



No. SANF/867/01/2017

07 June 2023

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) from 0830 hrs to 1630 hrs and wet cleaning of the hard surfaces in the office premise once in a week on Saturday/Sunday and cleaning of Gadar Memorial, 5 wood street, San Francisco, CA on working days for two hours everyday.

2. The bidding companies/firms should have the following requirements:

- The bidder should have a permanent place of business in San Francisco / 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 carried out daily on office days from 0830 hrs to 1630 hrs and wet cleaning of the hard surfaces in the office premise once in a week on Saturday/Sunday and cleaning of Gadar Memorial, 5 wood street, San Francisco, CA on working days for two hours everyday. The bid quotation shall 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, San Francisco. 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 using wet floor dusters, detergents, disinfectables and other cleaning materials as well as 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 vcadmnsf@mea.gov.in . Enquires shall be entertained only till 07 July 2023.

6. **Site inspection relating to the work can be done on any working days till 14 June 2023 between 1400 hrs to 1600 hrs with prior appointment.**

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 03 July 2023.

8. 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	08 June 2023	1000 Hrs
2.	Starting Date for site visit	09 June 2023	1100 Hrs
3.	Last Date for site visit on working days between 1400 hrs to 1600 hrs with prior appointment	14 June 2023	1600 Hrs
4.	Starting Date for submission of bids	09 June 2023	1400 Hrs
5.	Last Date for submission of bids	03 July 2023	1700 Hrs
6.	Opening of Technical and Financial Bids	06 July 2023	1500 Hrs

TENDER FOR CLEANING AND SWEEPING WORK AT CHANCERY AND GADAR MEMORIAL

Sealed bids under two bid system 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 before 5:00 PM on 03 July 2023. The tender bid documents thus received will be opened at 3:00 PM on 06 July 2023. 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 30 June 2023. 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.org 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)

(iii) Both Technical and Financial bid covers should be enclosed in another cover super scribed as tender "Tender for Cleaning and sweeping work at Chancery and Gadar Memorial"

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 one year from the date of award and extendable for further two years on yearly basis on same terms and conditions subject to continuous satisfactory performance by the agency. However, in case of 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 contract will be terminated with immediate effect and 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 The Competent Authority reserves the right to reject any or all tender without assigning any reason whatsoever.

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

2.6 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.

2.7 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.

2.8 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.

2.9 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.

2.10 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.

2.11 The persons supplied by the Agency need to have valid work permit and there should not be any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are deploying for

cleaning job. The persons deployed should have a valid id issued by local authorities and shall not be below the age of 18 years.

2.12 The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.

2.13 The service provider shall engage necessary persons as required by this office from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master & Servant relationship between the employees of the service provider and this Office and further that the said person of the service provider shall not claim any absorption.

2.14 The service provider's person shall not claim any benefit/compensation /absorption/regularization of services from/in this Office.

2.15 The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters as all are of confidential/secret nature.

2.16 The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this office and they shall not interfere with the duties of the employees of the Office.. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.

2.17 The Office may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if they are unacceptable to the Office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

2.18 That the agency on its part and through its own resources shall ensure that the goods, materials and equipment's etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc.

2.19 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) and should possess an experience of minimum 3 years in the field of cleaning services.

3.3 Selection Criteria : The company/firm which Quotes the lowest overall rate, including the cost of cleaning material to be supplied by the agency every month, 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. The bidding agency should submit an undertaking to the effect that it has not 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, San Francisco. Cleaning work to be carried out daily on office days from 0830 hrs to 1630 hrs and wet cleaning of the hard surfaces in the office premise once in a week on Saturday/Sunday and cleaning of Gadar Memorial, 5 wood street, San Francisco, CA on working days for two hours everyday.
- 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 by the Agency in sufficient quantity. Only quality products shall be allowed to be used. The cleanliness operation shall be completed daily. The cleaning agency will ensure that all the cleaning materials are always available at the prescribed locations in the lavatories.
- 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) 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 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 during the currency period of the contract.

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

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.
7. Registrantion 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.	Agency Tax details if any		
4.	Registration certificate & License for the service and its validity		
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 (initially for one year and extendable for another two years (total three years) on same terms and conditions which will be subject to satisfactory performance from my side).
- 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)

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.	<p style="text-align: center;">Cleaning and Sweeping job at office premises of Consulate General of India, San Francisco, 540, Arguello Boulevard, San Francisco, CA 94118 (every weekday) from 0830 hrs to 1630 hrs and wet cleaning of the hard surfaces in the office premise once in a week on Saturday/Sunday and cleaning of Gadar Memorial, 5 wood street, San Francisco, CA on working days for two hours everyday.</p> <p>Bid price shall be inclusive of the cost of cleaning materials which will be provided by the vendor</p>	

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 :