



**EMBASSY OF INDIA BEIJING**

**INVITES QUOTATIONS  
FOR ANNUAL MAINTENANCE CONTRACT  
FOR CLEANING OF NEW CHANCERY COMPLEX**

**FOR 2018-2020 (TWO YEARS)**

**TENDER NO. PEK/GEN/872/1/2018**

**LAST DATE FOR SUBMISSION OF BIDS**

**09 August 2018 UP TO 1000 HRS (BEIJING TIME)**

**DATE OF OPENING BIDS**

**09 August 2018 AT 1600HRS (BEIJING TIME)**

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**EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE, CHAOYANG  
DISTRICT, BEIJING 100600, TEL-00-86-10-8531 2500/2501/2502/2503**

## Invitation for Bids

Embassy of India, Beijing invites Bids / Quotations from reputed Property Management companies/ agencies based in China with specialization in all types of cleaning work for Office & Residential properties.

### **1. Eligibility criteria for bidders:**

- The company/ agency should have valid permit / registration from a competent local authority for High Grade Cleaning work.
- The company should be in operation for more than 5 (five) years.
- The company should have experience in providing cleaning service for a minimum of 5 years.
- The company/ agency should have sufficient number of cleaning staff and supervisory staff for the proper execution of the contract. **The company/ agency should submit a list of these employees stating clearly how these would be involved in this work as part of their quotation.**

### **2. Scope of Work:**

<b>S.No.</b>	<b>Description of work</b>	<b>Per Month</b>	<b>Quantity (Months)</b>
<b>1.</b>	Cleaning of basement, first floor, second floor, parts of third, staircases including cost of necessary cleaning equipment. Cleaning toilets with disinfectants (toilet paper roll & tissue paper) and keeping hand wash liquids at wash basins in toilets as and when required.	Each Job	12
<b>2.</b>	Cleaning of common residential area including staircase at Embassy, including cost of necessary cleaning equipment and materials	Each Job	12
<b>3.</b>	Cleaning of remaining areas of third and fourth floors including cost of necessary cleaning equipment and materials	Each Job	12

<b>4.</b>	Cleaning of external façade two domes, inner atrium wall, window and outer wall of premises, including cost of necessary cleaning equipment, materials, ladders, high pressure pipes & pumping/pressure machines.	Each Job	<b>3 per year</b>
<b>5.</b>	Cleaning window, doors & blinds of premises (every fortnight) including cost of necessary cleaning equipment and materials	Each Job	12
<b>6.</b>	Rubbing & Polishing of marble & granite floors (every 3 months) including cost of necessary cleaning equipment and materials	Each Job	<b>4 per year</b>
<b>7.</b>	Cleaning of internal roads/CC pavement, car parking area, kerb stones, stone footpaths and setback areas along the boundary walls including cost of necessary cleaning equipment and materials	Each Job	12
<b>8.</b>	Pest control/fumigation once in a month in chancery and 16 Residential complex including cost of necessary cleaning equipment and materials	Each Job	12
<b>9.</b>	Cleaning of Auditorium six days a week (including Saturday) including cost of necessary cleaning equipment and materials	Each Job	12
<b>10.</b>	Weekly cleaning of badminton court and children's play area including cost of necessary cleaning equipment and materials.	Each Job	12
<b>11.</b>	Waste collection and its disposal as per local municipal laws including cleaning of garbage bins with disinfectant.	Each Job	12
<b>12.</b>	Cleaning of outside pavements adjacent to the Chancery including cleaning equipment and materials	Each Job	12

