



सत्यमेव जयते
Government of India

**Embassy of India
Mexico City**

No. MEX/ADMN/551/1/2019

Dated 26 May 2023

TENDER NOTICE

Sealed bids are invited for **Comprehensive Cleaning Services** at Embassy of India, Musset 325, Col. Polanco Secc. III, Miguel Hidalgo, 11550, Mexico City.

2. The bidding companies/firms should have the following requirements:

1. Having a registration in SAT and IVA account in Mexico
2. Local representation in Mexico City.
3. Having minimum of 5 years' experience in cleaning services

3. *The scope of work is attached separately as 'Annexure A'.* The bidders, in their bids must mention all the details viz. wages of cleaners, cost of cleaning material etc. The contract shall be initially valid for a period of one year from the date of award. However, it may be extended for a further period of two years (total period not exceeding three years) on year to year basis, subject to the conditions that the service provider has provided satisfactory services. This shall be done on the same rates and same terms and conditions.

4. Documentary evidence of the above qualifications may be submitted along with sealed bids.

5. Enquiry, if any, may please be sent on the mail hoc.mexico@mea.gov.in. Enquires shall be entertained only till 05 June 2023.

6. Site inspection relating to the work can be done on any working day till 05 June 2023 with prior appointment by mail hoc.mexico@mea.gov.in

7. Interested parties may send their bids/quotations in sealed envelopes to the Head of Chancery, Embassy of India, Musset 325, Col. Polanco, Mexico City on or before **19 June 2023 by 1400 hrs.** superscribed "**Bid for Comprehensive Cleaning Services at Embassy of India on the cover.**" The bids received would be opened at **1530 hrs on 19 June 2023**, by a Committee of Officers. Interested parties are welcome to send a representative for opening of the bids in the office of the Head of Chancery, Embassy of India, Mexico City.

8. The Embassy of India, Mexico City reserves the right to reject any bid at any stage of the bidding process without assigning any reasons whatsoever.

Embassy of India
Mexico City

No. MEX/ADMN/551/1/2019

Dated 26 May 2023

NOTICE INVITING TENDER

Embassy of India, Mexico City invites Tender in *Two Bid System* from registered and authorized firms/ agencies for **Comprehensive Cleaning Services** at Chancery as per details given in the tender documents.

2. The tender documents can be downloaded free of cost from the website (<https://indiainmexico.gov.in>) or obtained from the Embassy of India, Mexico City from 29 May 2023.

3. The interested service providers/firms have to submit the tenders in *Two Bid System* {i.e (i) Technical Bid and (ii) Financial Bid}. Tenders are to be submitted to Head of Chancery, Embassy of India, Musset 325, Col. Polanco, Mexico City. All the necessary documents including those in support of eligibility criteria etc. (except the Financial Bid) are to be submitted along with the Technical Bid in a sealed envelope. The Financial Bid will be submitted in a separate sealed envelope. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances.

4. **The Earnest Money Deposit (EMD) of MX\$ 2500.00 in the form of (Banker's Cheque) in favour of** Head of Chancery, Embassy of India, Mexico City is required to be submitted along with tender bids. Bids shall not be considered in case the EMD is not submitted and would be rejected summarily.

5. The Technical Bids will be opened on 19 June 2023 by the Committee authorized by the Competent Authority of the Mission. The Financial Bids of only those bidders, whose Technical Bids are accepted, shall be opened by the Committee. The pre-bid site visit for all probable bidders may be conducted between 29 May to 05 June 2023 on prior appointment basis to assess the job requirement / quantum of work involved.

6. The successful bidder will have to submit deposit **Performance Security** in the prescribed **format (attached with this tender), which will be a sum equivalent to 3% of the accepted contract value** in favour of Head of Chancery, Embassy of India, Mexico City, payable at Mexico City in form of Banker's Cheque, within fifteen days of the acceptance of the LoA.

7. The Competent Authority reserves the right to reject any or all the bids without assigning any reason and shall be final and binding.

(Head of Chancery)

TECHNICAL PROPOSAL SUBMISSION FORM
Letter of Bid

To,

Dated

Head of Chancery,
Embassy of India,
Musset 325, Col. Polanco,
Mexico City.

Ref: Invitation for Bid No. (MEX/AEMN/551/1/2019)

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including any Addendum issued in accordance with Instructions to Bidders,

2. We, in conformity with the Bidding Documents offer to provide **Comprehensive Cleaning Services** for Embassy of India, Mexico City as per the scope of work defined in this tender.
3. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and may be accepted at any time before the expiry of the period.
4. If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.
5. We also declare that M/s(Name of the bidder)..... has not been declared ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature by any Govt. agency of the Country.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,
Authorised Signatory

(Authorised person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation
(To be printed on Bidder's letterhead)

Dates to Remember

Crucial dates and time for the above tender would be as under:

S. No.	Events	Date	Time
1.	Notice Inviting Tender	29.05.2023	0900 hrs
2.	Starting Date for site visit	29.05.2023	0900 hrs
3.	Last Date for site visit	05.06.2023	1700 hrs
4.	Starting Date for submission of bids	29.05.2023	0900 hrs
5.	Last Date for submission of bids	19.06.2023	1400 hrs
6.	Opening of Technical Bids	19.06.2023	1530 hrs
7.	Opening of Financial Bids (Only Technically qualified Bidders)	Will be intimated via Email	

