's tax, input tax and output tax (VAT) etc. All rates and sum inserted against items of works shall be exclusive of input Value Added Tax. Amount for output Value Added Tax shall be incorporated in Summary of Bid as specified therein.

(ii) EOI being a diplomatic mission and tax-exempt, no tax shall be charged/payable for supplies and services.
- Scope of Work: Scope of Work is enclosed in the Bid Documents as Annexure 'A'.
- Contractor shall deemed to have read carefully the Scope of Work and acquainted himself with the work by visiting the site.

Special Terms and Conditions

- The agency need to deploy the professional workers trained in the field. The quality of work should not be compromised..
- The Bidder must submit with his Bid an Earnest Money Deposit (EMD) of US\$ 1000.00 in the form of cheque/demand draft/bank guarantee in favour of Embassy of India, Washington DC. The Bid must be valid for 90 days and EMD shall be valid for 90 days. The EMD of unsuccessful bidder will be returned after the award of work while EMD of successfully bidder can be adjusted against Retention Money at discretion of the Embassy.

- If, at any time during the period of contract, it is observed by the Embassy or its authorized representative, that the services rendered by the company are not to the satisfaction of the corporation or any terms of the contract are violated, Embassy reserves the right to terminate the contract without any notice.
- Work will be authorized by means of a works order issued under the authority of Embassy of India, Washington DC.
- The contractor (service provider) is to maintain during the period of the contract the level and quality of service offered in the contract documents.
- At no time during the continuance of the contract shall the principal or its representative, servant or agent act or be deemed to act in any manner whatsoever for or on behalf of the contractor or so as to relieve or release the contractor in any way from his contract responsibilities.
- The contractor's attention is drawn to his statutory obligations pursuant to the Health and Safety law in the country. No cost additional to the contract price shall accrue on account of the contractors obligations under the Act and the contractor shall indemnify the principal against costs arising from any failure of the contractor to meet his obligations.
- All work is to be carried out as per best trade and accepted working practices, using current market of standards.
- The contractor shall replenish the restroom supplies in accordance to the dispensers in place (such as toilet sheets, napkins, paper towel rolls, toilet rolls etc.) reasonably good quality. If the contractor feels that the dispensers are required to be replaced to have standardized supplies, they may do so at their own cost. The contractor will be required to replace defective dispensers and holders as and when required at their own cost.
- **Eligibility of Contractor** - Contractors should have good experience in relevant field of work and submit recent list of jobs done with specified names of clients.

Janitorial Services required at Embassy Residence located 2700 Macomb Street NW, Washington DC 20008

SCOPE OF WORK

A Office, lobby, Representation Area, dining room on ground floor :

Daily

Sweep and damp mop all hard floor surfaces (Stone, terrazzo, vinyl, asphalt, rubber, ceramic tile, granite pavers, etc), uncarpeted raised floors and other types of non-waxed flooring. Sweep and mop all interior wood floor surfaces.

- a) Spot vacuum all rugs and carpeted areas (including carpeted raised floors). Spot sweep or vacuum all internal stairways as required.
- b) Dust and wipe clean with damp cloth all furniture, file cabinets, equipment and windowsills, etc.
- c) Dust all chair rails, trim, etc.
- d) Empty and clean all general waste receptacles and remove wastepaper and waste materials to designated areas.
- e) Empty recycling receptacles and remove to designated areas.
- f) Damp dust interiors of all waste disposal and recycle receptacles.
- g) If necessary, Clean glass furniture tops
- h) If necessary, Brush fabric-covered chairs
- i) Remove fingerprints, dirt, smudges, graffiti, etc from the glass door, doorframes, glass partitions, light switches, walls, elevator call buttons, elevator doorjambs and doors.
- j) Remove finger marks from all painted or vinyl covered surfaces near light switches, entrance doors, etc.
- k) Dust low reach areas (up to 70-inches, but not limited to, structural and built-in furniture ledges, baseboards, windowsills, doors and chairs.

3. Weekly

- a. Clean and polish glass and plastic desktops and tabletops.
- b. Mop/sweep service stairways and remove all debris
- c. Clean all marble base and tile floor base.

