

**Embassy of India**  
**Tel Aviv**

**TENDER NOTICE**

Subject: **Cleaning contract for the Office premises of Embassy of India, Tel Aviv**

Sealed quotations are invited for award of contract for cleaning of the office premises of Embassy of India, Tel Aviv at Ha Yarkon 140, Tel Aviv. The quotations are to be sent in two sealed envelopes addressed to Head of Chancery, Embassy of India, HaYarkon St. 140, Post Box 3368, Tel Aviv – 6103, as per the following details;

**Cover 1: Technical bid** detailing particulars of the bidder (including key personnel and their contact details), competency and experience of the bidder. The envelope should be prominently superscribed "**TECHNICAL BID FOR CLEANING WORK IN EMBASSY OF INDIA TEL AVIV**"

**Cover 2 : Financial bid** : The envelope should be prominently superscribed "**FINANCIAL BID FOR CLEANING WORK IN EMBASSY OF INDIA TEL AVIV**"

**Location of Work** : Embassy of India, Tel Aviv, Hayarkon 140, Tel Aviv

**Period of Contract** : One year from 01.07.2018 to 30.06.2019

**Last date for receipt of bid** : 27.06.2018 till 1500 hrs.

Opening of Technical Bid : 28.06.2018, 1500 hrs

During the contract period, no increase in rates will be allowed.

**Scope of Work**

The detailed scope of the cleaning work of the office building premises of Embassy of India, Tel Aviv have been given in Annexure 'A'. A contract would be signed between the selected firm and the Embassy of India, Tel Aviv in the format of agreement given at Annexure 'B'

**Eligibility Criteria**

The Contractor/Firms who submit quotation is required to have experience of at least 3 years in the above business and must be registered with the relevant Israeli government offices as is required under the local regulations for tax and other purposes.

**Other terms and conditions**

- (i) The cleaning work should be done as per directions of Embassy from time to time.
- (ii) The rates finally approved/accepted by the Embassy, including the VAT amount payable shall be valid for the contract period and no upward revision will be allowed under any circumstances. Embassy will not

entertain any claim on account of any tax other than VAT for execution of the work awarded under the contract and all such taxes should be paid by the firm itself.

- (iii) Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without notice, by the Embassy.
- (iv) Delay in work will not be permissible on the grounds of non-availability of the materials, items etc.
- (v) Late delayed tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.
- (vi) The contract can be terminated by the Embassy at any time if the work of the contractor is found unsatisfactory.
- (vii) The bills for the services for a month must be prepared on the basis of approved rates and submitted to the Embassy by the 10<sup>th</sup> of the succeeding month for effecting payment.
- (viii) No advance payment shall be made for the services.
- (ix) The payment will be released through direct bank transfer or through a crossed check in the name of the firm after tallying attendance sheet of the cleaning staff.
- (x) The job carried out shall be to the satisfaction of the Embassy.
- (xi) The contract shall be terminated by giving 60 days' notice by either side.
- (xii) Cleaning staff engaged by the company will be required to punch the attendance card on working days on arrival and departure from Embassy.
- (xiii) Substitute should be provided in case of non-availability of regular cleaning staff.
- (xiv) The company should provide details of cleaning staff to be engaged by the company for cleaning work in the Embassy.

Head of Chancery  
Embassy of India, Tel Aviv  
Tel. No. 03-527-0715  
06.06.2018

**DETAILED WORK DESCRIPTION FOR CLEANING CONTRACT**

**A. DESCRIPTION AND DEFINITION OF THE AREAS**

- (i) Ground Floor, entrance, lobby, parking lots, driveway.
- (ii) First floor - all the rooms including stairs restroom
- (iii) Second floor - all the rooms including kitchen, stairs, restroom
- (iv) Third floor - all the rooms including stairs and restroom
- (v) Fourth floor all the rooms including stairs, kitchen, restroom
- (vi) Cleaning of terrace

**B. LIST OF CLEANING SERVICES AND WORKING PLAN**

I. Cleaning service from Mondays to Fridays:

- Vacuum of all carpet area
- Sweeping and washing all the floors including stairs, parking lot & driveway
- Remove garbage from all baskets and ash trays, etc.
- Dusting all working stations and furniture Cleaning all the rooms, restrooms and kitchens Cleaning entrance & lobby
- Cleaning doors of entrance and glass doors Removing available empty cartoons
- Cleaning of kitchen

