



ICCR

**Indira Gandhi Centre for Indian Culture
High Commission of India
Swami Sivananda Avenue, Phoenix**

The Indira Gandhi Centre for Indian Culture, High Commission of India invites quotations from the reputed companies for the cleaning service at IGCIC complex, Phoenix. Bidder should have the technical capacity, resources and good experience in undertaking works of similar nature. Bidder is required to provide documents evidencing their technical capacity, resources and good experience.

Companies fulfilling the above conditions may send their representatives to obtain the copy of terms and conditions and format for submission of quotes and to ascertain the scope of work anytime during office hours between 1000 to 1700 hrs. (Tel: 6973437/6867661 or 52503970 for appointment).

Companies may submit their best quote in sealed envelope not later than 1700 hrs on 12th August, 2019 to the Director, Indira Gandhi Centre for Indian Culture, Swami Sivananda Avenue, Phoenix.

INDIRA GANDHI CENTRE FOR INDIAN CULTURE
PHOENIX

General Terms & Conditions

- The contractor shall be responsible for the:
Cleaning, disinfecting and deodorizing of toilets
Cleaning and polishing of all offices and marble floors
Cleaning of window panes
Pressure cleaning of parking areas
Cleaning and dusting of handrails
Cleaning and polishing of furniture
Empty of waste bins
Dusting in general
Vacuum cleaning of carpeted floor & chairs in auditorium
Cleaning and polishing of wooden flooring in the auditorium
Cleaning and polishing of all brass fixtures
Provision of sanitary services
Cleaning of the yard area from the Generator room towards both the Director's residence and the staff quarters
Provision of reasonable amount of personnel in attendance during the programmes beyond office hours
- **The successful tenderer will be decided based on total lowest rate quoted for the bid, which include amount in quotation i.e. amount charged per hour per person for the deployed staff for the cultural event/programmes beyond office hours/weekend/Public holidays. It should be clearly mentioned in the Quotation, while submitting. Amount should be mentioned clearly in the enclosed Proforma for submission of Quotation.**
- The contractor will provide all materials, equipment's and labour force required to carry out cleaning service and will be wholly responsible for his workers/employees related to labour laws prevailing in Mauritius, National Pension Act as well as Workmen's compensation and personal accident cover.
- The tenderer should ensure payment of minimum wages to the labourer, so deployed for the work, as per the notifications issued by the Local authorities.
- In case of increase in minimum wages, the Centre shall not take responsibility towards payment of minimum wages to the labourer.
- The successful tenderer will have to enter into an agreement which will be valid for one year and in the event of expiry of contract, the contract shall have to continue the work till an alternative arrangement is made.
- The contract can be mutually extended for further period of one year on same rate, terms and conditions.

- The payment will be made on monthly basis and on receipt of the bill in duplicate.
- No terms and conditions, other than as stipulated above, will be entertained. Tenders, without acceptance of the terms and conditions stipulated above, are liable to be rejected.
- Adequate arrangements for proper waste disposal shall be ensured at all times.
- The contractor shall employ five persons for the cleaning of IGCIC complex. The work force will be employed on all days for eight hours from Monday to Friday and half day on Saturday to carry out the cleaning work but will be off on Sunday and other office holidays.
- The timings for working days shall be between 8.00 am and 5.00 pm and between 8.00 am and 12 noon on Saturday.
- The contractor shall ensure a uniform to all the staff
- Any issues not covered in the above terms and conditions shall normally be settled by mutual discussion between the Centre and the contractor. However, in case of dispute(s) not settled by mutual discussion, the decision of the Director of the Centre shall be final.

FORMAT FOR SUBMISSION OF QUOTATION

1.	Name of Company with Full address	
2.	Experience in the field, No. of years	
3.	List of the Clients where cleaning services is being provided	
4.	Terms and conditions studies well and are fully acceptable	
5.	Rates to be charged per month VAT & other charges if any Total : MUR----- pm (If VAT exempted, please mention clearly)	
6.	Rates for the Cultural programme/event beyond office hours/weekend/Public holidays (Rates for the Cultural programme/event must be mentioned per person, per hour beyond office hours/weekend/Public holidays)	