Consulate General of India  
Jeddah

Invitation for technical & financial bids from companies for Annual Maintenance Contract for cleaning & maintenance

Consulate General of India, Jeddah invites quotations from interested firms for Annual Maintenance Contract for cleaning of the Chancery premises. The scope of work will include:

a) Sweeping and damp-mopping of all marble floor areas, and walks in the Chancery building, kitchen and pantries.
b) Furniture cleaning with untreated or soap-treated solution.
c) Dust furniture, ventilation grills, windows, sheds and picture frames.
d) Wipe doors, clean windows glasses, mirrors free from dust.
e) Carpets and carpeted area vacuuming on daily basis and shampooing when necessary.
f) All officer rooms, halls should be disinfected. The water closets shall be cleaned using scouring powder.
g) Daily cleaning of the flag pole and main entrance.
h) The grills in the open space inside should be dusted and mopped clean.
i) Upholstered furniture should be vacuumed and leather should be wiped with clean dry cloth every week.
j) Aluminium, chrome plated, brass plated, stainless and plastic surfaces as well as lacquered metal should be wiped. All cupboards should be dusted and wiped clean.
k) All surfaces and objects which are not normally visible from the should be cleaned monthly by dusting and/or vacuum using including walls, door checks, transcoms, clocks, exposed pipes and duct works. Light fixtures cleaning monthly/upon request.
l) Cleaning of windows, glass surfaces, window sills, window lintels and window grills outside. Dry-cleaning of curtains twice a year.
m) Washing of built-in furniture in pantries. Grills and windows be dusted and spots cleaned daily.
n) Marble and ceramic flooring in toilets should be swept and wet mopped daily. All mirrors, shelves, dispensers, chromium fixtures should be damp-wiped and polished dry. Wall surfaces, partitions, doors and receptacles,
wash basins, showers and water closets should be cleaned properly. Splashes around wash-basins and water closets should be removed.

o) Supply and use adequate high quality antiseptics, air fresheners, toilet-papers, soft-tissues, soap and detergents.

p) Preventive maintenance and repair to preserve the building and structures in a new condition which include painting of the main entrance, steel gates, fence and grills once during the duration of contract.

**Note:** Only Indian passport holders will be employed for cleaning work in the Consulate.

**For inspection of the site,** Vice Consul (Admin), Consulate General of India, Jeddah may be contacted (Tel: 012-6646147, e-mail: admin.jeddah@mea.gov.in)

2. The agreement will be valid for one year from date of signing which can be extended for another year on same terms and conditions on mutual consent.

3. **Bids:** Interested companies should submit (i) the company profile, (ii) details of jobs undertaken by them in the past with references, (iii) VAT registration number, (iv) annual turnover in Technical Bid in a sealed envelop clearly mentioning the same on the cover. The financial bid in another similar sealed envelop should have the price as per the scope of work mentioned in para two above. Both the bids should be submitted to the **Head of Chancery, Consulate General of India, Building of Mr. Mansoor Abdul Rahman Al Hueesh, Villa No. 34 (Behind National Commercial Bank), Near Al Huda Mosque, Tahlia Street, Jeddah** latest by **Sunday, 24th April, 2022.**

4. The company with good credentials, skilled manpower and offering the best price will be awarded the job. The decision of the Consulate in this regard will be final.

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