The Embassy of India, Kyiv invites sealed quotations (technical & financial bids in separate two envelops) from experienced companies/firms for providing cleaning services at its office premises at 20 B, Maxima Berlinskogo Street, Kyiv.

2. The detailed scope of works are mentioned in the attached tender document. It mainly includes cleaning of whole chancery premises including reception area, consular area, auditorium area, offices, office furniture, wardrobes, floors, toilets, vacuum cleaning of carpets, dusting, litter disposal, staircases, corridors, meeting rooms, kitchen, walls, windows & its glasses, from Monday to Friday from 0800 – 1700 hrs. The good quality of cleaning equipment, tools and chemicals are also to be provided by the company.

3. Companies/Firms/bidders are required to submit their bids in two separate sealed envelopes (i) **Technical Bid with supporting documents** & (ii) **Financial Bid along with break-up of costs.** The bids should also include a list of references from satisfied renowned customers. Format for both the bids are also attached for reference.

4. It may be noted that the bids should be valid for a period of three months (90 days). The sealed envelopes should be submitted to the attention of the Head of Chancery, Embassy of India, Kyiv latest by 1700 hrs. on 20th November 2020.

(Ambanish Vemuri)
Head of Chancery
Embassy of India,
20 B, Maxima Berlinskogo Street,
Kyiv - 01901.
E-mail: hoc.kyiv@mea.gov.in
Tel: 044-4686219, 044-4686661, Fax: 044-4686619
Date: 28 October 2020
TENDER

Cleaning Contract for the Premises of Embassy of India, Kyiv

1. **Scope of Work** – Commercial offers are invited for annual contract for cleaning of premises of Embassy of India in Kyiv. The company/firm/agency would be required to provide onsite services for the requisite cleaning on an annual basis at a reasonable price.

Details of services are as follows:

1. Deployment of three cleaners (one for ground floor, one for first floor & one for front and outside the premises) for cleaning of overall premises of the Embassy of India, Kyiv [Total Area - 1524.4 m² with 1375.4 m² covered area]. It includes sweeping, dusting, vacuuming of carpet and other related works.

2. It includes reception area, consular area, auditorium area, offices, office furniture, wardrobes, floors, toilets, vacuum cleaning of carpets, dusting, litter disposal, staircases, corridors, meeting rooms, kitchen, walls, windows & its glasses.

3. Purchase and supply of all required cleaning materials/equipment for cleaning/sweeping/vacuuming of the premises. It also includes fixing of automatic air freshener dispensers & refilling of fresheners for conference room, meeting room, reception area, consular/visa area, auditorium and other selected areas in corridors. All materials/equipment should be of good quality.

4. Sweeping of the outside area such as front & sides of the Embassy building on a daily basis. Cleaning of glasses on the front side of the Embassy on a daily basis.

5. Cleaning/Sweeping/vacuuming has to be done from 0800-1700 hrs on all working days (five days a week). Cleaners would require to be deployed on weekends on important occasions also, if required.
6. Removal of snow from outside of the Entrance of the Embassy on daily basis in winter season.

2. **Eligibility Criteria**
   - The bidder should have a minimum of 3 years of experience in the field of providing cleaning services/ materials to other official/commercial buildings/offices.
   - The bidder should have experience in providing services in security sensitive organizations, offices and large commercial establishments.
   - The bidder should be able to provide one or two User Satisfaction certificates from other organizations.
   - The bidder should provide valid Service Tax Number/Registration Number/VAT Number.
   - The bidder should have capability of providing a service replacement at the Embassy premises if the regular cleaning/sweeping staff doesn't arrive to work due to any reasons.
   - The bidder should be able to deploy experienced cleaning staffs.

3. **Important Schedule for Tender Notice:**

   Date of Publishing of Bids : 28.10.2020  
   Date of Receiving of bids (Start) : 29.10.2020  
   Date of Clarification (Start) : 29.10.2020  
   Date of Clarification (End) : 20.11.2020  
   Bid Submission Closing Date & Time: 20.11.2020 & 1700 hrs.  
   Technical Bids Opening Date & Time: 24.11.2020 & 1400 hrs.  
   Financial Bids Opening Date & Time: 25.11.2020 & 1400 hrs.

4. **Visit to Embassy Premises** – Registered/Interested firms/agencies may visit the Embassy between 29 October 2020 and 19 November 2020 between 1400 hrs. to 1600 hrs. to discuss more details about the scope of works/specifications.

5. **Commencement of Services** – The cleaning/sweeping/vacuuming services as per Scope of Work at para (1) above will need to be made operational on the date of start of contract failing of which the Embassy
reserves the right to cancel the contract and award it to any other firm/agency.