13.	<p>Deputation of one full time cleaning staff and material for day-today cleaning of the Representational area of Embassy Residence, No. 1, Ritan Dong Lu, Beijing Five days a week including cleaning equipment and materials.</p> <p><b>The full-time staff should be qualified and trained in cleaning of 'HOUSING SPACE' and not 'COMMERCIAL SPACE'.</b></p> <p><b>Additional requirement of cleaning the Representational area in Saturday and Sunday when official engagements are hold for a large delegations.</b></p>	Each Job	12
14.	<p>Cleaning of Windows &amp; glasses of the Representational area of the India House. This should be done by additional staff with professional expertise. Provision of equipment &amp; materials for high wall ceiling.</p>	Each Job	<b>2 times per year</b>
15.	<p>Cleaning &amp; polishing of furnitures in the Representational area of the India House including dry cleaning of the sofa sets present in the Representational area. This should be done by additional staff as a project.</p>	Each Job	<b>1 per year</b>
16.	<p>Provide 1 part-time (minimum 16 Hours per week on site) experienced (min. 5 years' experience with House Keeping &amp; management with Diploma certificate from reputed institute) bilingual (Chinese / English) speaking Cleaning Manager who is reachable via cellphone for all types of emergencies. The Cleaning Manager will be in charge for the overall management of the onsite team including their allocation of duties, regular reports and work plans, and will be the point of contact for the client.</p> <p>He/ She will also contact with various Municipal</p>	Each Job	12

	<p>agencies viz. water supply, Electricity, Garbage disposal unit and Third parties for cleaning of Atrium and external façade.</p> <p>Embassy will provide one designated area in the basement for the Cleaning Manager to use as his/her office.</p> <p><b>In case of Cleaning Manager going on leave, company has to provide additional Manager in her/his place. In no circumstances, the work of the embassy should be affected.</b></p>		
17.	<p>Provide 12 full time experienced cleaners in proper company uniform (2 cleaners exclusive to Embassy Residence) who can carry cleaning works in Chancery, Auditorium, Campus, outside the gates, Old Chancery and Embassy Residences. The twelve full time cleaners will work under directions of the Cleaning Manager for undertaking regular cleaning work.</p> <p><b>In case of cleaning workers going on leave, company has to provide additional cleaners in her/his place. In no circumstances, the work of the embassy should be affected.</b></p>	Each Job	12
18.	<p>Create an <b>annual maintenance plan including monthly and daily planning for the routine maintenance as well as maintenance for all areas of the Embassy of India buildings.</b></p> <p>The company must submit a monthly cleaning report (in English) covering all activities and cleaning works carried out during the month.</p> <p><b>The Annual maintenance plan along with monthly and daily plans has to be presented on the date of signing of the contract. A short summary of the annual maintenance plan</b></p>	Each Job	12

	<b>should be submitted with the Bid.</b>		
<b>19.</b>	Provide consumables for all types of cleaning services	Each Job	12
<b>20.</b>	Support Embassy of India with arrangement and management of 3 <sup>rd</sup> party government inspections, if any.	Each Job	12
<b>21.</b>	<p><b>Breakdown cleaning of water pipes, leakages in Electrical &amp; Mechanical Installations</b></p> <p>Cleaning and Restoration of tidiness in water pipes, leakages in event of any breakdown is an immediate priority. The Company shall use its available pool of resources/cleaners in effect immediate cleaning in such situations even on Saturday/Sundays.</p> <p>In case the breakdown maintenance cleaning involves cost of consumables/detergents etc. the Company has to provide them for free.</p>	Each Job	In Emergent Situations determined by the Embassy.

- 3. Bid system:-** The company/ agency shall submit its offer in **three separate sealed envelopes**, namely, (a) **First envelope**- superscripted "Technical Bid- for Annual Maintenance Contract for Cleaning of New Chancery Complex for 2018-2020 (Two years)", (b) **Second envelope**- superscripted "Financial Bid- for Annual Maintenance Contract for Cleaning of New Chancery Complex for 2018-2020 (Two years)". Both the sealed envelopes shall be kept inside a large sealed envelope, i.e. in a **Third envelope** superscripted as "Tender Quotation for Annual Maintenance Contract for Cleaning of New Chancery Complex for 2018-2020 (Two years)". It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;
- i. The sealed bid shall be submitted to **The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**
  - ii. Contact person Ms. Chen Jing, Assistant (Property), Phone No.0086-10-85312544, Email: [property3.beijing@mea.gov.in](mailto:property3.beijing@mea.gov.in); [property1.beijing@mea.gov.in](mailto:property1.beijing@mea.gov.in);
  - iii. The bid may be submitted by Hand in person or by courier. The bids by "Fax / E-mail" shall not be accepted;

