

No. WAS/Prop/867/02/2022
EMBASSY OF INDIA
Washington DC

TENDER NOTICE No. 16/2022

The Embassy of India, Washington DC invites proposal for Janitorial services at:

1. 2107 Massachusetts Ave, NW Washington DC-20008 (on daily basis)
 2. 2111 Massachusetts Ave, NW Washington DC-20008 (on daily basis)
 3. 2536 Massachusetts Ave, NW Washington DC-20008 (on daily basis)
 4. 1438 U Street NW, Washington DC 20009 (as and when required)
2. Embassy's website <https://www.indianembassyusa.gov.in/Tender> and Central Procurement Portal (CPP) at <https://eprocure.gov.in/cppp/> may also be referred to for complete details, scope of work, and conditions of eligibility.
3. The bids should be submitted in three sealed envelopes {Envelope-A "Earnest Money Deposit" through a Cheque / Banker's Cheque / Demand Draft for US\$500.00 (US Dollars Five Hundred Only) in favour of "Embassy of India, Washington DC", Envelope-B "Technical Bid Documents", and Envelope-C "Financial Bid Documents"}. Three envelopes containing "A", "B" & "C" shall be duly superscripted with above titles and put in another sealed envelope superscripted with the title "Proposal for Janitorial services at Four(4) Embassy of India Buildings".
4. The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason and the decision of the competent authority shall be final and binding.
5. Last date for receipt of bids is December 22, 2022, till 1700 hrs. (EST).



(Karthik G. Iyer)
Head of Chancery
Embassy of India
Tel: 202.939.7041

Email: hoc.washington@mea.gov.in
Dec 1, 2022

INVITATION TO BID

The Embassy of India, Washington DC invites proposal for Janitorial services at:

1. 2107 Massachusetts Ave, NW Washington DC-20008 (on daily basis)
2. 2111 Massachusetts Ave, NW Washington DC-20008 (on daily basis)
3. 2536 Massachusetts Ave, NW Washington DC-20008 (on daily basis)
4. 1438 U Street NW, Washington DC 20009 (as and when required)

Embassy of India, Washington DC, on behalf of the President of the Republic of India, hereby invites Proposal for Janitorial services at Four(4) Embassy of India Buildings. Details of tender are as under:

S. No.	Particulars	Annexure
(i)	Scope of Work	A
(ii)	Eligibility Criteria	B
(iii)	Instructions for bidding	C
(iv)	Special conditions of contract	D
(v)	Standard format for Bank Guarantee	E

SCOPE OF WORK

Janitorial Services at four buildings located at :-

- 1) 2107 Massachusetts Ave, NW, Washington DC 20008 (on daily basis)**
- 2) 2111 Massachusetts Ave, NW, Washington DC 20008 (on daily basis)**
- 3) 2536 Massachusetts Ave, NW, Washington DC 20008 (on daily basis)**
- 4) 1438 U Street NW, Washington DC 20009 (as and when required)**

Works to be carried out by the Agency.

1. Daily
 - a) Sweep and damp mop all hard floor surfaces, uncarpeted raised floors and other types of non-waxed flooring. Sweep and mop all interior wood floor surfaces.
 - b) Regular cleaning of dust and damp mop whole parking area of all 4 Buildings and passage way area to parking.
 - c) Sweep and damp mop of front area of all 4 buildings especially removal of of tree leaves (with blower), mud and snow.
 - d) Cleaning of security guard rooms, common hall & kitchen area located at ground & first floor in parking area near Building 1 & 2.
 - e) Spot vacuum all rugs and carpeted areas (including carpeted raised floors). Spot sweep or vacuum all internal stairways as required.

