

SEO/ADM/579/1/2018
Embassy of India
Seoul

TENDER NOTICE

Subject: INVITATION OF BIDS FOR GENERAL CLEANING/HOUSEKEEPING OF main Embassy building and NEW CHANCERY COMPLEX.

Place OF WORK:

a) EMBASSY OF INDIA, 101, DOKSEODANG-ro, YONGSAN-gu, SEOUL

b) EMBASSY OF INDIA, Indian Cultural Centre, 1-398, HANNAM DONG, YONGSAN-GU, SEOUL.

1. The Embassy of India, Seoul invites sealed quotations from reputed firms for general cleaning and housekeeping services at ABOVE TWO BUILDINGS, as per scope of work given below:

2. The scope of work is as under:

(a) The agency will be responsible for providing basic cleaning services **five days a week** from **Monday to Friday during 0630 hrs. to 0930** hrs at Main Embassy building and at new Chancery building (ICC).

(b) Cleaning inside of the premises including vaccum, wax cleaning, rubbing & polishing of floors, cleaning of office furniture and furnishings, carpet etc., general cleaning of basement, staircases, toilets & basins, windows, doors & blinds, Crockery, glassware and other miscellaneous items etc. Cleaning of external facade, windows & grills and parking space etc.

(c) The agency will be responsible to pay entire cost of manpower, cleaning equipment and supply of quality cleaning materials including toilet papers, tissue paper, disinfectants, hand-wash liquids etc., waste collection and its disposal.

3. Eligibility Criteria:

(a) The firm should possess all the necessary registration and certificates required under local regulations to carry business in housekeeping services.

(b) The firm should have minimum 5 years of work experience in the similar field with minimum KWon 200 Million annual turn over in the past three years.

4. While submitting estimates, firms may also provide their company profile as well as the details of similar work done previously along with copy of necessary documents that confirming their eligibility.

5. The company should submit necessary documents viz. Tax receipts, audited accounts etc. to establish the financial status.

6. Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, transportation, rentals taxes, consumables, labour, VAT, insurance of its workers etc. The Embassy of India would not be responsible for any dues other than the agreed contract amount.

7. The Contract will be signed **for a period of 3-years**. During of period of contract, no escalation in rate of services will be entertained.

8. Interested firms may like to send their representative to the Embassy on all working days from Monday to Friday to inspect the premises and examine the actual scope of work before submitting their quotes. Contact person - Mr. Inderjeet Singh Kala, Attache(Administration), mobile No. 010-4193-4188.

9. Price should be quoted separately and clearly mentioned in respect of both the buildings at:

(a) EMBASSY OF INDIA, 101, DOKSEODANG-ro, YONGSAN-gu, SEOUL and

(b) EMBASSY OF INDIA, Indian Cultural Centre, 1-398, HANNAM DONG, YONGSAN-GU, SEOUL.

10. The Embassy of India, Seoul reserves the right to reject all or any bids without assigning any reasons thereof.

11. The quotation should bear the signature and date of the bidder company, may be sent physically or by courier in sealed envelopes **on or before 1700 hrs. on Monday, July 9, 2018**, clearly mentioning on the envelop *"Quotation for general cleaning services at Embassy of India, Seoul"* along with company details and it should addressed to:

Head of Chancery
Embassy of India
101, Dokseodang-ro, Yongsan-gu
Seoul, Republic of Korea

12. The bids will be opened on **Tuesday, July 10, 2018 at 1600 hrs.** at Embassy of India, 101, Dokseodang-ro, Yongsan-gu, Seoul, Republic of Korea.



(Satish Kumar Sivan)

Deputy Chief of Mission & Head of chancery
Embassy of India, Seoul

Tel: +82-2-798-4257

Email: hoc.seoul@mea.gov.in