

No. Yer/Estt/786/03/2019

Embassy of India

Yerevan

(REQUEST FOR PROPOSAL)

Sub: Hiring of Cleaner for Chancery of the Embassy of India, Yerevan.

1. Background: This RFP is for hiring of cleaner for Embassy of India (Chancery) Building at 50/2 India Street, Yerevan.

2. Scope of work: The broad and indicative, but not exhaustive, spectrum of works expected to be provided by the companies are listed below:

- a) **Cleaners:** Cleaner to clean and maintain the cleanliness of the entire Chancery premises. It includes cleaning of office rooms, library, common areas, courtyard, garage space, toilets and store rooms, vacuum cleaning and water mop cleaning of areas as required, including disinfecting and cleaning of washrooms/toilets.
- b) **Working schedule:** 0900 hrs to 1730 hrs on all working days of the Embassy.
- c) **Cleaning Tools:** All tools, whatsoever required for the cleaning works should be provided by the company. Vacuum cleaner, soap, liquid cleaners, disinfectants, etc will be provided from the Embassy.
- d) **Garbage Disposal:** The cleaning agency should collect and dispose the garbage from the Chancery and Embassy Residence premises appropriately.

3. Inviting bids from companies: In this context, the Embassy of India would like to invite offer(s) from companies in Yerevan dealing with cleaning services through a two bid system (simultaneous receipt of technical and financial bids). **Each bidder has to simultaneously provide bids in two separate, sealed cover.** (indication kind of bid, stamped and signed by authorized signatory of the bidder).

Part I: Technical Bid- Consisting of all details of the services being provided along with terms and conditions. Company details – registration, experience, financial status etc.

Part II: Financial Bid- Indicating the costs item-wise and service-wise for the services mentioned in Technical Bid. Offer should be in Armenia Dram (AMD only; without VAT) and include all charges.

Company can send their representative to conduct the survey off the sites to take stock of the work including measurement of area from **1400 hrs to 1600 hrs** on the working days.

4. Important Notes:

a) Take home pay and allowances of the Cleaners- It is mandatory that the bidders disclose the take home pay and other allowances including gratuity and leave facilities they give to their cleaners. They should also agree to allow perusal of pay slips/bank account statements to cross-check the claim. This information may please be incorporated in the bid. The Embassy would endeavor to provide desire confidentiality to these figures.

b) The bids/envelopes should have date and signature of the authorized signatory of the service proving company with stamp. Bids in local language should be accompanied by their English translations.

5. Contact Person: The quotations should be submitted in sealed covers (along with labels mentioning Technical and Financial bid) and be addressed to **Mr. Tejas Pagar, Second Secretary & HOC, Embassy of India, Yerevan at 50/2 India Street, Yerevan (Armenia)-0015**. He can be contacted at:

Tel : (374-10) 539173/4/5;

Fax : (374-10) 533984.

E-mail: hoc.yerevan@mea.gov.in

The bids will be accepted till **13th January 2023** till 1700 hrs.

6. Evaluation & Selection: Bids will be opened on 16th January 2023 at 1500hrs. First the technical bid will be opened and evaluated. At the second stage financial bids of only the technically qualified companies will be opened. The bid offering as per scope of work, technically qualified and best prices would be awarded the job. Bidding companies are requested to be present at the Chancery premises during the opening of bids. However, the final decision would remain with Embassy of India, Yerevan and the Embassy would owe no explanation to anyone about the selection process of the company for the job.



(Tejas Pagar)
Head of Chancery
Dated: 07.12.2022