

No. Sto/Adm/579/2/2006
Embassy of India
Stockholm

Stockholm 04 December, 2018

TENDER NOTICE

Subject: Invitation for competitive tender for providing Cleaning Services at Embassy of India, Adolf Fredriks Kyrkogata 12, Stockholm.

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 , Stockholm for a period of 3 years.
2. The scope of the work, terms and conditions would be as follows:
 - (i) Entry, Interview room, conference room and Corridor-Empty trash, vaccum clean floor & carpet,Moping surface,Dusting free space & windows (5times per week)
 - (ii) Office -Vacuum clean floor & wash moisture free surface(1 timesper week), dusting free space and widows (1 time per week),
 - (iii)Kitchen- wipe sink, dish rack, kitchen cabinet, floor mop, trash cleaning wipe door knobs, electrical switches etc(5 times per week), Wmpty trash (5 times per week).
 - (iv) Toilet & washrooms- Garbeg cleaning,cleaning of sanitary unit, mop /wash floor, filling up toilet consumable papers and soap, wipe exposed wall section, doors, bedding switch , mirror, wall reinforcement and towl cabinet.(5 times per week).
4. Interested parties / firms may submit their Financial bid in a sealed envelope for providing gardening services.
5. 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 Stockholm 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.

6. 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.

7. Contract amount, once agreed to by the firm, shall not be increased during the period of the contract.

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 in separate envelop.

9. 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.

10. 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 above would be opened to award the contract. Financial bids of bidder [s] who do not meet the technical criterion will not be opened.

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 lowest Bidder.

12. 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.

13. 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.

15. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF

1. DATE OF ISSUE OF TENDER: Monday , 05 Dec 2018.
2. LAST DATE FOR BID SUBMISSION: 1700 HRS, Friday, 21st Dec 2018.
3. DATE OF OEPNING FINANCIAL BIDS: 1500 HRS, Monday 24th December 2018.
4. 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.

18. Experienced & registered firms are invited to submit bids in sealed covers to the office of the undersigned by 1700 hrs on Friday , the 21 December 2018. Technical Bids will be opened at 1500 hrs on Monday, the 24th December , 2018 in Reception Hall, Embassy of India, Stockholm.

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

**Head of chancery
Embassy of India
Adolf Fredriks Kyrkogata 12, Box No-1340
Stockholm 11183, Sweden**

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

(Kamal Parvez)
First Secretary & Head of Chancery
Tel. No. -08-411 7090
E-mail: estt.stockholm@mea.gov.in

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, taxes, VAT etc.</p>	

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. Registration Certificate & license for the services		
2.	Detailed work plan and methodology for undertaking the job		
3.	Qualification and experience of the staff [including 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.] if any		