

High Commission of India
Nicosia

No. NIC/ADM/861/8/2025

12 December 2025

TENDER NOTICE

Subject: Cleaning contract for HCI housing complex and Chancery of High Commission of India, Nicosia

Sealed quotations are invited for award of contract for cleaning of the HCI Housing complex at 10 Lidas street and Chancery at 3, Indira Gandhi Street, Montparnasse Hill, P.O Box 25544, Engomi- 2413 of High Commission of India, Nicosia at 10 Lidas street, Engomi - 2413. The quotations are to be sent in two sealed envelopes addressed to Head of Chancery, High Commission of India, No. 3, Indira Gandhi Street, Montparnasse Hill, P.O Box 25544, Engomi- 2413, as per the following:

Cover 1: Technical bid as per Appendix-A detailing particulars of the bidder (including key personnel and their contact details), competency and experience of the bidder. The envelope should be prominently superscribed "**TECHNICAL BID FOR CLEANING WORK IN STAFF RESIDENTIAL COMPLEX AND CHANCERY OF HIGH COMMISSION OF INDIA**"

Cover 2: Financial bid as per Appendix-B. The envelope should be prominently superscribed "**FINANCIAL BID FOR CLEANING WORK IN STAFF RESIDENTIAL COMPLEX AND CHANCERY OF HIGH COMMISSION OF INDIA**"

Period of Contract: Two years from the date of signing the contract (High Commission reserves the right to change the date as per functional requirements) which can be extended on year to year basis depending on satisfactory working of the company.

Last date for receipt of bid: 23 January 2026 (1700 hrs.)

Opening of bid : 28 January 2026 (1000 hrs.)

Site Visit : 15.12.2025 to 22.01.2026 (10:00 AM to 04:00 PM)(on prior appointment)

During the contract period, no increase in rates will be allowed. The contract, on mutual agreement, may be renewed for one more year at same terms, conditions and rate.

Representatives of all the bidding parties can be present at the time of opening of the bids on 28 January 2026.

Tender documents is available on website <https://hcinicosia.gov.in/> For Details and site visit Mr. Manish Bajaj, Attache(Administration), Tel: +357-22351170, may be contacted.

Scope of Work


The detailed scope of the cleaning work of the Chancery and HCI housing complex of High Commission of India, Nicosia have been given in Annexure 'A'. A contract will be signed between the selected firm and the High Commission of India, Nicosia in the format of agreement given at Annexure 'B'

Eligibility Criteria

The Contractor/ Firms submitting bids should have experience of at least 2 years in the above business and should be registered with the relevant Cyprus authority as is required under the local regulations for tax and other purposes.

Other terms and conditions

- (i) The cleaning work should be done as per directions of High Commission from time to time.
- (ii) The rates finally approved/accepted by the High Commission, including taxes amount payable shall be valid for the contract period and no upward revision will be allowed under any circumstances.
- (iii) Delay in work will not be permissible on grounds of non availability of the staff, materials, items etc.
- (iv) Late submission of bids due to any reason, whatsoever will not be considered at all, under any circumstances.
- (v) The contract can be terminated by the High Commission at any time if the work of contractor is found unsatisfactory after giving 30 days notice.
- (vi) No advance payment shall be made for the services.
- (vii) The job carried out shall be to the satisfaction of the High Commission.
- (viii) The company should provide details of cleaning staff
- (ix) The company is required to submit a Bid/performance Security Form with the Financial Bid as Annexure-C.


(Subhash C. Kain)
Head of Chancery

ANNEXURE'A'

DETAILED WORK DESCRIPTION FOR CLEANING CONTRACT

A. DESCRIPTION AND DEFINITION OF THE AREAS

For the HCI Residential Complex at Lidas, 10, Engomi

- i. The entire basement and parking lot
- ii. Ground floor, entrance, lobby, toilets etc -i.e. entire ground floor, outside periphery of the Staff residence building.
- iii. Stair case, lifts, toilets etc. from ground to second floor
- iv. To keep the toilets and entrances always clean.
- v. Terrace of the building

For Chancery No. 3, Indira Gandhi Street, Montparnasse Hill, P.O Box 25544, Engomi- 2413

- vi. Outside pavement/ Sidewalks and pavement on Inner periphery of Chancery and High Commissioner's Residence
- vii. Open Event Area behind the Chancery

B. LIST OF CLEANING SERVICES AND WORKING PLAN

Cleaning service on Monday, Wednesday and Fridays

- a. Sweeping and washing / mopping all the floors including stairs, parking lot, periphery area, toilets & wash basins / other fittings in the bathroom, railings, stairs etc.
- b. Remove garbage from all baskets,
- c. Cleaning doors of entrance and glass doors
- d. Cleaning of pantry.
- e. Removing grease marks/fingerprints/stains/spots etc from glass doors, window, furniture and all visible areas.
- f. The entire building is to be maintained spotlessly clean and befitting of any big hotel / corporate house / embassy.
- g. Regular cleaning of pavement/sidewalk of the Chancery
- h. Regular cleaning of the event area

C. MANPOWER AND INSPECTION

- i) On Monday, Wednesday and Friday – The cleaner will start work at 0800 hrs in the morning on all three days and continue work till 1300 hrs. The contractor will deploy 1 person on all three working days from 0800 hours till 1300 hrs and make sure all the cleaning is done.
- ii) Since the above building will also house cultural events, there will be function during holidays. On such occasions, the company will have to provide cleaners on hourly basis. The High Commission of India (The Client) will be required to provide the service provider a minimum of one (1) weeks' prior notice (by email) to the date/s.

