

Invitation for Tender

Embassy of India, Abu Dhabi, United Arab Emirates (UAE) invites sealed tenders in 2 (two) Envelopes System from eligible Agencies/Contractors for the under mentioned requirements and as per terms and conditions set forth in the Tender Documents:

1.	Tendering Authority	Embassy of India, Abu Dhabi, United Arab Emirates (UAE)
2.	Invitation Ref no & date	No. Abu/Admin/867/2/2015 & dated 29.07.2021
3.	Procurement Method	Limited Tendering Method
4.	Source of Fund	Government of India
5.	Tender Name	Hiring of Cleaning Agency/Contractors for professionally trained 04 Cleaners (03 male and 01 female cleaner staff) for cleaning of the Office Rooms, Corridors and Open Areas of Embassy Premises and Embassy Residence, Abu Dhabi, UAE at Plot No. 10, Sector W-59/02, Diplomatic Area, Off the Airport Road.
6.	Tender Submission date	Publication Date : 29.07.2021 Pre Bid Meeting : 10.08.2021 (1500 hrs) Last date of submission of bids : 18.08.2021 (1400 hrs)
7.	Tender Opening Date & Time	Technical bids will be opened on 23.08.2021 (1000 hrs) & Financial bids will be opened on 23.08.2021 (1500 hrs).
8.	Conditions	<ul style="list-style-type: none"> i) 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 Embassy. iii) No advance or down payment for this work. Bill would be settled on monthly basis and after satisfactory completion of job. iv) At least one female cleaner is required v) The manpower to be deployed by the company should liable to be verified. vi) 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, Embassy of India, P.O. Box No. 4090, Abu Dhabi.
10.	Name and address of the office for opening Tenders	Head of Chancery, Embassy of India, P.O. Box No. 4090, Abu Dhabi.

11. Name and address of the icer(s) selling Tenders Documents	Head of Chancery, Embassy of India, P.O. Box No. 4090, Abu Dhabi.
12. Special instructions	<p>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 Embassy of India, Abu Dhabi” and addressed to ‘Head of Chancery, Embassy of India, P.O Box No.4090, Abu Dhabi’.</p> <p>ii) The ‘Technical Bid’ should contain – (a) Company credentials, experience, client list, certifications, license, profile; (b) Manpower strength; (c) Details of owner / proprietor; (s), management of company; and (d) The requisite information duly filled in as per proforma at Annexure-I;</p> <p>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.</p> <p>iv) The financial bid should be accompanied with Earnest Money Deposit (EMD) of AED 6,500/-</p> <p>v) The Bidder is obliged to submit a ‘Security Bid Deceleration’ in the format enclosed as Annexure-III, along with the Financial Bid.</p> <p>vi) The Tenderer shall submit documentary evidence in respect of their financial and technical capabilities and also of their experience in execution of similar nature of work.</p> <p>vii) The tenderer can submit only one tender. A Tenderer who submits or participates in more than tender will be disqualified.</p> <p>viii) The Agency/procuring entity reserves the right to accept or reject any or all the Tenders without assigning any reasons whatsoever.</p> <p>ix) If the Tenderer submit any false-incorrect or forged certificates, his tender will be summarily rejected and the Tender security may be forfeited.</p>

	x) Site can be inspected on any working day with prior appointment (Tel. 4492700 / 4493513) before 17th August 2021 on any working day.
--	---

13. Scope of work	<p>Cleaning of office rooms, corridors and open areas of premises of Embassy and Embassy Residence which involves floor sweeping, floor mopping, carpet cleaning, sanitary sterilizing, doors & windows cleaning, upholstery cleaning, marble polish, cleaning of socket and switches, dusting, car parking sweeping, furniture cleaning, telephone, computer cleaning, drains checking, floor waxing and daily disposal of waste materials. The company will use its own cleaning materials.</p> <p>The cleaning of all common areas is required to be done twice during the day i.e. in the morning before opening of the offices and again in the afternoon before closure of the offices.</p> <p><u>Note:</u> Cleaning staff/personnels should be preferably Indian nationals. Embassy of India reserves the right to accept/reject any Cleaning Staff deployed by the Vendor.</p> <p>For any tender-related enquiry/query/clarification please contact: Head of Chancery mail: hoc.abudhabi@mea.gov.in</p>
-------------------	--

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 18.08.2021(1400 hrs).

Any bid received by the tendering authority after the deadline for submission of bids i.e. August 18, 2021 (1400 hrs) will be rejected and will not be considered and will be returned unopened to the service provider.

Technical Bid

To

Head of Chancery
Embassy of India
Abu Dhabi

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.Abu/Admn/867/2/2015 dated
2. Myself or my partners do not have any relative working in any office of Embassy of India, Abu Dhabi.
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, Embassy 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

S No	Job Particulars/category	No of Cleaning Staff	Rate per Cleaning Staff in AED	Total invoice Amount per month in AED	Remarks
1.	Female Cleaning Staff	1			
2.	Male Cleaning Staff	3			
	Total	04			
Note: Perform 07:30 am to 5:30 pm x 6 days a week (except Friday). Preference would be given to English and Hindi language knowing Cleaner Staff.					

Signature (Authorized Signatory)
Designation:

Security Bid Deceleration

To

Head of Chancery
Embassy of India
Abu Dhabi

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit Bids for contracts with the Government of India.

Signature:

Name & Designation:

Company Name:

Place:

Date:

GENERAL INFORMATION AND EMD DETAILS

1	EMD Details DD No and date: Amount in DHS. Name of the Bank:	
2	Name and Address of the Bidder:	
3	Contacts:	
4	Telephones:	
5	Fax:	
6	E-mail:	
7	Mobile No:	
8	Category of the Bidder (Whether company, partnership firm or Proprietary concern)	
9	Details of Owners/Partners (Please attach passport copies)	
10	Name of Chief Executive Officer and Telephone No.	
11	Year of Establishment	
12	Trade License Number (please provide copy)	
13	Yearly turnover of the last 2 years.	
14	Name and Address of the Banker	
15	List of major Clients and the size of orders executed	

Note: Separate sheets may be attached wherever necessary.

**Signature of the Tenderer
With stamp and date**