4. Monthly

- a. Dust all hard to reach areas not reached in daily dusting including but not limited

to, all picture frames, charts, graphs, similar wall hangings, walls doors, baseboards, partitions, electrical and light fixtures, vents, louvers, ducts and sprinklers.

- b. Vacuum all upholstered furniture

5. Semi-Annual

- a. Dust all mini-blinds with treated cloth
- b. Dust curtains

B Bedrooms, living room, Attic Area and all rooms on first and second floor and basement area of Security Assistant/Chauffeur's rest room

1. Daily

- a. Sweep and dust mop or vacuum full floor area
- b. Remove any smudges from glass lobby areas
- c. Empty and clean all general waste receptacles and remove wastepaper and waste materials to designated areas.
- d. Empty recycling receptacles and remove to designated areas.
- e. Spot clean and vacuum all interior and exterior walk-off mats as needed.
- f. Sweep clean and mop floor in janitor's closets and other such service areas.
- g. Wipe clean janitor's sink, including bright work. Slop sinks are to be cleaned after use.
- h. Mops, sponges, or washcloths are to be rinsed thoroughly and stored neatly in racks. Supplies and other cleaning equipment are to be stored neatly in designated areas as directed by the facility manager.
- i. Drains are to be kept clean of mop strings and dirt.
- j. Keep loading dock area in a neat and clean condition at all times. Clean floors, walls, doors, etc. as necessary.
- k. Clean walls, floors and bins in fitness room area.
- l. Clean all walls, tables, floors and windows in cafe area.
- m. Keep wastepaper, cardboard, rubbish, etc. stored in approved receptacles or assigned rooms.
- n. Empty exterior trash receptacles.

2. Weekly

- a. Sweep all stairwells from lowest level to highest landing.

3. Monthly

- a. Dust all light fixtures.
- b. Dust walls, manual pull stations, door handles, etc.

C. Restrooms

1. Daily

- a. Wipe down all dispensers and replenish as necessary; including paper towels, toilet tissue, toilet seat covers and hand soap, as required.
- b. Restock all sanitary napkin and tampon dispensers as required.
- c. Clean all mirrors, dispensers, faucets, flush meters, and bright work with non-scratch disinfectant cleaner. Wipe dry all sinks.
- d. Clean and sanitize all toilets, toilet seats (both sides), urinals and sinks with non-abrasive disinfectant cleaner.
- e. Remove stains and scale from toilets, urinals and sinks as required.
- f. Sweep and wet mop all restroom floors with disinfectant solution. Corners shall

be clean.

- g. Empty and sanitize all waste, sanitary napkin and tampon receptacles. If this service is provided by an outside contractor associated costs should be included in the proposal cost.
- h. Remove all restroom trash to designated areas.
- i. Spot clean fingerprints, vinyl and ceramic walls, counter tops, glass, aluminum and light switches.
- j. Clean and remove smudges, fingerprints and scuff marks from both sides of entry doors.

2. Weekly

- a. Wash down all walls with disinfectant solution.

3. Monthly

- a. Dust high reach areas including such as structural ledges, mirror tops, partition tops and edges, air-conditioning diffusers and return air grilles, and lighting fixtures.
- b. Wipe and wash down walls with a disinfectant solution. Monitor floor drains in restrooms and add water if necessary. Treat all drains with owner approved drain cleaner as needed.

E. Window Cleaning

1. Daily

- a. Clean building entrance doors and lobby glass and keep in a clean condition, inside and outside.
- b. Clean interior lobby glass.
- c. Clean interior elevator glass.
- d. Clean cafe glass.

2. Weekly

- a. Clean tops and entrance doors, and transoms.
- b. Clean all elevator lobby glass.

F. Pantry/Kitchen

- a. Wipe down all surface areas with a lint free cloth.
- b. Wash out sink and make sure it is clear of any debris.
- c. Wipe appliances (Cooking Range, Refrigerator, Microwave Oven, Dishwasher etc)
- d. Clean walls and floor

G. Outdoors

1. Daily

- a. blow away leaves and dust in front of the entrance till the walkways
- b. remove any unwanted material thrown or dumped in front of the buildings and the backyard.

2. Weekly

- a. Clean the front, back and garage of the building

3. Fortnightly

- a. Clean the doors, windows from outside.