

Embassy of India
Tel Aviv

TENDER NOTICE

Subject: Cleaning contract for office premises at 3rd Floor, 24 Rabenu Sa'adiagoan, Tel Aviv comprising approximately 510 Sq.mtrs.

Sealed quotations are invited for award of contractor cleaning of the office premises of Embassy of India, Tel Aviv at 3rd Floor, 24 Rabenu Sa'adiagoan, Tel Aviv comprising approximately 510 Sq. mtrs. The quotations are to be sent in two sealed envelopes addressed to Head of Chancery, Embassy of India, HaYarkon St. 140, Post Box 3368, Tel Aviv – 6345103 as per the following;

Cover 1: Technical Bid as per Appendix- A detailing particulars of the bidder (including key personnel and their contact details), competency and experience of the bidder. The envelope should be prominently superscribed “ **TECHNICAL BID FOR CLEANING WORK AT 3RD FLOOR, 24 RABENU SE'ADIAGOAN, TEL AVIV**”

Cover 2: Financial bid as per Appendix-B. The envelope should be prominently superscribed “ **TECHNICAL BID FOR CLEANING WORK AT 3RD FLOOR, 24 RABENU SE'ADIAGOAN, TEL AVIV**”

Location of Work : 3rd Floor, 24 Rabenu Sa'adiagoan, Tel Aviv comprising approximately 510 Sq.mtrs.

Last date for receipt of bid : 06.05.2024 till 1500 hrs.

Opening of Technical Bid : 09.05.2024 at 15.30 hrs

During the contract period, no increase in rates will be allowed.

Scope of Work

The detailed scope of the cleaning work of the aforementioned office premises of Embassy of India Tel Aviv have been given in Annexure 'A'. A contract will be signed between the selected firm and the Embassy of India, Tel Aviv in the format of the agreement given at Annexure 'B'.

Eligibility Criteria

The Firms submitting bids should have experience of at least 3 years in the above business and must be registered with the relevant Israeli government offices as is required under the local regulations for tax and other purposes.

Other terms and conditions

- i. The cleaning work should be done as per directions of Embassy from time to time.
- ii. The contract will be initially signed for one year with a provision that the agreement can be extended for a further period of two years with the same terms and conditions on mutual consent.

- iii. The rates finally approved/accepted by the Embassy, including the VAT amount payable shall be valid for the contract period and no upward revision will be allowed under any circumstances. Embassy will not entertain any claim on account of any tax other than VAT for execution of the work awarded under the contract and all such taxes should be paid by the firm itself.
- iv. Under no circumstances shall the successful firm appoint any sub contractor or sub- lease the contract. If it is found that the contractor has violated these conditions, the contract will terminated forthwith without notice, by the Embassy.
- v. Delay in work will not be permissible on the grounds of non-availability of the materials, items etc.
- vi. Late submission of bids due to any reason, will not be accepted/ considered under any circumstances.
- vii. The contract can be terminated by the Embassy at any time if the work of the contractor is found unsatisfactory.
- viii. The bills for the services for a month must be prepared on the basis of approved rates and submitted to the Embassy by the 10th of the succeeding month for effecting payment.
- ix. No advance payment shall be made for the services.
- x. The Payment will be released through direct bank transfer or through a crossed check in the name of the firm.
- xi. The job carried out shall be to the satisfaction of the Embassy.
- xii. The contract can be terminated by giving a 60 day notice by either side.
- xiii. Substitute should be provided in case non-availability of regular cleaning staff.
- xiv. The company should provide details of cleaning staff to be engaged by the company for cleaning work in the Embassy.

Head of Chancery
Embassy of India, Tel Aviv
Tel.No. 037620700

DETAILED WORK DESCRIPTION FOR CLEANING CONTRACT

A. DESCRIPTION AND DEFINITION OF THE AREAS

- Third Floor of 24 Rabenu Se'adiagoan, Tel Aviv comprising approximately 510 Sq. mtrs.