7. **Instructions to bidders** -
   - Bidders are required to submit their **Technical bids** (as per Annexure-I) and **Financial bids** (as per Annexure-II) in two separate seal covered envelopes by **20 November 2020 at 1700 hrs** at the address mentioned below. The Embassy, at its discretion may extend the deadline for submission of bids by amending the bidding documents, in which case all rights and obligations of the Embassy and the Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

**Address Details:**
Embassy of India,
20 B, Maxima Berlinskogo Street,
Kyiv - 01901.
E-mail: hoc.kyiv@mea.gov.in
Tel: 044-4686219, 044-4686661, Fax: 044-4686619

- Bidders shall furnish all the data/information under the bidding documents to the complete satisfaction of the Embassy, failing which the Bid will be considered as incomplete and non-responsive and the Embassy reserves the right to reject the Bid.

- All data, information, documents and any other materials submitted by the Bidders in the process of bidding and part of bidding documents, shall remain the exclusive property of the Embassy at all times.

- A prospective Bidder requiring any clarification may contact the Embassy in writing, either by post, fax or email at least three-four working days before the deadline for submission of the Bid.

- The Bid, and all correspondence and documents relating to the bid, exchanged between the Bidder and the Embassy shall be written in the English language.

- The price to be quoted by the Bidders shall be in **USD/UAH only on monthly basis**. The price shall include all taxes, miscellaneous services and
duties. However, VAT, if applicable, must be specified separately. The prices quoted by the Bidder shall be kept open and valid for acceptance for a minimum period of Ninety (90) working days.

The Bid shall contain no alterations, omissions or additions, overwriting except those to comply with instructions issued by the Embassy or as necessary to correct errors made by the Bidder, in which case the person or persons signing the Bid shall initial all such corrections.

The Embassy reserves the right to accept/reject the Bid and does not bind itself to accept the lowest Bid or any Bid and can reject any or all of the bids or to scrap the RFP in whole or in part.

The successful Bidder should not sub-contract any part of the Scope of Work to be undertaken by them without written permission from the Embassy. The Bidder to whom the contract is awarded is solely responsible to the Embassy for the completion of the awarded contract.

8. Terms of payment: A contract will be signed between the Embassy and the successful bidder, and the payment will be made on monthly basis in the next month of the completion of services (Like for January, payment will be made in February).

***
Dear Sir/Madam,

I/We, ........................................ Representative(s) of M/s............................. solemnly declare that:

1. I/We are submitting tender for the hiring of Cleaning Agency against Tender Notice No. Kyiv/867/1/2020 dated 28.10.2020

2. Myself or my parents do not have any relative working in the office of Embassy of India, Kyiv.

3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.

4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.

5. The price-bid submitted by me/us is "WITHOUT ANY CONDITION".

6. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.

7. If any information or document submitted is found to be false/incorrect, Embassy may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money, if any, and blacklisting of my/our firm and all partners of the firm etc.

8. All the terms and conditions of the tender are acceptable to us.

Yours sincerely

(Signature of Tenderer)

Date:

Enclosures: All documents such as experience certificate, user certification certificate and tax/register number details.
# Financial Bid (On the letter head of the company)

For

Cleaning services at Embassy of India, Kyiv

<table>
<thead>
<tr>
<th>S.N</th>
<th>Job particulars/category</th>
<th>No. of cleaning staff</th>
<th>Monthly Rate per cleaning staff (in UAH)</th>
<th>Total monthly Rate for cleaning staff (in UAH)</th>
<th>Total Invoice amount per month (in UAH)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cleaning Staff</td>
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<tr>
<td></td>
<td>VAT, if any</td>
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<td></td>
<td>Total monthly charges (Quotations) (A)</td>
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<tr>
<td>2.</td>
<td>Cost of cleaning equipment/materials/miscellaneous items related to cleaning</td>
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<tr>
<td>3.</td>
<td>Any other expenditure</td>
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</tr>
<tr>
<td></td>
<td>VAT, if any</td>
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</tr>
<tr>
<td></td>
<td>Total monthly charges (Quotations) (B)</td>
<td></td>
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</tr>
</tbody>
</table>

Monthly expenditure on purchases of cleaning items/equipment/tools:

Total (A + B): UAH...........(per month) (amount of VAT also to be mentioned)

Signature (Authorized Signatory)
Designation:
Date:
Seal:
Annexure III

No. Kyiv/867/1/2020
Embassy of India
Kyiv

CLEANING SERVICES OF EMBASSY OF INDIA, KYIV
(This may be submitted by the bidder in lieu of EMD)

**Bids Securing Declaration**

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit Bids for contracts with the Government of India.

Date:
Place:

Name:

Signature: