



**CONSULATE GENERAL OF INDIA
GUANGZHOU**

**INVITES BIDS
FOR**

**ANNUAL MAINTENANCE CONTRACT FOR CLEANING OF CHANCERY
PREMISES OF THE CONSULATE GENERAL OF INDIA, GUANGZHOU**

**TENDER NO. GUAN/ADMN/867/02/2022
Date: 16 NOV, 2022**

**LAST DATE FOR SUBMISSION OF BIDS
06 DEC, 2022 UP TO 1730 HRS**

**DATE OF OPENING BIDS FOR TECHNICAL EXAMINATION
07 DEC, 2022 AT 1600HRS**

CONSULATE GENERAL OF INDIA, GUANGZHOU, 14th FLOOR, HNA TOWER,
8 LINHE ZHONG ROAD, TIANHE DISTRICT, GUANGZHOU-510610
TEL-00-86-20-85501501

INVITATION FOR BIDS

The Consulate General of India, Guangzhou invites sealed bids / quotations from experienced companies/firms based in Guangzhou for providing cleaning services at the Chancery premises at 14th Floor, HNA Tower, 8 Linhe Zhong road, Tianhe district, Guangzhou, China.

1. **Notice Inviting Tender:** Two-part sealed bids are hereby invited for “Annual Maintenance Contract for cleaning of Chancery premises of the Consulate General of India, Guangzhou”.
2. **Bid system:-** Bidders shall submit their bid in a large sealed envelope super-scribed with “Annual Maintenance Contract for cleaning of Chancery premises of the Consulate General of India, Guangzhou” which shall have following three sealed envelopes inside:
 - **Envelope A:** Should contain “Bids Securing Declaration (BSD)”. The format for BSD is at Annexure-I.
 - **Envelope B:** Should contain the duly filled-in Technical Bid Proforma (Annexure-II) complete in all respects along with all the supporting documents. This envelope should be superscripted “Technical Bid for Annual Maintenance Contract for cleaning”.
 - **Envelope C:** Should contain the duly filled-in Financial Bid Proforma (Annexure-III). This envelope should be superscripted “Financial Bid for Annual Maintenance Contract for cleaning”.
3. All the envelopes should be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the Agency/Company.
4. The sealed quotations shall be submitted to the **Head of Chancery, Consulate General of India, Guangzhou, 14th Floor, HNA Tower, 8 Linhe Zhong Road, Tianhe District, Guangzhou-510610**. The bid may be submitted by Hand in person or by courier. The bids by 'Fax / E-mail' shall not be accepted.
5. Bids received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances.
6. The bid has to be submitted as per the format specified at the Annexes with all the supporting documents. The bid is to be submitted either only in English or in Bilingual (English and Chinese) format. The cost of translation of the documents shall be borne by the bidder. In case of any discrepancy between the English and the Chinese version, the English version shall prevail.
7. Firstly, the envelope containing the BSD would be opened. No bid will be accepted without BSD and will be rejected at once. Technical Bids of only those bidders will be opened who have submitted BSD. Then, Financial Bids of only the technically qualified bidders would be opened.

8. Technical bid shall be opened on the date and time as given in the tender notice on the first page at the Consulate General of India, Guangzhou, 14th Floor, HNA Tower, 8 Linhe Zhong Road, Tianhe District, Guangzhou-510610, in the presence of the authorized representatives of the companies, who may wish to attend.

9. Financial bid shall be opened on the date and time, to be communicated later, at Consulate General of India, Guangzhou, 14th Floor, HNA Tower, 8 Linhe Zhong Road, Tianhe District, Guangzhou-510610, in the presence of the authorized representatives of the companies, who qualify the technical bids and wish to attend.

10. All bidders, if required, may visit the the Consulate with prior appointment to assess the actual scope of work. Please contact Ms. Wing Chen at Tel No. 00-86-20-85501501 Ext. 114, Email: admn2.guangzhou@mea.gov.in.

11. **Validity of Bids:** The bids shall have a minimum validity of six months **(180 DAYS)** from the date of opening of bids. A bid for a shorter period of validity shall be rejected.

12. **Important Schedule for Tender Notice**

S. No.	Events	Date
1.	Tender Publish Date	16.11.2022
2.	Bid Submission start date	16.11.2022
3.	Bid Submission end date	06.12.2022 (till 1730 hrs)
4.	Opening of Technical Bids	07.12.2022 (at 1600 hrs)
5.	Opening of Financial Bids	Date to be intimated later (only to technically qualified bidders)

Sd/-
(Aliawati Longkumer)
Head of Chacnery
Consulate General of India
Guangzhou
Email: hoc.guangzhou@mea.gov.in

