

**Consulate General of India
St. Petersburg**

No. SPB/867/01/2020

October 14, 2022

TENDER NOTICE

Consulate General of India, St. Petersburg invites Tender in two bid system (Technical & Financial) for cleaning services at office premises of Consulate General of India, St. Petersburg from reputed experienced, financially sound & eligible facility management/housekeeping companies registered under relevant Russian Companies Law which can provide daily cleaning services initially for a period of one year, which may be extended for further period on same terms and conditions.


2. The tender documents can be downloaded free of cost from the websites <https://cgispburg.gov.in/index.php> from 15.10.2022 to 02.11.2022 (up to noon).

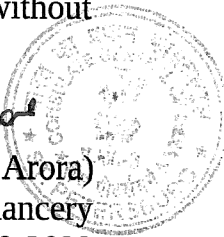
3. The interested service providers/firms have to submit the tenders in Two Bid System {i.e (I) Technical Bid and (ii) Financial Bid}. Tenders are to be submitted to Consulate General of India, St. Petersburg . All the necessary documents including those in support of eligibility criteria etc. (except the Financial Bid) are to be submitted along with the Technical bid in a sealed envelope. The Financial Bid will be submitted in a separate sealed envelope. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances.

4. The Earnest Money Deposit (EMD) of Rbls 40,000/- in the form of Cheque/Bank transfer in favour of Consulate General of India, St. Petersburg is required to be submitted along with tender bids from 15.10.2022 to 02.11.2022 between 0900 hrs to 1600 hrs on any working day.

5. The Technical Bids will be opened on 03.11.2022 by the Committee authorized by the Competent Authority of the Post. The Financial Bids of only those bidders, whose Technical Bids are accepted, shall be opened by the Committee. The pre-bid site visit for all probable bidders may be conducted between 17.10.2022 to 21.10.2022 from 0900 hrs to 1600 hrs on prior appointment basis to assess the job requirement / quantum of work involved.

6. The Competent Authority reserves the right to reject any or all the bids without assigning any reason and shall be final and binding.


(Rashema Arora)
Head of Chancery
14-10-2022



Dates to Remember

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

| Sr. No. | Event | Date | Time |
|----------------|--|-------------|-------------|
| 1. | Date of e-publishing on CPP Portal | 15.10.2022 | 0900 hrs |
| 2. | Starting Date for download of documents | 15.10.2022 | 0930 hrs |
| 3. | Starting Date for site visit | 17.10.2022 | 0930 hrs |
| 4. | Last Date for site visit | 21.10.2022 | 1600 hrs |
| 5. | Date of clarification (start) | 17.10.2022 | 0930 hrs |
| 6. | Date of clarification (end) | 25.10.2022 | 1100 hrs |
| 7. | Starting Date for submission of bids | 17.10.2022 | 0900 hrs |
| 8. | Last Date for submission of bids | 02.11.2022 | 1600 hrs |
| 9. | Opening of Technical Bids | 03.11.2022 | 1100 hrs |
| 10 | Opening of Financial Bids (Only Technically qualified Bidders) | 03.11.2022 | 1300 hrs |

Consulate General of India
St. Petersburg

Sealed bids are invited for cleaning services at office premises of the Consulate General of India, St. Petersburg from reputed experienced housekeeping companies registered under relevant Russian Companies Law which can provide daily cleaning services initially for a period of one year which may be extended for further period on same terms and conditions.

2 . Eligibility Criteria:

- a) The bidder should furnish the following information along with the supportive documents:
- i. Numbers of places where working at present and number of cleaners working with the agency;
 - ii. The housekeeping Agency should have been in existence for not less than three years;
 - iii. The agency should not have been blacklisted since inception;
 - iv. Cleaning experience of not less than five years will be preferred;
 - v. Cleaning agency should have proper registration with the concerned Government authorities;
 - vi. The service provider will have to ensure compliance of all mandatory labour laws/regulations laid down by the Government of Russia; and
 - vii. The service provider must have the facility of real time checks of the cleaning staff.