Section-1

INSTRUCTIONS TO THE BIDDERS

1. GENERAL INSTRUCTIONS

- 1.1 Embassy of India, Mexico City invites tender for Comprehensive Cleaning Services of its premises of Chancery (Musset 325, Col. Polanco, Secc. III) from reputed contractors/firms/companies etc.
- 1.2 The details of terms and conditions, schedule of work/specifications and format for technical and financial bid are available in the tender document. The bidders are instructed to go through the tender documents thoroughly before quoting their rates. The tender documents can be obtained from <https://indiainmexico.gov.in/tenders>.
- 1.3 The tender submission is liable to be rejected if complete information is not given therein.
- 1.4 All bidders and/or their representatives, if they so desire, may be present at the opening of the tender (Technical Bid) by the Mission at the time and date as specified in the Schedule. Bids received after stipulated date & time shall be not be entertained.
- 1.5 Price quoted should be in Mexican Peso and should be inclusive of all charges. In no case any enhancement in approved rate will be entertained during the currency period for which this tender is being considered.
- 1.6 The bids shall be submitted in two envelopes i.e. Technical Bids should be sealed in a separate cover while Financial Bids be sealed in other cover and super scribed as "Cleaning Contract at Embassy of India Mexico City". Format for the technical and financial bids are enclosed in the tender documents.
- 1.7 The bidders shall give full information with reference to the projects in-hand and shall facilitate inspection of the works executed by them and shall give full assistance and information as may be required in connection with this tender.
- 1.8 The bidders while submitting their bids, shall enclose self attested Photostat copies of experience, trade license essential for carrying out the activities under reference and all/ any other documents that is needed in support of permission from the Competent Authority for carrying out the activities may be submitted in the Technical bids.

2. MINIMUM ELIGIBILITY CRITERIA

- 2.1 The following shall be the minimum eligibility criteria for selection of bidders at Technical Bid stage of the bidding process:-
 - (a) **Legally Valid Entity:** The Bidder/Bidding Firm shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the relevant Act or a firm having trade license granted by City Corporation to do business in (country/capital name). The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached with the bid.
 - (b) **Registration:** The Bidder/Bidding Firm must have VAT registration with the concerned authority. The proof in support of the same shall be attached with the bid documents.
 - (c) **Experience:** The Bidder shall have experience in housekeeping services for Embassies /High Commissions /Government Ministries /Departments /Public Sector Companies / reputed corporate organization /multinational companies.

- 2.2 The bidders shall have to provide all documentary proof in support of the above eligible criteria in the form of attested copies of certificates issued by the respective authority, copy of VAT registration certificate, Experience certificates for completed work / ongoing work issued by previous clients. Attested copy of manpower wages in respect of the previous four quarters may be attached with the bid documents.

NOTE:- Mission may add/delete/modify any of the above instructions as per requirements.

3. EARNEST MONEY DEPOSIT

- 3.1 The Earnest Money Deposit of M\$ 2500.00 in the form of (Banker's cheque) issued by any reputed Bank drawn in favour of Head of Chancery, Embassy of India Mexico City has to be submitted along-with the bid in the prescribed format (attached with this tender). The validity of the Cheque must be up to 6 (six) months.
- 3.3 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the government.
- 3.4 The bids without Earnest Money Deposit shall be summarily rejected.
- 3.5 No claim shall lie against the Mission in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e. no interest will be payable on EMD.
- 3.6 The Bid Security may be forfeited:
- (i) If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or
 - (ii) In case of successful bidder, if the bidder
 - (a) fails to sign the contract in accordance with the terms of the tender document;
 - (b) fails to furnish required Performance Security Deposit in accordance with the terms of Tender Documents within the time frame specified by the client; or
 - (c) Fails or refuses to honour his own quoted prices for the services or part thereof.

4. VALIDITY OF BIDS

- 4.1 Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids.
- 4.2 In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
- 4.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

5. PREPARATION OF BIDS

- 5.1 **Language:** Bids and all accompanying documents shall be in English only.
- 5.2 **Technical Bid:** Technical Bid should be submitted as per the instructions given in this Tender Document along with all required information, documents in support of the minimum eligibility criteria, valid EMD of requisite amount as listed below;

S. No.	Document	Yes/No
1	Contact Details Form (Form-I)	
2	EMD of MX\$ 2500.00	

3	Certified copies of Registration/Incorporation particulars of Company/Firm from appropriate authorities	
4	Certified copies of VAT registration	
5	Proof of minimum experience of completion of works of similar nature in any Foreign Embassies/High Commissions/Government Ministries/Departments/Public Sector Companies/reputed corporate organization/ multinational companies.	
6	Power of Attorney/Authorization for signing the bid documents.	
7	Attested copy of manpower wages roll	

5.3 **Financial Bid:** Bidder shall prepare the financial Bid in the Price Schedule as provided in the Tender Document. Then the Financial Bid shall be sent in a separate sealed envelope along with the bid documents.

6. **SUBMISSION OF BIDS**

6.1 The Bidding firms have to submit the tenders in two bid system {i.e (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted to Head of Chancery, Embassy of India, Musset 325, Col. Polanco, Mexico City. All the documents in support of eligibility criteria etc. and other required documents are to be submitted along-with the Tender Documents. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

The tender shall be submitted in sealed envelopes as described below:

ENVELOPE 'A' Earnest Money Deposit (EMD)

ENVELOPE 'B' Tender Documents (Technical Bid)

ENVELOPE 'C' Financial Bid (Section-3)

Other enclosures as required in this tender.

The envelopes containing "A", "B" & "C" of offers shall be duly superscribed with Name of Work and above Envelopes A, B, and C to be put in another sealed envelope with the name of work written on top. The envelope "A" containing EMD shall be opened first. Bidders who have submitted valid EMD as mentioned shall be considered successful for opening of Technical Bids. Technical Bids (Envelope B) of successful bidders shall be opened immediately. Both EMD and Technical bid envelopes shall be opened in presence of bidders or their representatives. After evaluation of Technical Bids on site, a list of qualified bidders will be prepared by the Employer. Financial bid (Envelope 'C') shall be opened thereafter.

6.2 No Bid shall be accepted after the specified date and time. However the Competent Authority in the Embassy of India, Mexico City, reserves right to extend the date / time for submission of bids, before opening of the Technical Bid

7. **BID OPENING PROCEDURE**

7.1 The Technical Bids shall be opened in the office of Head of Chancery, Embassy of India, Mexico City on 19 June 2023 at 1530 hrs. before the Committee constituted by the Competent Authority of Embassy of India, Mexico City in the presence of such bidders, who may wish to be present themselves personally or through their representatives.

