

Embassy of India
Jakarta

Jak/Prop/861/6/2024

07.06.2024

Notice inviting Bids

Embassy of India, Jakarta invites sealed quotations from all reputed Companies/Agencies for Cleaning and Upkeep of Chancery premises of Embassy of India, Gama Tower, Jl. HR. Rasuna Said Kav. C22, Karet Kuningan, Setiabudi, Kota Jakarta Selatan, Jakarta 12940.

1. SCOPE OF WORK:

- i. General Cleaning viz. Sweeping / mopping / vacuum / cleaning / dusting of the premises including of all the extended areas.
- ii. Interior: Cleaning of the floor, toilets, furniture, ceiling, stairs etc.
- iii. Exterior: Cleaning of the glasses, walls ceramics/marble etc.
- iv. The Company has to provide all equipment viz. vacuum cleaners, mopping machines, hard and soft brooms, mops, wipers, dusters, cob-web removers, road brooms, toilet brushes, carpet brushes, hand towels, trash can etc. required for cleaning as well as collecting garbage from the rooms etc.
- v. The Company has to provide all chemicals, floor cleaner, hand soap, glass cleaner, bowls cleaner, acid, wax stripe, tissues etc.

2. Interested parties may visit the site to survey for ascertaining the suitability and requirement of the Mission from 0900 to 1600 Hrs. This would help the interested suppliers to formulate their quotations in a reasonable way. A prior appointment should be made with the Administration Section of the Embassy of India, Jakarta (Contact person: Mr. Danang; Mobile number: +62-859-5156-2011)

3. BID REQUIREMENTS:

(a) Interested companies are required to submit their bids in a sealed cover as described in Para 4 below.

(b) The technical details submitted by the companies will become the basis for selection of the best option by the Embassy of India.

(c) Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.

(c) **EARNEST MONEY DEPOSIT:** 3% in the form of Bankers Draft/Bank Guarantee having validity of six months drawn in favour of the Embassy of India, Jakarta has to be submitted along with tender bids. Bids not supported by EMD will not be considered. EMD is liable to be forfeited if the tenderer withdraws, impairs or derogates from this tender within the period of validity of this tender. EMD of unsuccessful bidder shall be returned soon after the completion of tendering process. No interest is payable on EMD.

(d) **PERFORMANCE GUARANTEE/SECURITY:** At the time of award of contract, the companies shall be required to submit performance guarantee in the form of banker's cheque, bank draft or bank guarantee equal to 5% of the contract value. The Performance Guarantee shall remain valid for a period One year beyond the date of completion of all contractual obligations.

4. SUBMISSION OF BIDS:

(a) The tender shall be submitted in one sealed envelope containing three envelopes (A,B,C) described below . The Envelop shall be properly sealed with “ **Bid for Cleaning/Upkeep at Chancery**” written on top.

A. Technical Bid: Technical bid will should contain details of technical capabilities of the firm. Documents about the bidders, resources, company brochures, experience, management techniques etc.

B. Financial Bid: The financial bid should be sent in a separate envelope.

C. EMD

(b) Tenders are to be submitted to Head of Chancery (HOC), Embassy of India, Jakarta, by **17:00 hrs on 28.06.2024** No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

(c) The date and time of opening of technical bid(s) will be intimated to all the bidders. Financial bid(s) of only those bidders(s) will be opened who have submitted EMD and qualify the technical evaluation on the specified date and time. The date, time & place of opening of the financial bid(s) will be intimated in due course of time.

(d) if a firm/bidder quotes NIL charges/ consideration, the bid shall be treated as unresponsive and will not be considered

5. VALIDITY OF CONTRACT

The contract shall be valid for a period of ONE YEAR (01 year) and may be extended annually on year to year basis, for further period of two years (maximum tenure 03 years from the date of award of work initially) as per the contract signed on same terms and conditions and rates.

6. MINIMUM ELIGIBILITY CRITERIA

(a) The Bidder/Bidding Firm shall necessarily be a legally valid entity with a certificate of incorporation mentioning nature of business as Cleaning/Housekeeping (Attach proof with the bid).

(b) The firm must have valid VAT registration (Attach proof with the bid).

(c) The firm should submit a detailed company profile demonstrating its technical, professional and practical experience of having completed similar works costing not less than estimated work of this tender during last three years (Attach name of the clients).

7. OTHER REQUIREMENTS:

i) **MANPOWER REQUIREMENT:** The prospective bidders are requested to indicate projected manpower required to undertake the work after doing physical survey of the property vis-à-vis the scope of work contained herein. Contractor shall be responsible for supervision of the workforce and shall provide a point of contact to Embassy for discussion/reporting of issues.

ii) **WORK SCHEDULE:** The prospective bidders may indicate working days and hours that may be required, as per their assessment, for undertaking the work.

(iii) **WORK ETHICS:** The contractor shall maintain discipline at the site and shall take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by Contractor employees at the

site. The contractor shall preserve peace and protect persons and property at site. The Embassy reserves the right to direct the Contractor to remove an employee for the work-site for failure to comply with the standards of conduct. The contractor shall immediately replace such an employee to maintain continuity of services at no additional costs to the Embassy. The Contractor's employees shall wear clean, neat and complete uniforms when on duty.

8. PAYMENTS

Payments shall be made in IDR through bank transfer on a monthly basis for the services rendered in the preceding month on receipt of invoice. The billing cycle will be the 1st of every month to the last day of the month. No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work.

9. TERMINATION OF CONTRACT

In case of breach of contract or in the event of not fulfilling the minimum requirements/statutory requirements, the client shall have the right at any time to terminate the contract forthwith and initiating administrative actions for black-listing etc. solely at the discretion of the competent authority in the Embassy. The Embassy reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract by giving a notice of one month to the service provider. Any wrong or misleading information will lead to disqualification.

10. INSURANCE AND GENERAL LIABILITY: The Contractor shall be liable to provide whatever insurance is legally necessary. The contractor shall, at its own expense, provide and maintain during the entire performance period the required insurance.

The Contractor shall obtain insurance as required by local law or that are ordinarily or customarily obtained in the location of the work. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.

The Contractor agrees that the Embassy shall not be responsible for personal injuries or for damages to:

- Any property of the contractor
- Its employees, agents, servants, employees or any other person
- Arising from and incident to the contractor's performance of this contract

The contractor shall hold harmless and indemnify the Embassy from any and all claims.

11. Interested parties may send their bids/quotations in sealed envelopes, addressed to “Head of Chancery”, Embassy of India, 28 Floor, Gama Tower, Jl. HR. Rasuna Said Kav. C22, RT.2/RW.5, Karet Kuningan, South Jakarta City, Jakarta-12940, latest by **28.06.2024**

12. The Embassy of India, Jakarta, reserves the right to reject any bid at any stage of the bidding process without assigning any reasons whatsoever.