2. General Scope of Work:-

- a) Annual Maintenance Contract (AMC) should include the following services:

i) Clean non-residential premises, including services designed to clean the yard and sidewalk, located at Saint Petersburg, Ryleeva Street, 35.

ii) Work schedule and number of staff:

| No. | Position | Work Schedule | | | Number of Staff | |
|-----|----------------------|---------------|--------------------|---------------|-----------------|-------|
| | | season | working days | shift | per shift | Total |
| 1 | Full-service cleaner | summer | On weekdays | 08:30 – 17:30 | 1 | 1 |
| 2 | Full-service cleaner | winter | On weekdays | 08:30 – 17:30 | 1 | 1 |
| 3 | Snow Cleaner | winter | As per requirement | | 1 | 1 |

iii) Specification of the work to be performed

| No. | Name of Work | Frequency |
|---|---|-----------------------|
| Offices | | |
| 1 | Local cleaning of walls (up to 2 m high). | Daily |
| 2 | Removal of dust and stains from furniture (up to 2 m high): desks (free from papers and foreign objects), shelves, bookcases, chairs with arms & legs. | Daily |
| 3 | Cleaning of ashtrays, collection of garbage. | Daily |
| 4 | Removal of dust and stains from office appliances and consumer electronics. | Daily |
| 5 | Removal of garbage from cans & taking it out to garbage containers. | Daily |
| 6 | Dry & Wet cleaning of the firm floor, stairs of staircases. | Daily |
| 7 | Wiping mirrors, polishing metal surfaces. | Daily |
| 8 | Cleaning of door units (wiping door panels, casings; removal of local stains on glass elements, polishing glass elements; polishing metal elements: doorknobs, fittings, brass signs) up to 2 m high. | Once a week |
| 9 | Removal of dust from baseboards. | Once a week |
| 10 | Removal of dust from switches, desk lamps, outlets, cable ducts, accessories for toilet facilities. | Once a week |
| 11 | Removal of dust from and local cleaning of the outer surface of heaters. | Once a month |
| 12 | Change of plastic bags in garbage cans and shredders. | When and if necessary |
| 13 | Removal of dust from windowsills on both sides of the windows, free from foreign objects. | When and if necessary |
| Inner yard and sidewalk | | |
| 1 | Collection of garbage, sweeping and taking garbage out to containers. | Daily |
| 2 | Snow removal in winter, ice breaking. | Daily |
| 3 | Treatment of ice formation places with reagents. | When and if necessary |
| 4 | Removal of Cobwebs and spiderwebs | When and if necessary |
| Staircases, corridors, entrance groups | | |
| 1 | Local cleaning of walls (up to 2 m high). | Daily |
| 2 | Dry & Wet cleaning of the firm floor, stairs of staircases. | Daily |
| 3 | Wiping stair railings. | Daily |
| 4 | Cleaning of ashtrays, collection of garbage. | Daily |
| 5 | Removal of garbage from cans & taking it out to garbage containers. | daily |
| 6 | Cleaning of door units (wiping door panels, casings; removal of local stains on glass elements, polishing glass elements; polishing metal elements: doorknobs, fittings, brass signs) up to 2 m high. | Once a week |

| | | |
|---|---|-----------------------|
| 7 | Removal of dust from switches, desk lamps, outlets, cable ducts, accessories for toilet facilities. | Once a week |
| 8 | Removal of dust from windowsills on both sides of the windows, free from foreign objects. | Once a week |
| 9 | Removal of dust from baseboards. | Once a week |
| 10 | Removal of dust from and local cleaning of the outer surface of heaters. | Once a month |
| 11 | Change of plastic bags in garbage cans and shredders. | Once a day |
| 12 | Removal of Cobwebs and spiderwebs | When and if necessary |
| Toilet facilities and shower rooms | | |
| 1 | Local cleaning of walls (up to 2 m high). | Daily |
| 2 | Washing sanitary ware using disinfectants: sinks, toilet bowls, urinals, shower bases, toilet seats (both sides), external parts of sanitary ware feed pipes. | Daily |
| 3 | Wiping mirrors, polishing metal surfaces. | Daily |
| 4 | Control of the availability and replenishment of expendables: toilet paper, air fresheners, paper hand napkins, liquid soap (expendables shall be provided by the Customer). | Daily |
| 5 | Removal of garbage from cans & taking it out to garbage containers. | Daily |
| 6 | Dry & Wet cleaning of the firm floor. | Daily |
| 7 | Change of plastic bags in garbage cans. | Once a day |
| 8 | Cleaning of door units (wiping door panels, casings; removal of local stains on glass elements, polishing glass elements; polishing metal elements: doorknobs, fittings, brass signs) up to 2 m high. | Once a week |
| 9 | Removal of dust from switches, desk lamps, outlets, cable ducts, accessories for toilet facilities. | Once a week |
| 10 | Removal of dust from windowsills free from foreign objects. | Once a week |
| 11 | Removal of dust from baseboards. | Once a week |
| 12 | Removal of Cobwebs and spiderwebs | When and if necessary |

3. The bids shall be valid for a minimum period of 180 days from the date of opening of technical bids. A bid for a shorter period shall stand rejected. This tender is not transferable. Consortium, Joint Venture, subletting, sub-contracting or hiring services of other entity for execution of the Services under this tender is not allowed.


