

No. OTT/ADMn/872/02/2013  
High Commission of India  
Ottawa

Tender S.No. 01

06<sup>th</sup> February 2019

**OPEN E-TENDER NOTICE**

**Name of the work: Invitation of competitive bids for housekeeping services at High Commission of India, 10 Springfield Road, K1M 1C9, Ottawa, Ontario.**

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The High Commission of India, Ottawa invites sealed bids from reputed and experienced housekeeping agencies for cleaning/housekeeping services at the chancery premises (High Commission of India, 10 Springfield Road, K1M 1C9, Ontario Ottawa) for the period of one year i.e. 01<sup>st</sup> June 2019 to 31<sup>st</sup> May 2020.

2. Interested firms may send their representatives for inspection of the site and ascertain actual scope of work by prior appointment (contact person: Mr. Sanjay Kumar, Assistant Attaché(Property), Tel: 613-7443751/52/53) before submitting bids. The bids may be sent in sealed envelopes clearly mentioning on the envelope - Tender S.No.01 and **Quotation for Cleaning Services for High Commission of India Ottawa**. The quotations may be addressed to:

Mr. Rakesh Mohan  
Head of Chancery  
High Commission of India  
10 Springfield Road  
Ottawa, Ontario-K1M 1C9.

3. Firms should provide details of experience in the field of work, and a list of similar works done by them in the last two years.

4. Last date of receipt of quotations will be 27.02.2019 by 1200 hrs.

Bid opening date will be 28.02.2019 at 1500 hrs.

(Rakesh Mohan)  
Head of Chancery  
High Commission of India  
Ottawa.  
Tel: 613-7443751  
Email: [hoc.ottawa@mea.gov.in](mailto:hoc.ottawa@mea.gov.in)

**High Commission of India  
Ottawa**

**SCOPE OF WORK - CLEANING SERVICES OF THE OFFICE PREMISES**

**Five Times Per Week**

**1) All Offices and Common Areas**

- a. Empty all trash receptacles and remove trash to garbage container. Liners for garbage containers to be supplied and changed regularly.
- b. Dust or damp wipe all horizontal surfaces: chairs, desk tops, tables, pictures, tops of partitions, window sills, counters, and cabinets.
- c. Dust telephones, computer terminals, and office equipment.
- d. Vacuum cleaning of all carpeted area in office, and spot clean as required.  
Vacuum cleaning of all tile floors and stairwells, removing dust and grit prior to damp mop.
- e. Damp wipe entrance metal and glass to remove dirt and finger marks. Remove smudges and fingerprints from interior partitions and glass.
- f. Clean emergency spills, etc.
- g. Clean library table, and sweep up under and around chairs.
- h. Remove debris around front entrance 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.

**2) All Restrooms**

- a. Stock hand towel, toilet tissue, and hand soap dispensers.
- b. Empty trash receptacles, wipe if needed, and remove to garbage container.
- c. Clean and polish mirrors, mirror frames, dispensers, faucets, and other chrome surfaces with non-scratch disinfectant cleaner.
- d. Wash and sanitize all toilet seats, urinals, and sinks. Remove stains, and descale toilets, urinals, and sinks as required. Wipe dry all sinks and install deodorant blocks and cleaning pucks.
- e. Spot clean fingerprints, splash and other marks from walls around basins, trash receptacles, partitions, tile surfaces, and light switches are maintained.
- f. Wet mop and rinse restroom floors with a disinfectant solution.

**Weekly**

**1) All Designated Areas**

- a. Wash and clean all interior doors and windows, both sides.
- b. Dust vertical surfaces of file cabinets, chairs, tables and other furnishings.
- c. Power vacuum cleaning of hallway/corridor carpeted area on the upper levels (03<sup>rd</sup> to 05<sup>th</sup> Floor), ie. The living quarters, taking care to ensure corners and edges are clean.
- d. Damp mop tile floors with emphasis on corners, along edges, and beneath furniture. Damp wipe baseboard tile, and kick plates on doors. Spray buff vinyl tile floors to maintain a high gloss finish.
- e. Vacuum cleaning and mopping of all tile floors and stairwells of the building, using clean rinse water to avoid streaks.
- f. Clean the whole basement area.

**Conditions:**

1. The High Commission of India, Ottawa will not be bound to accept the lowest bid nor to give a reason for rejection of any of the tenders.
2. The High Commission will always have the right to accept or reject any pre-approved subcontractors even after formal award of contract and / or commencement of work with or without cause.
3. The Contract shall be valid for a period of one year from the date of award. However, if, at any time during the period of contract, it is observed by the High Commission or its authorized representative, that the services rendered by the company are not to the satisfaction or any terms of the contract are violated, the High Commission reserves the right to terminate the contract without any notice.
4. The period of the Contract may be extended for a further period of two years on year to year basis, subject to the condition that the quality of the service is good and are done on the same rates and same terms and conditions.