



No. SANF/867/01/2022

06 April 2022

TENDER NOTICE

Sealed bids are invited for Comprehensive Cleaning Services for outsourcing of Cleaning and Sweeping job at office premises of Consulate General of India, San Francisco, 540, Arguello Boulevard, San Francisco, CA 94118 (every weekday) and Gadar Memorial, 5 wood street, San Francisco, CA (twice a week).

2. The bidding companies/firms should have the following requirements:
 - The bidder should have a permanent place of business in San Francisco and Bay Area.
 - The firm should have relevant license etc for the purpose of taking up cleaning in San Francisco (Copies to be enclosed).
 - Having minimum of 5 years' experience in cleaning services
3. **The scope of work includes:** Cleaning work to be done generally daily. This will include all the labour cost as well as the cleaning materials required for the cleaning activity being carried out at Consulate office and the Gadar Memorial, SF. Sweeping of entire areas of the building, compound area including parking lot and collection of all waste material and its disposal as per instructions of the In charge of this Office and Gadar Memorial. Wet floor dusters and detergents, disinfectables and other materials. Cleaning and washing of toilets and urinals using deodorants, detergents and disinfectants. Cleaning of carpets on floors with vacuum cleaner (to be provided by the Agency). Regular dusting/cleaning of office furniture (table and chairs) and equipment's, telephones, book cases, filing cabinets, almirahs, doors, windows, etc every day. Detailed scope of work is mentioned in Chapter IV of this tender document.
4. Documentary evidence of the above qualifications may be submitted along with sealed bids.
5. Enquiry, if any, may please be sent on the mail vcadm.sf@mea.gov.in . Enquires shall be entertained only till 26 April 2022.
6. Site inspection relating to the work can be done on any working day till 09 January 2020 with prior appointment [Tel: +1.415.668.0683 ext 183]

7. Interested parties may send their bids/quotations in sealed envelopes to the Head of Chancery, Consulate General of India, SF addressed at 540 , Arguello Boulevard, San Francisco, CA 94118 by **26 April 2022** .

8. The Consulate General of India – San Francisco reserves the right to reject any bid at any stage of the bidding process without assigning any reasons whatsoever.

Dates to Remember

Crucial dates and time for the above tender would be as under:

S. No.	Events	Date	Time
1.	Notice Inviting Tender	06 April 2022	1000 Hrs
2.	Starting Date for site visit	06 April 2022	1030 Hrs
3.	Last Date for site visit	25 April 2022	1600 Hrs
4.	Starting Date for submission of bids	06 April 2022	1100 Hrs
5.	Last Date for submission of bids	26 April 2022	1700 Hrs
6.	Opening of Technical and Financial Bids	28 April 2022	1500 Hrs

TENDER FOR CLEANING AND SWEEPING WORK AT CHANCERY AND GADAR MEMORIAL

Sealed quotations are invited from experienced and reputed Human Resource agencies for outsourcing of Cleaning and Sweeping job at office premises of Consulate General of India, San Francisco, 540, Arguello Boulevard, San Francisco, CA 94118 (every weekday) and Gadar Memorial, 5 wood street, San Francisco, CA (twice a week). The tender should be submitted in prescribed format as laid down in the tender document. The tender documents, duly filled in and complete in all respect should be addressed to the Head of Chancery, 540, Arguello Boulevard, San Francisco, CA 94118 and are to be submitted offline only before 5:00 PM on 26 April 2022. The tender bid documents thus received will be opened at 3:00 PM on 28 April 2022. Tender document can be obtained from the Vice Consul (Admin), CGI, San Francisco on any working day between 11:00 AM to 4:00 PM and upto 4:00 PM of 26 April 2022. Alternatively, the tender document can be downloaded from the CGI, San Francisco website (www.cgisf.org) and from the Central Public Procurement Portal (CPPP) of Govt. of India at <https://eprocure.gov.in/epublish/app> and <https://eprocure.gov.in/cppp/>

CHAPTER-I

1. Instruction to Bidders

Consulate General of India, San Francisco invites tender for cleaning and sweeping work at Consulate General of India, San Francisco and Gadar Memorial from reputed firms/companies etc. The details of terms and conditions, schedule of work/ Specifications and format for technical and financial bid are available in the tender document. The bidders are instructed to go through Tender form thoroughly before quoting their rates. The tender documents can be obtained from VC(Admin). Alternatively the tender document can be downloaded from CGI, San Francisco Website i.e. www.cgisf.gov.in or from <https://eprocure.gov.in/epublish/app> and <https://eprocure.gov.in/cppp/>.

- 1.1. The tender is liable to be ignored if complete information is not given therein.
- 1.2. All bidders and/or their representatives, if they so desire, may be present at the opening of the tender (Technical Bids) by the constituted Committee at the time and date as specified in the schedule. It may be noted that under no circumstances tender received late shall be entertained.
- 1.3 Tenderers are requested to submit their quotations /rates /individual job-wise, on per month basis (kindly refer to Annexure-II).

