



EMBASSY OF INDIA
545-547, Merchant Street,
Post Box No. 751
Yangon, Myanmar
Tel: (951) 391219, 243972, 388412
Fax: (951) 254086, 250164, 388414
Website: www.embassyofindiayangon.gov.in

No.YAN/ADM/551/7/2019

Dated: November 5, 2020

TENDER NOTICE

Subject: Requirement of one Receptionist, one Office Assistant & one Multi-Tasking Staff (MTS) for India Centre of Embassy of India, Yangon

Sealed quotations are invited from reputed manpower supply companies for providing following personnel for the India Centre of Embassy of India, Yangon at 654/666, Merchant Street, Yangon. The normal working hours is 9:00 am to 17:30 pm with Saturday and Sunday weekly off along with other holidays as observed by Embassy. **INDIVIDUAL APPLICANTS NEED NOT APPLY, ONLY COMPANIES CAN APPLY.**

The details of posts are as follows:

| S. No. | Name of the post | No. of Vacancy | Age limit | Qualification | Duties / Responsibilities |
|---------------|-------------------------|-----------------------|------------------|--|---|
| 1 | Receptionist | 1 | 35 years | Applicant should be a Graduate in any discipline. Applicant should be smart, confident, presentable and having good interpersonal relationship skill. Applicant should have pleasant personality, excellent communication skill and be polite while dealing with the visitors and guests. The person should have a positive attitude and a strong work ethic, good command over verbal and written English, operational knowledge of computers and knowledge of telephone etiquettes. 2-3 years' experience is must. | Managing Reception desk, attending telephone calls, ushering and guiding visitors, liaising with local authorities or any other duty as assigned by the Director, India Centre/designated officials of the Embassy. |
| 2 | Office Assistant | 1 | 35 years | Applicant should be a Graduate in any discipline. Applicant should be smart, confident, presentable and having good interpersonal relationship skill. Applicant should have a | Handling of cultural teams, delegations from India and elsewhere liaising with local authorities, coordinating cultural |

| | | | | | |
|---|---------------------------|---|----------|--|--|
| | | | | positive attitude and a strong work ethic, good command over English; have operational knowledge and good typing speed. 2-3 years' experience is must. | programmes, administrative and accounting works, and any other works assigned by Director, India Centre/ designated officials of the Embassy.. |
| 3 | Multi Tasking Staff (MTS) | 1 | 35 years | Applicant should have passed minimum board education (11 th standard). Working knowledge of English and local language is required. | Delivery of files / letters / documents within and outside of India centre and any other work as assigned by the Director, India Centre/designated officials of the Embassy. |

Cover 1: Technical bid as per Appendix-A detailing particulars of the bidder (including key personnel and their contact details), competency and experience of the bidder. The envelope should be prominently superscribed "**TECHNICAL BID FOR SUPPLYING HUMAN RESOURCE IN INDIA CENTRE, EMBASSY OF INDIA, YANGON**"

Cover 2: Financial bid as per Appendix-B. The envelope should be prominently superscribed "**FINANCIAL BID FOR SUPPLYING HUMAN RESOURCE IN INDIA CENTRE, EMBASSY OF INDIA, YANGON**"

Location of Work: India Centre of Embassy of India, 654/666, Merchant Street, Yangon

Period of Contract: One year likely to be started from 15 January, 2021 or later (Embassy reserves the right to start the contract at a later date also)

Last date for receipt of bid : **November 27, 2020 (1200 hrs.)**

Opening of Technical Bid : **November 27, 2020 (1600 hrs.)**

Opening of Financial Bid : **December 01, 2020 (1100 hrs.)**

During the contract period, no increase in rates will be allowed. The contract, on mutual agreement, may be renewed for one more year (i.e. 2nd year) at same terms, conditions and rate. Either side can terminate contact by giving two months (60 days) notice.

Representatives of all the bidding parties can be present at the time of opening of the bids.

Tender documents will be available on website <https://embassyofindiyangon.gov.in/> and www.eprocure.gov.in. Details can also be collected from Attache (Administration), Tel: +95-01-251206 or admn.yangon@mea.gov.in

Scope of Work

The detailed scope of the human resources in the office building premises of India Centre, Embassy of India, Yangon have been given above. A contract will be signed between the selected firm and the Embassy of India, Yangon in the format of agreement given at Annexure 'A'

Eligibility Criteria

The Contractor/Firms submitting bids should have experience of at least 2 years in the above business and should be registered with the relevant Myanmar government offices as is required under the local regulations for tax and other purposes.