4. The interested parties may visit the site for ascertaining the exact requirement of this Consulate on any working days from 11 AM to 5 PM. This would help the interested entities to formulate their quotation. A prior appointment should be made for this purpose.


5. The interested parties may send their bids/quotations in two separate sealed envelopes addressed to Head of Chancery, Consulate General of India, St. Petersburg not later than 1600 hrs (Local time) 02.11.2022 as per **Appendix I** (Proforma attached)

accompanied with the proof of payment of Rubles 40,000/- (Rubles Forty Thousand only) to Consulate General of India, St. Petersburg by bank transfer along with duly filled **Appendix II** (Proforma attached) (Bank details can be obtained from the Consulate). The amount of Rubles 40,000/- will be treated as Earnest Money Deposit (EMD)/bid security and would be returned to all the unsuccessful bidders within 10 days after finalization of the contract with the successful bidder.

6. The Bids will be opened at 35 Ryleeva Street on 3rd November, 2022 at 1100 hrs (Local time).

7. The successful bidder shall be obliged to deposit an amount equivalent to 5% of the value of the contract to be awarded as performance security along with the filled **Appendix III**. The performance security shall remain valid for a period of 60 days beyond the completion of all contractual obligations of the bidder. The bid security shall be refunded to the successful bidder on the receipt of the performance security.


(Rashema Arora)
Head of Chancery
14-10-2022



GENERAL CONDITIONS OF CONTRACT (GCC)

1. The other terms and conditions:

- i. The contract shall be valid for a period of one year from the date of its award. The rate quoted shall remain in force for the full period of the contract. No demand for revision of rate on any account shall be entertained during the contract period.
- ii. The payment for services shall be made on monthly basis.
- iii. If any damage/loss of equipment is caused by the contractor or any of its representatives, an amount equivalent to the loss, so caused, shall be recovered from the monthly payment made to the contractor.
- iv. The contractor shall not further sub-contract, the whole or any part of the contract, under any circumstances to a third party.
- v. The Consulate reserves the right to terminate the contract in case, the contractor consistently fails to provide service upto satisfactory level.
- vi. The contractor shall provide with alternate staff/personnel within 15 days in case the assigned personnel is on leave or the Consulate is not satisfied with the performance of this personnel.
- vii. The selected bidder shall be required to sign an AMC Agreement. The agreement shall be signed within a week from the date of award of the contract by the Consulate.

2. Validity of Contract:

The initial period of contract shall be for one year from the date of award of contract. The rate quoted shall remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period. The period of Annual Maintenance Contract can be extended by a further period of 2 years, one year at a time, at the same rate, terms and conditions after completion of AMC period based on the performance of the service provider and if mutually agreed by both the parties in writing.

3. Amendment of Bidding Document

- i. At any time prior to the deadline for submission of bids, the Consulate may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.
- ii. Consulate at its discretion may extend the deadline for the submission of bids if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into the consideration the amendments while preparing their bids.

4. Local Conditions:

- i. The Consulate shall presume that the tenderer has understood and agreed that all the relevant factors have been kept in view while submitting the bid. No financial adjustment arising thereof shall be permitted by the Consulate, on the basis of any non-clarity of information about local conditions being pleaded by the tenderer. Further, no claim for financial adjustment being made by the contract awarded on these tender document will be entertained by the Consulate.
- ii. It shall be the responsibility on part of each tenderer to be fully informed/acquainted/familiarized itself with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract. All tenderer(s) intending to bid may visit and make themselves thoroughly acquainted with the local site conditions.

5. Tender Evaluation:

The Consulate will evaluate the entire tenders on the basis of the terms & conditions incorporated in the tender documents and requirement of the Consulate. Consulate may seek clarification which shall be replied by the bidder properly and timely. After due evaluation of the financial bid(s) and approval of competent authority, the Consulate will award the contract to the lowest evaluated responsive tenderer.

