

Notice Inviting Tender
for cleaning and housekeeping services in

HIGH COMMISSION OF INDIA, MALE (MALDIVES)



सत्यमेव जयते

REFERENCE NO. MAL/ADMN/867/01/2022
BID SUBMISSION LAST DATE: 04.05.2022

HIGH COMMISSION OF INDIA
MALE', MALDIVES

TENDER DOCUMENT

Table- A: Time and Work Frame

Cleaning and Housekeeping Services

at

New Chancery Building of High Commission of India at Hulhumale (Maldives)

CRITICAL DATE SHEET

1	Date of Issue of Tender	17.04.2022
2	Bid Document Download / Sale Start date	17.04.2022
3	Date of Pre Bid Conference- For clarifying issues and doubts, if any, about specification of items and services projected in Bid document	Yes 1000 hrs. 21.04.2022
4	Bid submission End Date	1700 hrs. 04.05.2022
5	Date of opening of Technical bid	1000 hrs. 05.05.2022
6	Date of informing qualified bidders for opening of financial bids	09.05.2022
7	Date of opening of financial bids	10.00 hrs. 12.05.2022 Bidders may depute their representatives to be present at the time of opening of bids
8	Declaration of awarding of work to successful bidders	16.05.2022
9	Validity of Bid	180 days

High Commission of India

Male', Maldives

Dated: 11.04.2022

Scope of Work

For Cleaning and Housekeeping Services at Chancery premises of High Commission of India, Hulhumale:

The Chancery High Commission of India, Hulhumale is a building comprising Ground + 7 floors and terrace. The total built up area of the building is 1496.49 sq. mt.(16,100 sq. ft.). Brief details of number of toilets, office rooms and other facilities which require cleaning and housekeeping are as under:

(i) Toilets:	36
(ii) Office Rooms:	50
(iii) Kitchens/Pantries:	5
(iii) Other Common areas including hall and open area on terrace, lift and staircase	
(iv) Parking lot and security inspection area	

Brief details of work:

(a) Sweeping/mopping/dusting/vacuum cleaning/cleaning of common areas, balconies, office rooms, toilets, lobbies, staircases, window panels, office furniture/equipment, entrance and exit areas and other places within the premises of the High Commission, including removal of garbage/waste material.

(b) Following will be schedule of work:

- i. Cleaning/mopping of office rooms and dusting of furniture daily in the morning.
- ii. Cleaning/mopping of open areas daily
- iii. Cleaning of common toilets twice a day
- iv. Removing and disposing off garbage/waste daily
- v. Cleaning/mopping of lobbies/corridors/staircases twice a week
- v. Vacuum cleaning of carpets twice a week
- vi. Scrubbing of floors with scrubbing machine once a week
- vi. Cleaning of all glass panels and washing/scrubbing of open areas once a week
- vii. Cleaning of roofs and terraces every week.
- viii. Any other work assigned by competent authority in the Mission during the duty period.

(c) Time Schedule:

- (i) Bids should be offered for 4 staffs for cleaning and housekeeping services on full time basis (0800 hrs. to 1800 hrs) from Sunday to Thursday and on half time basis (0900 hrs. to 1400 hrs.) on Saturday.
- (ii) Friday and any other days as notified by High Commission of India as scheduled holidays will be holidays.

(d) The scope of work includes labor and all the cleaning materials (like brooms, mops, wipers, dusters, brushes, cleaning agents, garbage bags, detergents, room fresheners, floor cleaners etc.) and cleaning equipment (like vacuum cleaners, scrubbing machines, garbage trolleys, etc.). In other words, all the cleaning materials/tools including appropriate manpower will be the sole responsibility of the service provider.

(e) The contract of cleaning and housekeeping services will be signed for a period of one year. Frequency of the payment will be monthly after production of invoice.

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MAL/ADMN/867/01/2022
High Commission of India
Male', Maldives

11.04.2022

TENDER NOTICE

1. Sealed tenders from reputed, well experienced and financially sound Indian or Maldivian vendors/service providers registered with the Indian/Maldivian Govt., as the case may be, are invited by High Commission of India, Maldives on behalf of the President of India, under Two Bid System i.e; Technical Bid and Financial Bid **for Cleaning and Housekeeping Services at High Commission of India, Hulhumale.**
2. Interested vendors/supplier may submit/deposit the tender documents and other requisite documents as per critical date sheet of the tender. Interested Bidders are invited to submit their bid complete in all respects after carefully reading the NIT by providing (a) Technical Bid, and (b) Financial Bid, separately, clearly mentioning (i) 'Technical Proposal', and (ii) 'Financial Proposal' respectively. Such proposals are to be submitted in High Commission of India, Male' within the stipulated date and time as mentioned in the Bid document as given in CRITICAL DATE SHEET.
3. The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. The technical bids will be opened at the first instance and evaluated by a competent committee. At the second stage financial bids of only those technically acceptable offers would be opened after intimating them the date and time of opening the financial bid for further evaluation and ranking before awarding the work to successful bidder.
4. No tender shall be entertained after this deadline under any circumstances what so ever.
5. Financial bids of only technically acceptable offers would be opened after intimating bidders the date and time of opening the financial bid for further evaluation and ranking before awarding the work order to successful bidder. Bidders may depute their representatives to be present at the time of opening of financial bids.
6. The High Commission of India reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the High Commission of India, Maldives in this regard shall be final and binding on all parties in all circumstances.
7. Earnest Money Deposit: **US\$ 2000.00**. EMD Should be deposited in the form of DD/Banker's Cheque in the name of **"High Commission of India" payable at Male', Maldives** (Exemption from payment of EMD permitted as per Government of India regulations). EMD of disqualified bidder at technical bid evaluation stage will be returned to the bidder within one week of disqualification.
8. Performance Guarantee: Successful bidder will be required to submit performance bank guarantee of an amount equivalent to 10% of cost of the successful bid (annual cost).

