

**Embassy of India
Tel Aviv

TENDER NOTICE

Subject: Cleaning contract for the Office premises of Embassy of India, Tel Aviv

Sealed quotations are invited for award of contract for cleaning of the office premises of Embassy of India, Tel Aviv at Ha Yarkon 140, Tel Aviv. 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 – 6103, as per the following details;

Period of Contract - The contract will be initially signed for a period of 01 year. The agreement can be extended by mutual consent for a further period of 02 years on a yearly basis from the date of expiry of the first year's agreement (maximum period of 03 years from the date of initial signing of contract)

Format of Bidding:

- **Envelope 1: Technical bid** 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 IN EMBASSY OF INDIA TEL AVIV**"
- **Envelope 2: Financial bid:** The envelope should be prominently superscribed "**FINANCIAL BID FOR CLEANING WORK IN EMBASSY OF INDIA TEL AVIV**"

Both sealed Envelopes should be put inside one bigger envelope and the bigger Envelope should be prominently superscribed "**BID FOR CLEANING SERVICES IN EMBASSY OF INDIA TEL AVIV**"

Any deviation of bidding from the above format will result in disqualification of the bids.

Location of Work	:	Embassy of India, Tel Aviv, Hayarkon 140, Tel Aviv
Period of Contract	:	One year from 01.11.2024 to 31.10.2025
Bid Starting Date	:	19.09.2024 (1500 hrs)
Last date for receipt of bid	:	11.10.2024 till 1700 hrs.
Opening of Technical Bid	:	14.10.2024 (1100 hrs)

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

Scope of Work

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

Eligibility Criteria

- (i) The Contractor/Firms who submit the quotation is required to have experience of at least 10 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.
- (ii) The contractor has at least 30 cleaners on its payroll.
- (iii) The contractor/cleaning agency should be providing cleaning services to Private Companies or Govt offices or Foreign Embassies/Consulates in Israel. **A list of current clients may be attached.**

Other terms and conditions

- (i) The cleaning work should be done as per directions of the Embassy from time to time.
- (ii) 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 the execution of the work awarded under the contract and all such taxes should be paid by the firm itself.
- (iii) 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 be terminated forthwith without notice, by the Embassy.
- (iv) Delay in work will not be permissible on the grounds of non-availability of the materials, items etc.
- (v) Late/delayed bidding due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.
- (vi) The contract can be terminated by the Embassy at any time if the work of the contractor is found unsatisfactory.
- (vii) 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.
- (viii) No advance payment shall be made for the services.

- (ix) Bids shall be valid for a period of 180 days from the last date of submission of Bids.
- (x) The payment will be released through direct bank transfer or through a crossed cheque in the name of the firm after tallying the attendance sheet of the cleaning staff.
- (xi) The job carried out shall be to the satisfaction of the Embassy. If the job is found unsatisfactory by the Embassy a deduction or penalty upto 10% monthly payment can be made by the Embassy if deemed appropriate.
- (xii) The contract shall be terminated by giving 60 days' notice by either side.
- (xiii) Cleaning staff engaged by the company will be required to punch the attendance card on working days on arrival and departure from the Embassy.
- (xiv) Substitute cleaner (*legal and Police verified*) should be provided in case of non-availability of regular cleaning staff.
- (xv) The company should provide details of the cleaning staff to be engaged by the company for cleaning work in the Embassy.

Head of Chancery
Embassy of India, Tel Aviv
Tel. No. 03-527-0715
18.09.2024

DETAILED WORK DESCRIPTION FOR CLEANING CONTRACT

A. DESCRIPTION AND DEFINITION OF THE AREAS

- (i) Ground Floor, entrance, lobby, parking lots, driveway.
- (ii) First floor - All the rooms including stairs restroom
- (iii) Second floor - All the rooms including kitchen, stairs, restroom
- (iv) Third floor - All the rooms including stairs and restroom
- (v) Fourth floor - All the rooms including stairs, kitchen, restroom
- (vi) Cleaning of terrace
- (vii) Cleaning of Bomb Shelter

