

**Consulate General of India
St. Petersburg**

No. SPB/867/05/2024

November 27, 2024

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 <http://www.eprocure.gov.in> or websites <https://cgispburg.gov.in/index.php> from 27.11.2024 to 18.12.2024 (1700 hrs).
3. The interested service providers/firms have to submit the bids in two separate sealed covers, superscribed as “Technical Bid” and “Financial Bid”. Both sealed covers should be put in a separate single envelope superscribed as “Technical Bid for AMC for Housekeeping/Cleaning services at Consulate General of India, Saint Petersburg” and addressed to “35, Ryleeva Street, Saint Petersburg”. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose that is after 18.12.2024 (1700 hrs) under any circumstances. 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.
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 27.11.2024 to 18.12.2024.
5. The Technical Bids will be opened on 19.12.2024 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 02.12.2024, 05.12.2024, 11.12.2024 and 13.12.2024 from 1500 hrs to 1700 hrs on taking prior appointment by sending mail at inf.spburg@mea.gov.in and accts.spburg@mea.gov.in 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.

1. GENERAL INSTRUCTIONS

1.1 For the Bidding / Tender Document Purposes, the Consulate General of India, Saint Petersburg shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Contractor and / or Bidder or interchangeably.

1.2 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

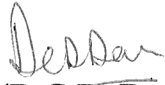
1.3 The bidder shall submit the copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the Bidder.

1.4 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied by EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.

1.5 The Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, Consulate General of India, Saint Petersburg.

1.6 For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter handed over personally/courier or by email to the Consulate General of India, Saint Petersburg. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.

1.7 The bidders are required to visit the site to assess the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved.


(D.C.D. Dass)
Head of Chancery
27.11.2024

LETTER OF BID

Dated: _____

To,

The HOC

35, Ryleeva Street,

Saint Petersburg - 191123

Ref: Invitation for Bid No. **No. SPB/867/05/2024** dated 27 November 2024

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders,

2. We offer to execute in conformity with the Bidding Documents for AMC for Housekeeping/Cleaning services at 35, Ryleeva Street, Saint Petersburg - 191123.
3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.
4. If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.
5. We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,
Authorized
Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding Company)

Full Name and Designation

(To be printed on Bidder's letterhead)

Dates to Remember

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

Sr. No.	Event	Date
1.	Date of e-publishing on CPPP Portal	27.11.2024
2.	Starting Date for download of documents	27.11.2024
3.	Date for site visit	02.12.2024, 05.12.2024, 11.12.2024 and 13.12.2024
5.	Date of clarification (start)	28.11.2024
6.	Date of clarification (end)	15.12.2024
7.	Starting Date for submission of bids	28.11.2024
8.	Last Date for submission of bids	18.12.2024
9.	Opening of Technical Bids	19.12.2024 (1600 hrs)
10	Opening of Financial Bids	24.12.2024 (1600 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.

3. 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) Total Cleaning Area :- 832 m²

ii) Work schedule and number of staff:

No.	Position	Work Schedule	
		Work Schedule	shift
1	Two (2) Full-service cleaner (Between the age of 20 – 40 years) Fully Functional agile, active and physically healthy	On weekdays & On Saturday (No Holidays)	08:30 – 17:30
3	Snow Cleaner	Minimum 5 hours in the peak snow falling months from December to February Minimum 2 hours (as per requirement in moderate snow falling months of October/November and March/April)	

