

**THE NEHRU CENTRE**  
**High Commission of India**  
**London**

**Tender No. London/TNC-Tenders/08/2026**

**12 February 2026**

**Notice Inviting Tender**

The Nehru Centre, (hereinafter referred as TNC) Cultural wing of the High Commission of India, London (hereinafter referred as HCI) invites sealed tenders from professional companies for providing Janitorial/Housekeeping/Cleaning Services at The Nehru Centre, located at 8 South Audley Street, London W1K 1HF.

**2.** The tender document(s) can be downloaded accessing the following links:

<https://www.hcilondon.gov.in/>

<https://eprocure.gov.in/cppp/>

<https://www.nehrucentre.org.uk>

**3.** Bidders are requested to go through the following:

- (i) Proforma for submission of Technical Bids (Annexure II)
- (ii) Proforma for submitting Earnest Money Deposit (EMD) or Bid Securing Declaration (BSD) (Annexure I)
- (iii) Terms & Conditions contained in the Tender Document (Annexure III)

**4.** The tender should be submitted in sealed envelopes as below: –

- (a) Sealed Superscripted “Technical Bid” should contain full contact address, email id and phone nos. as mentioned in the Annexure I for the contract and place in the separate envelope in the main sealed envelope.
- (b) Sealed superscripted “Financial Bid“, should contain service charges/rates only for the contract as per Quotation Proforma ( Annexure IV) of the Tender Document.
- (C) Completely filled-in affidavit as per Annexure V should be submitted.

(D) The sealed cover envelope alongwith ( sealed envelope of "Technical Bid" and another sealed envelope of "Financial Bid") alongwith sealed affidavit should be placed in the **main sealed envelope superscripted "Tender for Contract Services for Janitorial/Housekeeping/Cleaning services"** and addressed to **Head of Chancery, High Commission of India, India House, Aldwych, London WC2B 4NA** and must reach **on or before 27 February, 2026 by 1400 hrs.** Bids may be hand delivered or sent by post at the abovementioned address to reach on or before the stipulated date and time. HCI will not be responsible for any delay in the receipt of the bid.

5. The Contract would be valid for a period of one year initially, which could be reduced or extended by HCI for a further period on the same cost, terms and conditions, depending upon the performance of the company.

6. Consequent upon the scrutiny of all the valid quotations received and being fully satisfied based on the above criteria, companies will be shortlisted. HCI reserves the right to disqualify any company consequent upon scrutiny. HCI does not bind itself to accept the lowest bid or any bid and can reject any or all the bids or to scrap the Notice Inviting Tender in whole or in part.

7. HCI reserves the right to amend any of the terms and conditions contained in the Tender Document or reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of HCI in this regard will be final and binding upon the bidders.

8. Important schedules and dates are enumerated below:

S.NO	Key Events	Dates
1	Date of publication of Tender Document	12 February, 2026
2	Date of opening of bids (Bidders or their representatives may wish to be present	02 March, 2026
3	Venue for the opening of bids	High Commission of India, India House, Aldwych,  London WC2B 4NA

9. All bidders are requested to read and understand the terms and conditions of the contract before submitting their bids. No change or violation of the afore-mentioned terms & conditions is allowed once the quotation is accepted by HCI.

10. Bidders who wish to undertake site visit for examining the scope of work or any tender related enquiry/clarification, please contact The Nehru Centre, 8 South Audley Street, London W1K 1HF Tel. No. 02074932019 or email [ssculture.london@mea.gov.in](mailto:ssculture.london@mea.gov.in)



(Naorem J. Singh,  
Minister (Culture) and Director (TNC),  
HCI, London

**Annexure-I**

**Section 3: Proforma for submitting Earnest Money Deposit (EMD) or  
Bid Securing Declaration (BSD)**

***(On Company's Letter Head)***

***(Containing full contact address, e-mail id and phone number)***

Sirs,

I/We (Company's name) \_\_\_\_\_ offering cleaning services hereby provide Earnest Money Deposit of GBP 2500/- vide Demand      Draft/Pay      Order      no      \_\_\_\_\_.

2. I/We fully understand that the EMD money shall be forfeited in case of any of the conditions mentioned in the tender is violated.

**'OR'**

**BID 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 Bid Documents, I/we shall be debarred for a period of two years from the date of award of work from submitting Bids for contracts with the Government of India/High Commission of India.

**Date**

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

**Annexure-II**

**Section 4: Proforma for submission of Technical Bids**

***(On Company's Letter Head)***

***(Containing full contact address, e-mail id and phone number)***

<b>Sr. No.</b>	<b>CRITERIA</b>	<b>DOCUMENT ATTACHED</b>
1.	Detailed company profile	Yes/No
2.	Certificate of Incorporation	Yes/No
3.	Valid VAT Registration copy	Yes/No
4.	Company's licence or undertaking to carry out the cleaning services	Yes/No
5.	Client details with proof	Yes/No
6.	Company in operation for more than 3 years	Yes/No
7.	Company's experience of garden maintenance work of minimum 3 years	Yes/No
8.	Has the Earnest Money Deposit (EMD) or Bid Securing Declaration (BSD) been provided in lieu of the EMD	Yes/No

**Date:**

**Signature of the authorized signatory of the tenderer with seal of the firm/company**

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Annexure-III

Terms &  
Conditions

A. **Scope of Work:**

**Daily**

- Carpet- Vacuum cleaning of carpets of all office's areas, common areas, staircase, auditorium art gallery and rugs/mats with edges & corners
- Tiled Floor- damp mop of all hard floor areas of basement, ground and first floor, foyer area, entrance lobby and toilets with disinfectant
- Dusting/Sanitizing all display units, door frames, window ledges, furniture, electrical/electronic equipment's, tabletops, windowpanes, handrails, bars, tread of staircase
- Removal of garbage/wastepaper/packing material/trash
- Cleaning/Sanitizing wash basins, toilets, mirrors of basement, ground and first floor areas at least twice a day viz. morning & afternoon
- Cleaning/Washing/Sanitizing pantry areas and pantry utensils/equipment's/hand towels
- Replenishment of paper hand towels/hand soaps, sanitizers in washroom/pantry as and when required
- Dry sweep/damp mop the external area of the building within the premises of HCl

