

EMBASSY OF INDIA BEIJING

**INVITES QUOTATIONS
FOR HIRING OF A CLEANING AGENCY
FOR CLEANING OF NEW EMBASSY COMPLEX IN BEIJING, CHINA**

TENDER NO. PEK/GEN/867/1/2014

LAST DATE FOR SUBMISSION OF BIDS

26TH DECEMBER 2015 UP TO 1800 HRS (BEIJING TIME)

DATE OF OPENING TECHNICAL BIDS

2ND JANUARY 2016 AT 1100HRS (BEIJING TIME)

**EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE, CHAOYANG
DISTRICT, BEIJING 100600 TEL-00-86-10-8531 2500/2501/2502/2503**

Invitation for Bids

Embassy of India, Beijing invites Bids / Quotations from reputed agencies based in China with experience in cleaning work of office & residential buildings.

1. **Notice Inviting Tender:-**Sealed bids are hereby invited for hiring of a Cleaning agency.

2. **Eligibility criteria for bidders:**

- The Company should have valid permit / registration from a competent local authority for cleaning work.
- The Company should be in operation for more than 5 (five) years.
- The Company should have experience in providing cleaning service for a minimum of 5 years.
- The Company should have sufficient number of cleaning staff and supervisory staff for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how these would be involved in this work.

2. **Scope of Work:**

The work consists of day to day and periodical cleaning works for the following:

- (a) The Chancery building (main building and A4) including external façade, roof and dome
- (b) Auditorium including external façade, roof & dome
- (c) Peripheral areas of Chancery and residences including roads & parking places

S.No.	Description of work	Per Month	Quantity (Months)
1.	Cleaning of basement, first floor, second floor, third floor, and staircases of the main building and office at A-4 in the Residential Complex, including cost of necessary cleaning equipment. Cleaning toilets with disinfectants and keeping hand wash liquids at wash basins in toilets as and when required.	Each Job	24
2.	Cleaning external façade two domes, inner atrium wall, window and outer wall of premises, including cost of necessary cleaning equipment, materials, ladders, high pressure pipes & pumping/pressure machine all.	Each Job	24
3.	Cleaning window, doors & blinds of premises (every fortnight) including cost of necessary cleaning equipment and materials.	Each Job	24
4.	Rubbing & Polishing of marble & granite floors (every 3 months) including cost of necessary cleaning equipment and materials.	Each Job	24
5.	Cleaning of internal roads/CC pavement, car parking area, kerb stones, stone footpaths and setback areas along the boundary walls including coat of necessary	Each Job	24

	cleaning equipment and materials.		
6.	Pest control/fumigation once in a month in Chancery and 16 Residential apartments including cost of necessary equipment/material.	Each Job	24
7.	Cleaning of Auditorium six days a week (including Saturday) including cost of necessary cleaning equipment and materials.	Each Job	24
8.	Cleaning of staircase area of residential part every day including cost of necessary cleaning equipment and materials.	Each Job	24
9.	Weekly cleaning of badminton court and Children's play area including cost of necessary cleaning equipment and materials.	Each Job	24
10.	Waste collection and its disposal as per local municipal laws including cleaning of garbage bins with disinfectant.	Each Job	24
11.	Cleaning of outside pavements adjacent to the Chancery including cleaning equipment and materials.	Each Job	24

4. **Bid system:-** The two bid system (Technical and Financial) as detailed below shall be followed for this tender.

- i. The bidder shall submit offer in **two separate sealed envelopes**, namely, (a) **First envelope-** superscripted "Technical Bid- for hiring of a Cleaning Agency", (b) **Second envelope-** superscripted

“Financial Bid- for hiring of a Cleaning Agency”. Both the sealed envelopes shall be kept inside a large sealed envelope, i.e. in a **Third envelope** superscripted as “Tender Quotation for hiring of a Cleaning”. It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;

- ii. The sealed quotations shall be submitted to **The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**
- iii. For site visit please contact Mr.Jitendra Kumar, Property Assistant, PhoneNo.0086-10-85312548Email:-property@indianembassy.org.cn
- iv. The bids may be submitted by Hand in person or by courier. Tenders by “Fax/e-mail” shall not be accepted;
- v. Tenders received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
- vi. Financial bid shall be opened on the date and time as given in the tender notice at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**, in the presence of the authorized representatives of the companies, who may wish to attend.

5. Instruction to Bidders regarding submission of Technical Bid:

- i. Technical bid has to be submitted as per the format specified at ‘Annexure I’;
- ii. Technical bid should consist of following documents. All the documents should be self-attested with the seal of the bidders. Unsigned quotations will not be considered;
 - (a) Documents in support of fulfillment of eligibility criteria;
 - (b) Profile and track record of the Agency;

6. Instruction to Bidders regarding submission of Financial Bid:

- i. The bidder shall quote the rate as per the proforma given at 'Annexure II';
- ii. Unsigned/overwritten quotation shall not be accepted;
- iii. Incomplete/conditional bids will be rejected.

7. Selection Procedure

- i. Technical bids will be opened by a Constituted Committee which will screen them for eligibility as per Eligibility Criteria enumerated at 2 above;

8. Term of the Contract: The contract will be for a period of Two Years (calendar years) extendable to a third year.

9. Validity of Bids: The bids shall be valid for a period of four months from the date of opening of bids. A bid for a shorter period of validity shall be rejected.

10. Mode of Payment: Payment against bill/invoice shall be released at the end of each month on the items of work executed till then. A Retention Money of 5% of each monthly Account Bill subject to a maximum of 5% of accepted contract amount would be deducted. Retention Money deducted shall be refunded within one month from the date of final payment or within one month from the date of completion of the contract whichever is earlier.

12. SPECIAL CONDITIONS OF CONTRACT:

- i. Language :** The language in which the tender will be submitted and the contract will be executed and operated will be **English**.
- ii. Jurisdiction:** The disputes, legal matters, court matters, if any shall be subject to jurisdiction as defined by Indian legal system only;
- iii. Arbitration:** All disputes of any kind arising out of service shall be referred by either party after issuance of 30 days of notice in writing to the other party clearly bringing out the nature of dispute to a single arbitrator acceptable to both parties;
- iv. Force Majeure:** Any shortfall in service or failure in fulfillment of obligations under contract due to *force majeure* like natural disasters of the nature of earthquake, floods, storm or man-made ones like war, civil strife shall be looked into in consideration of those extenuating circumstances by either side;

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Annexure- I

**PROFORMA TO BE FILLED UP AND SUBMITTED IN THE TECHNICAL
BID**

1.	Name of the Bidder Agency/Company	
2.	Address of the Bidder Agency/Company	
3.	Contact details of the Bidding Agency/Company	
4.	Name of the Proprietor/Partners/Directors of the Agency/Company	
5.	Agency/Company's bank details- name, address and Current Account number	
6.	Registration and incorporation particulars of the Agency/Company	
7.	Period of Bid validity	
8.	Any other information	

Declaration

I hereby certify that the information furnished above is full and correct to the best of our knowledge. The self-attested copies of required documents as mentioned in para 5 of the Tender notice have been submitted. We understand that in case of non-submission of required documents, the bid shall stand rejected.

(Signature of the authorized signatory)

Dated_____

Name and address of the Agency/Company_____

Seal of the firm

Annexure- II

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE FINANCIAL BID

Sl. No.	Item of work as per scope of work of Tender Notice	Amount incl. VAT (RMB)
	Total=	

Declaration

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

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____

Seal of the firm