iii) Specification of the work to be performed

No.	Name of Work	Frequency
Office space, Inner yard and sidewalk, Staircases, corridors, Entrances		
1	Local cleaning of walls	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 all the cans and/or bins in the chancery premises & taking it out to garbage containers situated at Main Garbage hub	Daily
6	Carpet vacuum cleaning	Daily
7	Dry & Wet cleaning of the firm floor, stairs of staircases.	Daily
8	Vacuum cleaning of the all the floors	Thrice a week
9	Wiping mirrors, polishing metal surfaces.	Daily
10	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)	Thrice a week
11	Cleaning of window units (wiping panels, casings; removal of local stains on glass elements, polishing glass elements; polishing metal elements: nobs, fittings, brass signs) of windows at outer facade	Every 15 days
12	Removal of dust from baseboards.	Daily
13	Removal of dust from switches, desk lamps, outlets, cable ducts, accessories for toilet facilities.	Daily
14	Removal of dust from and local cleaning of the outer surface of heaters.	Daily
15	Change of plastic bags in all the garbage cans, bins and shredders in the chancery premises	Daily
16	Removal of dust from windowsills on both sides of the windows, free from foreign objects.	Every 15 days
17	Snow removal in winter, ice breaking.	Daily
18	Treatment of ice formation places with reagents.	From November-April (As and when required)
19	Removal of Cobwebs and spiderwebs from the all walls, ceilings and the nook and corners of the building	Once a month
20	Dry & Wet cleaning of stairs of staircases.	Daily
21	Wiping stair railings.	Daily
22	Washing Kitchen sinks	Daily
Toilet facilities		
23	Local cleaning of walls	Daily

24	Washing sanitary ware using disinfectants: sinks, toilet bowls, urinals, shower bases, toilet seats (both sides), external parts of sanitary ware feed pipes.	Daily
25	Wiping mirrors, polishing metal surfaces.	Daily
26	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
27	Removal of garbage from cans & taking it out to garbage containers.	Daily
28	Dry & Wet cleaning of the firm floor.	Daily
29	Change of plastic bags in garbage cans.	Daily
30	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.	Daily
31	Removal of dust from switches, desk lamps, outlets, cable ducts, accessories for toilet facilities.	Once a week
33	Removal of dust from windowsills free from foreign objects.	Once a week
34	Removal of dust from baseboards.	Once a week
35	Removal of Cobwebs and spiderwebs	Once a month
Miscellaneous		
36	Cleaning of the fridge	Once a month
37	Cleaning and sweeping of Inner courtyard including floor and peripheral wall with mop and water jet in non-snowing seasons (April to November)	Daily
38	Cleaning and sweeping of inner pathway to the inner courtyard including floor and peripheral wall with mop in non-snowing seasons (April to November)	Daily
39	Sweeping outside peripheral wall area with mop	Daily
40	Mopping and disinfecting of all public areas (Reception, Ceremonial Entrance and Ceremonial Hall with a daily mixture of disinfectant, floor shine and aroma	Daily
41	Cleaning and dusting of Consul General's office including Bookshelves and floor, carpet area and other exposed surfaces and use of floor shine and aroma	Daily
42	Disposal of all unwanted newspapers, metal boxes, cartoon boxes, obsolete furniture and IT equipment	As per the requirements
43	Cleaning of 3 front entrances	Daily
44	Cleaning of all telephone sets and other office machines including printers, CPU and monitors)	Daily
45	Maintenance of indoor plants (Including buying new plants, soiling, watering and fertilizing)	Every 15 days
46	All outside terraces	Every 15 days
47	Garage Roof	Every 15 days

48 Cleaning of Common areas and all the staircases	Daily
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Note:

- (a) The service would include cleaning with broom, mop vacuum and other equipments etc. with material required to clean the floors, wash rooms, pantries, glasses, windows, doors, furniture/equipments and office desk etc.
- (b) Material to be provided by the cleaning agency : Toilet tissues, hand sops, chemicals for utensils and toilets, hand towels, garbage bags, liquid for cleaning floor, utensils and glassware, soil, fertilizers etc.
- (c) The janitor should be between the age of 20 to 40 years and not an elderly person. He/she should be agile, active and physically healthy.
- (d) In case of non-performance of cleaning like absence or negligence in cleaning causing poor quality of cleaning will attract double penalty charges of each day wage. (Penalty = 2 x each day wage)

