

**Permanent Mission of India
7-9 rue du Valais, Geneva -1202**

30.01.2020

SCHEDULE OF CONDITIONS

RECEPTION, WAITING ROOM, OFFICES AND SIMILAR CONFERENCE ROOMS,
LOUNGES, OFFICE OF AMBASSADOR, OFFICE OF THE SECRETARY,
CORRIDORS

Five Times a Week

- Empty of dustbins and change the plastic bags
- Empty paper's destroyers and evacuate papers in special containers
- Empty ashtrays and wipe them with a humid rag
- Collect the dishes
- Vacuum cleaning and wet Sweeping on Parquet's floors
- Rough dusting of furniture
- Doors (especially code numbers) details dusting

Three times a week

- Remove finger prints on the doors and cupboards
- Remove finger prints on the automatic front door and on the glassed counter
- Remove finger prints on glassed above grounds and clean the electric switches
- Wipe the dust off the telephones and the computers
- Dusting (wet cloth) of desks and furniture free of any documents

Once a week

- Vacuum the seats
- Wipe the dust off the windows Panes
- Wipe the dust off the feet of tables, chairs and office
- Wipe the dust off the doors frame
- Wipe the dust off the moldings and the visible plinths
- Wipe the dust off the aeration's grid
- Remove the spiders 's web
- Water plants (as and when required including weeding and removal of dead leaves

Once a month

- ° Wipe the dust-off furniture up to 1m80 cm off the ground

30.01.2020

SCHEDULE OF CONDITIONS
Kitchen

Five times a week

- Empty clean the dustbins and change the plastic bags
- Empty ashtrays and wipe them with a humid rag
- Wash the dishes (dishwasher) and ordering of this one in cupboard
- Clean the microwave and the coffee machine
- Clean the Works surface
- Complete cleaning of the furniture and of the domestic appliances, outside faces
- Clean the electric switches
- Vacuum cleaning and wash floor with a cleaning agent

Once a week

- Change, wash and iron 12 clothes (supplies provided by the customer)
- Wipe the dust of the plinths
- Control and clean the aeration's grid
- Remove the Spiders' webs
- Clean the cupboards

Once a month

Clean inside the fridge

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SCHEDULE OF CONDITIONS
SANITARY PREMISES

Five times a week

- Empty the dustbins and change the plastic bags
- Clean the sanitary facilities such as the bowls, we seats, sinks, mirrors and shelves with a disinfectant
- Wipe the tiles
- Dry the chromes of the plumbing fixtures
- Remove the finger prints on the doors and the door knobs
- Clean the electric switches
- Clean the floor with a disinfectant
- Filling of soaps, Paper towels and toilet paper (supplies provided by Arbosa SA)

Once a week

- Descale bowls and urinals
- Wipe the dust of the plintsh
- Control and clean the aeration's grid Remove the spiders' webs

6 times a year

- Wash the wall's tiles

Remarks

- The supplies are envisaged a 70 persons team

Sanitary consumable

- Toilets paper high quality
- Wash hands and support wall
- Hand toilet paper
- Deodorizing toilet-fix in the wall (12 units)
- 3 hygienic bins for ladies Ref Initial

Instructions to the Bidders

Tender Notice No GEN/PMI/867/02/2018

Name of the Work: Cleaning /Maintenance of Chancery premises of Permanent Mission of India, 7-9 Rue du Valais, 1202, Geneva (Switzerland)

SI N o	Activity	Details
1	Visit to Site	05.02.2020
2	Total Area of the premises	<p><u>RUE DU VALAIS 9</u></p> <p>7th Floor - Surface 250m2 6th Floor - Surface 250m2 4th Floor - Surface 250m2 Enter Ground - Surface 290m2 Sup Main Floor - Surface 250m2</p> <hr/> <p>Total - Surface 1330m2</p> <p>----- --</p> <p><u>RUE DU VALAIS 7</u></p> <p>Enter Ground - Surface 120m2</p> <hr/> <p>Total - Surface 120m2</p>
3	Submission of Bids	By 5 PM on 21.02.2020
4	Opening of Bids	<p>Bids shall be opened on 24.02.2020 at 1600 hrs in the Permanent Mission of India, 9 Rue de Valais, Geneva 1202. Technical bids will be opened first and Financial bids of only those companies who meet the required parameters will be opened.</p> <ul style="list-style-type: none"> Interested bidders (Companies) may send their representatives to be present at the time of opening of tenders.
4	Submission of Bids in Two Envelops	(a) Technical Bid- Cleaning

	titled	<p>Services at Permanent Mission of India, Geneva</p> <ul style="list-style-type: none"> - Containing references (at least two letters) from existing /past clients (within last two years) - Number of persons proposed to be deployed and total number of manhours - Time (approximate) required each day to clean the premises <p>(b) Financial Bid-</p> <ul style="list-style-type: none"> - Providing the cost of cleaning material, i.e. cleaning material will be provided to its workers by the service provider ;
5	Contract Period	3 years
6	Working hours	<p>5 days a week (appx calculation sheet is attached as Annexure-I)</p> <p>FULL TIME (2 Employee) (09.00 AM to 6.00 PM)</p> <p>PART TIME (3 Employee) (8.30AM to 10.30 AM)</p>
7	Schedule of conditions	As Enclosed Annexure II
8	Mode of Payment	<p>Monthly payment with payment slip</p> <p>Being Diplomatic Mission, VAT is Exempted</p>
9	Contact person in the Mission for getting the tender document and for submission of bids	<p>Mr. Sheelmani Attaché (Admin) Tel : 022 9068686 Email: admn.genevapmi@mea.gov.in hoc.genevapmi@mea.gov.in Address : Permanent Mission of India, 9, Rue du Valais 1202 Geneva (Switzerland)</p>
10	<i>The Permanent Mission of India, Geneva reserves the right to</i>	

	<i>reject any bid or to cancel the entire tender at any stage (before award of a work contract), without assigning any reason whatsoever.</i>
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Annexure-I

Cleaning Service hours required in r/o PMI Geneva

No of Working Days in a year	250 (appx)	
No of working Hours required in morning	2½ x 4 = 10	From 8:00 to 10:30 total 4 cleaner required to clean E Floor, R Floor, 4TH, 6th and 7th Floor
No of hours required for full day	7x2=14	2 Persons required full day in addition to morning session (10:30 to 17:30)
Total hours required daily	24 hours	
Total hours in a year for 244 days (working day)	250*24= 6000 hours (Appx)	