7.2 The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose.

- 7.3 A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.
- 7.4 Absence of bidder or their representative shall not impair the legality of the opening procedures.
- 7.5 After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.
- 7.6 Bids shall be declared as valid or Invalid based on the preliminary scrutiny, i.e. on site verification of documents submitted by the bidders by the Tender Opening Committee. The financial bids will be opened on result of such scrutiny. However, in case any thing found false or forged in contrary to the documents submitted by the bidder, its bid will be rejected and suitable legal action may be taken.
- 7.7 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.

8. CLARIFICATION ON TECHNICAL BID EVALUATION.

- 8.1 The Technical Bids shall be evaluated based on the available documents submitted by the bidders. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.
- 8.2 If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.
- 8.3 Client also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder as per clause 2.2.

9 PERFORMANCE SECURITY

- 9.1 The successful bidder called as 'Agency' has to deposit Performance Security in the prescribed format (attached with this tender), which will be a sum equivalent to 3% of the accepted contract value in favour of Head of Chancery, Embassy of India, Mexico City, payable at Mexico City in form of Banker cheque, within fifteen days of the acceptance of the LoA. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly. No interest shall be paid on Performance Security.
- 9.2 The Performance Security will be forfeited by order of the Competent Authority in Mission in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, portion of the Performance Security, as may be deemed fit by the Mission sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of Agency's bill has been received and examined.
- 9.3 If the Agency fails to provide the Performance Security within fifteen days of the acceptance of LoA, such failure shall constitute a breach of the contract and the Mission shall be free to make other arrangements at their own risk, cost and expense.
- 9.4 On due performance and completion of the contract in all respects, the Performance

Security will be returned to the agency without any interest on presentation of an absolute 'No Demand Certificate' from the agency and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued to the agency, for carrying out work stipulated in the contract.

10 VALIDITY OF CONTRACT

The contract, if awarded, shall be valid for a period of ONE YEAR (01 year), extended annually on year to year basis, for further 02 years [maximum tenure 03 years from the date of start of work initially] 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 Mission shall have the right at any time to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the Contractor and initiating administrative actions for black listing etc. solely at the discretion of the competent authority in Mission.

11 PAYMENTS

- 11.1 After award of work, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to agency appointed for the job on completion of this tendering process.
- 11.2 The prices in the Price Schedule shall be inclusive of all applicable taxes as may be levied by the Government from time to time.
- 11.3 The Agency shall be paid on a monthly basis for the services rendered in the preceding month. The billing cycle will be the 1st of every month to the last day of the month. The Agency shall submit correct invoice in terms of services provided within 10 days of the succeeding month.
- 11.4 All payments shall be made in Mexican Peso by means of Cheque.
- 11.5 The Client shall be entitled to deduct in accordance with applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Agency, and the amount so deducted shall be deemed to be a payment made to the Agency.
- 11.6 The payment to the workers in accordance to minimum wages prescribed by the Govt of Mexico along with the statutory compliance Bonus is sole responsibility of the agency. In case of revision in minimum wages by the Govt of Mexico, the same would be absorbed by the agency. Claim for any other escalation shall not be entertained by the Mission.

12 Other Conditions

- 12.1 The workers so provided should be on the roll of the Agency and their antecedents should be pre-verified by the Police authorities. A copy of the verification of each worker shall be submitted to the Mission before deployment for work at Chancery complex.
- 12.2 The bidder must have satisfactory arrangements for training of its workers. Confirmation in this regard is to be given.
- 12.3 The Agency should submit precise profile of its key clients along with details of services provided.
- 12.4 If any worker is absent on a given day, the company will provide a substitute for him otherwise proportionate deductions will be made from the monthly payment.

- 12.5 In case the Agency fails in adhering to the daily Maintenance Services and Mission requires to make alternative arrangements for the same, then Agency would reimburse the cost of such arrangements.
- 12.6 The Agency would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at Mission's premises. The Agency would indemnify Mission against any compensation/claim and damages etc. due to accident or injury to its employees or death due to accident or otherwise, which may arise out of and during the course of their duties. Mission would not be liable to pay any damages or compensation to such workers or to any third party.
- 12.7 In case of any complaint, either as regards the nature of service or as regards the behaviours of worker on duty or otherwise, Agency would be intimated and would be required to take corrective measures promptly.
- 12.8 The Mission reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Mission in this regard shall be final and binding on all.
- 12.9 Quotation should be valid for four months (120 days) which would be opened by the authorized officers in the presence of representatives of the firms present at the time of opening of the tenders. The date, time and venue of opening of bids will be intimated to the bidders.
- 12.10 The Mission reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.
- 12.11 The Mission may, by written notice sent to Agency, terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Mission's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.
- 12.12 The bidder must use modern equipments, latest technical expertise for **Comprehensive Cleaning Services** as has been defined in brief scope of work. Machinery, equipment, implements, material and consumables proposed to be used should be clearly indicated. List of equipments owned by the company may also be furnished with the bid.
- 12.13 The employees of the Agency deployed at Mission's premises should have bank accounts and the company should be ready to provide proof of payment of salary to each employee through these bank accounts. The Agency will have to ensure compliance of all mandatory labour laws/regulations laid down by Local Govt. This will include payment of minimum wages and other benefits like bonus, leave, cost of uniform etc. to bidder's each employee will solely be the liability of the bidder only.
- 12.14 Any wrong or misleading information will lead to disqualification.
- 12.15 The bidder shall deploy adequate manpower, machinery and resources to ensure completion of work as per stipulated operational timings. No over timing shall be allowed to the Agency in this regard.
- 12.16 Should any new areas of work not envisaged as being part of this tender document are added, the prices for the new areas of work shall be mutually agreed upon between the Client and the bidder based on the actual rate analysis or as per the prevailing rates as agreed in this tender document.
- 12.17 Additional staff required other than specified shall be obtained on pro-rate basis.
- 12.18 Mission reserves the right to remove any person found unfit.
- 12.19 The bidder would be responsible for all mandatory compliance for social, safety and environmental issues related to the performance of the service provider in the Mission's premises as stated in the eligibility criteria.