6. Service Provider Obligations:

- i. Only those workers shall be deployed who are physically and mentally sound to carry out the assigned duties and have required exposure of the work. The contractor shall verify background details of workers before deploying them in the Consulate premises.
- ii. The contractor shall comply to the local wages rules and other rules, regulations and notifications as prescribed by the Russian Government, relevant to this tender. All local laws and minimum wages may be considered by the agency before submitting financial bid. No request for enhancement of rates will be entertained after award of the work.
- iii. The contractor shall ensure that any information/data which may come to the knowledge and/or possession of the company or any of the personnel of the company including those deployed with the Consulate, for execution of the Annual Maintenance Contract, are not disclosed under any circumstances.
- iv. The contractor shall furnish full details, as may be required, of all personnel deployed for the execution of Annual Maintenance Contract to the Consulate General of India, St. Petersburg, to facilitate background checks. He/She may further undertake to immediately intimate the Consulate of any information that may come to the knowledge of 'The Contractor', which may have a security implication.


7. Safety Regulations:

During the execution of work, the contractor shall ensure that their personnel follow essential security measures to carry out the assigned job. In case of any unfortunate event, the Consulate shall not be liable to pay any compensation to the agency or its employees.

8 . Clarification:

The prospective tenderer(s) requiring any clarification regarding the tender document are requested to contact Mr. Sergei Pokinbara (Phone: +7 812 64072222 and email id: inf.spburg@mea.gov.in & estt.spburg@mea.gov.in).

At any time prior to the deadline for submission of bids, the Consulate may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer(s), modify the tender document by amendment. The amendment will be published on the Consulate's website. In order to afford prospective tenderer(s) reasonable time in which to take the amendment into account in preparing their bid, the Consulate may, at its discretion extend the deadline for the submission of Tender.


(Rashema Arora)
Head of Chancery
14-10-2022

Consulate General of India
St. Petersburg

Tenders are invited for hiring a reputed and well established cleaning agency for regular cleaning of Chancery premises at Consulate General of India, St. Petersburg for the period from signing of the agreement for a period of 1 year which may be extended for further period on same terms and conditions.. The bids should be in two parts and include the points indicated under each category of the bids:

| PART I | PART II |
|--|---|
| First - Technical Bid | Second - Financial Bid |
| <p><u>GENERAL DETAILS OF BIDDER</u></p> <p>1. NAME OF THE COMPANY 2. COMMUNICATION ADDRESS : 3. PHONE NO.: 4. MOBILE NO: 5. FAX: 6. E-MAIL ID:</p> <p><u>PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE</u></p> <p>1. NAME OF THE CONTACT PERSON 2. DESIGNATION 3. PHONE No 4. MOBILE No 5. E-MAIL ID</p> | <p>The breakup of costs for providing AMC for cleaning services for one year from date of commencement extendable for two more years on yearly basis (total period not exceeding three years) subject to condition of providing satisfactory service.</p> |
| <p>Work experience certificate with a recent photograph of the proposed cleaning agency to be deployed.</p> | <p>EMD / Bid Security Amount</p> |
| <p>A list of cleaning materials to be supplied by the Agency.</p> | <p>Payments Mode – whether by cheque or bank transfer at the end of the month on submission of invoice and Service satisfactory certificate.</p> |
| <p>Validity of the offer should be 6 months and clearly indicated in the bid.</p> | <p>Bid should be excluding VAT/Tax</p> |
| <p>Proforma of payment of Rb1s 40,000/- to CGI, St. Petersburg, via bank transfer along with duly filled Appendix II (Proforma attached).</p> | <p>Rate per month may be mentioned in Russian Rubles only.</p> |

Consulate General of India
St. Petersburg

The Earnest Money Deposit would remain valid for 6 months from the date of submission.

Declaration by the Tenderer:

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of the authorizes signatory of the Tenderer
with seal of the agency)

Name: _____

Address: _____

Phone & Mobile No: _____

Consulate General of India
St. Petersburg

The performance Guarantee would remain valid for entire duration of the contract.

Declaration by the Tenderer:

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of the authorized signatory of the Tenderer
with seal of the agency)

Name: _____

Address: _____

Phone & Mobile No: _____