GENERAL TERMS AND CONDITIONS

1. The bid shall be neatly arranged, plain and intelligible. Each page of the bid should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the tender. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.
2. The Consulate reserves the right to terminate the contract at any point of time during the tenure of contract if the services are not found satisfactory or the bidder dishonors the contract. Decision of the Consulate in this regard shall be final and binding upon the bidder.
3. Price quoted by the bidder and agreed to by the Consulate shall be considered final and no price escalation will be permitted during the currency of the contract.
4. Bidder must quote the price in the format given at **Annexure-III** of this document. The price to be quoted by the Bidder shall be in **RMB (incl. VAT) on monthly basis**.
5. The Bid shall remain valid for a period of 180 (One hundred eight) days from the date of the opening of the bid or up to any mutually extended period.
6. Eligibility Criteria: The bidder should have a minimum of 05 years experience in the field of providing cleaning services to other official/ commercial buildings/ offices. The bidder should provide valid permit/registration from the local authorities in Guangzhou for providing cleaning services. The bidder should be able to deploy experienced cleaning staffs (in proper uniform) on all working days (from 0830 hrs to 1700 hrs).
7. The cleaing staff engaged by the bidder will be the employees of the bidder and the Consulate 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 Consulate premises.
8. The bidder shall employ in consultation with the Consulate only those persons who are physically and medically fit and whose antecedents have been verified and cleared by the local police/ Administration.
9. Period of contract: Contract will be valid for a period of 01 year from the date of acceptance by the Consulate and it could be extended for another year on the same terms and conditions, subject to satisfactory services by the company.
10. Terms of payment: The bills for the services foa month must be prepared based on the approved rates and submitted to the Consulate on monthly basis by the 10th of the succeeding month for effecting payment. The payment will be made within 10 working days after receipt of invoice from the company and satisfactory completion of job.
11. In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, Consulate's interpretation of the clauses shall be final and binding on all parties.

SCOPE OF WORK

Sweeping/mopping/dusting/vacuum cleaning of common areas, office-rooms, toilets, lobbies, window panes, office furniture/equipment, entrance and exit areas and any other place within the premises as directed by the competent authorities from time to time including removal of waste material. This will include the following:

- a) Daily mopping/ dusting/ vaccuming on week days (Monday to Friday) of all office rooms, reception, common areas, carpet floors, pantry, glass doors in the Chancery premises.
- b) Collection and removal of all garbage and its disposal in a hygienic manner, including dumping at the designated garbage dustbin of the HNA building.
- c) Cleaning of all glass windows /walls once a week or as and when directed and required.
- d) Polishing of signages/ nameplates etc to be done once a week or as required.
- e) Deep cleaning of the multi-purpose hall and Visa hall of the Consulate twice a month.
- f) Cleaning of any other place within the premises as directed by the competent authorities from time to time including cleaning during special functions/ parties organized by the Consulate within the building or at the India House.
- g) Bids should include cost of cleaning equipment and cleaning material including vacuum cleaner, garbage bags, surface cleaners, air fresheners, brasso, insect killers etc.
- h) The bidder shall also undertake fogging of entire Chancery premises to control mosquitoes whenever required.
- i) The working hours will be from 0830 to 1730 hrs (with 01 hour lunch break). In addition to the regular working hours on working days, company will provide cleaning service as and when required, irrespective of the day of the week including weekends/ holidays and before and after office hours on working days. No extra remuneration would be paid to the agency for working on Saturdays/ Sundays/ Holidays (if required).
- j) The bidder is required to maintain highest level of cleanliness in the Chancery premises. The cleaners should be provided with proper working Uniforms which are to be worn compulsorily during the entire working time.
- k) The bidder shall ensure compliance of local laws related to the workers engaged for the above-mentioned work.

2. Garbage Collection: Garbage will be collected from each room everyday. The collected garbage should be periodically disposed off in accordance with the relevant regulations of HNA building Administration. No garbage shall be allowed to be accumulated in the building. Garbage trolley should be provided by the bidder. All dustbins in office should be provided with suitable garbage bags.

BIDS 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 bids document, I/we will be suspended for the period of 02 years from being eligible to submit Bids for contracts with Consulate General of India, Guangzhou.

(Signature of the authorized signatory)

Dated_____

Name and address of the Agency/Company_____

TECHNICAL BID PROFORMA

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Contact details of the Bidding Agency/Company including Name, Mobile Number and Email.	
4.	Registration and incorporation particulars of the Agency/Company.	
5.	Period of Bid validity (minimum 180 days)	
6.	Previous Experience in the field (minimum 05 years)	
7.	List of other Embassies/Consulates or reputed firms/organizations where the company is providing similar services.	

DECLARATION

I certify that the information furnished above is full and correct to the best of my knowledge.
I hereby agree to all terms and conditions as per the tender document.

(Signature of the authorized signatory)

Dated_____

Name and address of the Agency/Company_____

ANNEXURE-III

FINANCIAL BID PROFORMA

Description	Amount including VAT (RMB)
Cleaning services at the Chancery premises of the Consulate General of India, Guangzhou (As per the scope of work mentioned in the tender document).	
Monthly Amount (in RMB)	

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

I hereby agree to all terms and conditions as per the tender document.

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____