9. The bidding firm shall provide only such cleaning staff who have been vetted by local government's security departments in terms of past record, character and antecedents. It shall ensure that no person of doubtful antecedents is, in any way, associated with the cleaning work at the Mission's premises.

10. The cleaning staff provided should be on the permanent roll of the company with valid working visas. A copy of the work permit of each worker shall be submitted to the High Commission before deployment for work. The successful Bidding Company must obtain prior approval of the High Commission, before replacing the cleaning staff.

(Note- Bidding Company must submit attested copies of all documents for ascertaining the facts mentioned at points 9 and 10 above. The High Commission of India, Male reserves the right to ask for any additional documents from the bidders.)

11. The cleaning staff shall perform their duties in smart uniforms and their overall appearance shall be neat and clean.

12. The cleaning staff shall have working knowledge of English. Knowledge of Hindi will be desirable.

13. An attendance register shall be maintained by the agency/staffs on duty and it will be responsibility of the staffs on duty to get it verified from competent authority in the Mission. The agency shall raise invoice every month only on the basis of attendance register. High Commission of India's liability will be limited to the monthly payment as per invoice raised by the agency.

14. The service provider shall not pay wages lower than minimum wages of labor as fixed by the local authorities. Payment of other admissible benefits, if any, like bonus, leave etc. to the employees deputed at the high Commission solely be the liability of the bidding company and not that of the High Commission.

15. The service provider shall be responsible for dropping and picking up the cleaning staff to/from the High Commission.

16. The service provider is obliged to replace, without unreasonable delay and at no cost to the Embassy, any personnel whom the Embassy considers lacking in necessary competence.

17. The number of workers as agreed upon for work at the high Commission shall be available for work as per agreed schedule. If the number of the employees or working hours fall short of the agreement, proportionate wages shall be deducted from the bill for the respective month.

18. If any of the assigned work is not found satisfactory, an appropriate amount shall be deducted for every major deficiency from the bill for the respective month. The decision of the Embassy will be final in this respect.

19. The Bidding Company will have to ensure compliance of all mandatory labor laws/regulations laid down by the Government of the Maldives and any other relevant Acts and regulations enforceable from time to time without any liability on the High Commission of India, Male or without responsibility for statutory compliance of any kind by the High Commission.

20. The bidders shall visit the work place, and understand the scope of work thoroughly. The High commission will organize pre-inspection visit of the site for the prospective bidders on 18.04.2022 (1000 hrs.) Prospective bidders may fix a prior appointment latest by 17.04.2022 with Mr. Avinash Kumar, Attache (Admn.) mob. no. +960-7909323. If bidders submit bids without visiting the work site, they shall be deemed to have visited site.

21. Address for communication: -

Contact Details: Contact Person: Head of Chancery

High Commission of India, AthireegeAage, Ameer Ahmed Magu, Henveiru Male' – 20125 (Maldives)

Email: hoc.male@mea.gov.in Phone No.: +960 3013828

22. Tender related clarification may be obtained from:

Head of Chancery

High Commission of India, AthireegeAage, Ameer Ahmed Magu,

Henveiru, Male' – 20125 (Maldives), hoc.male@mea.gov.in (Phone No.:+960- 3323015/3013828)

23. Tender Fee- NIL

24. Period for validity of tender: 180 days

25. Technical Bid

a. All documents should be duly signed.

b. Each page of Technical and Financial documents along with the supporting documents must be signed and stamped.

c. Bidding Agency will not transfer, assign, pledge or sub-contract the work awarded/ to be awarded.

d. The Bidding Agency will be bound by the details furnished by it in the bid . In case, any document furnished is found false at any stage, it would be deemed to be breach of terms & condition of work order making it liable for termination of work order and forfeiture of EMD or the Performance Bank Guarantee, as the case may be..

e. In case of tie in the rates, the work will be awarded to the Bidding Agency who have higher work experience and higher value of the work of similar nature executed in the past.

f. The Bidding Agency shall maintain all statutory records required under the applicable law of Republic of Maldives/Government of India. The agency shall produce the same, on demand, to the concerned authority of this Department or any other authority under law. A compliance certificate in this regard will be needed along with the bills.

g. The bidding agency will be responsible for compliance of all statutory provisions relating to Service tax, GST as per the Republic of Maldives/ Government of India.

h. Conditional bids will not be considered and will be rejected in the first instance.

i. The bidders shall be responsible for faithful compliance of the terms and conditions as mentioned in the tender document.

j. In case of any dispute on bid documents, the decision of competent authority in the Mission will be final and binding.

