



भारत का दूतावास, बमाको
EMBASSY OF INDIA, BAMAKO
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No.BAM/ADMN/867/4/09

11 Sept 2019

Invitation of Tender for cleaning and maintenance of Embassy of India, Bamako premises including the garden

1. Tenders are invited in sealed covers from experienced cleaning and maintenance companies based in Bamako, Mali to undertake the following items of work at the Chancery premises of Embassy of India, Bamako located at 101, Avenue de l'OUA, Badalabougou Est, Bamako (Mali).
2. **Description of Tender:** Cleaning and maintenance of Chancery premises including the garden.

3. BRIEF DESCRIPTION OF DUTIES:

The service provider would have to deploy a TOTAL OF 3 persons (two full time and one on half time) **ON REGULAR BASIS**, who, amongst themselves, will be responsible for the following work:

- i. Two persons for cleaning, maintenance and daily dusting of inside of the Chancery - around 1000 Sq feet Reception hall; office rooms of varying sizes (10) , corridors, steps, kitchen, 4 toilets, glass-panes, balconies, verandah, store rooms, outside toilets, car garage etc. Given the dusty conditions in Bamako, daily dusting is essential. One of the person will have to work full time (0730 to 1600 Hrs) and the other will have to work from 0730 to 1230 hrs on all week days and if required, on weekends.

ii. One of the three personnel (to work full time), should be an experienced gardener to manage the huge garden around the office building. His work would include maintenance of the garden, in general, (both inside and small portion outside the premises) and would include regular cutting of grass, removal of weeds and watering of plants. The compound also has car parking and some green portions outside the gate of the Chancery premises (the area on the roadside in front of the Chancery).

iii. Attendance on weekend holidays (Saturday and Sunday) would be on need basis.

iv. In case, any absence of the designated employees, the service provider would have to provide replacement at no additional cost to the Embassy.

v. The persons to be deployed are expected to be disciplined, dedicated and polite. The Embassy would have the right to ask for replacement if any designated employee is not found to be up to the mark.

vi. The personnel designated for duty are also expected to provide messenger and miscellaneous contingent labour services, during their spare time.

4. All cleaning and maintenance material /s will be provided by the Embassy. However, the personnel designated may be required to submit a list of cleaning materials required on actual basis.

5. **The Embassy will be responsible for payment of the quoted lump sum bid amount only.** No payment, over and above the agreed amount - like expenditure on liveries, washing allowance, transport allowance, meals if any, social security, provident fund or medical (including emergency medical treatment) etc. would be payable by the Embassy.

6. It is advisable to physically inspect the Embassy of India premises located at 101, Avenue de l'OUA, Badalabougou Est, Bamako (Mali) to be able to determine the exact scope of services to be provided. Appointment can be fixed with Mr. Bemba Sylla at telephone numbers 20235420/ 20235421 during office hours.

7. **Period of Service:** The contract will initially be for a period of one year which can be renewed with mutual consent on the same terms, conditions and same monthly charges for subsequent years.

8. **Terms of payment:** Monthly payment will be made within one week of the following month on receipt of the monthly invoice and on certification of satisfactory completion of the job.

9. **Date of submission of tenders:** Sealed tenders, addressed to Head of Chancery, Embassy of India, Bamako, may be submitted 1200 hrs on Monday, the 30 September 2019.

10. **Opening of tenders:** The offers will be opened in the presence of the bidders at about 1500 hrs on Monday, the **30 September 2019.**