4. EARNEST MONEY DEPOSIT

- (a) 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 28.11.2024 to 18.12.2024 between 0900 hrs to 1700 hrs on any working day.
- (b) Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the government or will render the bidder ineligible to submit bids for contracts with the Consulate.
- (c) The bids without Earnest Money Deposit will be summarily rejected.
- (d) No claim shall lie against the Client in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e. no interest will be payable on EMD.
- (e) The bid security may be forfeited:
 - ◆ If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or
 - ◆ In case of successful bidder, if the bidder:
 - fails to sign the contract in accordance with the terms of the tender document;
 - fails to furnish required Performance Security Deposit in accordance with the terms of Tender Documents within the time frame specified by the client; or

- fails or refuses to honour his own quoted prices for the services or part thereof.

5. VALIDITY OF BIDS

- (a) Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.
- (b) In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
- (c) The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.
- (d) **PRE-BID MEETING/SITE VISIT:** Interested firms/service agencies may visit the site for visualization and better understanding of the quantum of work on following dates between 1500 hrs till 1700 hrs after fixing a prior appointment by sending a mail at inf.spburg@mea.gov.in, cc to accts.spburg@mea.gov.in. The dates are as follows:-
 - (a) 02.12.2024
 - (b) 05.12.2024
 - (c) 11.12.2024
 - (d) 13.12.2024

6. PREPARATION OF BIDS

- (a) Language: Bids and all accompanying documents shall be in **English** only. The technical as well as the financial bids should be submitted in two sets – one original and one copy.
- (b) **Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria. All the documents comprising the Technical Bid shall be put in a separate sealed envelope superscribed as “Envelope A – Technical Bid”. Documents comprising the Bid:
 - a. Technical Bid Submission Form duly signed and printed on Company's letterhead.
 - b. Contact Details Form, duly filled and signed & stamped.
 - c. All attested supporting documents in proof of having fully adhered to minimum eligibility criteria as referred in Section-3 above.
- (c) **Earnest Money Deposit:** Earnest Money Deposit of Rbl 40,000 in the form of Cheque/Bank transfer in favour of Consulate General of India, St. Petersburg. And an undertaking in this regard is to be submitted separately in a sealed envelope superscribed as “Envelope B – Earnest Money Deposit”.

Bank Details for transfer :-

Consulate General of India in St. Petersburg
Address: 191123, Saint Petersburg, Ryleeva st., 35
INN: 9909058734
Checkpoint: 784261001
Current account: 40807810303000000163
In the Northern Capital Branch of Raiffeisenbank JSC
Corr. account: 30101810100000000723
BIC: 044030723

- (d) **Financial Bid:** Bidder shall prepare the Financial Bid in the Price Schedule as provided in the Tender Document. Financial Bid shall be put in a separate sealed envelope superscribed as “Envelope C- Financial Bid”.

7. SUBMISSION OF BIDS

- (a) The Bidding firms have to submit the tenders in two bid system {i.e (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted to 35, Ryleeva Street, Saint Petersburg. All the documents in support of eligibility criteria etc. and other required documents are to be submitted along with the Tender Documents. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever. The tender shall be submitted in sealed envelopes as described below:

ENVELOPE ‘A’ Technical bid
ENVELOPE ‘B’ EMD (Pay Order) (If any)
ENVELOPE ‘C’ Financial Bid

- (b) No Bid shall be accepted after the specified date and time. However, the Competent Authority in the Consulate General of India, Saint Petersburg reserves the right to extend the date / time for submission of bids, before opening of the Technical Bids.

