

Tel. : 00 254 41 2224433/2311051  
Fax : 00 254 41 2316740  
Email: hoc.mombasa@mea.gov.in



भारत का सहायक उच्चायोग, मोम्बासा  
ASSISTANT HIGH COMMISSION OF INDIA  
Bank of India Building, 3<sup>rd</sup> Floor,  
Nkrumah Road, P.O. Box 90614,  
MOMBASA (KENYA)

No.MOM/867/02/2020

Dated: 06.10.2020

## NOTICE

Subject: Engagement of Cleaning agency / Cleaner (Multi-purpose Hall, 1<sup>st</sup> floor)  
in Bank of India building

The Assistant High Commission of India invites quotations for monthly rate contract in a sealed envelope from service providers / individuals for office cleaning services in Multi-purpose Hall on 1<sup>st</sup> floor.

The cleaning work of office-area includes floor-mopping, wiping doors, windows, walls, furniture & fixtures, lights, fans, books, crockery, kitchen and toilets, etc..

The eligibility, terms & conditions and requirement are listed in the Annexure.

The validity of contract would be one year which is extendable for another one year at same terms and conditions.

The quotation may be submitted in sealed envelope with header "Quotation for Cleaning work for Multi-purpose Hall addressed to Administrative Officer, Assistant High Commission of India, Mombasa.

The last date of submission of sealed quotation is 30.10.2020 (1200 hrs.).

This office reserves all rights to accept or reject any quotation without assigning any reason.

Sd/

Head of Chancery

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## Annexure

### Eligibility, Terms & Conditions and Requirements

**Eligibility conditions:** The service provider with Kenyan ownership and management or individuals of Kenyan nationality only are eligible. The service-provider should be and appoint an experienced English-speaking individual with good character and references.

**Service-provider:** should provide profile of the company, names and nationality of Directors and Management executives, registration, VAT compliance Certificate The cleaning work of office-area includes floor-mopping, wiping doors, windows, walls, furniture & fixtures, lights, fans, books, crockery, kitchen and toilets, etc..

**Work shift:** would be minimum five hours to maximum eight hours on seven days a week, but not exceeding **40 hours per week**. The timings of work on holidays and week-ends would be as per programmes announced by the office, and should be followed for performance of work. No additional charges would be payable to the service provider by the Assistant High Commission, except for extra cleaning work. The material for cleaning will be supplied by the service provider.

The service-provider would be responsible for payment of premium of Life Insurance, Social Security (NSSF, etc.), Medical Insurance (NHIF, etc.) income-tax for self and team. There will be no liability or payment of any other costs to the service provided. There is no Gratuity or Bonus or any monetary compensation upon cancellation of contract.