B. LIST OF CLEANING SERVICES AND WORKING PLAN

I. Cleaning service from Mondays to Fridays:

- Vacuum of all office premises.
- Sweeping and washing of the entire floor.
- Removing garbage from all baskets and ash trays, etc.
- Dusting all working stations and furniture.
- Cleaning all the rooms, kitchens etc.
- Cleaning doors of entrance and Glass doors, Shutters etc.
- Removing available empty cartoons
- Cleaning of kitchen

II. Weekly cleaning

- Washing of floors and kitchen
- Cleaning refrigerators, water dispensers, other equipment.
- Dusting pictures/articles, air conditioner vents etc.
- Removing stains on the doors and glass areas
- Cleaning of all windows from inside
- Using cleaning material for opening sinks

III. Bi-weekly Cleaning

- Cleaning walls in each room/floor/kitchen
- Cleaning trays
- Cleaning cupboards in kitchens

IV. Monthly cleaning

- All windows - Interior & Exterior
- Cleaning of fax machine, photocopier, telephones, computers etc.
- Thorough cleaning of all furniture items
- Cleaning the perimeter walls of the building

V. Half yearly
Crystallec polish of reception area with no additional charge.

VI. Annual Cleaning
Fumigation against Insects

C. **MANPOWER AND INSPECTION**

- From Monday to Thursday – The employee will work from 0600 to 1400 hrs.
- On Friday- The employee will work from 0600 to 1300 hrs.
- Employees must be Israeli Citizens, carrying Israeli Identity Cards, wearing Uniform and Name tag. Working hours of the Employee will be monitored.
- A professional inspector will inspect the work every week two weeks and submit a report to the Embassy.

D. **EQUIPMENT AND CLEANING MATERIAL TO BE PROVIDED BY COMPANY**

Service trolley, Vacuum cleaner, all cleaning material including brooms, dusters, garbage bags, tissues, soap for cleaning and hand wash, parquet cleaner, room freshener.

AGREEMENT

Signed on _____

BETWEEN

EMBASSY OF INDIA, 140 Hayarkon St., Tel Aviv, Israel.

("EMBASSY" on one part)

AND

("COMPANY" on the other part)

AND given that the Contractor offers such services at different places.

INTRODUCTION

- 1.1 The introduction of this contract, the price offer and the attached annexes are an inseparable part of this contract.
- 1.2 The contractor declares and confirms with his signature this contract.
- 1.3 This contract is valid for 12 (twelve) months from _____. The agreement may be extended for a period of ~~24~~ months on mutual consent, on the same rates and terms and conditions.
- 1.4 This contract can be terminated on 60 days prior notice by either of the party.

DECLARATION OF THE CONTRACTOR

- 2.1 The contractor declares that he knows all the details of the contract and has the knowledge, the capacity, the skills and the means to provide all of the required services as given in Annexure 'A'.
- 2.2 The contractor will provide for the services as per the contract and Annexure 'A'.
- 2.3 The Company declares that it is permitted by law to execute the works subject of this Agreement and provide proof of registration in compliance of local laws and statutory regulations in running a private company.
- 2.4 The employees of the contractor have the knowledge and experiences and the skill to provide the service required as per the contract and the annexure(s).

EMPLOYEES

- 3.1 The contractor will provide One employee for cleaning and maintenance services. The employee must be Israeli Citizen.
- 3.2 Employee should speak conversational English & Hebrew. They should be physically / mentally fit and should not suffer from an apparent disability.
- 3.3 The workers that will not be accepted by the client will be substituted.
- 3.4 The company undertakes to follow prevalent Israeli Labour laws in determining terms and service conditions of its employees including contribution to national insurance etc. It agrees to provide the Embassy details of salary, other benefits/contributions, allowances, leave etc. it permits for its employees

RESPONSIBILITY

- 4.1 The contractor will take any responsibility regarding his employees including damages/loss of property and or damages caused by the employees of the company.

PAYMENTS

- 5.1 The Embassy will pay a fixed amount of **NIS** _____ **+ VAT** per month for daily cleaning and maintenance services as per the contract and Annexure.
- 5.2 The payment will be made within 10 working days after producing the Tax Invoices from the company.

OTHERS

- 6.1 Any amendment to this contract should be made in writing with mutual consent.

COMPANY

(_____)
M/s. _____

EMBASSY

(Head of Chancery)
Embassy of India,
140 Hayarkon Street
Tel Aviv

Technical Bid

- 1.** The company agrees to all terms of the Cleaning Service Agreement (Annexure-B).
- 2.** Provide contact details and key personnel of the company.
- 3.** Furnish Proof of registration of the Company in compliance/under relevant statutory regulations of Israeli law.

Signature : _____

Name : _____

Designation : _____

Seal : _____

Financial Bid

The Consideration shall be according to the conditions set forth in the Agreement and as follows:

Total monthly Invoice for Cleaning of Embassy : NIS + VAT per month.

Way of payment:

- a. The company will issue the monthly invoice at the 1st of every month.
- b. The client will issue the payment no later than 10 days after receipt of the monthly invoice.

Signature : _____
Name : _____
Designation : _____
Seal : _____