1.4 Price quoted should be in US\$ and should be inclusive of all charges excluding tax. In no case any enhancement in approved rate will be entertained by CGI during the currency period of contract. Tenders not complete in this respect are liable to be ignored. The quotations shall be furnished in two covers i.e. technical bids should be sealed in a separate cover while financial bids be sealed in other cover and super scribed as tender "Tender for Cleaning and sweeping work at Chancery and Gadar Memorial". Two separate covers will be sealed in the following manner:

(i) One cover containing the technical documents (i.e. Annexure-I duly filled in) includes documentary proof etc. (Technical bid)

(ii) Second cover containing the Rates (i.e. Annexure-II dully filled in) of this offer. (Financial bid)

1.5 The bidders shall, wherever, called upon to do so, give full information with reference to the services in hand and shall also permit the nominated officer of the Consulate to inspect the premises of the bidders at all reasonable times and shall give full assistance and information as may be required from him in connection with the contract.

1.6 The company/ agency, while submitting their tender form, shall enclose self-attested Photostat copies of experience, trade license essential for carrying out the activities under reference, license, and any other documents in support of permission from the Competent Authority for carrying out the activities under reference. Tender form incomplete in any respect and not supported with such requisite documents, will be rejected by CGI, San Francisco.

CHAPTER-II

2. Conditions of Contract

2.1 The contract, if awarded, will be initially for two years from the date of award and extendable for further one year subject to continuous satisfactory performance. However, on failure on this aspect by the contractor, the Consulate will have the right to terminate the contract forthwith.

2.2 The company/ firm shall not sublet, transfer or assign the contract or any part thereof. In the event of the contractor contravening this condition, the firm can be blacklisted by this Consulate.

2.3 The Consulate may at any time, by notice in writing, summarily terminate the contract without compensation to the contractor in any form in case it is felt by this Consulate that the Bidder's work has not been satisfactory or in any other event where the firm is facing some

legal problems which may affect their performance working in this Consulate. The decision of this Consulate shall be final in this regard.

2.4 In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party to the Arbitration.

2.5 The Competent Authority reserves the right to reject any or all tender without assigning any reason whatsoever.

2.6 After evaluation of the technical bids, the financial bids of only the technically qualified bidders shall be opened for arriving at L-1 bidder.

2.7 In case of failure of the Company/Contractor/firm to comply with the provision of the terms and conditions mentioned in this Tender Document or the Agreement to be signed between Consulate and the Successful Bidder, the Competent Authority of this Consulate reserves the right to terminate the contract & to blacklist the firm.

2.8 The company/firm / agency will be responsible for compliance of all laws, acts and rules made there under, statutory orders issued from time to time in relation to the environment and man-power deployed by them for performance of the job under reference and the Consulate will have a right to be indemnified in respect of any consequences resulting from any breach or violation by the contractor of such rules, statutory obligations etc.

2.9 The contractor will be responsible for such conduct of the persons engaged by him in the Consulate and other premises, which will be conducive for maintaining as harmonious atmosphere as expected in the Consulate and will be responsible for any act & omission of such persons.

2.10 In the event of any violation of laws, rules, statutory provision by the company, this will amount to breach of contract and in such case, the Consulate will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.

2.11 This Consulate reserves the right to terminate this contract in any eventuality, without any notice and without explaining any reasons to the Contractor. The Contractor shall not have claim for any compensation in such event of discontinuation of the Contract.

2.12 The period of contract would be for 24 (twenty four) months. Service charges/rates quoted by the agency would be fixed and any statutory increase in wages/DA etc is to be absorbed by the agency.

2.13 The services should commence by the agency within 15 days of award of contract.

CHAPTER-III

3. Eligibility Criteria

3.1 The bidder should have a permanent place of business in San Francisco and Bay Area. The complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. should be provided, while submitting the completed tender form.

3.2 The firm should have relevant license etc for the purpose of taking up cleaning in San Francisco (Copies to be enclosed).

3.3 Experience in having successfully completed similar works during the last 2 years.

3.4 Selection Criteria : The company/firm which Quotes the lowest overall rate (including taxes etc) shall be awarded the contract. In case 2 firms quotes the same rate, the firm which has got more experience in the relevant field shall be awarded the contract. The decision of the Tender Committee in this regard shall be final in this regard. It is also stated that the Bids which quote the amount of service charges of the firm as NIL shall be treated as unresponsive and will not be considered.

3.5 It should not have been blacklisted by any US government organization.

CHAPTER-IV

4. Scope Of Work

a) Items of work to be done generally daily. This will include all the labour cost as well as the cleaning materials required for the cleaning activity being carried out at Consulate office and the Gadar Memorial, SF.

b) Sweeping of entire areas of the building, compound area including parking lot and collection of all waste material and its disposal as per instructions of the In charge of this Office and Gadar Memorial.

c) Cleaning of the floor area with mechanical as well as manual and other equipment. Wet floor dusters and detergents, disinfectables and other materials as necessitated shall be provided in sufficient quantity. Only quality products shall be allowed to be used. The cleanliness operation shall be completed daily.

d) Cleaning and washing of toilets and urinals using deodorants, detergents and disinfectants once in the morning and again in the afternoon.

