



ICCR

INDIRA GANDHI CENTRE FOR INDIAN CULTURE
HIGH COMMISSION OF INDIA
PHOENIX

The Indira Gandhi Centre for Indian Culture, High Commission of India, Phoenix invites quotations from reputed companies for the provision of cleaning services at the IGCIC complex, Phoenix.

2. The bidders should have a minimum five (5) years of experience in providing cleaning services and must have provided/providing cleaning services to reputed organizations including Governmental establishments and /or Diplomatic entities in Mauritius. A bidder should be a VAT registered company documents relating to which would have to be submitted at the time of submission of bid.

3. Companies fulfilling the above conditions may send their representatives to the office of Director, IGCIC to ascertain the full scope of work; to obtain the copy of terms and conditions and the format for submission of quotes on Monday to Friday between 1000 to 1700 hrs. (Tel: 6987899/52503970).

4. Companies may submit their best quote superscripting “**Bids for the cleaning service at IGCIC, Phoenix**” in a sealed envelope not later than 1700 hrs. on 29th November 2022 marked to the **Head of Chancery (HOC), High Commission of India, Plot No. 65-C, Cybercity, Ebene, Mauritius** (Tel: 4606611). In case of any queries the same may be sent to dirigcic.portlouis@mea.gov.in or admn.portlouis@mea.gov.in.



ICCR

INDIRA GANDHI CENTRE FOR INDIAN CULTURE
HIGH COMMISSION OF INDIA
PHOENIX

Scope of work

1. Cleaning and dusting of all office areas, marble floor and all open areas inside the main building.
2. Cleaning, disinfecting and deodorizing of toilets.
3. Cleaning of all office areas and marble floor on daily basis and buffing and polishing on monthly basis.
4. Cleaning of window-panes and glass at arm level on daily basis and above that cleaning on weekly basis
5. Pressure cleaning of parked/open areas inside building, pavement areas etc. on monthly basis.
6. Daily cleaning and dusting of handrails
7. Polishing of furniture on bi-monthly basis.
8. Adequate arrangements for proper waste disposal i.e. up to the designate waste disposal area of IGCIC
9. Vacuum cleaning of the carpeted floor in the auditorium on bi-weekly basis.
10. Polishing of all the wooden flooring in the auditorium on monthly basis.
11. Polishing of all brass fixtures on monthly basis.
12. Cleaning of the yard area i.e. all metaled road areas of IGCIC on daily basis.
13. Normal toiletries i.e. tissue-rolls, liquid hand wash, air freshener, tissue dispensers, soap dispenser hand sanitizers etc. to be provided to all seven washrooms.

The number of personnel and cleaning hours will be as follows:

1. Full time between 0800 hrs. to 1700 hrs. on weekdays (Monday to Friday)
2. Half-day between 0800 hours to 12.00 hrs. on Weekend (Saturday)

3. The number of personnel to be deployed – 5 (five) (exclusive of Supervisor)
4. Whenever a worker is absent/on sick leave, he or she would be replaced or an amount of MUR 500/- will be deducted per person per day.
5. During programmes held at IGCIC (outside normal working hours), two cleaners shall be on duty for the two washrooms adjacent to main auditorium, one each for the gents and ladies washroom.
6. During such programmes, the washrooms will be cleaned every 15 minutes by the two cleaners. In addition to these, two more cleaners will be on duty (if required)
7. Programmes organized by the IGCIC (outside normal working hours) shall be serviced by the company at the cost of MRs.150/- per hour per person in working days and MRs.190/- per hour per person during public holidays and Sundays.
8. The supervisor will visit the IGCIC once a week and during urgent calls(exclusive of five cleaning staff).