12.20 If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

Section-2: Scope of Work:

Scope of work for **Comprehensive Cleaning Services** - as per Annexure A

Section-3: Financial Bid

No. MEX/ADMN/551/1/2019
Embassy of India, Mexico City

FINANCIAL BID

S. No.	Category	Minimum number of workforce required	Number of workforce quoted by Bidder	Price per worker/supervisor / material & equipment per month	Total price
(a)		(c)	(d)	(e)	(d)x(e)
1	Labour charges	1			
2	Cost of material	(Lump Sum)			
3	VAT/Other taxes	(as applicable)			
		Total{1+2+3}			

Annual costing for the above items (Monthly value X 12) =

- (i) Payments shall be made by the Client as per the terms and conditions of the Tender Documents,
- (ii) Prices shall be valid for a period of one year. However, The payment to the workers in accordance to minimum wages prescribed by the Govt of Mexico along with the statutory compliance Bonus is sole responsibility of the agency. In case of revision in minimum wages by the Govt of Mexico, the same would be absorbed by the agency. Claim for any other escalation shall not be entertained by the Mission.
- (iii) The charges shall be on 26 days a month basis (as per the norms of government of Mexico,
- (iv) The quoted consolidated monthly amount prices shall be inclusive of all charges and taxes. It shall also include cost of training and uniform etc.

Note:

1. Pricing break up for each of the above mentioned components must be given separately
2. Separate break ups are necessarily to be submitted for each part of the financial bid. If required, a separate sheet may be attached along with this Summary Sheet mentioning the break up for each type of service. However, the bids shall be decided on the basis of **lump sum cost inclusive of all the services (i.e. manpower, material consumables, machinery / equipment charges, implements, etc.)**. The bids shall be inclusive of cost of material charges, consumables and
3. All the cost heads shall be inclusive of all applicable taxes as per Govt. Legislation. The amount quoted should constitute the landed cost of hiring an external agency

towards **Comprehensive Cleaning Services** in Embassy of India, Mexico City for a period of Twelve Months. All rates shall be quoted for the corrected value into clear (Mexican Peso).

Annexure-I

CHECK LIST

S. No.	Particulars	YES/NO
1	Have you filled and submitted all forms (i) Technical bid, (ii) Financial bid, (iii) Contact detail form and (iv) Check list?	
2	Have you read and understood various conditions of the Contract and shall abide by them?	
	TECHNICAL BID	
3	Have you enclosed the Bank Guarantee for EMD?	
4	Legal Valid Entity: Have you attached the certificate issued by competent authority?	
5	VAT Registration Certificate	
6	Experience: Have you attached the attested experience certificates issued by the Organizations / Government Deptts?	
7	Have you submitted the proof of authorization to sign on behalf of the bidder in the Technical Bid?	
9	Have your Technical Bids been prepared as per the requirements of the Tender?	
	FINANCIAL BID	
10	Have your financial Bid been duly filled in as per Instructions?	
11	Have you quoted prices against each of the category, i.e. Manpower, material & equipment?	
12	Have you provided cost break ups for all components in the Financial bid?	
13	Have you attended pre-bid site visit/briefing?	

Note :- The above must be filled, signed and submitted along with the bid.

Signature of the authorized signatory of the Tenderer
with seal of the firm/company

Name: _ _

Mob No. _ _

Date: _ _

Annexure-II

Suggested minimum Machinery & Equipment for Cleaning services

S. No.	Machinery	Qty
1	High pressure cleaner	1
2	Vacuum cleaner	1
3	Carpet cleaner	1
4	Mini vacuum cleaner for sofas	1

CONTACT DETAILS FORM

GENERAL DETAILS OF BIDDER

1. NAME OF THE COMPANY
- 2, NAME AND DESIGNATION OF
AUTHORISED REPRESENTATIVE
3. COMMUNICATION ADDRESS
4. PHONE NO./MOBILE NO.
5. FAX /E-MAIL I.D,

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE

1. NAME OF THE CONTACT PERSON
2. DESIGNATION
3. PHONE No
4. MOBILE No
5. E-MAIL ID

Contract Agreement

CONTRACT/AGREEMENT No. MEX/ADMN/551/1/2019

DATED.....

THIS AGREEMENT is made onbetween ... (Mission)... (hereinafter referred to as "Client" which expression unless excluded or repugnant to the context be deemed to include his successors and assigns), and whose principal place of office is at (address of the Mission)

AND M/s..... having its registered office at..... (Hereinafter referred to as "the Agency") which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing manpower services to Client.

NOW THIS AGREEMENT WITNESS as follows:

WHEREAS the Client invited bids through open/limited tender, vide Notice Inviting Tender dated ___ for "providing **Comprehensive Cleaning Services** required at(of India under Tender No. _____ dates _____

AND WHEREAS the Agency submitted his bid in accordance with the procedure mentioned along with the bid documents and represented therein that it fulfils all the requirements and has resources and competence to provide the requisite services to the Client.

AND WHEREAS the Client has selected M/s.....as the successful bidder ("the Agency") pursuant to the bidding process and negotiation of contract prices, awarded the Letter of Acceptance (LoA) No....., to the Agency on.....for a total sum of..... [BDT.....Only] for providing required by the Mission.

AND WHEREAS the Client desires that the **Comprehensive Cleaning Services** (as defined in the Bidding Document) be provided, performed, executed and completed by the Agency, and wishes to appoint the Agency for carrying out such services.

AND WHEREAS the Agency acknowledges that the Client shall enter into contracts with other contractors / parties for the housekeeping services of its premises in case it falls into breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard.

AND WHEREAS the terms and conditions of this Contract have been fully negotiated between the Client and the Agency as parties of competent capacity and equal standing.

AND WHEREAS the Agency has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing housekeeping services in the

AND WHEREAS the terms and conditions of this Contract have been fully negotiated between the Client and the Agency as parties of competent capacity and equal standing.

AND WHEREAS the Agency has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing cleaning services in the Client's premises, failing which the Contract is liable to be terminated at any time, without assigning any reasons by the Client.

AND WHEREAS the Agency shall be responsible for payment of VAT/other taxes. The documentary proof of the same must be submitted within one month of payment of particular bill for the amount of Service Tax Charged in the said bill.