**Weekly**

- Vacuuming of auditorium chairs, upholstered furniture
- Dusting/wiping of picture frames, office shelves
- Dusting of blinds
- Removal of Cobwebs
- Wiping down overhead fittings/fixtures
- Polishing of metal signage/items

**Monthly**

- Dusting/sanitizing walls, doors, window frames, glass panes above 6 feet
- Floor Scrubbing
- Dusting of Od'A items with caution
- Dusting/cleaning of plastic covers of cables
- Wet/Steam wash of carpeted areas

**Any other tasks related to cleaning/housekeeping/janitorial tasks as and when required**

B. **Service required:**

- Two janitors/cleaners on full time duty on all working days and weekends as per the calendar of The Nehru Centre, London
- Service includes provision of all cleaning materials for dusting/sanitizing/disinfecting/scrubbing, labor, transportation and supervision

**C. Other terms and conditions which will be a part of the Service Agreement**

- Penalty Clause: In case the Service Provider/Cleaning Company fails to provide the desired services or breaches the contract and for loss or damage, injury, if any, to property, life of an individual due to negligence of the janitor/worker or substandard services of the Service Provider.
- Medical Facility: TNC/HCI will not be liable for any medical facility to janitor/worker under any circumstance whatsoever.
- Arbitration: Mandatory local rules applicable to the contract of the country must also be specified in the bid document.

**D. Miscellaneous**

- The services of the janitor(s)/worker(s) deployed may be required temporarily at the events organized by TNC/HCI on weekdays/holidays, if necessary.
- TNC/HCI reserves the right to deny engagement janitor/worker of certain nationalities and of origin due to its security consideration.
- TNC/HCI reserves the right to remove any janitor/worker in case of his/her conduct/ performance/behavior/background is/are found unsatisfactory as any point of time. Service Provider should have reserve pool of manpower for replacement.
- The Service provider should be able to provide Police Clearance Report/Certificate in respect of the janitor/worker /personnel deployed to work at the said properties.
- The contract could be terminated by TNC/HCI at any time with one-month notice without assigning any reason.
- All data, information and any other material submitted by the bidders during the process of bidding and part of bidding documents shall remain exclusive property of TNC/HCI, all time.
- The quoted service charges by the bidders shall be in £ (Pounds) only and inclusive of VAT, taxes, miscellaneous charges etc. However, VAT must be specified separately. The quoted price shall be open and valid for acceptance for a minimum period of One Hundred Eighty (180) business days.
- The bid shall contain no alteration, omission, or addition, overwriting except those to comply with instructions issued by TNC/HCI or as necessary to correct errors committed by the bidders in which case the person(s) signing the bid shall certify all such correction.
- The successful bidder should not sub-contract any part of the scope of work to be undertaken by them without written permission of TNC/HCI. The bidder to whom the contract is awarded is solely responsible to TNC/HCI for completion of the awarded contract.

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Quotation

(To be submitted as a part of Bid)

1.	Name of the Bidder Company	
2.	Address of the Bidder Company with Landline No., Mobile No. & email ID	
3.	A copy of Company Registration under relevant statutory regularities such as labour laws applicable in the host country	
4	Company Profile	
5.	VAT Registration of the company	Yes/No
(a)	If VAT Registered, a copy of VAT Registration Certificate issued by the relevant authority	
(b)	If not VAT Registered, a copy of VAT Exemption Certificate issued by the relevant authority OR Declaration Certificate on the Company Letter Head	
6.	Reference Letters issued by the Past/Current Client(s)	
7.	Quality Control Certificate issued by relevant authority, if any	
8.	Number of years of experience in the field of housekeeping/Cleaning	
9.	Quoted Service Charges inclusive of VAT (per Month in Pounds)	
10.	VAT (per month), if applicable, (in Pounds)	
11.	If the Quoted Service Charges include any tax other than VAT, miscellaneous charges, weekend charges (if so) etc. the same may please be indicated with detailed break-up	
12.	Any other information/remarks	

Declaration

I, hereby, certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Name & address of the company:  
Seal of the company

AFFIDAVIT

I/we \_\_\_\_\_ representative(s) of M/s \_\_\_\_\_  
solemnly declare that :-

- 1 I/We are submitting my/our bid against the Tender Notice No \_\_\_\_\_ dated \_\_\_\_\_ brought out by High Commission of India, London, for providing Janitorial/ Housekeeping/ Cleaning services at The Nehru Centre (TNC), Cultural Wing of the High Commission of India (HCI).
- 2 I/We or my/our partners do not have any relative working in TNC.
- 3 All information furnished by me/us in respect of fulfilment of eligibility criteria and other information given in this tender is complete, correct, and true.
- 4 All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
- 5 The price bid submitted me/us is "without any condition".
- 6 I/We have not been banned/delisted by any Government or any Government agency(ies) of United Kingdom.
- 7 I/We accept all the terms and conditions of the tender.
- 8 If any information or document submitted is found to be false/incorrect, HCI and TNC may cancel my/our tender and take any action as deemed appropriate including termination of the contract, forfeiture of all dues and blacklisting of my/our company and all partners of the company

Signature of the authorized signatory(ies)

Date:

Name & address of the company:  
Seal of the company