


Embassy of India
Sao Tome

Corrigendum / Notice Inviting Tender

SINo.	Descriptions	Details
1.	Reference Number	Tender No. STP/ADM/867/01/2021
2.	Issuing Authority	Head of Chancery, Embassy of India, Sao Tome
3.	Notice inviting tender	Hiring of Cleaning Agency to Clean the Chancery building
4.	Site Address	Embassy of the Republic of India Plot 41-B, 159 HF, Campo de Milho District Agua Grande, São Tomé São Tome & Principe
5.	Specification of work	Attached as Annexure - A
6.	Requirement of service	The job to be done on daily basis of Cleaning the Indian Embassy in Sao Tome as per the above details and address.
7.	Address for submission of quotations	The quotation should be sealed in the official envelope of the supplier, super scribed reference number indicated in column 1 above and delivered to: Embassy of the Republic of India Plot 41-B, 159 HF, Campo de Milho District Agua Grande, São Tomé, São Tome & Principe
8.	Pre-qualifications	Bid is open only to those firms who are registered and domiciled in Sao Tome and can undertake the work as specified at Sl. Nos. 5 & 6, at least 2-3 years of experience of performing similar types of work.
9.	Conditions	The Tender would be subject to availability of requirement for this purpose (i) The tender issuing Authority reserves the right to withdraw/cancel the Tender for any reason whatsoever after publication/award of contract. (ii) The vendors/suppliers will have to certify in their offers that the work will be undertaken in a professional manner using good quality material and to the satisfaction of the Embassy. (iii) No advance or down payment for this work. Bill would be settled on monthly basis and after satisfactory completion of job within one month of receipt of the bills
10.	Bidding system	Financial evaluation All bidders are requested to give their Financial bid Sealed envelop. Detail profile of the company needs to be attached with bid in a sealed cover.
11.	Closing date	14 February, 2024




(Shiv Sagar)
Counsellor & Head of Chancery

SHIV SAGAR
COUNSELLOR / HOC
EMBASSY OF INDIA
SAO TOME

Specification of Work

1. General:

- The personnel provided should be properly dressed in Company's Uniform. The company will supply all material cleaning material, toilet paper, sprays and aerosols, soaps etc for the service and will also supervise the work.
- Area: The building is situated on 3 levels, an Annexe, a Garage and a Generator room
- Period: 5 days in a week, Monday to Friday
- Hours: 0900 hours to 1700 hours
- References: A list of references may also be furnished for consideration
- The Company will be paid a lump sum amount per month towards the service and is expected to comply with all extant legal/labour regulations of Sao Tome and Principe, including Minimum Wages, Social Security and Medical Insurance of the personnel. The Embassy will not be liable for any claims, whatsoever, from the employees of the Chancery.
- The interested firms are requested to submit their competitive bids, in a sealed envelope giving full details of services to be provided as above along with Technical and Financial Proposal. For any clarification on any aspect of this notice, Mr Shiv Sagar,, Head of Chancery may be contacted any time (Monday to Friday : 0900 hrs to 1730 hrs on Telephone NO. +239 2221184 or via E mail: hoc.saotome@mea.gov.in or admn.saotome@mea.gov.in.

List of Consumables for Cleaning Proposal

- (i) Air Freshener – for the Office Rooms
- (ii) Lavender air freshener for the bathroom
- (iii) Liquid soap – for each bathroom
- (iv) Garbage bag – for use in offices, bathroom, pantry and other
- (v) Toilet paper – for use in bathroom
- (vi) Hand paper – to clean hand
- (vii) Washes (floor detergent) for daily cleaning.
- (viii) Large mops – serves for daily cleaning
- (ix) Sticks Broom, sticks and mops Unit
- (x) Sink soap block. It serves to acclimate the WC
- (xi) Insecticide
- (xii) Dust Pan – for daily cleaning and in the garden
- (xiii) Muriatic acid soda, for cleaning (terrace, steps and tiles)
- (xiv) Green straw – for washing floors, doors, windows and tables.
- (xv) Dust cloths
- (xvi) Degreaser – to eliminate Grease.
- (xvii) Glass spray – for glass cleaning
- (xviii) Bleach – for daily cleaning
- (xix) Broomsticks – for daily cleaning
- (xx) Kitchen paper – for use in the canopy
- (xxi) Glove. For use in daily cleaning
- (xxii) Squeezer buckets – for daily cleaning

