

No. HAM/ADM/867/01/2018
Consulate General of India/
Hamburg

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22nd August 2018

Subject: Inviting of Tender/ Bids/ Offer (Angebot) for Cleaning services at Kohlhoefen 21, 20355 Hamburg

General and Location

The Consulate General of India, Hamburg is inviting Bids/ Offer (Angebot) from the reputed cleaning companies having minimum 5 years experiences in the field to provide the cleaning services at Consulate's premises located at

Kohlhoefen 21, 20355 Hamburg

Date for start of work

The expected date for start of work is October 15, 2018 (exact date will be decided at a later stage).

Description of the premises to be cleaned

The building has a total built up area of 1380 square meter, which is spread over six floors including basement. The floor wise description of the rooms with their areas is described at **Annexure-I**. An appointment (during 23.08.2018 to 14.09.2018 between 1000 hrs to 1600 hrs) to have a clear idea about the premises may also be fixed with communicating through email on hoc.hamburg@mea.gov.in and admn.hamburg@mea.gov.in.

Scope of work:

Sl. No.	Area of cleaning and its location	Frequency of cleaning
i.	Open area between the road and main entrances	Daily
ii.	Open backyard area	Monthly
iii.	Rooms, lobbies and other areas located in basement	Monthly
iv.	All doors inside the basement	Monthly
v.	All doors in building (except in Basement)	Weekly
vi.	Working stations (including table, chair and PCs)	Daily
vii.	Vacuum cleaning of Carpeted floor at Ground floor	Daily
viii.	Vacuum cleaning of Carpeted floor on First, Second, Fourth and Fifth Floors	Weekly
ix.	Washrooms on all floors	Daily
x.	Kitchens located on all floors (1 on each floor)	Daily

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xi.	Concrete floor area on Ground and Third Floors	Daily
xii.	Window area near the work stations/ place	Daily
xiii.	Staircase	Daily
xiv.	Elevator	Daily
xv.	Cultural Stage located on ground floor	Bi-monthly
xvi.	Cleaning of roof glass located in the reception hall and roof-windows on the ground floor	Quarterly
xvii.	Cleaning of room/Window glass panes	Quarterly

Note:

- (i) Working time will start at 0900 hrs through Monday to Friday;
- (ii) *Additional Cleaning services (more than routine as mentioned above in the scope of work) may be required on some special occasions/ functions of the Consulate, viz. National Days (26 January and 15 August), International Day of Yoga (21st June), any other special function (could be 2 or 3 in a year);*
- (iii) Carpeted floor to be cleaned by vacuum cleaner;
- (iv) Concrete floor to be cleaned by wet mob;
- (v) Office Furniture (sofa, table, chairs, PCs etc.) to be cleaned by wet/ dry dusting cloth;
- (vi) Dispose of the garbage bags in garbage bin lying in the backyard area of the premises;
- (vii) Charges towards providing of services and cleaning material may be mentioned separately in the offer/ bid.

Last date for sending of Offer/ Bids

Interested companies may send their Bids/ Quotation/ Offer (Angebot) in a sealed envelope/cover not later than 1700 hrs on 14th September 2018 at the address given below:

**Head of Chancery,
Consulate General of India
Graumannsweg 57, 22087 Hamburg**

Property: **Kohlhöfen 21**, 20355 Hamburg, Germany**Basement:-**

Total no. of rooms = 11 Rooms + Toilets + Passage		
No. of Rooms	Name of Room	Area
1.	Keller 1 (Celler)	39.86 meter square
2.	Besprechung (Meeting Room) 1	20.75 meter square
3.	Besprechung (Meeting Room) 2	20.98 meter square
4.	Ruheraum – recreation room	06.97 meter square
5.	Keller 2 (Celler Room 2)	12.63 meter square
6.	Serverraum (Server Room)	42.57 meter square
7.	Lager (Storage room)	08.01 meter square
8.	Werkstatt (Workshop)	11.55 meter square
9.	USV Raum	19.62 meter square
10.	Heizungsraum (Heating Room)	11.02 meter square
11.	Elt. Raum (Electricity Room)	10.04 meter square
12.	Passage (Corridor / Lobby) area Flur 1 Flur 2a Flur 2b Flur 4 Flur 5 Eingang 1 Eingang 2	10.57 meter square 15.18 meter square 21.00 meter square 10.57 meter square 10.07 meter square 04.37 meter square 04.79 meter square
13.	Small storage rooms Tr. Raum 3 Abst. Raum Archiv Room Archiv Room	01.49 meter square 02.09 meter square 08.01 meter square 07.80 meter square
14.	Toilets Toilets + Wash basin for ladies (4.25+7.15) Toilets+ Wash basin for men (3.85+5.48) Toilets for handicapped persons (6.16)	4.25+7.15 meter square 3.85+5.48 meter square 6.16 meter square

