

TENDER NOTICE

Subject: Cleaning Services for the Amrita Sher-gil Cultural Centre (ASCC), Embassy of India at the address 1025 Budapest, Buzavirag Utca 14 for one year.

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Chapter I – Instructions to Bidders

1. Cleaning Services are needed to provide professional cleaning at the following premises (i) Cultural Centre at Buzavirag utca 14 During the duty hours, the Cleaning Services will be required to among other things undertake:

- i. Cleaning of the ASCC premises
- ii. Cleaning of Auditorium and Exhibition Hall
- iii. Cleaning of office premises and equipments
- iv. Maintain a register for work

2. Bids from experienced & registered firms, complete in all respects should be submitted in sealed envelopes addressed to the Head of Chancery, Embassy of India, Budapest in person, or by mail or courier to reach before the deadline of 1300 hrs on Tuesday 22nd of October 2021. **A Separate sealed envelope** containing **Financial Bid** proposals must be sent. These would be enclosed in an envelope that should be clearly marked '**Tender for providing cleaning services at Amrita Sher-Gil Cultural Centre**'. All tenders received after the deadline will be summarily rejected.

3. All bidders should submit along with the Tender the following documents:

- i. Separate bids in the sealed envelope with Financial Bid Document (proforma attached in chapter II).
- ii. Both the above documents must be signed by authorized signatories of the bidding firm with a seal/stamp.
- iii. Self-attested photo-copy of registration of the company/firm/proprietorship with the concerned Hungarian authorities.
- iv. Annual Report (where statutorily required to be filled) and Financial Reports for the last 3 years.
- v. Details of experience in the field of cleaning services with Embassies/ reputed Companies/ Government agencies.

4. Technical Conditions/scope of works shall be as under:
 - a) All the cleaning materials such as Vacuum cleaner, soap, disinfectant etc. will be provided by the **Amrita Sher-Gil Cultural Centre**.
 - b) The cleaning services are required to ensure clean premises at all the times and work for atleast five days a week.

5. The bidder should provide information about its other clients including period and type of service rendered in broad terms. The bidder should also provide details of salary, gratuity, allowances, leave, etc. being provided to its security guards. The bidder should be a company or firm duly registered with the concerned authorities in Hungary. Bidder must be a firm with a past record of providing security services in Hungary.

6. Embassy of India reserves the right to reject bids from firms who are blacklisted by Governments of India for poor performance in the past, or those who do not have adequate experience in the field of security services.

7. The bids will remain valid for 90 days from tender closing, for award of contract after obtaining approval of competent Indian authorities. No price escalation would be allowed.

8. The successful bidder has to sign a contract with the Embassy of India in an appropriate form for execution of the contract.

9. The financial document of only those bidder(s) who meet the technical criterion will be opened. The decision of the Embassy of India will be final and no representation in this regard will be entertained.

10. The winning bidder would be responsible for its cleaners in terms of their antecedents and conduct, service performance & behavior as also the payment of salaries, compensation etc. Embassy of India would not be responsible for any dues other than the agreed contract amount. The cleaners shall not have any claim for regularization of their services or enhancement of wages with the Embassy of India.

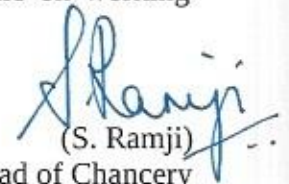
11. The winning bidder would be required to dedicate one supervisor/manager who can be contacted for all queries/requirements.

12. **ASSIGNMENT SPECIFIC INFORMATION IN BRIEF:**
 - A) LAST DATE FOR BID SUBMISSION : 1300 HRS, FRIDAY, 22nd October 2021.**
 - B) DATE OF OPENING FINANCIAL BIDS : 1000 HRS, Monday, 25th OCTOBER 2021.**
 - C) EVALUATION CRITERIA :** The Tender Evaluation Committee (TEC) will evaluate the Technical information individually using the following criteria:
 - (a) The Organization's relevant experience for the Assignment.
 - (b) Quality of SERVICE plan and methodology for undertaking the job.
 - (c) Qualifications and experience of the staff proposed.

(d) Past track record, including in providing cleaning services to embassies and/or diplomatic premises.

11. Bids may be submitted physically or by courier/post to:
Head of Chancery
Embassy of India
Buzavirag Utca 14
1025 Budapest, Hungary

12. For clarifications/queries, if any, prior to submission of bid, prospective bidders may contact the undersigned, on Phone 06-325-7742/43 during office hours from 1000 hrs to 1700 hrs on working days.



(S. Ramji)
Head of Chancery
Embassy of India
Buzavirag Utca 14
1025 Budapest, Hungary

Chapter II – FINANCIAL BID PROFORMA

1. Name of the firm :
2. Address of the Registered Office :
3. Correspondence address:

4. Contact details:
 - Telephone:
 - Fax :
 - E-mail :

Sl No	Items	Charges(including VAT) per month	Remarks, if any
1.	Cleaning services to Amrita Sher-Gil Cultural Centre, Budapest		
		Note : Price quoted should be on an all-inclusive basis to be paid monthly and shall <u>include the cost of all services, personnel, transportation, rental taxes, consumables, VAT etc.</u>	