NOTE: - Documentary evidence is required to establish the eligibility requirement for the conditions mentioned in Technical Bid.

26. Non Disclosure Undertaking:

The bidding agency shall furnish a Non Disclosure Undertaking that the information shared by the High Commission during any stage of tendering and completion of work will not be shared with any party in future.

27. Non Disclosure Agreement:

The successful bidder will be required to sign a 'Non Disclosure Agreement' placed at **Annexure A** at the time awarding of work.

28. Right to Accept or Reject Tender:

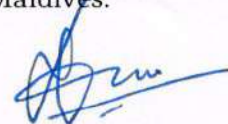
- i) The right of acceptance of bid will rest with the High Commission of India, Male', Maldives.
- ii) The High Commission of India, Maldives reserve the right to accept the whole or any part of the bid and bidder shall be bound to perform the same at the rates quoted. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

29. BIDDER TO GET INFORMED HIMSELF FULLY:

The authorized signatory of tender document will be deemed to have carefully read and understood the tender documents along with the terms & conditions and thereafter has filed the tender document for bid process.

30. LEGAL/Disputes & Differences:

Decision of The High Commission of India, Maldives shall be final and binding on all the bidders. However, any dispute can be referred to an Arbitrator, and will be settled according to the Government of India's Rules and Regulations and not according to Local Laws of the Maldives.



Head of Chancery

High Commission of India

For and on behalf of the President of India

Technical Bid Must Include following documents duly filled in with supporting documents:

A. APPLICATION FOR BID

1	Name of Bidding Company/Firm/Agency	
2	Name of Proprietor/Director of Company/Firm/Agency)	
3	Full Address of Regd. Office:	
	Telephone/Mobile No.	
	Fax No.	
	E-mail Address	
4	Full Address of local Branch office	
	Telephone/Mobile No.	
	Fax No.	
	E-mail Address	
5	Banker of Company/Firm/Agency (full Address)	
	(b) Telephone Number of Banker	
6	GST Registration Number/TIN number, if any (Attach attested copy)	

B. TECHNICAL ELIGIBILITY REQUIREMENT FOR THE BIDDERS

Name of Bidding Firm

Sl. No.	REQUIREMENT	COPY OF RELEVANT DOCUMENT	ENCLOSED YES/NO	PAGE NO. OF BID DOCUMENT
1.	Bidding Agency should be registered with the appropriate registration authority.	Copy of Registration Certificate		
2.	Bidding Agency should be registered with Service Tax/sales tax/GST Authorities	Copy of Service Tax/sales tax/GST Certificate		
3.	Valid Certificate of Importer-Exporter Code (IEC) issued by competent authority, if any	Copy of Certificate of Importer-Exporter Code (IEC)		
4.	PAN Card (Not Applicable for Maldivian)	Copy of PAN card		
5.	Bidding Agency should have completed the work as per criteria given during last 03 years and out of which the value of work should be. a) Three similar completed works costing not less than the amount equal to 40% of the estimated amount. or b) Two similar completed work costing not less than the amount equal to 50% of the estimated cost. or c) One similar completed work costing not less than the amount equal to 80% of the estimated cost.	Copy of work order and completion certificate		
6.	IT returns/Annual Turnover for the last Three FY.	Certificate from Statutory Auditor		
7.	Declaration regarding black listing as per format attached	Declaration in enclosed format		

Date:
 Place:

(Signature of the Bidder, with official Seal)

C.

DECLARATION

1. I, _____ Son/ Daughter of Mr. _____ signatory of the agency/firm mentioned above, is competent to sign this declaration and execute this tender document:
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
3. My agency has not been blacklisted/ debarred from participating in tender of any Ministry/ Department of Government of India/Maldives and Government of India/Maldives undertaking in the last Three (3) Years as on date of opening of this Tender.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
5. I/we are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person(s)

Date:

Full Name:

Place:

Seal:

Financial Bid Form

Financial details including all taxes, for Cleaning and Housekeeping Services at High Commission of India, Hulhumale:

Sl. No.	Name of Items	Rate US\$ (All inclusive)
1.	Monthly cost of 4 staffs for cleaning and housekeeping services on full time basis (0800 hrs. to 1800 hrs) from Sunday to Thursday and on half time basis (0900 hrs. to 1400 hrs.) on Saturday .	
2	Monthly cost of cleaning materials and other equipments	
3	Any other monthly charges	

Note:

1. Bids should be inclusive of all the cost of labor and all the cleaning materials (like brooms, mops, wipers, dusters, brushes, cleaning agents, garbage bags, detergents, room fresheners, floor cleaners etc.) and cleaning equipment (like vacuum cleaners, scrubbing machines, garbage trolleys, etc.). In other words, all the cleaning materials/tools including appropriate manpower will the sole responsibility of the service provider.

2. A list of cleaning material proposed to be supplied and use of cleaning equipment in one month may be provided with the bid.

3. Approving authority reserves the right to reject any or all the work order without assigning any reason.


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