Ground Floor:-

Total no. of rooms = 2 connected halls + Pantry / Cafe Bar area + Reception Area + Lift		
No. of Rooms	Name of Room	Area
1.	Großraumbüro 1 (Large hall 1)	114.22 meter square
2.	Großraumbüro 2 (Large hall 2)	122.25 meter square
3.	Reception Area	37.72 meter square
4.	Pantry / Cafe / Bar area	27.22 meter square
5.	Flur (Lobby) Entrance	06.56 meter square
6.	Entrance 2	10.48 meter square
7.	Staircase	10.16 meter square 03.99 meter square
8.	Main entrance premises (outside)	Not measured
9.	Back yard (Air-Condition Machine) are	Not measured

1st Floor:-

Total no. of rooms = 3 Rooms + Waiting Area + Lobby + Toilets		
No. of Rooms	Name of Room	Area
1.	Besprechung 3 (Room)	16.97 meter square
2.	Besprechung 4 (Room)	34.89 meter square
3.	Besprechung 5 (Room)	18.51 meter square
4.	Flur (Lobby)	22.27 meter square
5.	Aufenthalt (Waiting Area)	19.38 meter square
6.	Toilets Men	02.99 meter square
	Toilets Ladies	04.40 meter square
	Toilets Addition space	04.79 meter square
7.	Archiv	07.12 meter square
	Vorr.	03.57 meter square
8	Staircase	23.16 meter square
	Landing slab	07.74 meter square

2nd Floor:-

Total no. of rooms = 1 Large Hall + Waiting Area + Toilets		
No. of Rooms	Name of Room	Area
1.	Large hall	98.61 meter square
2.	Waiting Area (Aufenthalt)	16.41 meter square
3.	Toilets Men	02.99 meter square
	Toilets Ladies	04.23 meter square
	Toilets additional space	04.57 meter square
4.	Archiv	06.94 meter square
	Vorr.	03.57 meter square
5.	Staircase	23.10 meter square
	Landing slab	08.34 meter square

3rd Floor:-

Total no. of rooms = 3 rooms + Open Area + Toilets + Balcony		
No. of Rooms	Room	Area
1.	3 rooms including walls	99.38 meter square
2.	Waiting Area (Aufenthalt)	16.07 meter square
3.	Toilets Men	04.22 meter square
	Toilets Ladies	03.12 meter square
	Toilets additional space	04.75 meter square
4.	Archiv	06.93 meter square
	Vorr.	03.50 meter square
5.	Staircase	23.68 meter square
	Landing slab	04.01 meter square
6.	Balcony	14.36 meter square

4th Floor:-

Total no. of rooms = 1 Large Hall + Waiting Area + Toilets + Balcony + Terrace		
No. of Rooms	Name of Room	Area
1.	Large hall	88.04 meter square
2.	Waiting Area (Aufenthalt)	13.01 meter square
3.	Flur (Lobby area)	09.20 meter square
3.	Toilets Men	04.35 meter square
	Toilets Ladies	03.21 meter square
	Toilets additional space	01.49 meter square
4.	Archiv	05.83 meter square
	Vorr.	03.70 meter square
5.	Staircase	N.A.
	Landing slab	01.98 meter square
6.	Balcony	14.36 meter square
7.	Terrace	13.80 meter square

5th Floor:-

Total no. of rooms = 3 rooms + Waiting Area + Toilets + Balcony + Terrace		
No. of Rooms	Name of Room	Area
1.	Büro 1 (Office Room 1)	15.29 meter square
2.	Büro 2 (Office Room 2)	17.34 meter square
3.	Office Room 3	27.57 meter square
3.	Toilets	02.61 meter square
	Toilets additional space	02.82 meter square
4.	Flur (Lobby)	07.51 meter square
	Vorr.	03.70 meter square
5.	Staircase	N.A.
	Front Room	04.86 meter square
6.	Balcony	14.36 meter square

Total Carpet Area=1260.27 sqm .