AND WHEREAS the Client and the Agency agree as follows:

In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement. (This Agreement shall prevail over all other Contract documents) :-

The Letter of Acceptance (LoA) issued by the Client;
Notice to Proceed (NTP) issued by the Client;
The complete Bid, as submitted by the Agency;
The Addenda, if any, issued by the Client;
Any other documents forming part of this Contract Agreement till date;
(Performance Bank Guarantee, Bank Guarantee);
Charges - Schedule annexed to this Article of Agreement;
Supplementary Agreements executed from time to time.

Any changes/modifications/amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement.

This Contract shall be governed by and construed in accordance with the laws of ____.
Each Party hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

Signed on behalf of the Agency

Signed on Behalf of
Embassy of India,

(Authorised Signatory)

(Authorised Signatory)

No. MEA/ADMN/551/1/2019
Embassy of India
Mexico City

**TENDER FOR SELECTING CONTRACTOR
FOR
(Cleaning of Embassy premises)**

1. Bank Guarantee Proforma for Earnest Money Deposit/Tender Security

Bank Guarantee No.....

Brief description of contract: **(Name of the Project)**

Name and Address of Beneficiary: **(Name of the Mission/Post, address)**

Date:

Whereas M/s **(Name of Contractor with address)** have submitted their tender for **(Name of the Project)** at **(Name of the station)** for **(Name of the Mission/Post)**, and one of the tender conditions is for the M/s **(Name of Contractor with address)** to submit a Bank Guarantee for Earnest Money Deposit amounting to M\$ 2500.00. In fulfilment of the tender conditions, we, **(Name of Bank with address)** hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of M\$ 2500.00.

2. This guarantee is valid for a period of 180 (One hundred and eighty) Days and any claim and statement hereunder must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

3. Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to M\$ 2500.00.

4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from **(date of issue)** up to the **(date after 180 days from date of issue)** and claims under this guarantee should be submitted not later than **(date after 180 Days from date of issue)**.

5. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

6. This guarantee shall be governed and construed in accordance with the laws of the **(Name of the Country)** and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the **(Name of the Country)** Courts.

Date:

Place:

Name:

Signature:

No. Mex/Admn/551/1/2019
Embassy of India
Mexico City

TENDER FOR SELECTING CONTRACTOR
FOR
(Cleaning of Embassy premises)

Section-VIII

(This may be submitted by the bidder in lieu of the document at Section-VII)

2. Bids Securing Declaration

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit Bids for contracts with the Government of India.

Date:
Name:

Place:
Signature:

No. Mex/Admn/551/1/2019
Embassy of India
Mexico City

**TENDER FOR SELECTING Consultant
FOR
(Cleaning of Embassy premises)**

Bank Guarantee Proforma for Performance Security

Bank Guarantee No.....

Brief description of contract: *(Name of the Project)*

Name and Address of Beneficiary: *(Name of the Mission/Post, address)*

Date:

Whereas M/s *(Name of Contractor with address)* have submitted their tender for *(Name of the Project)* at *(Name of the station)* for *(Name of the Mission/Post)*, and one of the tender conditions is for the M/s *(Name of Contractor with address)* to submit a Bank Guarantee for Performance Security (3% of contract value) amounting to *(To be indicated in local currency or US\$ by the Mission/Post calculated as 3% of the tendered cost)*. In fulfilment of the tender conditions, we, *(Name of Bank with address)* hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of *(To be indicated in local currency or US\$ by the Mission/Post calculated as 3% of the tendered cost)*.

2. This guarantee is valid for a period of ___ Days and upto **(date should be two months after the date of completion of work)** and any claim and statement hereunder must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

3. Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to *(To be indicated in local currency or US\$ by the Mission/Post calculated as 3% of the tendered cost)*

4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from **(date of issue)** up to the **(date should be two months after the date of completion of work)** and claims under this guarantee should be submitted not later than **(from date of expiry)**.

5. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

6. This guarantee shall be governed and construed in accordance with the laws of the *(Name of the Country)* and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the *(Name of the Country)* Courts.

Date:

Place:

Name:

Signature:

Embassy of India

Mexico City

* * * * *

JANITORIAL / CLEANING SERVICES	SERVICIOS DE JANITORIAL / LIMPIEZA
SCOPE OF WORK	ALCANCE DEL TRABAJO
<p>The Embassy of India in Mexico City invites bids for providing Janitorial/cleaning services at Musset 325, Col. Polanco Secc. III, Miguel Hidalgo, 11550, Mexico City.</p> <p>The Contractor shall perform janitorial services in all designated spaces including, but not limited to halls, offices, restrooms, work areas, entrance ways, lobbies, storage areas, elevators and stairways. The initial contract will be for a one year period from the date of the contract award, with further extensions on yearly basis subject to satisfactory performance. The Contractor shall furnish all managerial, administrative, and direct labor personnel that are necessary to accomplish the work in this contract. Contractor employees shall be on site only for contractual duties and not for any other purposes.</p>	<p>La Embajada de India en la Ciudad de México invita a presentar ofertas para proporcionar servicios de limpieza / limpieza para sus propiedades ubicadas en Musset 325, Col. Polanco Secc. III, Miguel Hidalgo, 11550, Mexico City.</p> <p>El Contratista realizará servicios de limpieza en todos los espacios designados, incluidos, entre otros, pasillos, oficinas, baños, áreas de trabajo, entradas, vestíbulos, áreas de almacenamiento, ascensores y escaleras. El contrato inicial será por un período de un año a partir de la fecha de adjudicación del contrato, con otras extensiones anuales sujetas a un desempeño satisfactorio. El Contratista proporcionará todo el personal administrativo, administrativo y laboral directo que sea necesario para cumplir con el trabajo en este contrato. Los empleados del contratista deberán estar en el sitio solo para tareas contractuales y no para cualquier otro propósito.</p>
<p><u>General Instructions</u></p> <p>The Contractor shall prepare general instructions for the work force. The Contractor shall provide the name and contact details of a Supervisor who will be incharge of these two premises and who will attend to the request/telephone from the Embassy on priority basis.</p>	<p><u>Instrucciones generales</u></p> <p>El Contratista deberá preparar instrucciones generales para la fuerza laboral. El Contratista deberá proporcionar el nombre y los datos de contacto de un Supervisor que se encargará de estos dos locales y que atenderá la solicitud / teléfono de la Embajada de manera prioritaria.</p>
<p><u>Duties and Responsibilities</u></p> <p>Contractor shall schedule routine and periodic cleaning requirements to ensure that these are done in the order and time frame that are most efficient and have the least impact on normal operations. They are to be performed on a daily basis on all working</p>	<p><u>Deberes y responsabilidades</u></p> <p>El contratista deberá programar requisitos de limpieza periódicos y de rutina para garantizar que se realicen en el orden y el plazo más eficientes y que tengan el menor impacto en las operaciones normales. Deben realizarse a diario en todos los trabajos</p>