D. EQUIPMENT AND CLEANING MATERIAL TO BE PROVIDED BY COMPANY

(The Company) will provide the following

Cleaning Hardware Consumables

- Service Trolley
- Vacuum Cleaner
- Broom
- Mop
- Bucket
- Parkateza (Lint Mop)
- Caution Sign
- Micro-Fiber Cloths
- Cleaning Sponges
- Gloves

Cleaning Consumables

- Floor Cleaner
- Window Cleaner
- Chlorine
- Liquid Hand Soap
- Garbage Bags

Please note that paper consumables (kitchen paper, toilet paper, facial tissues and paper towels) will not be provided.

E. PERSONNEL

i) The Service Provider's personnel will present themselves at the premises of the High Commission of India (The Client) in company attire bearing the Service Provider's logo. The personnel is/are employed directly by the Service Provider and in no case is/are permitted to create any employment relationship or otherwise, with the Client for 2 years after the termination of this Agreement.

ii) In addition, it is hereby agreed that The High Commission of India (The Client) will not attempt to solicit any of the Service Provider's while this Agreement is enforced and/or for 2 years after the termination of this Agreement. If the personnel leave their employment with the Service Provider, the Client is not permitted to employ the said personnel for a period of 2 years after the termination of this Agreement.

iii) In the case of planned sick leave or resignation of the Service Provider personnel, the Service Provider will provide a replacement personnel. However, in the case of absence due to illness the Service Provider will require 24 hours to provide a replacement.

F. CONFIDENTIALITY

The service provider should acknowledge that during the provision of the cleaning service, any confidential information related to The High Commission of India and / or any documentation in the premises must not be disclosed to any other party. This confidentiality is applicable during the contractual relationship and after the relationship ceases. Confidential information includes all information relating to the client, The High Commission

of India and its' premises.

G. MODIFICATION OF AGREEMENT

Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

AGREEMENT
Signed on

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.....BETWEEN

HIGH COMMISSION OF INDIA, NICOSIA

("High Commission" on one part)

AND

(Name of the company)

("Company" on the other part)

AND given that the Contractor offers such services at different places.

INTRODUCTION

1.1 The introduction of this contract, the price offer and the attached annexes are an inseparable part of this contract.

1.2 The contractor declares and confirms with his signature of this contract.

1.3 This contract is valid for 24 months from the date of contract. The agreement may be extended for another period of 12 months on mutual consent at same terms and conditions and rate.

1.4 High Commission will be at liberty to terminate the contract by giving 30 days prior notice for unsatisfactory performance or even without showing any reason.

DECLARATION OF THE CONTRACTOR

2.1 The contractor declares that he knows all the details of the contract and has the knowledge, the capacity, the skills and the means to provide all of the required services as given in Annexure 'A'.

2.2 The contractor will provide for the services as per the contract and Annexure 'A'.

2.3 The Company declares that it is permitted by law to execute the works subject of this Agreement and provide proof of registration.

2.4 The employees of the contractor have the knowledge and experiences and the skill to provide the service required as per the contract and the annexures.

EMPLOYEES

3.1 The contractor will provide identity document of the employees for cleaning and maintenanceservices.

3.2 The employees should be physically / mentally fit and should not suffer

from an apparent disability.

3.3 The workers that will not be accepted by the client will be substituted.

3.4 The company undertakes to follow prevalent Cyprus laws in determining terms and service conditions of its employees.

RESPONSIBILITY

4.1 The contractor will take responsibility regarding his employees including damages/loss of property and or damages caused by the employees of the company and any injury of the employees during work. High Commission's responsibility is limited to paying monthly contract amount subject to satisfactory work.

PAYMENTS

5.1 The High Commission will pay a fixed amount for Euro ...excl VAT per month for the cleaning and maintenance services as per the contract and Annexure.

5.2 The payment will be made within 10 working days after producing the Invoice from the company.

COMPANY

HIGH COMMISSION

M/s.....

.....

Address.....

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.....

.....

(Head of Chancery)
High Commission of
India
Nicosia

Technical Bid

1. Name of the company :
2. Name of the contact person :
3. Contact details :

Phone	
E-mail	
Postal Address:	

4. The company agrees to all terms of the Cleaning Service Agreement (Annexure-B).
5. Provide contact details and key personnel of the company
6. Furnish Proof of registration of the Company in compliance/under relevant statutory regulations of Cypriot laws.

Signature

Name

Designation

:

Seal: _____

Appendix 'B'

Financial Bid

The Consideration shall be according to the conditions set forth in the Agreement and as follows:

Total monthly charge, including taxes, for Cleaning:

In Euro _____

(In words) Euro

Way of payment:

- a. The company will issue the monthly invoice at the 1st working day of every month.
- b. The client will issue the payment no later than 10 days after receipt of the monthly invoice.

Signature _____

Name _____

Name of Company _____

Designation :

Seal _____

To
Head of Chancery,
High Commission of India, Nicosia
No. 3, Indira Gandhi Street, Montparnesse Hill, Engomi-2413

Ref: Invitation for Bid No. NIC/861/08/2025

Date:.....

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents in accordance with Instructions to Bidders.

2. We, in conformity with the Bidding Documents offer to provide Cleaning Services for High Commission of India, Nicosia as per the scope of work defined in this tender.
3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.
4. If our bid is accepted, we commit to submit a Performance Security Deposit (5% of the contract amount) in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt from a Commercial Bank/Bank Guarantee from a Commercial Bank/ online payment.
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

Full Name and Designation