

Dur/867/1/2008
Consulate General of India
Durban

Notice seeking quotations for hiring of cleaning services at Consulate General of India, Durban, 1 Kingsmead Boulevard, Kingsmead Office Park, Durban-4001

The Consulate General of India, Durban invites quotations for hiring of cleaning services for upkeep and maintenance at Consulate General of India, 1 Kingsmead Boulevard, Kingsmead Office Park, Durban, 4001 for a period of 1 year which may be extended for another 2 years at same terms and conditions. The interested should have experience of atleast 3 years of providing cleaning services.

2. Scope of Work - Cleaning of office rooms, corridors, washrooms and open area of the Consulate General of India, Durban which would also involve floor sweeping, floor mopping, carpet cleaning, sanitary sterilizing, doors and windows cleaning , upholstery cleaning, dusting, furniture cleaning, computer cleaning and daily disposal of waste materials.
3. The manpower to be deployed by the company should be liable to be verified.
4. The site can be inspected on any working day with prior appointment with the representative of Consulate General of India, Durban between 0900hrs-1700hrs.
5. The quotation should be submitted in two sealed covers – the first sealed cover should be super-scribed “ **Technical Bid**” and second sealed cover super-scribed as “ **Financial Bid**”. Both the sealed covers should be placed in the main sealed envelope super-scribed “ **Tender for cleaning work of Consulate General of India, Durban**” and addressed to “ Head of Chancery, Consulate General of India, 1 Kingsmead Boulevard, Kingsmead Office Park, Durban, 4001”.
6. The technical bid should contain
 - a. Company credentials and profile
 - b. Company experience details
 - c. Client list
 - d. Registration Number
 - e. Details of the owner/proprietor and management of the company
7. The financial bid should contain rates as per the scope of work and all the prices should be quoted excluding VAT(if any).
8. The bid may be submitted by hand in person or by courier. Bid submitted by Fax or Email will not be accepted. The bid validity should be of minimum 120 days. The companies will be shortlisted on the basis of technical bids and only those bidders will be eligible for financial bidding round which will qualify technical bidding round. The decision of Consulate General of India, Durban in this regard will be final. All proposals shall be confidential and will remain with Consulate General of India, Durban. Consulate General of India, Durban reserves its right to reject any offer without assigning reasons.
9. Bids/quotations may be submitted to “ Head of Chancery, Consulate General of India, 1 Kingsmead Boulevard, Kingsmead Office Park, Durban, 4001.” on or before 27 June 2022 (email id: hoc.durban@mea.gov.in, tel. no. 031-335-0300.)