

No. Yer/Estt/586/02/2019
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.

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 Limited Tender in **sealed cover**. Offer should be in Armenian Dram (AMD only; without VAT) and include all charges. Company can send their representative to conduct the survey of the sites to take stock of the work including measurement of area from **1400 hrs to 1600 hrs** on the dates **10 January 2020; 13 January 2020; 17 January 2020**.

4. Important Notes:

a) Take home pay and allowances of the gardeners- 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 quotations/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 and be addressed to **Mr. Shambhu Amitabh, 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

Quotations will be accepted till **28th January 2020** till 1700 hrs.

6. Evaluation & Selection: Bids will be opened on 31st January, 2020 at 1500hrs. The quotation offering as per scope of work, good credentials 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.



(Shambhu Amitabh)
Head of Chancery
Dated: 07.01.2020