- f) Wipe Cleaning of Board Room and Foyer Area twice a day.
- g) Cleaning of Washrooms with disinfectants, maintain hygiene, replenish necessary supplies and removal of trash in Chancery- I and Chancery-II twice a day.
- h) Dust and wipe clean with damp cloth all furniture, file cabinets, equipment and windows, etc.
- i) Dust all chair rails, trim, etc.
- j) Empty and clean all general waste receptacles and remove wastepaper and waste materials to designated areas.
- k) Empty recycling receptacles and remove to designated areas.
- l) Damp dust interiors of all waste disposal and recycle receptacles.
- m) If necessary, Clean glass furniture tops
- n) If necessary, Brush fabric-covered chairs
- o) Remove finger prints, dirt, smudges, graffiti, etc from the glass door, door frames, glass partitions, light switches, walls, elevator call buttons, elevator door jambs and doors.
- p) Remove finger marks from all painted or vinyl covered surfaces near light switches, entrance doors, etc.

- q) Dust low reach areas (up to 70-inches, but not limited to, structural and built-in furniture ledges, baseboards, windowsills, doors and chairs.
- r) Mop/sweep service stairways and remove all debris and Clean all marble base and tile floor base.
- s) Clean building entrance doors, window panes and lobby glass and keep in a clean condition both from inside and outside.

2. Weekly

- a. Clean and polish glass and plastic desktops and tabletops.
- b. Vacuum all upholstered furniture
- c. Dust curtains /Window Blinds.

3. Monthly

- i. Dust all hard to reach areas not reached in daily dusting but not limited to, all picture frames, charts, graphs, similar wall hangings, walls doors, baseboards, partitions, electrical and light fixtures, vents, louvers, ducts and sprinklers.
- ii. Dust all mini-blinds with treated cloth

ELIGIBILITY CRITERIA

The following shall be the eligibility criteria for selection of bidders at technical bid stage of the bidding process:

- (a) **Legally Valid Entity:** The Bidder/Bidding Firm should be a registered entity under relevant laws. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached with the bid.
- (b) **Experience:** The Bidder shall have experience of undertaking jobs as per scope of work for at least last three (3) years.
- (c) **Bidder's profile and financial status:** The bidder may provide the organization's profile and financial status in terms of annual turnover and taxes paid during the last three years.
- (d) As proof of having fully adhered to eligibility criteria, attested copies of experience certificates for completed work / ongoing work issued by the Foreign Embassies/High Commissions/Government Ministries/Departments/Public Sector Companies/reputed corporate organizations/multinational companies/ international clubs shall be attached with bid document.

INSTRUCTIONS FOR BIDDING

- 1.1 For the purpose of Bidding / Tender Document, the Embassy of India, Washington DC shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to as 'Contractor' and / or 'Bidder' or interchangeably.
- 1.2 The tender document can be downloaded from the Embassy's website <https://www.indianembassyusa.gov.in/Tender> and Central Procurement Portal (CPP) at <https://eprocure.gov.in/cppp/> from December 2, 2022 onwards. The last date of submission of bids is December 22, 2022 till 1700 hrs. (EST).
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender document, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 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.
- 1.5 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 with EMD of requisite amount, or any other requirements stipulated in the tender documents are liable to be rejected.
- 1.6 The Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, Embassy of India, Washington DC.
- 1.7 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 Embassy of India, Washington DC. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.
- 1.8 This is a LUMPSUM FIXED PRICE TENDER (along with man hour rate) with Extent of work as defined in the Scope of Work enclosed. The bidder shall examine the Tender Document and all Addenda (if any) before submitting his Tender and shall become fully informed as to the extent, quality, type and character of operations involved in the Works and shall visit and acquaint himself with the Site of the Works. No consideration or compensation will be given for any alleged misunderstanding of the articles to be furnished.
- 1.9 Bidders are required to quote Lumpsum prices. Contractor shall satisfy himself about the quantities in Scope of Work in Tender Document. They are free to add/delete items, change quantities which are needed for completion of the job.

