



भारत का राजदूतावास, नोम पेन्ह
Embassy of India
Phnom Penh
(Cambodia)

www.embindpp.gov.in

Date: 6th May, 2020

**Note inviting Tender for provision of House Keeping Services at
Embassy of India, Phnom Penh**

Tender No.: PHN/ADM/815/1/2018

TENDER NOTICE

Offers in sealed covers are invited from reputed and experienced House Keeping Agencies for cleaning services at the Embassy of India, Phnom Penh, measuring : Land area 1157 sq mt, and the Chancery building comprising three floors of 1360 sq mt, located at **No. 50-52, Street 214, Samdech Pan Avenue, Khan Daun Penh, Phnom Penh, Cambodia.**

Eligibility Criteria:

- i. The housekeeping agency should have been in existence for not less than three years
- ii. The agency should not have been blacklisted since inception
- iii. Due weightage may be given to the agency having its presence in multiple locations in Phnom Penh, and surrounding areas in Cambodia
- iv. The agency with house keeping/cleaning & maintenance experience of not less than two years will be preferred
- v. Only agencies registered with appropriate Authority as per law may apply
- vi. Qualified agencies are also required to furnish their VAT (Value Added Tax) Registration Number

Scope of work :

- i. Sweeping / mopping, vacuum cleaning / cleaning of common area, balconies, office rooms, toilets, lobbies, library, staircases, window panes, office furniture/equipments, entrance gates and other places within the premises as directed from time to time, including removal of waste material and discarded furniture items.
- ii. Office rooms are required to be cleaned on all working days from Monday to Friday in the morning, and garbage/waste material removed on a daily basis
- iii. Vacuum cleaning of carpeted area in office twice a week and shampooing of carpets as and when required
- iv. Daily cleaning within the Embassy premises and open area in front of main gate
- v. Cleaning and sweeping of corridors
- vi. Cleaning of public toilets twice a day
- vii. Washing / cleaning with cleaning agents, and mopping of all toilets attached to rooms and common toilets daily. Top-up hand wash liquid dispensers / replace soap & fresheners etc.
- viii. Balconies to be cleaned daily
- ix. Glass panes of doors and windows to be cleaned twice a week
- x. Periodical cleaning of venetian blinds
- xi. Removal of cob webs from ceiling and walls of rooms, stairs and common areas once a week
- xii. Sweeping of open area outside main gate of Chancery up to the main road including area having signboard of Chancery and backside

...2/-

Specific terms and conditions :

- i. The agency would be responsible to discharge all the statutory requirements under the Labour Act or any other Acts enforceable from time-to-time by the Government of Cambodia without any liability on the Embassy of India, Phnom Penh
- ii. Payment will be made in the beginning of next month upon satisfactory completion of work. No advance payment will be made.
- iii. The agency would be fully responsible for all acts of negligence, misconduct of its staff during working at Chancery
- iv. The Chancery reserves the right to terminate the Contract with one month's Notice in case the services rendered are not satisfactory
- v. The Contract amount, once agreed to by the agency would not be increased during the currency of Contract
- vi. The Embassy will not be responsible for any dues other than agreed contract amount for cleaning services. The staff would not have any claim for regularization of their service or enhancement of wages with Chancery.

Terms and conditions:

The bidders are required to furnish following documents:

1. Agency's total staff strength, and number of places where its staff are working
2. Documents of previous experience
3. Copy of Agency's Certificate of Registration
4. VAT number

Note: Quotations may be submitted in single cover by **1200 hrs on Friday, 15th May, 2020** addressed to Head of Chancery, Embassy of India, **No. 50-52, Street 214, Samdech Pan Avenue, Khan Daun Penh, Phnom Penh, Cambodia.**

The quotations should be submitted in sealed envelopes, clearly superscribed as "**Tender for provision of House Keeping Services at Embassy of India, Phnom Penh, Cambodia**".

The sealed quotations would be opened on **Friday, 15th May 2020 at 1600 hrs** in Conference Room of the Mission in the presence of the authorized representatives of the agencies / companies present. Embassy of India, Phnom Penh reserves right to reject one or all of the bids without assigning any reasons.

For any queries/clarifications, please contact us at: 00-855-23-210912 or 00-855-23-210913

E-mail may be sent to: Head of Chancery at hoc.phnompenh@mea.gov.in

Date of submission of bids **start date - 6th May to 15th May 2020**

Last date for submission of bids in sealed cover – **15th May, 2020 up to 1200 Hrs**

Bid will be opened on **15th May, 2020 at 1600 Hrs** in the Conference Room of E/I Phnom Penh

The representatives of bidders may choose to attend the opening of the bids.

The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the bid opening.

AWARD OF CONTRACT

Award Criteria:

- a. Embassy of India, Phnom Penh shall award the contract to the eligible bidder whose bid has been accepted and determined as the lowest evaluated commercial bid.
- b. The lowest price criteria shall be applied on the total.
- c. If more than one bidder happens to quote the same lowest price, Embassy of India, Phnom Penh reserves the right to award the contract to the one found deemed fit.

**Adarsh Kumar Mishra
Second Secretary (HOC)
Embassy of India
Phnom Penh, Cambodia
Tel: 00-855-23-210912 /913**