Earnest Money Deposit (EMD):

- (I) Each Technical Bid shall be accompanied by an Earnest Money Deposit (EMD) of Kyat 7,00,000 (Kyat 7 lakh only) in the form of a Bank Guarantee (BG) / Cash only, drawn on any Bank in favour of Embassy of India, Yangon.
- (II) The Bank Guarantee should be valid for a minimum period of 180 days.
- (III) The BG should be payable at Yangon only.
- (IV) EMD must be attached with Technical Bid only, without which the bid shall stand rejected.

Earnest money will be forfeited:

- (i) If the bidder withdraws his bid during the period of bid validity.
- (ii) In case of the successful bidder, if the bidder fails to sign the contract.

Refund of Earnest Money Deposit (EMD):

- (i) Refund of EMD to the unsuccessful bidders shall be made after signing of the contract with successful bidder.
- (ii) EMD of successful bidder shall be refunded after award of the contract and deposit of Performance Security @ 5% of the total contract value. Successful bidder will deposit Performance Security within 5 working days. The Performance Security should be valid upto 60 days beyond the contract period. After successful completion of all contractual obligations, the Performance Security (without any interest) shall be refunded.

Other terms and conditions:

- (i) The rates finally approved/accepted by the Embassy, including the taxes amount payable shall be valid for the contract period and no upward revision will be allowed under any circumstances.
- (ii) Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without notice, by the Embassy. The employees will have to be on the pay roll of the company.
- (iii) Late submission of bids due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.
- (iv) The contract can be terminated by the Embassy at any time if the work of the contractor is found unsatisfactory by giving 60 days' notice.

- (v) The bills for the services for a month must be prepared on the basis of approved rates and submitted to the Embassy by the 10th of the succeeding month for effecting payment.
- (vi) No advance payment shall be made for the services.
- (vii) The payment will be released through direct bank transfer in the name of the firm.
- (viii) The work performance carried out shall be to the satisfaction of the Embassy.
- (ix) Suitable substitute should be provided in case of unavailability of regular staff employed under agreement. The company should submit plan for provision of substitute person in case the regular person takes leave/remain absent. In case no substitute is provided, proportionate salary for number of days of absence will be deducted.
- (x) The company should provide details of the staff to be employed for work in India Centre of the Embassy.
- (xi) The company should send at least three persons against one post, out of which Embassy will select one. In case none found suitable, company will send more persons.
- (xii) Embassy's responsibility is limited to payment of monthly agreed rates to the company. Embassy will not pay any amount except that was agreed as per the agreement. The employee in all sense will be an employee of the company.
- (xiii) Embassy reserves the right to cancel the tender at any time without assigning any reason or reduce the number of personnel advertised in this tender or reduce the number during contract period by giving 60 days' notice.
- (xiv) In case of unsatisfactory performance, Embassy will seek change of employee(s). In case of employee(s) so changed also fail to perform satisfactorily, Embassy reserves the right to terminate the contract. The performance security will be forfeited in case the contract is so terminated.

(Sankar Nandi)
Head of Chancery
Embassy of India

AGREEMENT
Signed on
BETWEEN
EMBASSY OF INDIA, YANGON

("Embassy" on one part)

AND

.....
("Company/Contractor" on the other part)

AND given that the Contractor offers such services at different places.

INTRODUCTION

- 1.1 The introduction of this contract, the price offer and the tender notice No.YAN/ADM/551/7/2019 dated November 5, 2020 are an inseparable part of this contract.
- 1.2 The contractor declares and confirms with his signature of this contract.
- 1.3 This contract is valid for 12 (twelve) months from the date of contract. The agreement may be extended for another period of 12 months on mutual consent at same terms and conditions and rate.
- 1.4 Embassy will be at liberty to terminate the contract by giving 60 days prior notice for unsatisfactory performance. Otherwise either side can terminate the contract by giving 60 days' notice.

