

Embassy of India
Kuwait

Contract for cleaning of Embassy of India premises

Embassy of India, Kuwait invites bids from interested companies from 12th April, 2018 to 10th May, 2018 for awarding Annual Maintenance Contract for cleaning of its premises.

2. Scope of work:

(i) **Hours:** Sunday to Thursday from 6.30 a.m. to 4 p.m. (with 1 hour lunch break) with 1 supervisor plus 8 janitors. Friday and Saturday, 4 janitors each from 6.30 a.m. to 12 p.m. (with ½ hour break).

(ii) **Work scope :** The Embassy has four floors plus surrounding areas, car park and backyard.

Pick up litter and sweep (daily) and wash (weekly) surrounding areas, car park, backyard and iron security gates. Floors sweeping (daily), machine wash and scrubbing (weekly) and polished (monthly). Carpeted areas to be vacuumed (daily). Toilets, kitchen/pantries at all floors to be cleaned and disinfected (daily). Lift and lobby, staircases and railings, wooden doors and furniture to be dusted and moping/cleaning/dusting (daily). Windows glasses, clean from inside (daily) from outside (bi-monthly).

The company will provide cleaning material and disinfectants, toilet rolls, liquid soaps etc.

3. The site of work will be open for inspection and discussion, if required, which can be held during office hours with the undersigned from 13th April to 10th May, 2018

4. Interested companies should have at least 5 years' experience in similar work with government and/or major organizations in Kuwait. The offer should include company profile and experience.

5. All offers should be in a sealed cover marked "**Offer for AMC for cleaning of Indian Embassy premises– To be opened by addressee only**" and addressed to the "Head of Chancery", Embassy of India, Daeya, Diplomatic Enclave, Arabian Gulf Street, Safat 13015, Kuwait. The offer must be delivered at the Embassy on or before 1200 hrs on 10th May, 2018.


(Jaladhi Mukherjee)
Second Secretary(HOC)
Embassy of India, Kuwait
11th April, 2018