B. LIST OF CLEANING SERVICES AND WORKING PLAN

I. Cleaning service from Mondays to Fridays:

- Vacuum and cleaning/mopping of floors and carpet.
- Sweeping and washing all the floors including stairs, parking lot & driveway
- Remove garbage from all baskets/Trash cans and ashtrays, paper shredders etc. and garbage disposal as per local Israeli laws.
- Dusting all working stations/Computers and furniture. Cleaning in all the rooms, restrooms/toilets, and kitchens.
- Cleaning entrance & lobby
- Wiping and cleaning of doors, reception desks, coffee tables and glass doors Removing available empty cartoons
- Cleaning of kitchen
- Cleaning before and after any official event organized at the Embassy.

II. Weekly cleaning

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

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 Cleaning
- Thorough cleaning of all furniture items
- Power Wash or cleaning of Parking area.
- Cleaning of emergency stairs and broom closet
- Cleaning the perimeter walls of the building
- Thorough cleaning of bathrooms

V. Half-yearly

Professional polishing of marble floors to maintain shine and durability. at the Embassy lobby with no additional charge

VI. Annual cleaning

- Fumigation against insects
- Shampooing of carpets and stairs

C. MANPOWER AND INSPECTION

(i) From Monday to Thursday - Two employees will work in each shift

(First Shift – 0600-1200 hrs)

(Second Shift – 1200-1800 hrs)

Employees need to be changed after the first shift

(ii) On Friday - Two employees will work in a shift

(First shift – 0600-1500 hrs)

(iii) Employees should either be Israeli citizens carrying Israeli Identity Cards or any other national having proper Valid work VISA in Israel. They should be police verified, and wearing uniforms and name tags. The working hours of the employees will be monitored

(iv) **A professional inspector** from the cleaning agency should inspect the work every week

D. EQUIPMENT AND CLEANING MATERIAL TO BE PROVIDED BY COMPANY

Service trolley, vacuum cleaner, all cleaning material including brooms, dusters, garbage bags, tissues, hand soap, toilet paper, hand paper etc for cleaning and hand wash, parquet cleaner, room freshener etc

Technical Bid

1. The company agrees to all terms of the Cleaning Services Agreement **(Annexure-B)**.
2. Provide contact details and key personnel of the company
3. Provide details of current Clients.
4. Furnish Proof of registration of the Company in compliance/under relevant statutory regulations of Israeli Law.
5. Details of Total Staff Strength with nationality of cleaning staff.
6. The contractor will only engage such workers whose antecedents have been thoroughly verified, including Character and police verification and other formalities.
7. The contractor shall be fully responsible for conduct of his staff.

Signature : _____

Name : _____

Designation : _____

Seal : _____

Financial Bid

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

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

Way of payment:

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

Signature : _____

Name : _____

Designation : _____

Seal : _____

AGREEMENT

Signed on date-----

BETWEEN

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

("EMBASSY" on one part)

AND

M/s. _____ **License No.** _____

Address: _____

("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 01.11.2024. The agreement may be extended for a period of 12 months on mutual consent.
- 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

The contractor will provide two employees for cleaning and maintenance services. All the cleaning Staff provided either be Israeli citizens carrying Israeli Identity Cards or any other national having proper Valid work VISA in Israel. They should be police verified .

- 3.1 All employees can speak conversational English. They should be physically / mentally fit and should not suffer from an apparent disability.

- 3.2 The workers that will not be accepted by the client will be substituted.
- 3.3 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

3.5 **MANPOWER AND INSPECTION**

- (i) **From Monday to Thursday - Two employees will work in each shift**
(First Shift - 0600-1200 hrs)
(Second Shift - 1200-1800 hrs)

Employees need to be changed after the first shift

- (ii) **On Friday - Two employees will work in a single shift**

(First shift - 0600-1500 hrs)

- (iii) Employees will be Israeli, carrying Israeli Identity Cards, wearing uniforms and name tags Working hours of the employees will be monitored

- (iv) A professional inspector will inspect the work every week

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. -----)
License No. -----)
Address:-----)

EMBASSY

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