

High Commission of India

Kampala

NOTICE INVITING TENDER/REQUEST FOR PROPOSAL

Subject: Tender for Hiring of Cleaning Agency to clean the Chancery premises

S. no.	Descriptions	Details
1.	Reference Number	No. KAM/572/1/2023
2.	Issuing Authority	Head of Chancery, High Commission of India, Kampala
3.	Site Address	High Commission of India Post Box No.7040 11, Kyadondo Road, Nakasero, Kampala, Uganda
4.	Scope of Work	<p>Cleaning and sweeping of Chancery premises.</p> <p>Cleaning is to be done on all working days (from Monday to Saturday) and on other days / timings (holidays/weekends), if required by the High Commission.</p> <p>Three cleaners will be on duty from 0800 hrs. to 1700 hrs with one hour break in between.</p>
5.	Specification of work	<p>Sweeping/mopping/dusting/vacuum cleaning of common areas, office-rooms, toilets, lobbies, auditorium, window panels, office furniture/equipment, floor, entrance and exit areas, parking areas and any other place within the premises as directed by the High Commission officials.</p> <p>It should be ensured that appropriate type of cleaning materials suited for the cleaning are used. All types of cleaning materials/consumables will have to be provided by the successful bidders including brooms, brushes, mops, dusters, garbage bags, cleaning pads, scouring pads, cleaning clothes, soaps for cleaning/washing hands in bathrooms/toilets, polish for floors, furniture and metal fittings, all types of cleaning agents for toilets, floor, walls and glass.</p> <p>The company shall be responsible for the conduct/integrity of persons deputed for cleaning works in the building and will also be responsible for any act of omissions or commissions on their part. It should vouch for their character and integrity.</p> <p>The company shall supply fresh sets of uniforms/badges, identity cards, shoes to all personnel who shall wear the same while on work and also keep their uniform neat and clean.</p>
7.	Visit to High Commission Premises:	Interested cleaning & maintenance services providers may visit the High Commission premises during 1000 hrs. to 1600 hrs. from 15.05.2023 to 26.05.2023 to ascertain the scope of the work. +256-759207143 (Mr. Awadhesh Kumar, Attache) may be contacted to plan the visit.

8.	Address for submission of bids	<p>The bids should be sealed in the official envelope of the supplier, super scribed reference number indicated in column 1 above and delivered to:</p> <p>Head of Chancery High Commission of India Post Box No.7040 11, Kyadondo Road, Nakasero, Kampala, Uganda</p> <p>Envelopes shall indicate the name and address of the bidders/senders to identify the bid and to enable the bid to be returned unopened in case it is declared 'late' or 'rejected'.</p> <p>Offers received through Fax/E-mail or through open letters shall summarily be rejected/ignored.</p>
9	Eligibility Criteria	<ul style="list-style-type: none"> i. Bidders may submit, in brief, the history of their company with annual turnover. ii. Bidders should demonstrate and explain their technical, professional and practical experience of having undertaken similar works and will need to provide details of similar works undertaken in the last three years, including such works carried out in any of the Diplomatic Missions in Kampala. iii. The company should be registered with the local Government authorities and has to submit their valid TIN. iv. To assist evaluation and comparison of the bids, the High Commission at its discretion, may ask the bidders for clarification on their bids. The clarifications and responses from the bidders shall be in writing. v. Bidders should not have been barred/black-listed by the Governmental department/Organization (The bidder is requested to submit a self-declaration to this effect). vi. Adequate training of staff especially any specific requirements for this building. vii. Bidders may submit their bids on 'itemized items i.e. wages per cleaners, cost of cleaning materials, agency charges/administrative charges of the company/etc' basis.
10	Jurisdiction	<p>In the event of any dispute, the jurisdiction of courts in Kampala, Uganda would be applied and the settlement by courts in Kampala, Uganda will be final.</p>

11	Bidding system	<p>Two bid systems-</p> <p>(i) Technical evaluation for cleaning services; and</p> <p>(ii) Financial evaluation - Providing the cost for cleaning services in a monthly basis: (a) including the cost of cleaning material, i.e. the cleaning material will be provided to its workers by the Service provider.</p> <p>(b) Excluding the cost of cleaning material, i.e. the cleaning material will be purchased by the High Commission of India and provided to the Service provider. (The Service provider will give indent for the provisions a week in advance). The equipment / tools will be supplied by the Service provider and the High Commission will only provide the cleaning material.</p> <p>All bidders are requested to give their Technical bids and Financial bids in two separate envelopes, placed inside a single large sealed envelope and super-scribed with "Quotation for Annual contract for cleaning services for the premises of High Commission of India, Kampala". Financial bids will be opened only for those bidder who qualifies in the technical evaluation.</p>
12.	Commencement of the Services:	The services will need to be made operational within 7 working days from the award of contract, failing which the High Commission reserves the right to cancel the contract and award it to any other agency/ service provider.
13.	Validity of Contract:	The contract, if awarded, shall be valid for a period of One (01) year. The contract may be extended annually on year to year basis as per the contract signed on same terms & conditions and same rates, subject to satisfactory services provided by the vendor. In case of breach of the contract or in event of not fulfilling the minimum requirements/statutory requirements. The High Commission shall have the right at any time to terminate the contract with a notice period of 30 days.
14.	Important Dates:	<p>Bid Submission Start: 15.05.2023</p> <p>Bid Submission End: 05.06.2023</p> <p>Opening of Bids: 06.06.2023</p>

(Jitender Singh Negi)
Head of Chancery
12.05.2023