



भारत का प्रधान कंसलावास
मेदान इन्डोनेशिया

CONSULATE GENERAL OF INDIA
19, JL. USKUP AGUNG A, SUGIOPRANOTO
MEDAN - 20152 (INDONESIA)

No. MED/872/1/2003

Dated September 17, 2018

Sealed quotations are invited from reputed firms for engaging an agency t for daily cleaning and upkeep of garden and open area of Indian Consulate premises at 19, Jl Uskup Agung A, Sugiopranoto, Medan 20152, Indonesia for three years. The brief scope of work is as below:

1. Number of workers to be provided: Five.
2. Working hours: 7am to 5 pm with lunch break between 12.00 noon to 1.00 pm for six days a week.

I. Description of jobs to be undertaken at Consulate (chancery),

1. Furniture cleaning with untreated or soap-treated solution (daily) ;
2. All tiled floor area and walks in the Chancery building (Kitchen, pantry, shall be swept and damp-mopped (daily);
3. All furniture such as desks, chairs, tables, ventilation grills, windows, sheds etc. shall be dusted with a soft dry cloth (daily);
4. All glass in doors and windows shall be cleaned daily, door surfaces (wooden) also to be cleaned daily;
5. The garbage shall be collected and carted away to nearest municipal receptacle. All garbage receptacles shall be kept clean and sprayed with insecticide (daily);
6. All ashtrays shall be emptied: trash removed and waste paper baskets kept clean on a daily basis;
7. Carpets and carpeted areas shall be vacuumed daily and shampooed when necessary.
8. All office rooms shall be swept clean daily & sprayed with freshener. The water closet / toilets shall be cleaned using scouring powder. The inside flag pole shall be cleaned daily. The main gate, the grills in the outer fence and other grills in open space inside should be dusted and mopped clean (weekly);
9. The main entrance to be cleaned daily. Glass Panel of the outside display boards to be cleaned every week;
10. The Library room in the Chancery building shall be dusted and cleaned regularly.
Upholstered furniture shall be vacuumed and leather shall be wiped with clean dry cloth every week. All cupboards/bookshelves in the library to be cleaned every week.
11. Aluminium, chromium plated brass plated, stainless and plastic surfaces as well as lacquered metal shall be cleaned and polished as necessary.
12. All cupboards shall be dusted and wiped clean every week.



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13. All indoor floors shall be swept for dust and wet mopped daily;
14. All surfaces and objects which are not normally visible from the floor shall be cleaned at least once or twice a month by dusting and/or vacuuming using machines, including, but not limited to such things as walls, door checks, clocks, exposed pipes and duct works;
15. All windows, glass surfaces, window sills, window lintels and window grills outside only shall be cleaned of dust and bird deposits, subject to access permitted by the Consulate. (monthly or bi-monthly as necessary);
16. All light fixtures above two meter in height shall be cleaned thoroughly (quarterly or upon request);
17. The cleaner responsible for cleaning the office rooms, should ensure that clean glasses are kept near the water dispenser for visitors at all times, and carry out such other tasks as assigned by the Consulate from time to time;
18. The Firm shall supply and use adequate high quality antiseptics, air fresheners, toilet-papers, soft tissues and soap. A ready stock of these items may be kept handy to ensure quick replacement wherever need;

II. Description of Jobs to be undertaken at the garden & open area of the Chancery.

1. Cutting of grass all around the Chancery garden premises to be done every three weeks.
2. All hedges are to be kept trimmed every two months or earliest if necessary.
3. Pruning of the big tree every year and removal of dead leaves every month from the trees.
4. Removals of weeds from the lawns every two weeks - before the cutting of grass take place.
5. Putting black soil on plant bases regularly & especially after grass cutting.
6. Up keep of the garden on an ongoing basis so as to improve the site, and tend the existing flowering plants and add/remove decorative plants as and when necessary.
7. The bamboo fence to be maintained on regular basis.
8. Special cleaning before Jan, 26 & August 15, every year as per instructions of the Consulate.
9. Gutter & Drainage cleaning - every six months
10. Watering of the plants lawns wherever necessary.
11. Periodical manuring.



III. Maintenance:

The Firm shall provide all the skilled personnel, equipment, tools, machines and consumable as required to perform maintenance. They will also provide two large trucks of black soil every year and fertilizer, insecticide as necessary

IV. Material:

Material such as soap, toilet paper, deodorants, soft tissues as well as detergents and other cleaning materials will be provided by Firm and checked both for quality and adequate availability on a daily basis by Consulate.

V. Reporting Channel:

All the workers, including the gardener provided by the Firm, will carry out their obligations in a sincere manner under the supervision of a Supervisor nominated by the Consulate.

Other terms and conditions:

1. The workforce will sign attendance register at the Reception on a daily basis, registering both time-in and time-out.
2. The Firm will provide three photographs of each of the workers along with copies of their identity Card (KTP) to the Consulate.
3. The Firm will ensure that its workforce is dressed in a neat and tidy uniform at all times. The transportation of the workforce and the materials and equipment will be the responsibility of the Firm at its own cost.
4. If the work entrusted to the cleaning and maintenance staff, as per the contract is not performed to the satisfaction of the Consulate, the Consulate reserves the right to the work done by the third party and recover the expenditure so incurred from the Firm.
5. Payment: The payment will be made at the end of each calendar month.

VI. The company/firm applying for the job should note and provide in the technical bid (i) brief profile of their company along with terms and conditions, (ii) should minimum experience of two years working in the field. The rates quoted by the company once accepted by the Consulate would be valid for three years.

VII. The bids may be delivered in original; signed and sealed by the company/firm representative to:

Dr. Shalia Shah,
Consul General of India in Medan (Indonesia)
19 Jalan Uskup Agung A, Sugiopronoto, Medan-15252



Shalia
(Dr. Shalia Shah)
Consul General
17.09.2018

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