II. Weekly cleaning

- Washing floors and kitchen
- Cleaning refrigerators, water dispensers, other equipment
- Dusting pictures/articles, air conditioner vents on all floors Removing stains on the doors and glass areas
- Cleaning of all windows from inside
- Using cleaning material for opening sinks
- Cleaning of terrace

III. Bi-weekly Cleaning

- Cleaning walls in each room/floor/kitchen
- Cleaning trays
- Cleaning cupboards in kitchens

IV. Monthly cleaning

- All windows interior & exterior
- Cleaning of fax machine, photocopier, telephones, computers Cleaning and arranging of communication room

- Thorough cleaning of all furniture items
- Cleaning of emergency stairs and broom closet
- Cleaning the perimeter walls of the building
- Thorough cleaning of bathrooms

V. Half yearly

Crystallec polish at the Embassy lobby with no additional charge

VI. Annual cleaning

- Fumigation against insects
- Shampooing of carpets and stairs

**C. MANPOWER AND INSPECTION**

- (i) From Monday to Thursday - Two employees will work from 08:00 to 13:00 hrs. and one of the employees will continue to work from 13:00 to 1730 hrs.
- (ii) On Friday - Two employees will work from 08:00 to 13:00 hrs. and one of the employees will continue to work from 13:00 to 14:30 hrs.
- (iii) Employees will be Israeli, carrying Israeli Identity Cards, wearing uniform and name tag Working hours of the employees will be monitored
- (iv) A professional inspector will inspect the work every week

**D. EQUIPMENT AND CLEANING MATERIAL TO BE PROVIDED BY COMPANY**

Service trolley, vacuum cleaner, all cleaning material including brooms, dusters, garbage bags, tissues, soap for cleaning and hand wash, parquet cleaner, room freshener.

AGREEMENT

Signed on \_\_\_\_\_ 2018

BETWEEN

**EMBASSY OF INDIA**, 140 Hayarkon St., Tel Aviv, Israel.

("EMBASSY" on one part)

AND

M/s. \_\_\_\_\_ License No. \_\_\_\_\_,

Address: \_\_\_\_\_.

("COMPANY" on the other part)

AND given that the Contractor offers such services at different places.

**INTRODUCTION**

- 1.1 The introduction of this contract, the price offer and the attached annexes are an inseparable part of this contract.
- 1.2 The contractor declares and confirms with his signature this contract.
- 1.3 This contract is valid for 12 (twelve) months from 01.07.2018. The agreement may be extended for a period of 12 months on mutual consent.
- 1.4 This contract can be terminated on 60 days prior notice by either of the party.

**DECLARATION OF THE CONTRACTOR**

- 2.1 The contractor declares that he knows all the details of the contract and has the knowledge, the capacity, the skills and the means to provide all of the required services as given in Annexure 'A'.
- 2.2 The contractor will provide for the services as per the contract and Annexure 'A'.
- 2.3 The Company declares that it is permitted by law to execute the works subject of this Agreement and provide proof of registration in compliance of local laws and statutory regulations in running a private company.
- 2.4 The employees of the contractor have the knowledge and experiences and the skill to provide the service required as per the contract and the annexure(s).

## EMPLOYEES

- 3.1 The contractor will provide two employees for cleaning and maintenance services. All the Employees must be Israeli Citizen (they hold a blue identification card).
- 3.2 All employees can speak conversational Hebrew. They should be physically / mentally fit and should not suffer from an apparent disability.
- 3.3 The workers that will not be accepted by the client will be substituted.
- 3.4 The company undertakes to follow prevalent Israeli Labour laws in determining terms and service conditions of its employees including contribution to national insurance etc. It agrees to provide the Embassy details of salary, other benefits/contributions, allowances, leave etc. it permits for its employees

## RESPONSIBILITY

- 4.1 The contractor will take any responsibility regarding his employees including damages/loss of property and or damages caused by the employees of the company.

## PAYMENTS

- 5.1 The Embassy will pay a fixed amount of NIS \_\_\_\_\_ + VAT per month for daily cleaning and maintenance services as per the contract and Annexure.
- 5.2 The payment will be made within 10 working days after producing the Tax Invoices from the company.

## OTHERS

- 6.1 Any amendment to this contract should be made in writing with mutual consent.

## COMPANY

(\_\_\_\_\_)  
M/s. \_\_\_\_\_  
License No. \_\_\_\_\_  
\_\_\_\_\_, Israel

## EMBASSY

(Head of Chancery)  
Embassy of India,  
140 Hayarkon Street  
Tel Aviv