


**Embassy of India
Cairo**

**Notice Inviting Tender (NIT) for providing house keeping services in the Embassy of India
in Cairo, Egypt.**

No. CAI/CHA/867/01/2017	Dated 06.02.2022
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Important dates	
Bid published date	06-02-2022
Bid document download start date	07-02-2022
Bid submission start date	07-02-2022
Clarification on bid document start date	07-02-2022
Pre-bid meeting date	10-02-2022
Clarification on bid document end date	08-03-2022
Bid submission end date	08-03-2022
Date of opening of bids	09-03-2022


(John M Kerketta)
Head of Chancery
Embassy of India, Cairo

**Embassy of India
Cairo**

NOTICE INVITING TENDER/REQUEST FOR PROPOSAL

The Embassy of India in Cairo (Egypt) invites the interested companies working in the field of housekeeping services, to confirm their interest in providing housekeeping services as per the scope of work mentioned in paragraph (B) below.

(A) ELIGIBILITY CRITERIA :

1. Bidders should demonstrate and explain their technical, professional and practical experience of having provided similar services and will need to supply examples of similar services provided in the last 3 years, including to any of the Indian Missions/Posts abroad or other Diplomatic Missions or other Government/business organisations in Cairo.
2. Bidders may also indicate their experience in this regard.
3. Bidders may also submit, in brief, the history of their company with annual turn over. They may also furnish the certificate/license, if any, that may indicate their qualification for providing housekeeping services.
4. Bidders should ensure that the quotes should be provided to the Embassy by **1730 hrs.** on **08.03.2022**.
5. To assist evaluation and comparison of the bids, the Embassy at its discretion, may ask the bidders for clarification on their bids. The clarifications and responses from the bidders shall be in writing.
6. If a bidder is asked to competitively quote for the housekeeping services, the Embassy is not bound to accept the lowest quote or any tender, and reserves the right to accept the whole or any part of the tender and altering the numbers offered and the tenderer shall supply the same at the rate quoted.
7. Bidders should not have been barred/black-listed by the Governmental Department (or) Organization in India/Egypt or elsewhere (The bidder is requested to submit a self-declaration to this effect).
8. Bidders may submit their bids for providing housekeeping services in premises of the Embassy.

(B) SCOPE OF WORK:

1. **The Embassy is located at 5, Aziz Abaza Street, Zamalek, Cairo and MACIC/Culture Wing & Consular Wing at 3, Abu El Feda, Zamalek, Cairo.**

2. The scope of work would be to provide six cleaners for housekeeping at Embassy's two official premises Chancery, MACIC/Consular wing at address mentioned at B1 above. Normal duty hours for the cleaners are from **0800 hrs to 1500 hrs** on all working days, i.e. from **Sunday to Thursday**.

3. Daily Scope of Work:

- (a) Sweeping and mopping of floors.
- (b) Dusting of tables, chairs & partitions etc.
- (c) Scrubbing of toilets, WCs, Wash counters etc.
- (d) Dis-infections of telephones.
- (e) Glass/wooden door, windows and partitions cleaning.
- (f) Cleaning of dirt trap mats.
- (g) Time to time mopping of the office area and seminar rooms.
- (h) Replacement of consumables in toilets such as liquid soap, naphthalene, odoline, polythene for dustbins etc.
- (i) Interim cleaning of toilets.
- (j) Cleaning of dustbins.

4. Special cleaning (weekly scope of work):

- (a) Scrubbing and polishing of office floors/wooden stairs.
- (b) Scrubbing of tiles in the toilets.
- (c) Cleaning of switch plates & handles of doors & windows.
- (d) Bathrooms exhaust cleaning.
- (e) Scrubbing of floor corners and skirting
- (f) Window glasses and window frames cleaning.
- (g) Brushing of soft boards.
- (h) Cleaning of PCs.
- (i) Cleaning of cobwebs.
- (j) Mopping with liquid soap of the entire office area.
- (k) Cleaning roof of car shade, security room, roof top of Chancery building and Info/ISI Wing and removal of dried leaves and branches.

Note: Cleaning materials and consumables will be supplied by the Embassy. Frequency of cleaning of toilets, refilling of liquid soap and tissue paper, cleaning of dustbin in toilet to be done 4 times in a day.

(C) SUBMISSION OF BID:

1. The interested companies should provide their price bids as per the scope of work mentioned in paragraph above. Sealed bids should be super-scribed "Quotation for providing housekeeping services in the Embassy of India in Cairo".

Bids shall then be opened at **1100 hours on 9th March, 2022** in the Embassy premises in the presence of tenderers or their representative.

2. Sealed offers shall be submitted addressed to:

Head of Chancery,
Embassy of India,
No. 5, Aziz Abaza Street,
PO Box No. 718, Zamalek,
Cairo (Egypt).

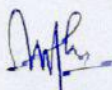
3. Tender is invited in two parts i.e. (i) Technical Bid and (ii) Financial Bid.

Technical Bid: The bidding agencies are required to submit documents as detailed in the Eligibility Criteria (A) and as detailed at Annexure-I.

Financial Bid: To be submitted separately in sealed envelope.

Both the technical bid and financial bid envelopes should be sealed separately and clearly marked as "Envelope no. 1 - Technical Bid" and "Envelope no. 2 - Financial Bid". Both the sealed envelopes should be placed in a third larger envelope clearly mentioning "Technical and Financial Bid for providing housekeeping services in the Embassy of India, Cairo".

- (D) JURISDICTION:** In the event of any dispute, the matter will be resolved amicably.


(John M Kerketta)
Head of Chancery
Embassy of India, Cairo

Annexure I

S. No.	Documents
1	Bids (a) Technical and (b) Financial
2	Copy of company's registration with Chamber of Commerce/certificate/license etc.
3	Copy of certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partner anywhere in Egypt or elsewhere.
4	Copies of award of contracts along with Certificate of satisfactory performance from Ministries/Departments/Diplomatic Missions/private organizations of repute. Proof of experience of having provided similar works and will need to supply examples of similar works undertaken in the last 3 years, including to any of the Diplomatic Missions.
5	Brief history of the company with the proof of Annual turnover.