<p>(I) Types of Services Standard Services shall include the following work:</p> <p>(a) <u>Daily Cleaning Requirements shall consist of:</u></p> <p>(i) Sweeping and damp mopping of all floor areas such as tile, linoleum, marble floors, staircases and public areas. Floors shall be free of dust, mud, footprints, liquid spills, or other debris. Chairs, trash receptacles, and easily moveable items shall be tilted or moved to clean underneath. The frequency may be higher than once per day during rainy season. When completed, the floor and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.</p> <p>(ii) Dusting and cleaning all furniture including desks, chairs, computer tables, telephone tables, bookshelves with or without glass doors, coat racks, umbrella stands, pictures, maps, telephones, computers and monitors, lamps and other common things found in an office environment. All furniture shall be free of dust, dirt, and sticky surfaces and areas.</p> <p>(iii) Vacuuming all rugs and carpets, runners, and carpet protectors so that they are free from dust, dirt, mud, etc. When completed, the area shall be free of all litter, lint, loose soil and debris. Any chairs, trash receptacles, and easily moveable items shall be moved to vacuum underneath, and then replaced in the original position.</p> <p>(iv) Thorough cleaning of toilets, bathrooms, mirrors, and other facilities, using suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap scum, mold, and smudges. The Contractor shall check those areas used by personnel visiting the Chancery several times daily to ensure that the facilities are</p>	<p>(I) Tipos de servicios Los servicios estándar incluirán el siguiente trabajo:</p> <p>(a) Los requisitos de limpieza diaria consistirán en:</p> <p>(i) Barrido y trapeado húmedo de todas las áreas del piso, tales como baldosas, linóleo, pisos de mármol, escaleras y áreas públicas. Los pisos deben estar libres de polvo, lodo, huellas, derrames de líquidos u otros desechos. Las sillas, los recipientes de basura y los artículos fácilmente movibles se deben inclinar o mover para limpiar debajo. La frecuencia puede ser mayor que una vez al día durante la temporada de lluvias. Cuando esté terminado, el piso y los pasillos deberán tener una apariencia uniforme sin rayas, manchas, remolinos, residuos de detergente o cualquier evidencia de suciedad restante o agua estancada.</p> <p>(ii) Desempolvar y limpiar todos los muebles, incluidos escritorios, sillas, mesas de computadoras, mesas de teléfonos, estanterías con o sin puertas de vidrio, percheros, paragüeros, fotos, mapas, teléfonos, computadoras y monitores, lámparas y otras cosas comunes que se encuentran en un Ambiente de oficina. Todos los muebles deben estar libres de polvo, suciedad y superficies y áreas pegajosas.</p> <p>(iii) Aspire todas las alfombras y alfombras, corredores y protectores de alfombras para que estén libres de polvo, suciedad, barro, etc. Cuando se complete, el área debe estar libre de basura, pelusas, tierra suelta y escombros. Cualquier silla, receptáculo de basura y artículos fácilmente movibles se moverán para aspirar debajo y luego se reemplazarán en la posición original.</p> <p>(iv) Limpieza exhaustiva de inodoros, baños, espejos y otras instalaciones, utilizando limpiadores y desinfectantes no abrasivos adecuados. Todas las superficies deben estar libres de mugre, espuma de jabón, moho y manchas. El Contratista verificará las áreas utilizadas por el personal que visita la Cancillería varias veces al día para asegurarse de que las</p>
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<p>always clean and neat.</p> <p>(v) Emptying all wastepaper baskets, replacing plastic wastepaper basket linings and returning items where they were located – twice a day.</p> <p>(vi) Removing any grease marks or fingerprints from all entrance glass and stainless steel doors and windows including PAV entrances, elevator doors, walls, doors, door frames, radiators, windows and window frames, glass desk protectors, reception booths and partitions.</p> <p>(vii) Removing trash to designated area as directed by the COR, and keeping trash area in a reasonably clean condition – twice a day.</p> <p>(viii) Sweeping debris from walkways and driveways inside the Chancery and hose cleaning with water during appropriate climatic conditions.</p> <p>(ix) Sweeping, cleaning and removal all accumulated dirt and debris in the sidewalk outside the Chancery compound.</p>	<p>instalaciones estén siempre limpias y ordenadas.</p> <p>(v) Vaciar todas las cestas de papel de desecho, reemplazar los forros de plástico de la papelería y devolver los artículos donde estaban ubicados, dos veces al día.</p> <p>(vi) Eliminar cualquier marca de grasa o huella digital de todas las puertas y ventanas de vidrio de entrada y acero inoxidable, incluidas las entradas de PAV, puertas de elevadores, paredes, puertas, marcos de puertas, radiadores, ventanas y marcos de ventanas, protectores de vidrio para los escritorios, cabinas de recepción y particiones.</p> <p>(vii) Retirar la basura al área designada como lo indica el COR, y mantener el área de basura en condiciones razonablemente limpias, dos veces al día.</p> <p>(viii) Barrer los escombros de las pasarelas y entradas de vehículos dentro del Edificio del y Cancillería y limpiar las mangueras con agua durante las condiciones climáticas apropiadas.</p> <p>(ix) Barrer, limpiar y eliminar toda la suciedad y escombros acumulados en la acera fuera del complejo del y Cancillería</p>
<p>(b) <u>Periodic Cleaning Requirements shall consist of:</u></p> <p>i. Polishing all brass surfaces including door and window handles, plaques.</p> <p>ii. Dusting tops of tall furniture, tops of picture frames and areas not covered in daily work.</p> <p>iii. Spot cleaning baseboards; walls and waxing/polishing floors as needed.</p> <p>iv. Shampooing (small area spot clean; as needed) carpets.</p> <p>v. Dusting and wiping window sills and blinds.</p> <p>vi. Cleaning of windows (inside & outside) of all rooms with proper equipment and cleaning materials to ensure that all smudges are removed. When completed the windows shall be free of smudges, lint,</p>	<p>(b) Los requisitos de limpieza periódica consistirán en:</p> <p>yo. Pulido de todas las superficies de latón, incluyendo manijas de puertas y ventanas, placas.</p> <p>ii) Desempolvar las partes superiores de los muebles altos, las partes superiores de los marcos de cuadros y las áreas no cubiertas diariamente trabajo.</p> <p>iii) Zócalos de limpieza de manchas; paredes y pisos de encerado / pulido según sea necesario.</p> <p>iv. Lave las alfombras con champú (área pequeña limpia; según sea necesario).</p> <p>v. Desempolvar y limpiar alféizares y persianas.</p> <p>vi. Limpieza de ventanas (interior y exterior) de todas las habitaciones con equipo y materiales de limpieza adecuados para garantizar que se eliminen todas las manchas. Cuando se complete,</p>

