



Consulate General of India
4300 Scotland Street, Houston Texas 77007

NOTICE INVITING QUOTATIONS

**Subject: Tender for Daily cleaning of Chancery Building, at 4300 Scotland Street Houston TX 77007
(Consulate General Of India, Houston USA.)**

The Consulate General of India, Houston invites sealed tenders from eligible firms for Daily Cleaning of Chancery Building at the 4300 Scotland Street, Houston

2. The tender documents can be downloaded free of cost from the following websites:

For complete details, please log on to website: cgihouston.gov.in & <https://eprocure.gov.in/epublish/app>.

3. The tender should be submitted in a sealed envelope superscripted "Tender for Daily Cleaning Of Chancery Building, Houston " addressed to the **Head of Chancery, Consulate General of India, Houston at 4300 Scotland street, Houston TX 77007**, and must reach on or before **16 August 2021 by 1000 hrs.** Bids may be hand delivered or send by post at the aforementioned address so as to reach on or before the prescribed date and time. Consulate will not be responsible for any postal delay.

4. The Consulate reserves the right to reject any or all bids/offers without giving any notice or assigning any reason thereof. The decision of the Consulate in this regard will be final and binding upon the bidders.

5. Queries, if any, may be addressed to admin at email ID-

admn.houston@mea.gov.in

6. The important schedules and dates are as under:

Sr. No.	Key Event	Dates
1	Last date for submission of Bids	(10 AM)16 August-2021
2	Date of opening of Bids(Participant bidder or their representatives may wish to be present)	(10 AM) 17 August 2021
3	Venue for opening of Bids	4300 Scotland St, Consulate General of India, Houston, Texas, 77007

Consulate General of India
Houston, Texas, USA

NOTICE INVITING QUOTATIONS-Conditions

Sealed quotations are hereby invited by the Consulate General of India in Houston from approved and eligible contractors or experienced firm to undertake Cleaning works at **4300 Scotland Street Houston TX 77007 (Consulate General Of India, Houston USA.)**

2. The Building comprises two storey Building with parking area at ground floor. Major common facilities include reception area, Consular Hall, Public Hall, Multipurpose hall and offices.

3. **Consulate General Of India** invites professional cleaning companies to submit a tender for providing first class cleaning services for the Building's common areas , facilities and offices.

4. The scope of the Contractor's services shall cover all common areas and facilities of the Building. All Tenderers are advised to understand the Building's layout carefully before submitting Tender.

Preliminary Conditions:

5. Tenderers must submit the following together with the Tender documents:

a. Information to show the company's experience in providing cleaning services for good quality buildings (such as company brochure, appointment list & reference letter etc).

b. Organization chart to show the company's management system and back up support for cleaning operatives in the Building.

c. Service commitment. - A detailed statement to show the company's planned efforts in delivering cleaning services to the Building at the highest standard.

d. Quality and environmental certification (if any).

CONDITIONS:

1. The Contract shall be for a term of 1 years likely to commence from September/October 2021. **Either party can terminate the Contract by giving another party a month written notice.**

2. In case of any natural disaster such as hurricane etc. and emergency, the contractor shall provide onsite at least 2 cleaners to carry out any necessary cleaning works. Such works may include work to the Building's surroundings also. Payment shall be made in accordance with the unit rates quoted by the Contractor .

3. The Contractor may be required to provide additional cleaner(s) to carry out extra cleaning works from time to time. Additional payments will be made by the Consulate. The Contractor shall quote the charge rate of such additional cleaners.

4. The Contractor shall be responsible for the efficient performance of the Contract and for the good conduct of his employees whenever they carry out cleaning works in the Building. The Contractor shall maintain a sufficient number of cleaners at all specific times to properly fulfill his obligations under this Contract. The Contractor's employees shall be properly supervised at all times by a supervisor employed for this purpose by the Contractor.

5. The Consulate reserves the right to monitor the clock-in time and clock-out time of the Contractor's employees as well as to give working instruction directly to the Contractor's employees if in the opinion of the Chancery this is necessary.

6 . The Contractor shall provide high quality cleaning operatives for the Building all times as follows:

<at least 2 cleaners> & <Monday to Friday 8:45 AM to 10.45 AM>

7 . The Contractor shall provide all necessary machinery, tools and materials for the proper execution of the work. Such machinery and materials shall be of a high standard and suitable for use in the Building.

8. The Chancery shall have power to vary the work reasonably described in the Specifications and Service Schedule and no variation shall void this Contract.

Scope of Work

Scope of work of the Chancery building (Daily cleaning) at 4300 Scotland Street Houston 77007

All offices, common areas and multipurpose hall will have the following clean up task on daily basis:

- 1) Carpet - Vacuum carpet of all offices ,common areas ,multipurpose hall and rugs- mats with edges & corners
- 2) Tiled floor - damp mop all hard floor areas of entrance foyer ,entrance lobby and toilets with disinfectant
- 3) Entrance – blow entrance area at parking level. (Blower provided)
- 4) Lift – Vacuum clean & dust lift area
- 5) Reception
 - Dust all display units
 - Clean & disinfect interior /exterior of main glass door
 - Clean & sanitize counter top
 - vacuum upholstered furniture
- 6) Offices / Cubicles (no of offices- 18)
 - Dust all fixtures, furniture's, display units, door frames & window ledges
 - Clean & sanitize all table tops
 - Empty ant wastepaper receptacles, replace liner, take trash to dumpster
- 7) Pantry area
 - Clean & disinfect exterior of all appliances
 - Clean & disinfect counter /tables
 - Clean & disinfect sinks
 - Cleaning of microwaves, Refrigerator, coffee machine .
- 8) Multipurpose Hall (20'X80')
 - Dust all fixtures, furniture's, display units, door frames & window ledges
 - Vacuum all carpet area

9) Restrooms

- Clean & disinfect wash basins, toilets, dispensers, & fixtures
- Clean & disinfect floors
- Clean mirrors
- Spot clean walls around toilets & wash basins.
- replenish paper products, hand soap, and feminine napkins

10) Staircases

- Vacuum all the carpet area of trade
- Dusting of handrails, bars, riser and trade

11) Weekly dusting of picture frames and office shelves

12) Dust all walls, doors, window frames and glass areas above six feet monthly

13) Spot clean all interior windows ones in week upto 6 feet height

14) General Notes

- remove all building trash to designated dumpster
- keep areas surrounding dumpster clean any debris
- outside trash receptacles will be discarded only if marked as trash
- secure all designated interior doors after cleaning
- furniture shall be straightened and returned to original position
- Report any noticeable malfunctioning fixtures to building management.
- Clean air vent monthly.

Times – Morning 8.45 am to 10.45 am and one hour in the afternoon (3-4 PM) to cleaning restrooms adjacent to reception area.

Duration for cleaning will be 2 to 3 hours per day.

There will be at least two people engage for undertaking the cleaning work.

We will provide **paper towel, toilet paper, trash liner and hand soap.**

All other cleaning supplies {Viz. mops, dusters, toilet/restroom cleaners, floor cleaning material and any other items cleaning item required (except paper towel, toilet paper, trash liner and hand soap)} should be included into quotation.