- e) Cleaning of carpets on floors with vacuum cleaner (to be provided by the Agency). The venetian blinds are to be cleaned/washed as per site requirements/ as ordered by the In-charge of this Office and Gadar Memorial.
- f) Regular dusting/cleaning of office furniture (table and chairs) and equipment's, telephones, book cases, filing cabinets, almirahs, doors, windows, etc every day. High quality chemicals & sturdy vacuum cleaner to be used for the purpose.
- g) Provisions of soaps, liquid soaps, odonil cakes etc. as per the requirements. The Contractor will ensure that the materials mentioned above are always available at the prescribed locations in the lavatories.
- h) The Agency shall comply with all the labour laws and regulations applicable in the matter of such workers as are engaged by it.
- i) The Agency's workers shall be polite, courteous, well behaved and honest.
- j) The Agency shall be fully responsible for any theft, burglary, fire or any other mischievous deeds committed by its workers.
- k) The Agency's workers shall not enter-into any unlawful activity within this Office premises and shall have good moral character.
- l) This Office shall have the right to impose cash penalty on the Agency
- m) Insurance and accidents of the workers will be the responsibility of the Agency.
- n) The Agency shall in no case transfer the services; it is required to perform under this agreement to any other agency or person without the permission of this Office.
- o) Agency shall deploy sufficient number of workers along with a Supervisor to ensure that the work is done to the satisfaction of this Office.
- p) No of days during the month for which service is required: All days except Saturday, Sunday and Gazetted holidays notified by the Govt. of India/ this Office.
- q) This Office reserves the right to order any worker of the agency to leave the premises of this Office if his presence at any time is felt undesirable.
- r) This Office reserves the right to recover liquidated damages for defaults on the part of the Agency.
- s) Room facility: This Office shall provide a small room/space for storage of materials etc. to the agency free of cost during the period of contract. No name of agency shall be allowed on the room and nobody will be allowed to stay in the office unnecessarily after office hours without permission.
- t) The agency shall maintain sufficient stock of items such as Towels, Dusters, Phenyl, Detergent, odonil, naphthalene balls/cakes, Finit, Baygons, required for cleaning of equipment, Marble /PVC flooring etc. so as to meet normal requirement. The items will be supplied by the agency.

CHAPTER-V

Price Schedule :

5.1 The Bidder(s) shall quote price in clear terms. Break up should abide by the Format for Financial Bid described in Financial Bid format in Annexure-II. The taxes applicable should be shown separately and clearly. Any change in taxes or levies made by the Consulate after finalization of Tender will be applicable at the time of billing. The Financial Bids should strictly conform prescribed financial bid format to enable evaluation of bids. Bids having any hidden costs or conditional costs are liable to be rejected.

5.2 Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances except that of change in tax rates.

5.3 Prices shall be quoted in US Dollar.

5.4 Payment: The firm will be required to submit his bill on monthly basis along with service report duly signed by authorized person. The payment will be released by the Consulate by cheque as per the terms & conditions.

5.5 The rates once accepted by Consulate shall remain unaltered throughout the period of contract.

5.6 The tenderer will quote the rates in respect of job /services described above in various paras and will fill Annexure-II appended herewith.

ANNEXURE-I

TECHNICAL BID

1. Name of the firm
2. Full Postal Address of the Registered office :
3. Correspondence address :
4. Mobile Phone No.
5. Telephone No.
6. Fax No.

S. N.	Requirements	Reply	Remarks, if any
1.	Date of Establishment of Firm		
2.	Name of the Contract person to whom all reference shall be made regarding this tender		
3.	Service Tax details		
4.	Registration certificate & License for the service		
5.	Experience as required in the Tender Document (proof to be enclosed)		
6.	Any other information which you consider necessary to furnish		

UNDERTAKING

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period of the contract (Two years).
- c) I hereby had undertaken to render the service as per direction given in the tender document

Date: - Signature of the Bidder: -

Place: - Full Name: -

Designation: -

(Office seal of the Bidder)

ANNEXURE-II

FINANCIAL BID

1. Name of the firm
2. Full Postal Address of the Registered office :
3. Correspondence Address :
4. Mobile Phone No.
5. Telephone No.
6. Fax No.

QUOTE YOUR RATES

S. No.	Details of scope of work	Price for job (in US\$)
1.	Cleaning and sweeping work of Consulate General (every working day) and Gadar Memorial (twice a week)	

Note: The tenderer should quote **monthly price** rate which shall be **inclusive of all the charges** and any other statutory obligations as the case may be.

Signature and Seal of the bidder/contractor

Date :

Place :