<p>vii. or streaks from the surface. Cleaning and Vacuuming the auditorium once a week and before & after any event in the auditorium</p> <p>viii. Vacuuming or polishing the floor under the furniture as required.</p> <p>ix. Cleaning and sanitizing the trash holding area.</p> <p>x. Cleaning gutters and down spouts of all collected debris The Contractor shall allow for cleaning crew to work one weekend per month to do specialized cleaning and polishing of floors, shampooing of carpets in all offices and hallways and cleaning of A/C vent outlets (high cleaning etc).</p> <p>xi. The Contractor shall set up chairs and tables in the conference rooms or auditorium for any event, when requested for by the Embassy for any event.</p>	<p>las ventanas deberán estar libres de manchas, pelusas o rayas de la superficie.</p> <p>vii. Limpieza y aspiración del auditorio una vez por semana y antes y después de cualquier evento en el auditorio</p> <p>viii. Aspire o pula el piso debajo de los muebles según sea necesario.</p> <p>ix. Limpiar y desinfectar el área de almacenamiento de basura.</p> <p>X. Limpieza de canaletas y caños de todos los escombros recolectados El Contratista permitirá que el equipo de limpieza trabaje un fin de semana por mes para limpiar y pulir los pisos de manera especializada, lavar las alfombras con champú en todas las oficinas y pasillos y limpiar las salidas de ventilación del aire acondicionado (limpieza alta etc)</p> <p>xi. El Contratista deberá colocar sillas y mesas en las salas de conferencias o en el auditorio para cualquier evento, cuando lo solicite la Embajada para cualquier evento.</p>
<p>II. <u>MANAGEMENT AND SUPERVISION</u></p> <p>(a) The Contractor shall designate a representative who shall be responsible for on-site supervision of the Contractor's workforce at all times. This supervisor shall be the focal point for the Contractor and shall be the point of contact with the Embassy personnel. The supervisor shall have sufficient English language skill to be able to communicate with members of the Embassy staff.</p> <p>(b) The Contractor shall maintain schedules. The schedules shall take into consideration the hours that the staff can effectively perform their services without placing a burden on the security personnel of the Post. For those items other than routine daily services, the Contractor shall provide with a detailed plan as to the personnel to be used and the time frame to perform the service.</p> <p>(c) The Contractor shall be responsible for quality control. The Contractor shall perform inspection visits to the work site on a regular basis. These visits shall be surprise inspections to those working on the contract.</p>	<p>II GESTIÓN Y SUPERVISIÓN</p> <p>(a) El Contratista designará un representante que será responsable de la supervisión in situ de la fuerza laboral del Contratista en todo momento. Este supervisor será el punto focal para el Contratista y será el punto de contacto con el personal de la Embajada. El supervisor deberá tener suficiente habilidad en el idioma inglés para poder comunicarse con los miembros del personal de la Embajada.</p> <p>(b) El Contratista deberá mantener horarios. Los horarios tomarán en consideración las horas en que el personal puede realizar sus servicios de manera efectiva sin poner una carga sobre el personal de seguridad del Correo. Para aquellos artículos que no sean servicios diarios de rutina, el Contratista deberá proporcionar un plan detallado sobre el personal que se utilizará y el marco de tiempo para realizar el servicio.</p> <p>(c) El Contratista será responsable del control de calidad. El Contratista realizará visitas de inspección al sitio de trabajo de manera regular. Estas visitas serán inspecciones sorpresa para quienes trabajan en el contrato.</p>

