

TENDER NOTICE

12nd February, 2024

Subject: Invitation for competitive tender for providing Cleaning services at the Embassy.

Sealed bids are invited for providing tender for providing cleaning services at the Chancery building situated at 05 Avenue Monseigneur Augouard & Bayardelles, Centre-Ville, Brazzaville.

2. Bidders are advised to inspect and examine the site and satisfy themselves before submitting their tenders as to the size of the rooms, halls, open areas, the means of access to the site and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender, without any additional charges.
3. Bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
4. Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions will be available to him as per the local conditions and other factors having a bearing on the scope of the work.
5. **The terms and conditions of the tender would be as follows:**
 - (a) **Scope of work:** The details of the work to be carried out by the bidder is attached to the tender notice at **Annexure 'A'**.
 - (b) **Tender Details:** Bidder should furnish with the tender, complete and full details of the job & equipment to be used as part of **Technical bid** as per **Annexure 'B'**.
 - (c) **Tender Documents:** The Tender documents will be free of cost. The Embassy will not be responsible to compensate for any expenses or losses which may incurred by the bidder in the preparation and submitter of his Tender.
 - (d) **Two stage bidding:** This will be a two –stage bidding process. The bidders have to provide two separate sealed covers for **Technical & Financial bid**. These two sealed covers may be kept in one single envelope for submission. The financial bid will be opened of only those bidders whose technical bid are accepted.

- (e) **Quoted (bid) Price:** Price quoted should be on an all-inclusive basis and shall include the cost of all services, equipment, personnel, transportation, taxes etc. No extra cost beyond the quoted amount shall be payable on any account. Also, indicate the VAT amount (whether quoted price is inclusive or exclusive). Once agreed to by the firm, the contract amount shall not be increased during the period of the contract by the bidder.
- (f) **Commencement of the works:** Once the contract is awarded, the winning bidder will have to start the work with immediate effect.
- (g) **Validity of the Bids:** Prices quoted in the bids of the tender should remain valid for acceptance for ninety (90) days from date of closing of tender, without any price escalation for whatever reason.
- (h) **Notice of Acceptance:** 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 to the successful lowest Bidder. Subsequent to the notice, a contract shall be signed between the Embassy of India and the successful lowest Bidder for supply of the agreed items of furniture.
- (i) **Payment/Bills:** Payment/Bills may be submitted after the agreed period and will be settled upon inspection of the work done after a period of 15 days. No advance payment will be made.
- (j) **Additional condition:** The bidder would be responsible for its workers in terms of their antecedents and conduct, service performance & behavior as also the payment of salaries, compensation etc. Embassy would not be responsible for any dues other than the agreed contract amount.
- (k) **Right to revoke:** 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.

6. The bids in sealed envelope(s) should be submitted to the tender issuing authority **Head of Chancery, Embassy of India, Brazzaville, 05 avenue Monseigneur Augouard & Bayardelles, Centre-Ville, Brazzaville**, latest by **1500 pm** on **06th March 2024**. Tenders received after the deadline will not be considered. The **Technical bids** of the Tender will be opened on **08th March 2024** at **1200hrs** and date of opening the **Financial bid** of the tender will be announced at that time.

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SCOPE OF WORK & CONDITIONS

Cleaning work at the Chancery

- The main building includes on the ground floor: 4 rooms with 2 toilets and a pantry totaling to an area of **785 sq. meter**
- The first floor includes: 5 rooms, a pantry and 1 toilet and has area of **785 sq. meter**
- The first annex building includes four rooms, a living room and two toilets with an area of **153 sq. meter.**
- The second annex building is composed of a large hall having an area of **165 sq. meter.**
- The work involves sweeping, mopping, vacuum cleaning and dusting of all the common areas in the Embassy consisting of Lobbies, Verandahs, Toilets, Fittings & Fixtures, Conference Hall and open area of Chancery building and any other place in the Complex as directed by the competent authorities.
- The work involves daily removal of garbage and its disposal to the Municipality designated places outside the Complex, removal & destruction of shredded papers / documents at place designated by Embassy.
- The bidder may deploy 3-4 professional cleaners for five days a week.
- The bidder shall provide all cleaning materials/consumables and other items used for cleaning work at its own cost.

INFORMATION TO BE PROVIDED IN TECHNICAL BID

- List of other clients of the Company in the Republic of Congo.
- Past experience, service history, achievements of the company.
- Registration certificate of the company under relevant statutory regulations applicable in the Republic of Congo.
- Details of skilled workers/professionals
- Information in respect of equipment, tools & items used for Cleaning.
- Details of CNSS & other mandatory benefits given to employees as per local laws
- Verification of character & antecedents of the employees
- Proficiency of the employees in local language & knowledge of English language to communicate the Mission staff
- Any other information worth sharing about the Company or suggestions relating to Cleaning.