

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 / 867 / 1 / 2020

Dated 13 December 2022

NOTICE INVITING TENDER

Subject: Cleaning contract for Embassy of India, Yangon

Sealed quotations are invited for award of contract for cleaning of the Embassy of India, Yangon at 545-547, Merchant Street, Yangon. It is a five story building. The building is now under renovation, which is likely to complete by May, 2023. The quotations are to be sent in two sealed envelopes addressed to Head of Chancery, Embassy of India, 545-547, Merchant Street, Yangon, as per the following:

Cover 1: Technical bid as per Annexure 'C' 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 CLEANING WORK, EMBASSY OF INDIA, YANGON**"

Cover 2: Financial bid as per Annexure 'D'. The envelope should be prominently superscribed "**FINANCIAL BID FOR CLEANING WORK IN EMBASSY OF INDIA, YANGON**"

2. **Location of Work** : Embassy of India, 545-547, Merchant Street, Yangon
3. **Period of Contract** : Two years likely to be started from January 2023 or as soon as contact is awarded (Embassy reserves the right to start the contract at a later date also)
4. **Salient Dates:**
 - a. **Publication of Tender** : 13.12.2022 (1100hrs)
 - b. **Site Visit** : 19-20 December 2022 (10AM to 5:30 PM)(on prior appointment)
 - c. **Last date for receipt of bids** : 2nd January, 2023 (1700 hrs.)
 - d. **Opening of Technical Bids** : 3rd January, 2023 (1430 hrs.)
 - e. **Opening of Financial bids** : 2 days after opening of technical bid or any other date to be decided.

5. Representatives of all the bidding parties can be present at the time of opening of the bids on **3rd January, 2023**.

6. 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. 3rd year) at same terms, conditions and rate.

7. Tender documents will be available on website <https://embassyofindiayangon.gov.in/> and www.eprocure.gov.in. Details can also be collected from Attache (Administration), Tel: +95-01-251206 or adm.yangon@mea.gov.in. For site visit, Ms. Mallika Banik (Mob: +95973206159) can be contacted.

8. **Scope of Work**

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

9. **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.

10. **Earnest Money Deposit (EMD)**

(i) Each Technical Bid shall be accompanied by an Earnest Money Deposit (EMD) of Kyat 22,00,000 (Kyat 22 Lakh only) in the form of Cash only.

(ii) EMD must be attached with Technical Bid only, without which the bid shall stand rejected.

(iii) Earnest money will be forfeited:

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

(iv) Refund of Earnest Money Deposit (EMD):

- (a) Refund of EMD to the unsuccessful bidders shall be made after signing of the contract with successful bidder.
- (b) EMD of successful bidder shall be refunded after award of the contract and deposit of Performance Security @ 5% of the total contract value. 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.

11. Other terms and conditions

- (i) The cleaning work should be done as per directions of Embassy from time to time.
- (ii) 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.
- (iii) 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 role of the company.
- (iv) Delay in work will not be permissible on the grounds of non-availability of the materials, items etc.
- (v) Late submission of bids due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.
- (vi) The contract can be terminated by the Embassy at any time if the work of the contractor is found unsatisfactory, giving 30 days notice.
- (vii) 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.
- (viii) No advance payment shall be made for the services.
- (ix) The payment will be released through direct bank transfer in the name of the firm.
- (x) The job carried out shall be to the satisfaction of the Embassy.
- (xi) Substitute should be provided in case of non-availability of regular cleaning staff.
- (xii) The company should provide details of cleaning staff to be engaged by the company for cleaning work in the Embassy.

(Jitendra Rawat)
Head of Chancery
Embassy of India

DETAILED WORK DESCRIPTION FOR CLEANING CONTRACT

1. DESCRIPTION AND DEFINITION OF THE AREAS

- i. Ground floor, entrance, lobby, auditorium, toilets etc -i.e. entire ground floor plus parking lots, outside periphery of the Embassy of India.
- ii. Entire floors including part of auditorium, stair case, lifts, toilets, halls, rooms etc. from mezzanine, first, second, third, fourth and covered roof floor.
- iii. To keep the toilets and entrances always clean, specially during rainy season.
- iv. Special care is to be taken for entire auditorium and cleaning of first floor / mezzanine floor lobby including mezzanine floor stairs.

