MUN/867/1/2018
Consulate General of India
Munich

Subject: Re-Tender for hiring of Cleaning Agency to clean the Chancery premises.

Consulate General of India, Munich invites sealed tenders from eligible Agencies/Contractors for the under mentioned requirements and as per terms and conditions set forth in the Tender Documents:

1.	Tendering Authority	Consulate General of India, Munich
2.	Invitation Ref no & date	MUN/867/1/2018 dated 08 October 2020
3.	Procurement Method	Open Tender
4.	Source of Fund	Government of India
5.	Tender Name	Hiring of Cleaning Agency/ Contractors for professionally trained Cleaners for cleaning of the Office Rooms, Corridors and Open Areas of Consulate General of India, Munich at Widenmayerstrasse 15, Munich
6.	Tender Submission date	Publication Date:08.10.2020 Last date of submission of bids : 22.10.2020 (1600 hrs)
7.	Tender Opening Date & Time	Technical bids will be opened on 23.10.2020 (1100 hrs) Financial bids will be opened on 23.10.2020 (1600 hrs)
8.	Conditions	The Tender issuing Authority reserves the right to withdraw/cancel the Tender for any reason whatsoever after publication /award of contract. ii) The vendors/suppliers will have to certify in their offers that the work

		will be undertaken in a professional manner using good quality material and to the satisfaction of the Consulate. iii) No advance or down payment for this work. Bill would be settled on monthly basis and after satisfactory completion of job. iv) The manpower to be deployed by the company should liable to be verified. v) Transport for Pick and drop services for Cleaning Staff will be the responsibility of the Company.
9.	Name and address of the office Receiving Tenders	Head of Chancery, Consulate General of India, Munich, Widenmayerstrasse 15, Munich
10.	Name and address of the office for opening Tenders	Head of Chancery, Consulate General of India, Munich, Widenmayerstrasse 15, Munich
11.	Name and address of the office for provding Tenders documents	Head of Chancery, Consulate General of India, Munich, Widenmayerstrasse 15, Munich
12.	Special instructions	i) The tenders should be submitted in two sealed covers – the first sealed cover should be superscribed "Technical Bid" and second sealed cover superscribed "Financial Bid". Both the sealed covers should be placed in the main sealed envelope superscribed "Tender for cleaning work of Consulate General of India, Munich" and addressed to 'Head of Chancery, Consulate General of India, Munich'. ii) The 'Technical Bid' should contain – (a) Company credentials, experience, client list, certifications, license, profile; (b) Manpower strength; (c) Details of owner /

		proprietor; management of company; and (d) The requisite information duly filled in as per proforma at Annexure-I; iii) The 'Financial Bid' should contain rates which are to be quoted on monthly basis as proforma at Annexure-II. This should also mention statutory taxes as applicable. vi) The Tenderer shall submit documentary evidence in respect of their financial and technical ca pabilities and also of their experience in execution of similar nature of work. vii) The tenderer can submit only one tender. A Tenderer who submits or participates in more than tender will be disqualified. viii) The Agency/procuring entity reserves the right to accept or reject any or all the Tenders without assigning any reasons whatsoever. ix) If the Tenderer submit any false-incorrect or forged certificates, his tender will be summarily rejected and the Tender security may be forfeited. x) Site can be inspected on any working day with prior appointment (Tel. 089-21023921) before 22 October 2020 on any working day.
13.	Scope of work	Cleaning of office rooms, corridors and open areas of premises of Consulate in ground floor and first floor, which involves floor sweeping, floor mopping, carpet cleaning, vaccum cleaning, sanitary sterilizing, doors & windows cleaning, upholstery cleaning, cleaning of socket and switches, dusting,

		furniture cleaning, telephone, computer cleaning, drains checking and daily disposal of waste materials. The company will use its own cleaning materials. Note: For any tender-related enquiry/query/clarification please contact: Head of Chancery mail: hoc.munich@mea.gov.in

The tendering authority reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which the Service Provider has submitted the bid on 22.10.2020(1600 hrs).

Any bid received by the tendering authority after the deadline for submission of bids i.e. 22 October 2020(1600 hrs) will be rejected and will not be considered and will be returned unopened to the service provider.

Annexure I

Technical Bid

To
Head of Chancery
Consulate of India
Munich

Dear Sir/Madam,

I/We, _____, Representative(s) of M/s._____ solemnly declare that:-

1. I/We are submitting tender for the hiring of Cleaning Agency against Tender Notice No.MUN/867/1/2018 dated 08.10.2020.

2. Myself or my partners do not have any relative working in any office of Consulate of India, Munich.

3. All information furnished by me/us in respect of fulfillment 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 by me/us is "WITHOUT ANY CONDITION".

6. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.

7. If any information or document submitted is found to be false/incorrect, Consulate may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.

8. All the terms and conditions of the tender are acceptable to us.

Yours sincerely,
(Signature of Tenderer)

Annexure- II

FINANCIAL BID PROFORMA TO BE FILLED UP AND SUBMITTED

1. Name of the Bidder Agency/Company.
2. Address of the Bidder Agency/Company.
3. Contact details of the Bidding Agency/Company.
4. Period of Bid validity.
5. Scope of Work
6. Manpower to be provided
7. Number of working hours per day

S/no	Job item	Price quoted
1	Chancery Cleaning Service	

Note: Tenderer should quote monthly price rate, which shall be inclusive of all charges and any other statutory obligations as the case may be.

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

Note: 1. The above quoted prices are complete in all respects as per technical specifications inclusive of packing, forwarding, transit insurance, loading & unloading, transportation, installation but exclusive of all taxes & duties, if any.

2. Certified that rates quoted for the above items are as per specifications, terms & conditions mentioned in the tender document.

Yours faithfully,
(Signature of Authorized Signatory)
Name & Designation
Name of firm
Address for correspondence
Contact
Company seal

TECHNICAL INFORMATION

(Proforma to be submitted with Technical Bid)

1. Name of firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:
   Telephone:
   Fax:
   E-mail:

S/no	Requirements	Response
1	a. Brief introduction of the company.	
	b. Previous experience in the field	
	c. Total number of regular employees with the firm	
2	e. Registration Certificate & licence for the services	
3	Detail work plan and methodology for undertaking the job	
4	Qualification and experience of the staff [including supervisory / managerial staff and gardening staff] proposed to be deployed for the job.	