

NOTICE**Name of work: Invitation of competitive bids for Annual Maintenance Contract (AMC) for cleaning of Office Premises at La Floresta, Caracas.**

Embassy of India in Caracas invites competitive bids from reputed and experienced firms, Partnership firm, Limited Company for Annual Maintenance Contract for professional cleaning of office premises at Quinta Tagore No.12, Avenida San Carlos, La Floresta, Caracas.

2. **Scope of the work** - Cleaning of floor of the building, washrooms, windows, tables, chairs, Computers/printers, telephones, office equipment, stair cases, removal of waste paper from the offices, etc to keep the entire office spick and span and hygienic. The agency needs to using its own cleaning material required for the purpose and to supply tissues and hand wash liquids in the bath rooms.
3. The interested agencies/firms are requested to submit their competitive bids in two separate sealed envelopes as follows:
 - i. The first envelope should be marked as "Technical Bid" and should contain scope of the work - the details of material used/supplied and the number of man hours required for cleaning to keep the entire office spick and span and hygienic.
 - ii. The second envelope should be marked as "Financial Bid" and should contain the breakup of costs for providing AMC for cleaning services for one year from date of commencement extendable for two more years on yearly basis (total period not exceeding three years) subject to condition of providing satisfactory service.
 - iii. Both the envelopes should be placed in one sealed envelope and to be submitted to the attention of Mr. Kaushik Roy Chowdhury, Head of Chancery.
4. Interested parties may visit the site for assessment of the job and to formulate their quotation by taking prior appointment with the Embassy of India, Caracas. The pre-bid site visits can be arranged on 14 January 2020 at 10:00 hrs. For any clarification on any aspect of this notice, Mr. Jesus Padron Lombano, Admin Clerk, may be contacted anytime during working hours at Mobile No. (58) 424 2094 389.
5. Schedule for submission/opening of bids:

Last Date, Time & Place for submission of Competitive bids	30 January 2020 at 1300 hrs. at Quinta Tagore No.12, Avenida San Carlos, La Floresta, Caracas-1060-A
Date, Time & Place of bid's Opening	31 January 2020 at 1400 hrs. at Quinta Tagore No.12, Avenida San Carlos, La Floresta, Caracas-1060-A

Kaushik Roy Chowdhury
(Kaushik Roy Chowdhury)

Head of Chancery

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