2. LIST OF CLEANING SERVICES AND WORKING PLAN

I. Cleaning service from Mondays to Fridays

- i. All rooms should be kept clean before the office hours.
- ii. Vacuum cleaning of all carpet area.
- iii. Sweeping and washing / mopping all the floors including auditorium, stairs, parking lot, periphery area, toilets, WCs & wash basins / other fittings in the bathroom (as many times as required during the day), driveway, railings, stairs etc.
- iv. Remove garbage from all baskets and ash trays, etc.
- v. Dusting all working stations, furniture, office equipment, telephones, computers.
- vi. Cleaning all the rooms, restrooms and kitchens, entrance & lobby
- vii. Cleaning doors of entrance and glass doors
- viii. Cleaning of pantry.
- ix. Above cleaning is to be done at least twice a day.
- x. Removing of furniture items from one place to another etc. as and when required.
- xi. Removing grease marks/fingerprints/stains/spots etc from glass doors, window, furniture and all visible areas.
- xii. Watering and general upkeep of plants.
- xii. Changing towels in the bathrooms and delivery and collection of towels from laundry (towels to be supplied by embassy).
- xiv. In short the entire Building of the Embassy of India, Yangon is to be maintained spotlessly clean and befitting of any big hotel / corporate house / Embassy.

II. Weekly cleaning:

- i. Washing/rubbing /polishing of floors, Pantries, metal surfaces.
- ii. Cleaning / dusting of lights furniture/office equipment/domestic appliances.
- iii. Dusting pictures/articles, air conditioner vents on all floors.
- iv. Removing stains on the doors and glass areas.
- v. Cleaning of all windows from inside.
- vi. Using cleaning material for opening sinks.
- vii. Fumigation against insects.
- viii. Cleaning cupboards in and interior of all furniture / library.
- ix. Cleaning walls in each room/floor/pantries.
- x. Cleaning trays.

III. Monthly cleaning:

- i. All windows interior & exterior, wherever possible from inside the building
- ii. Cleaning of fax machine, photocopier, conference systems/other office equipments, electrical items like fan, air-conditioner/air-conditioner filter, window blinds.
- iii. Thorough cleaning, rubbing and polishing of all floors/marble floors/stair case/metal surfaces in the Embassy of India.
- iv. Thorough cleaning of all furniture items
- v. Thorough cleaning of bathrooms
- vi. In addition to above, the contractor will undertake any other cleaning services that are required from time to time, or instructed by Embassy.

C. MANPOWER AND INSPECTION

- i) From Monday to Friday – The cleaners will start work at 0730 hrs in the morning everyday and continue work till 1700 hrs. The contractor will have a crew of six persons on all working days from 0730 hours till all the cleaning is done. Four persons will be available throughout the day till 1700 hours for any cleaning work which might be required.

D. EQUIPMENT AND CLEANING MATERIAL TO BE PROVIDED BY COMPANY

Service trolley, vacuum cleaner, all cleaning material including brooms, floor cleaner, polishing / rubbing machine, dusters, garbage bags, tissues, soap for cleaning and hand wash, parquet cleaner, room freshener will be provided by the company. The cleaners will have to wear uniform of the company.

AGREEMENT Signed on BETWEEN EMBASSY OF INDIA, YANGON

("Embassy" on one part)

AND

.....

("Company" 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 attached annexes 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 24 (Twenty Four) 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 30 days prior notice for unsatisfactory performance or even without showing any reason.

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 Annexure 'A'.
- 2.2 The contractor will provide for the services as per the contract and Annexure 'A'.
- 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 annexures.

EMPLOYEES

- 3.1 The contractor will provide identity document (NRC / PRC) of the employees for cleaning and maintenance services.

3.2 The employees should be physically / mentally fit and should not suffer from an apparent disability.

3.3 The workers that are not be accepted by the client will be substituted.

3.4 The company undertakes to follow prevalent Myanmar Labour 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 subject to satisfactory work.

PAYMENTS

5.1 The Embassy will pay a fixed amount in Myanmar Kyat per month for the cleaning and maintenance services as per the contract and Annexure.

5.2 The payment will be made within 10 working days after producing the Invoice from the company.

COMPANY

() M/s.....

Address.....

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EMBASSY

(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. The company agrees to all terms of the Cleaning Service Agreement (Annexure-B).
5. Provide contact details and key personnel of the company
6. Furnish Proof of registration of the Company in compliance/under relevant statutory regulations of Myanmar law.
7. Furnish proof of providing cleaning services services to big hotels / Embassies / Corporates.

Signature_Name Designation :

Seal

Annexure 'D'

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 Cleaning of Embassy of India :

In Myanmar Kyat _____

(In words) Kyat _____

(iii) Charge for one cleaner for minimum THREE hours for Saturday / Sunday/Closed Holiday Kyat _____ and Kyat
_____ per hour beyond three hours on Saturday / Sunday/
Closed Holiday.

Way of payment:

- a. The company will issue the monthly invoice at the 1st working day 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