

**Embassy of India  
Bahrain**

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**Corrigendum - NOTICE INVITING TENDER**

**Subject: Tender for Annual Maintenance Contract for Housekeeping/Cleaning services at Embassy of India, Bahrain**

**1. Amendments in NIT are as under:**

a) Para B (II) (d) in Scope of Work (Fumigation of all offices and residences against insects & mosquitoes) **is deleted**. Revised 'Scope of Work' is attached as Annexure.

b) Change in dates for submission of bids and opening of technical/financial bids are as under:

<b>Events</b>	<b>Date</b>
<b>Last date of Tender Submission</b>	<b>26<sup>th</sup> September, 2024</b>
<b>Opening of Technical Bids</b>	<b>03<sup>rd</sup> October, 2024</b>
<b>Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria)</b>	<b>10<sup>th</sup> October, 2024</b>

**DETAILED WORK DESCRIPTION FOR CLEANING CONTRACT**

**A. Description and definition of the areas:**

- I) Entrance, interlocking tiled roads, pavements, marble/granite/wooden floor areas, flag-post, car-parkings, guard-houses, substation/generator rooms, garbage disposal area, etc. located inside the Indian Embassy Complex.
- II) All office and utility rooms including multipurpose hall, pantries, stores, toilets, stairs, lifts etc. located in the basement, ground floor and first floor of the Chancery building;
- III) Common/utility areas including entrances, parking lots, stairs & lifts in the Residential Building.

**B. Scope of Work:**

**I) Routine Cleaning**

**i) Daily Cleaning (Three cleaners from 0700 hrs to 1600 hrs Sunday to Thursday)**

- a) Sweeping and mopping of all marble/granite/wooden floors using disinfectants;
- b) Vacuum-cleaning of carpets/carpeted areas;
- c) Cleaning/dusting of all office furniture & equipment;
- d) Cleaning/dusting of all fixtures, signboards, glass doors/windows & partitions;
- e) Removing garbage from all waste-baskets and shredders, etc.
- f) Cleaning and disinfecting of toilets & pantries;
- g) Spraying air-freshener in all office rooms; and
- h) Brushing of all roads & pavements in the complex.

**ii) Weekly Cleaning (Saturdays)**

- a) Cleaning of high areas including air-conditioning grills, roof tiles; lights, venetian blinds; etc.
- b) Cleaning of refrigerators, hot-plate, microwave & other equipment in pantries;
- c) Washing with detergent and buffing using rotary floor machines all marble / granite / wooden floors located in public areas (consular/Labour halls, portico, reception, etc.)
- d) Washing of all floors, roads & pavements in open areas of the complex;

**iii) Monthly Cleaning (1st week of every month)**

- a) Washing with detergent and buffing using rotary floor machines all marble / granite / wooden floors inside office rooms and other areas not covered under weekly cleaning;
- b) Cleaning of glass-windows of the office building from outside;

**II) Special Cleaning (once in six months)**

- a) Shampoo-cleaning of carpets and curtains/blends;
- b) Polishing of brass decorative items, signage, emblem, handles; etc.
- c) Pressure Machine Cleaning of all stone-cladding & outside walls of the office and residential buildings and perimeter wall of the complex; and
- d) Deleted.

**C. Supply of cleaning material:**

The selected company would use their own cleaning equipment including service trolleys, vacuum cleaner, brooms, dusters, parquet cleaner, hand-towels, water-pipes, etc. and also supply the required consumable cleaning materials including toilet papers, paper towels, naphtholene balls, hand-wash, soap, detergent, deodorants, garbage bags, room fresheners, etc. of good quality which should not detrimental to the establishment of the building and in sufficient quantities. Failure to provide materials of a good quality and adequate quantity will amount to a breach of Contract

**D. Other terms & conditions:**

The cleaning work should be done on time and as per directions of Embassy from time to time. The cleaners must wear uniforms and name tags supplied by the company.