8. BID OPENING PROCEDURE

- (a) The Technical Bids (Envelope A) shall be opened at 1600 hrs on 19.12.2024 at Library hall in Consulate General of India, Saint Petersburg in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the Consulate. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Consulate. The Financial bids (Envelope ‘C’) will be opened on 24.12.2024 at 1600 hrs, which will be intimated to the short-listed bidders, by mail/phone.
- (b) Bids shall be declared as valid or Invalid based on the preliminary scrutiny, i.e. on site verification of documents submitted by the bidders by the Tender Evaluation Committee. The financial bids will be opened on result of such scrutiny. However, in case any thing found false or forged in contrary to the documents submitted by the bidder, its bid will be rejected and suitable legal action may be taken.
- (c) The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose. Those bidders who

qualify in the technical bid stage, will be intimated through mail/phone about their qualification.

- (d) A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.
- (e) Absence of bidder or their representative shall not impair the legality of the opening procedures.
- (f) After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.

9. CLARIFICATION ON TECHNICAL BID EVALUATION.

9.1 The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.

9.2 If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.

9.3 Client also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

10. PERFORMANCE SECURITY (PS):

- (a) The successful bidder has to deposit Performance Security which will be Rbl 50,000/- in favour of Consulate General of India, Saint Petersburg in form of Bank Deposit within fifteen days of the acceptance of the Letter of Award (LoA). Performance Security should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the service provider (SP). In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly by the SP. No interest shall be paid on Performance Security.
- (b) The Performance Security will be forfeited by order of the Competent Authority in Consulate General of India, St. Petersburg in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, portion of the Performance Security, as may be deemed fit by the Client sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of Contractor's bill has been received and examined.

- (c) If the Contractor fails to provide the Performance Security within fifteen days of the acceptance of LoA, such failure shall constitute a breach of the contract and the Client shall be free to make other arrangements at the risk, cost and expense of the Contractor.
- (d) On due performance and completion of the contract in all respects, the Performance Security will be returned to the SP without any interest on presentation of an absolute 'No Demand Certificate' from the SP and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued to the SP, for carrying out work stipulated in the contract.

11. VALIDITY OF CONTRACT

The contract, if awarded, shall be valid for a period of ONE YEAR (01 year). The contract may be extended annually on year to year basis, for further 02 years [maximum tenure 03 years from the date of start of work initially] as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the vendor. In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the client shall have the right at any time to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the Contractor and initiating administrative actions for blacklisting etc. solely at the discretion of the competent authority in the Consulate.

12. PAYMENTS

- (a) After award of work, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the SP towards the AMC.
- (b) The prices in the Price Schedule shall be inclusive of all applicable taxes as may be levied by the Government from time to time.
- (c) All payments shall be made in Roubles by means of crossed cheques/ bank transfer.
- (d) The Client shall be entitled to deduct in accordance with applicable law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor.
- (e) The payment to the workers in accordance to minimum wages prescribed by the local Government along with the statutory compliance Bonus is sole responsibility of the Contractor. In case of revision in minimum wages by the local Government, the same would be absorbed by the service provider. Claim for any escalation shall not be entertained by the Client.
- (f) No request for revision/ increase of approved rates during the currency of the contract will be entertained.

- (g) No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work.

13. OTHER CONDITIONS, FORCE MAJEURE & PENALTY CLAUSE

- (a) The workers so provided should be on the roll of the Company.
- (b) The bidder must have satisfactory arrangements for training of its workers. Confirmation in this regard is to be given.
- (c) The bidder should submit precise profile of its key clients along with details of services provided.
- (d) If any cleaner is absent on a given day, the company will provide a substitute for him otherwise proportionate deductions will be made from the monthly payment.
- (e) In case the Service Provider fails in adhering to the daily cleaning requirements at the Consulate's premises, and Client has to make alternative arrangements for daily cleaning, then Service Provider would reimburse the cost of such arrangements.
- (f) Contractor would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at the Consulate's premises. Contractor would indemnify Client against any compensation/claim and damages etc. due to accident or injury to its employees or death due to accident or otherwise, which may arise out of and during the course of their duties. Client would not be liable to pay any damages or compensation to such cleaners or to any third party.
- (g) In case of any complaint, either as regards the nature of service or as regards the behaviours of cleaners on duty or otherwise, Contractor would be intimated and would be required to take corrective measures promptly.
- (h) Client reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Client in this regard shall be final and binding on all.
- (i) Client reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.
- (j) Client may, by written notice sent to Housekeeping agency, terminate the contract, with a notice period of at least one month, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Client's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.
- (k) The bidder must have modern equipment(s), latest technical expertise for management of buildings and related facilities, as has been defined in brief scope of work. Machinery, equipment, implements, material and consumables proposed

