

No.AMM/867/01/2018
Embassy of India
Amman

Cleaning services at Embassy of India, Amman (Jordan) and
Gardening services at Chancery and Embassy Residence at Amman

The Embassy of India in Amman (Jordan) wishes to appoint a Cleaning Service Company for maintaining its premises. Following are included in the scope of work for cleaning services:

- (i) Daily sweeping, damp-mopping of all the rooms, floor areas, stairs, kitchen/pantries etc;
- (ii) Frequent cleaning of toilets, bathrooms on daily basis;
- (ii) Vacuum cleaning of Carpets/durries and carpeted area on daily basis;
- (iii) Vacuum cleaning of upholstery / curtains etc. thrice a week;
- (iv) Wiping of doors, window glasses on daily basis;
- (v) Daily dusting of furniture, computers, monitors, printers and other equipment and appliances in the Embassy;
- (vi) Cleaning of windows, window sills, etc. on thrice a week basis;
- (vii) All other cleaning work which is necessary to keep an official building in neat and clean appearance and/or whenever the occasion arise.
- (viii) To provide all the necessary equipment, machinery & material for the cleaning/daily use (eg. Soaps, hand-wash, tissue boxes, toilet paper rolls, room freshener etc.)

In addition to above, Gardening Services are also requested for maintaining garden at Chancery premises and Embassy Residence in Amman. The work shall include daily maintenance of gardens, constant work of weeding, manicuring, trimming of plants/shrubs/trees, watering, application of fertilizers/plant nutrients/pest control, removal of leaves, pruning, lawn mowing and periodic replanting/grafting etc.

2. As per two bid system, sealed technical and commercial bids are therefore invited from the companies interested in undertaking/providing cleaning services along with references, if possible.

3. The work is required to be started w.e.f. 01st October, 2018 after the signing of contract which will be on annual basis. Interested parties may forward their quotations in a sealed envelope to Mr. Ranojit Chatterjee, Head of Chancery, Embassy of India, Amman (Jordan) at No.24, Al Hidhab St., Abdoun, Amman (Jordan) with superscription "Cleaning & Gardening Services at Embassy of India, Amman". The companies may

also send copies of their profile, operating license, references along with bids. [For queries, please contact Tel No.+962-6-4622098 and 4637262: Fax No.+962-6-5926735; email: hoc.amman@mea.gov.in and admin.amman@mea.gov.in].

4. Arrangements may be made for viewing the scope of work by prior appointment.

5. After examination of the bids by the committee of the Embassy of India, the lowest bid Party will be informed accordingly. The Embassy of India reserves the right to accept/reject any bid(s) without assigning reason(s). All bidders are requested to offer the prices by 24.07.2018.
