

**EMBASSY OF INDIA
KUWAIT**

Contract for cleaning of Embassy of India premises

Embassy of India, Kuwait invites bids from interested companies by 3rd May, 2021 for awarding AMC for cleaning of Embassy of India premises in Kuwait.

2. Scope of work:

- **Hours:** The working hours will be Sunday to Thursday from 6:30AM to 4PM (1Hour lunch break) with 1 supervisor plus 8 janitors. On Friday and Saturday (Closed holidays) from 6:30AM to 12PM (1/2 Hour break), 4 janitors will work.
- **Work Scope:** The Embassy has 4 floors (basement, ground, first and second floor) plus surrounding area, car park and backyard.
Pick up litter and sweep (daily) and wash (weekly) with water the surrounding area, car park and backyard. Wash with water (weekly) the iron security gates. Marble floors, sweep (daily), machine wash and scrub (weekly) and polish (monthly). Carpeted floors to be vacuumed (daily). Toilets, kitchen/pantries at all floors cleaning disinfect (daily). Lift and lobby, sweep and mop (daily) and staircases and railings, sweep and clean (daily). Wooden doors and furniture, dust and clean (daily). Windows glasses, clean from inside (daily) from outside (monthly).
The cleaning company will be responsible for providing cleaning material and disinfectants, including toilet rolls, liquid soaps etc.

3. The Embassy will be open for inspection and discussion with **“Mr. Ramneek Singh, Attache (Admin) (Tel:22513498)”** from 2nd May to 20th May 2021.

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

5. All offers should be in two sealed cover marked **“Technical Bid - to be open by addressees only ”** containing the company profile, clients and experience etc. and **“Financial Bid - to be open by addressees only ”** containing the quotation 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 on 24th May 2021.**



**(Fahad Ahmed Khan Suri)
First Secretary (HOC)
Embassy of India, Kuwait**