DECLARATION OF THE CONTRACTOR

- 2.1 The contractor declares that he knows all the details of the contract and has the knowledge, the capacity, the skills and the means to provide all of the required services as given in the tender.
- 2.2 The contractor will provide for the services as per the contract and tender.
- 2.3 The Company declares that it is permitted by law to execute the works subject of this Agreement and provide proof of registration.
- 2.4 The employees of the contractor have the knowledge and experiences and the skill to provide the service required as per the contract and the tender.

EMPLOYEES

- 3.1 The contractor will provide identity document (NRC/PRC) of the employees.
- 3.2 The employees should be physically / mentally fit and should not suffer from an apparent disability.
- 3.3 The company undertakes to follow prevalent Myanmar Employment laws in determining terms and service conditions of its employees.

RESPONSIBILITY

- 4.1 The contractor will take responsibility regarding his employees including damages/loss of property and or damages caused by the employees of the company and any injury of the employees during work. Embassy's responsibility is limited to paying monthly contract amount to the subject to satisfactory work.

PAYMENTS

- 5.1 The Embassy will pay a fixed amount in Myanmar Kyat per month for supply of one Receptionist, one Office Assistant and one MTS as per the contract.
- 5.2 The payment will be made within 10 working days after producing the Invoice from the company.

COMPANY

EMBASSY

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M/s.....
Address.....

(Head of Chancery)
Embassy of India
545-547 Merchant Street
Yangon

Technical Bid

1. Name of the company:
2. Name of the contact person:
3. Contact details:

| | |
|-----------------|--|
| Phone | |
| E-mail | |
| Postal Address: | |

4.

| S. No | Requirements | Response (companies may attach separate sheets if required) | |
|--------------|---|--|-----------------|
| 1 | a) Brief introduction of the company. | | |
| | b) Previous experience in the field (minimum two years). Please attach proof, if any | | |
| | c) Total number of regular employees with the Company. | | |
| | d) Annual turnover of the company for the last two years, in Kyats/US\$. | | |
| | e) Registration certificate and license for the services (Please attach proof) | | |
| 2 | List of other Clients in Myanmar where the Company is providing services. Whether the company is providing services to other Embassies/UN organisations/big corporate house also? | | |
| 3 | Details of range of services/employees provided by the company. | | |
| 4 | Average period for which employees of the company remains employed/serves with the company (in months) | | |
| 5 | Does the company have its own training facility? If yes, provide details. Or it avails of such training facility provided by another company? | | |
| 6 | Industry certification, such as those issued by International Standardization Organization (ISO) or other specialized security certification bodies, obtained by the company for its quality. | | |
| 7 | What is the take home pay and other allowances, leave etc. the company proposes for the employees. | Post | Salary in Kyats |

| | | | |
|---|--|------------------|--|
| | | Receptionist | |
| | | Office Assistant | |
| | | MTS | |
| 8 | Whether EMD Kyats 7,00,000/- money is submitted | | |
| 9 | The company should sign and stamp each page of the tender documents. Is it done? | YES / NO | |

5. The company agrees to all terms of the Tender Documents.
6. Provide contact details and key personnel of the company

Signature:

Name:

Designation:

Seal:

Financial Bid

The Consideration shall be according to the conditions set forth in the Agreement and as follows:

(i) Total monthly charge, including taxes, for providing services of one Receptionist, one Office Assistant and one MTS for India Centre on all Embassy working days (Monday to Friday)

In Myanmar Kyat _____
(In words) Kyat _____

Since cultural programmes will also be organized at India Centre, which may run late in the evening, the rates of overtime charges may also be provided: -

(ii) Overtime Charges for one hour beyond 17.30 pm on working days (Monday to Friday)

- (a) For Receptionist Kyat _____ per hour
- (b) For Office Assistant Kyat _____ per hour
- (c) For MTS Kyat _____ per hour

(ii) Charges for minimum THREE hours for Saturday / Sunday / Closed Holiday

- (a) For Receptionist Kyat _____ and per hour charges beyond three hours on Saturday / Sunday / Holiday Kyat
- (b) For Office Assistant Kyat _____ and per hour charges beyond three hours on Saturday / Sunday / Holiday Kyat
- (c) For MTS Kyat _____ and per hour charges beyond three hours on Saturday / Sunday / Holiday Kyat

Way of payment:

- a. The company will issue the monthly invoice by at least 10th of every month.
- b. The client will issue the payment no later than 10 days after receipt of the monthly invoice.

Signature: _____

Name: _____

Name of Company: _____

Designation: _____

Seal: _____