- iv. Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
  - v. Bid shall be opened on the date and time as given in the tender notice at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**, in the presence of the authorized representatives of the companies, who may wish to attend. Only the technical bid shall be opened on 09<sup>th</sup> August, 2018. Financial Bid will be opened for all those parties who have qualified technically. Parties who have qualified will be informed regarding the opening of the bid at least two days in advance.
  - vi. The bid has to be submitted as per the format specified at 'Annexure I & II' respectively;
4. The Bidder can arrange for a pre-bidding tour by contacting Ms. Chen Jing and see the premises. The Bidders are free to bring cleaning experts for studying the status of the complex, area and different facets of cleaning. The pre-bid site visit can be arranged on request at email [property3.beijing@mea.gov.in](mailto:property3.beijing@mea.gov.in) latest by date 03rd August, 2018.
5. **Mode of Payment:** Payment against bill/invoice shall be released on monthly/ quarterly basis at the end of each month/ quarter as the case maybe.

**Annexure- I**

**PROFORMA TO BE FILLED UP AND SUBMITTED IN THE TECHNICAL BID**

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Contact details of the Bidding Agency/Company.	
4.	Name of the Proprietor/Partners/Directors of the Agency/Company.	
5.	Registration and incorporation particulars of the Agency/Company.	
6.	Experience in Cleaning of Buildings/complex (No. of years).	
7.	No. of workers in the company – Manager, Supervisor, cleaners and helpers	
8.	Any other information.	

**Scope of Work**

S.No.	Description of work	Comments (please write yes or No). In case of any deviations, please mention
1.	Cleaning of basement, first floor, second floor, parts of third, staircases including cost of necessary cleaning equipment. Cleaning toilets with disinfectants (toilet paper roll & tissue paper) and keeping hand wash liquids at wash basins in toilets as and when required.	
2.	Cleaning of common residential area including staircase at Embassy, including cost of necessary cleaning equipment and materials	



3.	Cleaning of remaining areas of third and fourth floors including cost of necessary cleaning equipment and materials	
4.	Cleaning of external façade two domes, inner atrium wall, window and outer wall of premises, including cost of necessary cleaning equipment, materials, ladders, high pressure pipes & pumping/pressure machines.	
5.	Cleaning window, doors & blinds of premises (every fortnight) including cost of necessary cleaning equipment and materials	
6.	Rubbing & Polishing of marble & granite floors (every 3 months) including cost of necessary cleaning equipment and materials	
7.	Cleaning of internal roads/CC pavement, car parking area, kerb stones, stone footpaths and setback areas along the boundary walls including cost of necessary cleaning equipment and materials	
8.	Pest control/fumigation once in a month in chancery and 16 Residential complex including cost of necessary cleaning equipment and materials	
9.	Cleaning of Auditorium six days a week (including Saturday) including cost of necessary cleaning equipment and materials	
10.	Weekly cleaning of badminton court and children's play area including cost of necessary cleaning equipment and materials.	
11.	Waste collection and its disposal as per local municipal laws including cleaning of garbage bins with disinfectant.	
12.	Cleaning of outside pavements adjacent to the Chancery including cleaning equipment and materials	
13.	<p>Deputation of one full time cleaning staff and material for day-today cleaning of the Representational area of Embassy Residence, No. 1, Ritan Dong Lu, Beijing Five days a week including cleaning equipment and materials.</p> <p><b>The full-time staff should be qualified and trained in cleaning of 'HOUSING SPACE' and not 'COMMERCIAL SPACE'.</b></p> <p><b>Additional requirement of cleaning the Representational area in Saturday and Sunday when official engagements</b></p>	

