

**F. No. FRA/872/1/2007 (Vol II)**  
**Consulate General of India**  
**Frankfurt**

Dated, 22<sup>nd</sup> January, 2019

**Subject: Annual cleaning contract for the Office premises of Consulate General of India, Frankfurt .**

Sealed quotations are invited for award of annual contract for cleaning of the office premises of Consulate General of India, Frankfurt at Friedrich Ebert Anlage 26, 60325 Frankfurt am Main, Germany. The quotations are to be sent in a sealed envelope which should be prominently super-scribed as "QUOTATIONS FOR CLEANING WORK IN CGI FRANKFURT" and addressed to "HOC, Consulate General of India, Frankfurt at Friedrich Ebert Anlage 26, 60325 Frankfurt am Main, Germany", (email: [hoc.frankfurt@mea.gov.in](mailto:hoc.frankfurt@mea.gov.in)) and should reach us latest by 13.02.2019 till 5.30 PM.

**Period of Contract**

The contract will be initially for a period of one year extendable further on year to year basis subject to satisfactory performance. During the contract period, no increase in rates will be allowed. The terms and conditions and rates approved for the first year by the Consulate will remain applicable if the contract is extended further.

**Scope of Work**


The detailed scope of the cleaning work of the office building premises of Consulate General of India, Frankfurt at Friedrich Ebert Anlage 26, 60325 Frankfurt am Main, Germany have been given in **Annexure I**.

**Eligibility Criteria**

The Contractor/Firms who submit quotation is required to have experience of at least 3 years in the above business and must be registered with the relevant Trade/Commercial Offices as is required under the local regulations for tax and other purposes.

**Other terms and conditions**

- (i) The cleaning work should be done on time and as per directions of Consulate from time to time.
- (ii) The rates finally approved/accepted by the Consulate, including the VAT amount payable, shall be valid for the whole of the contract period and no upward revision will be allowed under any circumstances. Consulate will not entertain any claim on account of any tax other than VAT for 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 any notice, by the Consulate.
- (iv) Delay in work will not be permissible on the grounds that the materials, items etc. are not available.
- (v) Late/delayed tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.
- (vi) The contract can be terminated by the Consulate at any time without assigning any reason if the work of the contractor is found unsatisfactory.
- (viii) The bills for the services for a month must be prepared on the basis of approved rates will have to be submitted to the Consulate by the 10<sup>th</sup> of the succeeding month for effecting payment.
- (ix) No advance payment shall be made for the services.
- (x) The payment will be released through direct bank transfer.
- (xi) The job carried out shall be to the satisfaction of the Consulate, failing which deductions @ 10% of the total bill shall be imposed.

  
**(Prem Singh Chauhan)**  
**Head of Chancery**

General Cleaning ( Monday to Friday)

1. Daily cleaning of two glass doors at the entrance of chancery Building .
2. Cleaning of steps and surrounding areas in front of the Main door three times a week.
3. Cleaning of Post Box in front of chancery building three times a week.
4. Cleaning of doormat in front of the main door at the entrance three times a week.
5. Cleaning of WC and Wash basin in all 4 floors twice a day between 8.00hrs and 14.00 hrs.
6. Daily clearing of waste paper baskets.
7. To fill toilet paper and tissue paper everyday.
8. Cleaning heating radiators in every room once in a month.
9. Cleaning granite flooring every day and the partition door (glass) & Big Glasses of outer walls of Consular Hall and Reception (inside & outside) once a week.
10. Cleaning three glass windows at the visa/passport counter daily and Consular Hall twice in a day.
11. Vacuum cleaning of carpet twice a week.
12. Cleaning of elevator twice a week
13. Dusting of Furniture once a week
14. Basement, Library and stores once in three months

Cleaning of Kitchen

1. All kitchens ( Ground floor, 1<sup>st</sup> , 2<sup>nd</sup> & 3rd floors) are to be cleaned every Day.

Window Cleaning

1. All glass windows both inside and outside in ground , first and second floor once in a month.
2. All partition windows (glass) once a month.

Window/Door Frame Cleaning

Cleaning of outside and inside of window frame once in a month.

Garage and car parking area

1. Area in front of garage door and the whole area in garage once in a week
2. Car parking area outside the Chancery building once in a week.

Replacement of Water Bottles

Replacement of Water bottles for water dispensers

Cleaning materials

The Contractor has to supply the cleaning materials, toilet paper, paper towels & soap for cleaning/washing hands.

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