These quantities shall not form part of the agreement, however, the unit rates quoted shall be used for variation if any

2. EARNEST MONEY DEPOSIT

- 2.1 The Earnest Money Deposit of US\$ 500.00 (US Dollar Five Hundred only) in the form of Account Payee Cheque / Banker's Cheque / Demand Draft issued by any reputed Bank drawn in favour of "Embassy of India, Washington DC" has to be submitted along-with the bid. The Account Payee Cheque / Banker's Cheque / Demand Draft must be valid for six (6) months.
- 2.2 No request for transfer of any previous deposit of Earnest Money Deposit or Performance Security Deposit or adjustment against any pending bill held by the Embassy in respect of any previous work shall be entertained.
- 2.3 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 EMD shall be forfeited to the government or will render the bidder ineligible to submit bids for contracts with the Embassy of India Washington DC.
- 2.4 No claim shall lie against the Embassy 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.
- 2.5 The EMD may be forfeited:
 - (i) If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or
 - (ii) In case of successful bidder, if the bidder
 - (a) fails to sign the contract in accordance with the terms of the tender document;
 - (b) fails to furnish required Performance Security Deposit in accordance with the terms of Tender Documents within the time frame specified by the client; or
 - (c) fails or refuses to honour his own quoted prices for the services or part thereof.

3. VALIDITY OF BIDS

- 3.1 Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.
- 3.2 In case, client calls the bidder for negotiation, this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
- 3.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

3.4 **PRE-BID MEETING/SITE VISIT:** Interested firms/service agencies may visit the site for visualization and better understanding of the quantum of work during December 2, 2022 to December 22, 2022 from 1000 hrs. to 1600 hrs. after fixing a prior appointment through e-mail on hoc.washington@mea.gov.in. A pre-bid meeting will take place on December 14, 2022 at 1400 hrs. The site address is 2107 Massachusetts Ave, NW Washington DC-20008. The bidders may also submit their queries by email on the aforementioned email ID which will also be discussed in the pre-bid meeting.

4. **PREPARATION OF BIDS**

4.1 **Language:** Bids and all accompanying documents shall be in **English** only. The technical as well as the financial bids should be submitted in two envelopes.

4.2 **Earnest Money Deposit:** Earnest Money Deposit of USD 500.00 in the form of Account Payee Cheque / Demand Draft / Pay Order to be submitted separately in a sealed envelope superscribed as **“Envelope A – Earnest Money Deposit”**.

4.3 **Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Document along with all required information, documents in support of the eligibility criteria. **All the documents comprising the Technical Bid shall be put in a separate sealed envelope superscribed as “Envelope B – Technical Bid”**.

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

5. **SUBMISSION OF BIDS**

5.1 The Bidding 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 the Head of Chancery, 2107 Massachusetts Avenue NW Washington DC -20008. 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' : EMD (Account Payee Cheque / Banker's Cheque / Demand Draft)

ENVELOPE 'B' : Technical bid

ENVELOPE 'C': Financial Bid

5.2 No Bid shall be accepted after the specified date and time. However, the Competent Authority in the Embassy reserves the right to extend the date / time for submission of bids, before opening of the Technical Bids.

6. BID OPENING PROCEDURE

- 6.1 The Technical Bids (Envelope A) shall be opened in the Board Room of the Embassy of India, Washington DC on December 22,2022 at 1700 hrs. in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the Embassy. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Embassy. The Financial bids (Envelope 'C') will be opened subsequently.
- 6.2 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.
- 6.3 The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose.
- 6.4 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.
- 6.5 A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.
- 6.6 Absence of bidder or their representative shall not impair the legality of the opening procedures.
- 6.7 After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated to ensure that the bidder meets the eligibility criteria as specified in the Tender Document.

7. CLARIFICATION ON TECHNICAL BID EVALUATION

- 7.1 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 Embassy 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.
- 7.2 If a bidder does not provide clarifications of its bid by the date and time set in the Embassy's request for clarification, its bid may be rejected.
- 7.3 Embassy also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.