

Invitation for Bids

Consulate General of India, Guangzhou invites Bids / Quotations from reputed Cleaning companies/ agencies based in China with specialization in all types of cleaning work for Office & Residential properties.

1. Eligibility criteria for bidders:

- The company/ agency should have valid permit / registration from a competent local authority for High Grade Cleaning work.
- The company should be in operation for more than 05 (five) years.
- The company should have experience in providing cleaning service for a minimum of 5 years.
- The company/ agency should have sufficient number of cleaning staff and supervisory staff for the proper execution of the contract. **The company/ agency should submit a list of these employees stating clearly how these would be involved in this work as part of their quotation.**

2. Scope of Work:

S.No.	Description of work	Per Month	Quantity (Months)
1.	Deep Cleaning of 15 th floor Representational area (approx. 469 sq. mts), including Cleaning of toilets with disinfectants, equipment and materials- Once in a week	Each Job	12

2.	Normal Cleaning of 15 th floor Representational area (approx. 469 sq. mts), including Cleaning of toilets with disinfectants, equipment and materials- Once in a week	Each Job	12
3.	Cleaning of glass panes of the entire house by professional expertise - Once in a month	Each Job	12

3. Bid system:- The company/ agency shall submit its offer in **three separate sealed envelopes**, namely, (a) **First envelope**- superscripted "Technical Bid- for Annual Maintenance Contract for Cleaning of Consul General's Residence for a period of ONE YEAR", (b) **Second envelope**- superscripted "Financial Bid- for Annual Maintenance Contract for Cleaning of Consul General's Residence for a period of ONE YEAR". Both the sealed envelopes shall be kept inside a large sealed envelope, i.e. in a **Third envelope** superscripted as "Tender Quotation for Annual Maintenance Contract for Cleaning of Consul General's Residence. It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;

- i. The sealed bid shall be submitted to **The Head of Chancery, Consulate General of India, No.1401-04 HNA Tower, 8 Linhe Zhong Road, Tianhe District, Guangzhou-510610;**
- ii. **ii.** Contact person Ms. Chen Wing, Assistant (Admin), Phone No.0086-20-85501501, Email: admn1.guangzhou@mea.gov.in;
- iii. The bid may be submitted by Hand in person or by courier. The bids by "Fax / Email" shall **not** be accepted;
- iv. Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
- v. Bid shall be opened on the date and time as given in the tender notice at **Consulate General of India, No.1401-04 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. Only the technical bid shall be opened on 28 April, 2022. Financial Bid will be opened for all those parties who have qualified

technically. Parties who have qualified will be informed regarding the opening of the bid at least two days in advance.

- vi.** The bid has to be submitted as per the format specified at "Annexure I & II" respectively.

- 4.** The Bidder can arrange for a pre-bidding tour by contacting Ms. Chen Wing and see the premises (Unit 1502, Central Park View, No. 4 Qingfeng North Street, Tianhe District, Guangzhou). The Bidders are free to bring cleaning experts for studying the status of the residential complex and different facets of cleaning. The pre-bid site visit can be arranged on request at email admn1.guangzhou@mea.gov.in latest by date 15th April, 2022.

- 5. Mode of Payment:** Payment against bill/invoice shall be released on monthly/ quarterly basis at the end of each month/ quarter as the case maybe.

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.	Registration and incorporation particulars of the Agency/Company.	
6.	Experience in Cleaning of Buildings/complex (No. of years).	
7.	No. of workers in the company – Manager, Supervisor, cleaners and helpers	
8.	Any other information.	

Scope of Work

S.No.	Description of work	Comments (please write yes or No). In case of any deviations, please mention
1.	Deep Cleaning of 15 th floor Representational area (469 sq. mts), including Cleaning of toilets with disinfectants, equipment and materials- Once in a week	

2.	Normal Cleaning of 15 th floor Representational area (469 sq. mts), including Cleaning of toilets with disinfectants, equipment and materials- Once in a week	
3.	Cleaning of glass panes of the entire house by professional expertise - Once in a month	

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

Annexure- II

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE FINANCIAL BID

The financial bid can be done item-wise, describing the cost as per each item of the scope of work.

Description	Amount (RMB)	incl. VAT
Annual charges for Cleaning of Consul General's Residence as per Scope of work.		
Total		

Other issues related to Financial Bid

1	Period of Bid validity.	(Please mention the last date of validity)

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