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.

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. 01st June 2020 to 31st May 2021.

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.07 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 08.04.2020 by 1200 hrs.
   Bid opening date will be 09.04.2020 at 1500 hrs.

(Rakesh Mohan)
Head of Chancery
High Commission of India
Ottawa.
Tel: 613-7443751
Email: hoc.ottawa@mea.gov.in
SCOPE OF WORK - CLEANING SERVICES OF THE CHANCERY BUILDING LOCATED AT 10 SPRINGFIELD ROAD, OTTAWA, K1M 1C9

**Daily Work**

1) All offices located at ground, first, third and fifth floor, common areas, lift and multipurpose hall will have the following cleanup task on a daily basis:

   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. Lift - Vacuum clean & dust lift area
   h. Clean library table, and sweep up under and around chairs.
   i. Door knobs will be sanitized by disinfectant wipes.
   j. 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.

Contd..2.
Bi-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 (03rd to 05th 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.

Important Instructions:

- Timing - Evening from 6.00 pm to 8.00 pm
- Duration for cleaning will be 2 to 3 hours per day
- There will be at least two people engage for undertaking the cleaning work.
- All cleaning supplies should be included into quotation.

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.