

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)

Sl No	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>---</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 titled	<p>(a) Technical Bid- Cleaning 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>

		- 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	5 days a week (appx calculation sheet is attached as Annexure- I) FULL TIME (2 Employee) (09.00 AM to 6.00 PM) PART TIME (3 Employee) (8.30AM to 10.30 AM)
7	Schedule of conditions	As Enclosed Annexure II
8	Mode of Payment	Monthly payment with payment slip Being Diplomatic Mission, VAT is Exempted
9	Contact person in the Mission for getting the tender document and for submission of bids	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)
10	<i>The Permanent Mission of India, Geneva reserves the right to reject any bid or to cancel the entire tender at any stage (before award of a work contract), without assigning any reason whatsoever.</i>	