

No/ATL/867/1/2020
Consulate General of India
Atlanta

NOTICE FOR INVITING TENDER

The Consulate General of India, Atlanta owns a property at 5549, Glenridge Drive NE, Atlanta -30342. There is a total area of 20,000 SF on four floors of the building that is about 5000SF on each of the floors. Besides, there are open courtyards on three sides of the building and also the asphalt area outside main entrance which also must be kept cleaned.

Scope of Work: The following are included in the scope of work for cleaning services on the four floors of our office building at 5549, Glenridge Drive NE, Atlanta, GA-30342:-

- (i) Empty garbage / trash from all office rooms, corridors, and outside areas of the building.
- (ii) Sweep, vacuum and mop floor areas in the rooms & corridors of the building, three courtyards around the building including front porch & asphalt area outside main entrance.
- (iii) Wipe doors, clean window glasses, mirrors free from dust, dust furniture and picture frames.
- (iv) Clean and sanitize kitchen sink / counter tops, empty garbage, and change garbage bags.
- (v) Clean all bathrooms, sanitize sinks, wash basins, faucets, toilets, flush handles, wipe doorknobs, empty garbage, change garbage bags, supply hand napkins and toilet tissues.
- (vi) Sweep and mop steps, dust and sanitize handrails of staircases up to fourth floor
- (vii) Provide cleaning material for restrooms and other areas wherever required.
- (viii) Provide service Monday-Friday between 8 am to 12pm.
- (ix) Sanitize keyboards, mouse, chair handles, light switches, desks, almirahs, lift buttons, and all frequently/commonly touched objects with a strong virucide in view of COVID-19.

Inviting Bids from companies: The Consulate General of India, Atlanta would like to invite bids (Technical Bid and Financial Bids) from interested professional cleaning services companies in Atlanta to bid for cleaning services at its office building location mentioned in paragraph one above. The interested companies would be expected to submit the (i) company profile, (2) details of jobs undertaken in the past or present including providing reference, (3) to provide their price bids as per the scope of work mentioned in paragraph two above. The last date of submission of bids is 28th April 2021 by 5 pm.

Validity of Bids: The contract, if awarded, shall be valid for a period of TWO YEARS (02 years). The contract may be extended for further 01 year [maximum tenure 03 years from the date of start of initial work] as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the vendor. In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the client shall have the right at any time to terminate the contract, with one month or shorter notice period, forthwith in addition to forfeiting the performance security amount deposited by the Contractor and initiating administrative actions for blacklisting, etc. solely at the discretion of the competent authority in Consulate

Opening of bids, Evaluation & Selection: It is proposed to open the bids on 29th April 2021. The bid offering best cleaning services as per scope of work, good credentials and skilled manpower and the best prices would be selected for the award of the job. However, the final decision would remain with Consulate General of India, Atlanta and we would own no explanation to anyone about the selection of the company for the job.