

No. SOF/PROP/867/01/20116
Embassy of India
Sofia

Sofia, the 29 February, 2016

TENDER NOTICE

Subject: Invitation for competitive tender for providing Cleaning Services at Embassy of India, Sofia (at 4 Alfred Nobel, Str., Sofia).

1. Sealed tenders are invited from professional companies / firms with a minimum experience of three years in Cleaning works and having provided such services to Embassies / star hotels / Convention Centres/ Corporate Houses for at least two years during the last three years, for providing these Services at Embassy of India , Sofia for a period of 2 years.

2. The scope of the work, terms and conditions would be as follows:

Cleaning: The work involves sweeping, mopping, vacuum cleaning and dusting of all the common areas in the Embassy consisting of open parking area, Lobbies, office rooms, terraces including snow clearing, Staircases, Compound Wall, Toilets, light Fittings & Fixtures, Consular Hall and open area / roads in front and around of the Chancery building and any other place in the Complex as directed by the competent authorities. The approximate floor area of the Chancery is 1200 Sq Mtr with 20 rooms / halls (approx.) and some toilets. The work involves daily removal of garbage and its disposal to the Municipality designated places outside the Complex, removal & destruction of shredded papers / documents at place designated by Embassy.

3. The firm shall employ one professional cleaner for five days a week from Monday to Friday.

4. Interested parties / firms may submit their financial bid in a sealed envelope for providing cleaning services.

5. The firm shall provide all cleaning materials and other items used for the cleaning work at its own cost.

6. The firm shall be required to furnish an undertaking to strictly abide by good management practices, various labour regulations / laws, if any, in force in Sofia including payment of minimum wages, social security etc. The winning bidder would be required to dedicate one supervisor / manager who can be contacted for all queries / requirements in connection with the work awarded.

7. The firm would be responsible for its workers in terms of their antecedents and conduct, service performance & behaviour as also the payment of salaries, compensation etc. Embassy of India would not be responsible for any dues other than the agreed contract amount. The workers shall not have any claim for regularization of their services or enhancement of wages with the Embassy of India. Sworn affidavits to these effects from the workers deployed on the Chancery premises by the company will have to be furnished.
8. Bidders would be required to furnish the information and submit documents, as per the attached proforma and would quote prices strictly on monthly basis only. Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, transportation, rentals, taxes etc. Technical information should be given in separate envelope.
9. Contract amount, once agreed to by the firm, shall not be increased during the period of the contract.
10. Prices quoted in the financial bids of the tender should remain valid for acceptance for 90 days from date of closing of tender, without any price escalation for whatever reason.
11. A Bid shall be treated as successful only after the competent authority in the Embassy of India has approved it in accordance with the terms of the Tender Notice. Embassy of India shall send the notice of acceptance of the successful lowest Bidder. Subsequent to the notice, a contract shall be signed between the Embassy of India and the successful Bidder.
12. The bidding firm will have to submit 'Financial Bid' in a sealed cover. Financial bids of only those bidders who met the technical criterion in Para 1 and Para 16(3) would be opened to award the contract. Financial bids of bidder [s] who do not meet the technical criterion will not be opened.
13. The Embassy of India reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of contract.
14. The Embassy of India shall have the right to impose such penalty as it deems fit on the firm if the services are found unsatisfactory or partial / defective services are rendered. The maximum penalty will be restricted to one month's charges. Continuous default in providing services will also lead, besides termination of contract, to

automatic disqualification for tendering or quoting in future for any service for the Embassy. Clauses of this effect would be included in the agreement to be signed.

15. The Embassy of India shall also have the right to impose such penalty as it deems fit on the firm if the Mission is put to any financial loss directly or indirectly by any act of omission or commission on the part of the firm or the person (s) deployed by it on the premises of the chancery or withholding payment till the rectification of the omission.

16. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF:

1. LAST DATE FOR BID SUBMISSION: 1700 HRS, MONDAY, 21st MARCH 2016.
2. DATE OF OEPNING TECHNICAL BIDS: 1500 HRS, TUESDAY, 22nd MARCH 2016 in Reception Hall, Embassy of India, Sofia (at 23 Sveti Sedmochislenitsi str., Lozenetz, Sofia).
3. DATE OF OEPNING FINANCIAL BIDS: 1500 HRS, FRIDAY, 25TH MARCH 2016 in Reception Hall, Embassy of India, Sofia (at 23 Sveti Sedmochislenitsi str., Lozenetz, Sofia).
3. EVALUATION CRITERIA: The Tender Evaluation Committee [TEC] will evaluate the Technical information individually using the following criteria:
 - (a) The Organization's relevant experience for the Assignment.
 - (b) Quality of work plan and methodology for undertaking the job.
 - (c) Qualifications and experience of the staff proposed.
 - (d) Past track record.

17. Bid may be submitted physically or by courier / post to:

Head of chancery

Embassy of India

23 Sveti sedmochislenitsi str., Lozenetz

Sofia 1421, Bulgaria

For site visit, please contact the undersigned during office hours.


(Sanjeev K. Bhati)

Second Secretary & Head of Chancery

Tel. No. -02-963 5685

E-mail:property@indembsofia.org

TECHNICAL INFORMATION

1. Name of the firm:

2. Address of the Registered Office:

3. Correspondence address:

4. Contact details:

Telephone:

Fax:

E-mail:

Sl.No.	Requirements	Reply	Remarks, if any
1.	a. Brief introduction of the company		
	b. Previous experience in the field (minimum of three years)		
	c. Total number of regular employees with the firm		
	d. Turnover of the firm for the last two years		
	e. Registration Certificate & license for the services		
2.	Detailed work plan and methodology for undertaking the job		
3.	Qualification and experience of the staff [including supervisory / managerial staff and cleaning staff] proposed to be deployed for the job		
4.	a. Copies of Current contracts of Cleaning services being undertaken by the firm		
	b. Copies of past contracts of Cleaning services undertaken by the firm		
	c. Testimonials [Clients' letters / certificates etc.]		

FINANCIAL BID

1. Name of the firm:

2. Address of the Registered Office:

3. Correspondence address:

4. Contact details:

Telephone:

Fax:

E-mail:

Sl.No.	Items	Charges (in Lev per month including VAT)	Remarks, if any
1	Monthly charges for Cleaning services	<p>Note : Prices should be quoted strictly on monthly basis only. Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, transportation, rentals taxes, VAT etc.</p>	