

EMBASSY OF INDIA
DEFENCE WING
KATHMANDU

NOTICE INVITING BIDS

Embassy of India, Defence Wing, Kathmandu invites sealed and separate tenders under bidding system from established / reputed labours contractors/ manpower supply agencies for annual maintenance of its premises.

Interested parties meeting the above requirements are requested to contact Assistant Military Attaché (Pension), Military Pension Branch, Embassy of India, Kathmandu from 12 Feb 2018 onwards between 10.00 AM to 4.00 PM for on site visit and for obtaining detailed scope of work, Evaluation criteria. Further information available on website www.indianembassy.org.np . Last date for receipt of sealed bids will be 17.00 hrs on 22 Feb 2018.

The Embassy of India reserves the right to reject/cancel any or all bids without assigning any reason. Telephone enquiries will not be entertained.

Asst Military Attaché (Pension)
Military Pension Branch
Kathmandu

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Asst Military Attaché (Pension)
Pension Paying Office
Pokhara

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Asst Military Attaché (Pension)
Pension Paying Office
Dharan

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SCOPE OF WORK

1. The scope of work to be attended to will include.
 - (i) General Service, maintenance and development of the three Pension Paying Offices at Kathmandu (3 acres), Pokhara (47 acres) and Dharan (9.32 acres).
 - (ii) Daily cleaning of the office premises, roads/ side-walk inside campus and peripheral paths.
 - (iii) Cleaning of furniture items, floorings, glass/wooden doors and windows, fixtures and shifting of furniture etc.
 - (iv) Maintenance and upkeep of garden, flower nursery, kitchen garden, ponds etc. inside Pension Paying Offices compound and forest area.
 - (v) Collection and disposal of all garbage at designated places.
 - (vi) Any other related work assigned from time to time by the Pension Paying Offices.
2. The cleaning material, consumable items and equipment such as lawn movers, bush cutters, gardening implements, etc. shall be supplied by the Embassy.
3. The contractor shall engage for both semi-skilled and unskilled workers 6(six) for Pension Paying Office located at Pokhara, 03(three) for Pension Paying Office located at Dharan and 03(three) for Pension Paying Office located at Kathmandu. The semi-skilled gardeners should be capable of operating lawnmowers and bush cutters.
4. The working hours for the contractors' employees will be 0800 hrs to 1700 hrs on a six-day week basis with lunch break 1300 hrs to 1400 hrs. Saturday will be the weekly off day for workers.
5. There will be no holidays for the employees except for two days during Dashain and one day for Deepawali (Bhai Tika) (Dates to be decided on mutual consultation).
6. The contractor shall employ, in consultation with the Embassy, only those persons who are physically, medically and mentally fit and whose antecedents have been verified and cleared.
7. The workers engaged by the Contractor will be the employees of the Contractor and the Embassy will not, in any way, be responsible for any liability/compensation on account of accident, injury or death of workers while performing their work inside the Embassy campus.
8. The agreement shall be valid for a period of one year from award of contract unless otherwise terminated earlier by a written notice by the Embassy or extended by mutual agreement between both sides.

Additional Conditions

- (i) The contracting agency should ensure that minimum wages, prescribed by Govt of Nepal are paid to the workers.
- (ii) The workers should be paid annual bonus in accordance with labour law.
- (iii) The Contractor will be responsible for providing two sets of uniforms (winter and summer) to all the workers engaged by him.
- (iv) Workers engaged by the agency should have Group Insurance (Accidental).
- (v) It is mandatory to provide the services of 12 workers for the entire duration of the contract. Prompt replacement for workers deserted may be provided.