



**EMBASSY OF INDIA BEIJING**

**INVITES QUOTATIONS  
FOR HIRING OF A CLEANING AGENCY  
FOR CLEANING OF NEW EMBASSY COMPLEX IN BEIJING, CHINA  
TENDER NO. PEK/GEN/867/1/2014**

**LAST DATE FOR SUBMISSION OF BIDS**

**10 Aug 2016 UP TO 1000 HRS (BEIJING TIME)**

**DATE OF OPENING BIDS**

**10 Aug 2016 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

Indian Embassy, Beijing invites Bids / Quotations from reputed agencies based in China with background in cleaning work office & residential.

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

- The applicant should have valid permit / registration from a competent local authority for 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 applicant should have sufficient number of cleaning staff and supervisory staff for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how these would be involved in this work.

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

S.No.	Description of work	Per Month	Quantity (Months)
1.	Cleaning of basement, first floor, second floor, parts of third, staircases including cost of necessary cleaning equipment. Cleaning toilets with disinfectants (toilets papers roll & tissue paper) and keeping hand wash liquids at wash basins in toilets as and when required.	Each Job	12
2.	Cleaning of 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.	Each Job	12
4.	Cleaning 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	12
5.	Cleaning window, doors & blinds of premises (every fortnight) including cost of necessary cleaning equipment and materials.	Each Job	12
6.	Rubbing & Polishing of marble & granite floors (every 3 months) including cost of necessary cleaning equipment and materials.	Each Job	12
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.	Each Job	12
8.	Pest control/fumigation once in month in chancery and 16 Residential Complex including cost of necessary cleaning equipment and materials.	Each Job	12
9.	Cleaning of Auditorium six days a week (including Saturday) including cost of necessary cleaning equipment and	Each Job	12

	materials.		
10.	Weekly cleaning of badminton court and Children's play area including cost of necessary cleaning equipment and materials.	Each Job	12
11.	Waste collection and its disposal as per local municipal laws including cleaning of garbage bins with disinfectant.	Each Job	12
12.	Cleaning of outside pavements adjacent to the Chancery including cleaning equipment and materials.	Each Job	12
13.	Embassy Residence, Twice a week at 1 Ritan Dong Lu Beijing.	Each Job	12

**3. Bid system:-** The bidder company shall submit its offer in a envelope, superscripted as "Tender Quotation for hiring of a cleaning agency". 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 Mr. Jitendra Kumar, Property Assistant, Phone No.0086-10-85312548 Email: property@indianembassy.org.cn
- 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.

- vi. The bid has to be submitted as per the format specified at 'Annexure I';

4. **Mode of Payment:** Payment against bill/invoice shall be released on quarterly basis at the end of each quarter.

**Annexure- I**

**PROFORMA TO BE FILLED UP AND SUBMITTED IN THE 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.	Period of Bid validity.	
7.	Experience in cleaning work (No. of years).	
8.	No. of cleaner in the company.	
7.	Any other information.	

<b>Description</b>	<b>Amount incl. VAT (RMB)</b>
Annual charges for cleaning work as per Scope of work.	
<b>Total=</b>	

**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**