	<b>are hold for a large delegations.</b>	
<b>14.</b>	Cleaning of Windows & glasses of the Representational area of the India House. This should be done by additional staff with professional expertise. Provision of equipment & materials for high wall ceiling.	
<b>15.</b>	Cleaning & polishing of furnitures in the Representational area of the India House including dry cleaning of the sofa sets present in the Representational area. This should be done by additional staff as a project.	
<b>16.</b>	<p>Provide 1 part-time (minimum 16 Hours per week on site) experienced (min. 5 years' experience with House Keeping &amp; management with Diploma certificate from reputed institute) bilingual (Chinese / English) speaking Cleaning Manager who is reachable via cellphone for all types of emergencies. The Cleaning Manager will be in charge for the overall management of the onsite team including their allocation of duties, regular reports and work plans, and will be the point of contact for the client.</p> <p>He/ She will also contact with various Municipal agencies viz. water supply, Electricity, Garbage disposal unit and Third parties for cleaning of Atrium and external façade.</p> <p>Embassy will provide one designated area in the basement for the Cleaning Manager to use as his/her office.</p> <p><b>In case of Cleaning Manager going on leave, company has to provide additional Manager in her/his place. In no circumstances, the work of the embassy should be affected.</b></p>	
<b>17.</b>	<p>Provide 12 full time experienced cleaners in proper company uniform (2 cleaners exclusive to Embassy Residence) who can carry cleaning works in Chancery, Auditorium, Campus, outside the gates, Old Chancery and Embassy Residences. The twelve full time cleaners will work under directions of the Cleaning Manager for undertaking regular cleaning work.</p> <p><b>In case of cleaning workers going on leave, company has to</b></p>	

	<b>provide additional cleaners in her/his place. In no circumstances, the work of the embassy should be affected.</b>	
<b>18.</b>	<p>Create an <b>annual maintenance plan including monthly and daily planning for the routine maintenance as well as maintenance for all areas of the Embassy of India buildings.</b></p> <p>The company must submit a monthly cleaning report (in English) covering all activities and cleaning works carried out during the month.</p> <p><b>The Annual maintenance plan along with monthly and daily plans has to be presented on the date of signing of the contract. A short summary of the annual maintenance plan should be submitted with the Bid.</b></p>	
<b>19.</b>	Provide consumables for all types of cleaning services	
<b>20.</b>	Support Embassy of India with arrangement and management of 3 <sup>rd</sup> party government inspections, if any.	
<b>21.</b>	<p><b>Breakdown cleaning of water pipes, leakages in Electrical &amp; Mechanical Installations</b></p> <p>Cleaning and Restoration of tidiness in water pipes, leakages in event of any breakdown is an immediate priority. The Company shall use its available pool of resources/cleaners in effect immediate cleaning in such situations even on Saturday/Sundays.</p> <p>In case the breakdown maintenance cleaning involves cost of consumables/detergents etc. the Company has to provide them for free.</p>	

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

**(Signature of the authorized signatory)**

**Dated** \_\_\_\_\_

**Name and address of the Agency/Company** \_\_\_\_\_

**Seal of the firm**

**Annexure- II**

**PROFORMA TO BE FILLED UP AND SUBMITTED IN THE FINANCIAL BID**

The financial bid can be done itemwise, describing the cost as per each item of the scope of work.

<b>Description</b>	<b>Amount incl. VAT (RMB)</b>
Annual charges for Cleaning of New Chancery Complex as per Scope of work.	
<b>Total</b>	

**Other issues related to Financial Bid**

1	Period of Bid validity.	(Please mention the last date of validity)

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

**(Signature of the authorized signatory)**

Dated \_\_\_\_\_

Name and address of the Agency/Company \_\_\_\_\_

**Seal of the firm**