

**Embassy of India  
Kathmandu**

**Scope of work**

- I. The scope of work to be attended to will include.
  - i) General service, maintenance and development of the Embassy campus, having an area of about 45 acres.
  - ii) Daily cleaning of the office premises, roads/ side-walks 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, tennis court, ponds etc. inside India House 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 Embassy.
  
- II. The cleaning material, consumable items and equipment such as lawn movers, bush cutters, gardening implements, etc. shall be supplied by the Embassy.
  
- III. The Contractor shall engage at least 55 workers(both semi-skilled and unskilled in the ratio of 30 male and 25 female) of various categories, such as 8 washroom cleaners, semi-skilled gardeners(12), labourers/workers(34), etc. having the required experience and in addition at least one supervisor for monitoring and coordinating the work. The semi-skilled gardeners should be capable of operating lawnmowers and bush cutters.
  
- IV. The working hours for the Contractor's employees will be 0800 hrs to 1700 hrs on a six-day week basis with lunch break from 1300 hrs to 1400 hrs. Saturday will be the weekly off day for workers. However, cleaning of roads, garden and India House will be undertaken on Saturdays also by about 8-10 workers. Those who attend work on Saturdays will have their weekly off on Sundays. The working hours for the Nepali calendar months Mangsir to Magh (3 months) will be 0800 hrs to 1600 hrs.
  
- V. There will be no holidays for the employees except for two days during Dasain and one day for Deepawali (Bhai Tika) [Dates to be decided on mutual consultation].
  
- VI. 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.
  
- VII. 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.
  
- VIII. 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) cover
- v) It is mandatory to provide the services 55 of workers for the entire duration of the contract. Prompt replacement for workers deserted may be provided.