

INVITATION FOR TENDERS

Sealed tenders are invited from Cleaning Companies based in Singapore for AMC to clean the Chancery building with and without cleaning materials and equipment etc. at High Commission of India, No. 31 Grange Road, Singapore 239702. The scope of work is as follows:-

Scope of work to be rendered

Daily

1. Vacuuming of carpets/floor coverings of all officer's room, Committee's Room and Consular Waiting Hall
2. Sweeping and clearing rubbish from every room
3. Cleaning the counters/glass panels/chairs/tables of Consular Waiting Hall
4. Sweeping of floors/tiles and parquet areas of all room
5. Toilet Cleaning/Washing & Wiping of mirrors in all toilets
6. Moping and cleaning of toilets of Reception Area, Committee Room and Consular Section Waiting hall four times in a day
7. Sweeping of Staircase near the Defence Section & Property Section
8. Moping and cleaning of Staircase near Reception
9. Removing the unwanted cartons/newspapers from the Chancery premises

Weekly

1. Moping of Balcony, Rooms, Passageways
2. To clean all cabinets at a reachable height and office equipment's like telephone, computers, printers and fax machines etc
3. To clean all doors, nameplates and windows

Once in two months

1. To clean all tube lights, light shades and ceiling fans
2. Cleaning of cobwebs and foreign matter from the ceilings

Working Hours

One Full time local office cleaner on daily basis (From 0700hrs to 1600hrs)
One Part time local office cleaner on daily basis (From 0700hrs to 1200hrs)
One Part time office cleaner on a weekly basis (From 0900 hrs to 1300hrs)
Saturday, Sunday & Public holiday – Off days

Termination of services

One month notice has to be given if one of the parties intends to terminate the AMC.

The premises could be viewed with prior appointment (Tel. No. 6238 2536/33). Financial quotations along with details of previous experience for providing cleaning services may be sent in a close cover with sealed envelopes to Mr Babu Paul, First Secretary (Head of Chancery), High Commission of India, No. 31 Grange Road, Singapore 239702 and should reach latest by 21st July 2014 (Monday)