to be used should be clearly indicated. List of equipment owned by the company may also be furnished with the bid.

- (l) Any wrong or misleading information will lead to disqualification.
- (m) The bidder shall maintain at all times machinery / equipment and other resources required for upkeep and cleanliness of the premises of the Client. The SP will arrange at his own cost additional machinery/ equipment and resources if required by the Client for the purpose.
- (n) Client reserves the right to remove any person found unfit.
- (o) The bidder would be responsible for all mandatory compliance for social, safety and environmental issues related to the performance of the service provider in the Mission's/Post's premises as stated in the eligibility criteria.



(D.C.D. Dass)
Head of Chancery
27.11.2024

Annexure -1

Format for Submitting the Financial Bid

(To be submitted in a separate sealed cover superscribed as “Envelope C – Financial Bid”)

BID No. SPB/867/05/2024

Date:.....

To,

Consulate General of India, Saint Petersburg

35, Ryleeva Street, St. Petersburg

191123

FINANCIAL BID

Proforma to be filled up and submitted by the bidder (in English)

1.	Name of the Bidding Agency/ Company	
2.	Address of the Bidding Agency/ Company	
3.	Contact details of the Bidding Agency/ Company	

Break-up of the total cost:

No. of cleaners	2 (Two)
Wages of cleaners (monthly)	
Total Wages	
Cleaning material charges (if applicable)	
Taxes (if applicable)	
{Any further break-up of monthly charges, if available}	
Total Amount (monthly) (inclusive/ exclusive of taxes)	

(a) Total monthly charges for cleaning services: _____ (incl./ excl. taxes)

(b) Cleaning service charges per square metre area _____ (incl./excl. Taxes)

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 ser-
vice.

Yours faithfully,

(Signature of Authorized Signatory)

Name: Designation:

Company seal:

{* While deciding the required number of cleaners, Mission/ Post should always strive to ensure economy and efficiency. Mission/ Post will have to provide proper justification if it intends to procure increased number of cleaners, compared to earlier-approved contract.}

Annexure-2

Letter of Award

No.

Date:

To:

[Name of Contractor]

This is to notify you that your bid dated [insert date] for the execution of the Works for [name of project/Contract] for the Contract Price of [amount in figures and in words], as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by [name of Employer].

You are requested to proceed with the execution of the Works on the basis that this Letter of Award shall constitute the formation of a Contract, which shall become binding upon you signing the Contract Agreement within seven (7) days and furnishing a Performance Security within fifteen (15) days.

We attach the Contract Agreement for your perusal and signature.

Signed

Duly authorised to sign for and on behalf of

[name of Procuring Entity]

Date:

Annexure-3

PROFORMA OF BANK GUARANTEE
(on non-judicial paper of appropriate value)

To,

{Mission/ Post}

BANK GUARANTEES NO:

DATE:

Dear Sir(S)

This has reference to the Work Order No. _____ Dated _____ having been placed
by {Mission/ Post} with M/s (Name & Address of Contractor) for _____

The conditions of this order provide that the Contractor shall,

- i. Arrange to carry out the services listed in the said order by the Client, as per details given in said order, and
- ii. Arrange for the service support and provide the items to the Client on site as per the work order and bid documents.

M/s (Name of Contractor) has accepted the said work order with the terms and conditions stipulated therein and have agreed to issue the performance bank guarantee on their part, towards promises and assurance of their contractual obligations vide the work order No.