<p>III. <u>LOCATIONS FOR JANITORIAL SERVICES</u></p> <p>3. All standard services are to be delivered on regular working days at Embassy.</p> <p>4. Cleaning during the following office hours :</p> <p>Monday through Friday from 0800 – 1600 hrs (<i>excluding on public holidays observed by the Embassy</i>)</p> <p>Embassy (Chancery) – Ave. Musset 325, Col. Polanco, Secc. III, Mexico City</p>	<p>III. UBICACIONES PARA SERVICIOS JANITORIALES</p> <ul style="list-style-type: none"> • Todos los servicios estándar se entregarán en días hábiles regulares en Embassy. • Limpieza durante las siguientes horas de oficina: <p>De lunes a viernes de 0800 a 1600 h. (excluyendo los días festivos observados por la Embajada)</p> <p>Embajada (Cancillería) - Ave. Musset 325, Coronel Polanco, Secc. III, Ciudad de México</p>
<p>IV. <u>PERSONNEL & SECURITY</u></p> <p>a) After award of the contract, the Contractor shall provide a list of data on each employee who will be working under the contract. The Contractor shall include a list of workers and supervisors assigned to this project. A background checks on these individuals should have been conducted before they are deployed for work in the Embassy.</p> <p>b) The Contractor is required to provide whatever insurance as legally necessary for the work force being deployed for the project, at its own expense during the entire performance period, which should cover the following: General Liability, property damage, personal or bodily Injury. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.</p> <p>c) The Contractor shall maintain discipline at the site and shall take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by Contractor employees at the site. The Contractor shall preserve peace and protect persons and property on site. The Embassy reserves the right to direct the Contractor to remove an employee from the worksite for failure to comply with the standards</p>	<p>IV. PERSONAL DE SEGURIDAD</p> <p>a) Después de la adjudicación del contrato, el Contratista deberá proporcionar una lista de datos sobre cada empleado que trabajará en virtud del contrato. El Contratista incluirá una lista de trabajadores y supervisores asignados a este proyecto. Se deben haber realizado verificaciones de antecedentes de estas personas antes de ser desplegadas para trabajar en la Embajada.</p> <p>b) Se requiere que el Contratista brinde el seguro que sea legalmente necesario para la fuerza laboral que se está desplegando para el proyecto, a su propio costo durante todo el período de ejecución, que debe cubrir lo siguiente: responsabilidad civil general, daños a la propiedad, lesiones personales o corporales. El límite de dicho seguro será el previsto por la ley o suficiente para cumplir con los reclamos normales y habituales.</p> <p>c) El Contratista deberá mantener la disciplina en el sitio y tomará todas las precauciones razonables para evitar cualquier conducta ilegal, desenfrenada o desordenada por parte de los empleados del Contratista en el sitio. El Contratista deberá preservar la paz y proteger a las personas y la propiedad en el sitio. La Embajada se reserva el derecho de ordenar al</p>

<p>of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional costs to the Embassy.</p> <p>d) The Contractor's employees shall wear clean, neat and complete uniforms when on duty.</p> <p>e) Neglect of duties shall not be condoned. The Contractor shall enforce no sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the worksite security.</p> <p>f) Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting shall not be condoned. Also included is participation in disruptive activities, which interfere with normal and efficient Government operations.</p> <p>g) The Contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances that produce similar effects.</p> <p>h) The Contractor employees may be subject to criminal actions as allowed by law in certain circumstances. These include but are not limited to the following actions:</p> <ul style="list-style-type: none"> • falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records or concealment of material facts by willful omission from official documents or records; • unauthorized use of Government property, theft, vandalism, or immoral conduct; • unethical or improper use of official authority or credentials; or security violations 	<p>Contratista que retire a un empleado del lugar de trabajo por incumplimiento de las normas de conducta. El Contratista reemplazará de inmediato a dicho empleado para mantener la continuidad de los servicios sin costo adicional para la Embajada.</p> <p>d) Los empleados del Contratista deberán usar uniformes limpios, ordenados y completos cuando estén de servicio.</p> <p>e) No se tolerará el incumplimiento de los deberes. El Contratista no exigirá dormir mientras está de servicio, demoras irrazonables o fallas en el cumplimiento de las tareas asignadas, realizar asuntos personales durante las horas de servicio y negarse a prestar asistencia o cooperar para mantener la integridad de la seguridad del lugar de trabajo.</p> <p>f) No se tolerará la conducta desordenada, el uso de lenguaje abusivo u ofensivo, las peleas, la intimidación por palabras, acciones o peleas. También se incluye la participación en actividades disruptivas, que interfieren con las operaciones gubernamentales normales y eficientes.</p> <p>g) El Contratista no permitirá que sus empleados mientras estén en servicio posean, vendan, consuman o estén bajo la influencia de sustancias tóxicas, drogas o sustancias que produzcan efectos similares.</p> <p>h) Los empleados del Contratista pueden estar sujetos a acciones criminales según lo permitido por la ley en ciertas circunstancias. Estas incluyen, entre otras, las siguientes acciones:</p> <ul style="list-style-type: none"> • falsificación u ocultación ilegal, eliminación, mutilación o destrucción de cualquier documento o registro oficial u ocultación de hechos materiales por omisión deliberada de documentos o registros oficiales; • uso no autorizado de propiedad del gobierno, robo, vandalismo o conducta inmoral; • uso poco ético o inapropiado de autoridad oficial o credenciales; o violaciones de seguridad
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<p>V <u>Labor Disputes</u></p> <p>The Contractor shall inform the Embasys of any actual or potential labor dispute that is delaying or threatening to delay the timely performance of this contract.</p>	<p>V disputas laborales</p> <p>El Contratista informará a las Embajadas de cualquier disputa laboral real o potencial que esté retrasando o amenazando con retrasar el cumplimiento oportuno de este contrato.</p>
<p>VII. MATERIALS AND EQUIPMENT</p> <p>The Contractor shall provide all necessary janitorial supplies and equipment, which include but are not limited to: vacuum cleaners, kärcher, mops, brooms, dust rags, cleaners, scrubbers, cleaning liquids, soaps, room fresheners, toilet papers etc. to perform the work identified in this contract.</p> <p>All safety equipment (gloves, goggles, mask, boots etc), uniforms and signage shall be supplied by the Contractor.</p> <p>Contractor to supply carpet cleaning and vacuuming equipment for quarterly cleaning.</p>	<p>VII. MATERIALES Y EQUIPAMIENTO</p> <p>El Contratista proporcionará todos los suministros y equipos de limpieza necesarios, que incluyen, entre otros: aspiradoras, kärcher, trapeadores, escobas, trapos, limpiadores, depuradores, líquidos de limpieza, jabones, ambientadores, papeles higiénicos, etc. trabajo identificado en este contrato.</p> <p>Todo el equipo de seguridad (guantes, gafas, máscara, botas, etc.), uniformes y señalización deberá ser provisto por el Contratista.</p> <p>El contratista suministrará equipos de limpieza y aspiración de alfombras para la limpieza trimestral.</p>