M/s. (name of Contractor) holds a current account with us and has approached us and at their request and in consideration of the promises, we hereby furnish such guarantees as mentioned hereinafter.

{Mission/ Post} shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other undertaking of security in respect of the Contractor's obligations and /or liabilities under or in connection with the said contract or to vary the terms vis-a-vis the Contractor or the said contract or to grant time and or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices or the total contract value or to forebear from enforcement of all or any of the obligations of the Contractor under the said contract and/or the remedies of the {Mission/ Post} under any security(ies) now, or hereafter held by the {Mission/ Post} and no such dealing(s) with the Contractor or release or forbearance whatsoever shall have the effect of releasing the bank from its full liability of the {Mission/ Post} hereunder or of prejudicing right of the {Mission/ Post} against the bank.

This undertaking guarantee shall be a continuing undertaking guarantee and shall remain valid and irrevocable for all claims of the {Mission/ Post} and liabilities of the Contractor arising upto and until date.....

Your right to recover the said sum of _____

_____only) from us in manner aforesaid will not be affected/or suspended by reason of the fact that any dispute or disputes have been raised the said M/s _____ and/or that any dispute or disputes are pending before any officer, tribunal or court or Arbitrator.

Our liability under this guarantee is restricted to _____ (_____Only) Our guarantee shall remain in force until unless a suit action to enforce a claim under guarantee is filed against us within six months from (which is date of expiry of guarantee) all your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

We have power to issue this guarantee in your favour under Memorandum and Articles of Association of our Bank and the undersigned has full power to do under the power of Attorney dated, .

Notwithstanding anything contained herein:

- viii. Our liability under this guarantee shall not exceed(in words)

- ix. This bank guarantee shall be valid up to.....& unless a suit for action to enforce a claim under guarantee is filed against us within six months from the date of expiry of guarantee. All your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there after i.e. after six months from the date of expiry of this Bank guarantee.

- x. We are liable to pay the guaranteed amount or any parts thereof under this bank guarantee only and only if you serve upon us a written claim or demand on or before

- xi. The Bank guarantee will expire on

Granted by the Bank

Yours faithfully,

For (Name of Bank)

SEAL OF THE BANK

Authorized Signatory

Annexure-4

CONTACT DETAILS FORM

Bidder's description format summary

Name of the Bidding Firm	
Name of Partner(s) & Nationality	
Name of the Authorized Signatory	
Nationality	
Passport No.	
E Mail ID	
Telephone No.	
Fax No.	
Year of Incorporation	
Registration No.	
Service tax no.	
Registered Office & Address	
Branch offices (with address and Contact details) if any	
Average Annual turnover in the <i>last five</i> financial years	
Total Staff Strength with Nationality of Employees	
Total Technical staff percentage	
Nationality of Staff working in Company and to be deputed for work (National of India or friendly country)	

DETAILS ABOUT KEY PERSONNEL OF THE BIDDING COMPANY

(With ID proof/supporting documents) 1.

2.

Annexure – 5

PART I

First - Technical Bid

GENERAL DETAILS OF BIDDER

1. NAME OF THE COMPANY
2. COMMUNICATION ADDRESS :
3. PHONE NO.:
4. MOBILE NO:
5. FAX:
6. E-MAIL ID:

PARTICULAR DETAILS OF THE
BIDDER'S REPRESENTATIVE

1. NAME OF THE CONTACT PERSON
2. DESIGNATION
3. PHONE No
4. MOBILE No
5. E-MAIL ID

- 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-
- vii. The service provider must have the facility of real time checks of the cleaning staff.

Signed

Duly authorised to sign for and on behalf of

[name of Procuring Entity]

Date:

Annexure – 6

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 authorized signatory of the Tenderer
with seal of the agency)

Name: _____

Address: _____

Phone & Mobile No: _____

Annexure – 7

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: _____