

BAL/ADM/867/1/2020
Consulate General of India
Bali

Tender for hiring of Cleaning Agency to clean the Chancery premises

Consulate General of India, Bali invites sealed tenders from eligible Agencies/Contractors for the under mentioned requirements and as per terms and conditions set forth in the Tender Documents:

1.	Tendering Authority	Consulate General of India, Bali
2.	Invitation ref. no. & date	BAL/ADM/867/1/2020, Dated 04 December 2023
3.	Procurement method	Open tender
4.	Source of Fund	Government of India
5.	Tender Name	Hiring of Cleaning Agency for professionally trained cleaners for cleaning of the Office Rooms, Corridors and Open Areas of Consulate General of India, Bali at Jalan Raya Puputan No. 163 Renon, Denpasar, Bali, Indonesia.
6.	Tender Submission date	Publication date: 06 December 2023 Last date of submission of bids: 20 December 2023 (16.00 hrs, 1330 IST)
7.	Tender Opening date & time	Technical bids will be opened on: Financial bids will be opened on:
8.	Conditions	<ol style="list-style-type: none">i. The tender issuing Authority reserves the right to withdraw/cancel the Tender for any reason whatsoever after publication/award of contract.ii. The vendors/suppliers will have to certify in their offers that the work will be undertaken in a professional manner using good quality material and to the satisfaction of the Consulate.iii. No advance or down payment for this work. Bill would be settled on monthly basis and after satisfactory completion of job.iv. The manpower to be deployed by the company should liable to be verifiedv. Transport for pick and drop services for cleaning staff will be the responsibility of the Company
9.	Name and address of the office receiving tenders	Vice Consul Consulate General of India, Bali Jalan Raya Puputan No. 163 Renon, Denpasar, Bali, Indonesia

10.	Name and address of the office receiving tenders	Vice Consul Jalan Ciung Wanara VI No. 11A, Renon, Denpasar Bali, Indonesia
11.	Name and address of the office receiving tenders	Vice Consul Jalan Ciung Wanara VI No. 11A, Renon, Denpasar Bali, Indonesia
12.	Special Instructions	<ul style="list-style-type: none"> i. The tenders should be submitted in two sealed covers – the first sealed cover should be superscribed “Technical Bid” and second sealed cover superscribed “Financial Bid”. Both the sealed covers should be placed in the main sealed envelope superscribed “Tender for Cleaning Work of Consulate General of India, Bali” and addressed to “Vice Consul, Consulate General of India, Bali” ii. The ‘Technical Bid’ should contain: <ul style="list-style-type: none"> a) Company credentials, experience, client list, certifications, license, profile; b) Manpower strength; c) Details of owner /proprietor; management of company; and d) The requisite information duly filled in as per proforma at Annexure-I iii. The ‘Financial Bid’ should contain rates which are to be quoted on monthly basis as proforma at Annexure-II. This should also mention statutory taxes as applicable iv. The tenderer shall submit documentary evidence in respect of their financial and technical capabilities and also of their experience in execution of similar nature of work. v. The tenderer can submit only one tender. A tenderer who submits or participates in more than one tender will be disqualified vi. The agency/procuring entity reserves the right to accept or reject any of all the Tenders without assigning any reasons whatsoever vii. If the Tenderer submit any false, incorrect or forged certificates, his tender will be summarily rejected and the Tender security may be forfeited viii. Site can be inspected on any working day with prior appointment (Tel. +62361-259502/503) before 15 December 2023.
13.	Scope of work	Cleaning of office rooms, corridors, and open areas of premises of Consulate in ground floor and first floor, which

	<p>involves floor sweeping, floor moppin, carpet cleaning, vacuum cleaning, sanitary sterilizing, doors & windows cleaning, upholstery cleaning, cleaning of socket and switches, dusting, furniture cleaning, telephone, computer cleaning, drains checking and daily disposal of waste materials. The company will use its own cleaning materials.</p> <p>Note: for any tender-related enquiry/query/clarification please contact:</p> <p>Vice Consul Consulate General of India, Bali E. cul.bali@mea.gov.in</p>
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The tendering authority reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which the Service Provider has submitted the bid on 20.12.2023 (1600 hrs, 1330IST).

Any bid received by the tendering authority after the deadline for submission of bids i.e. 20.12.2023 (1600 hrs, 1330 IST) will be rejected and will not be considered and will be returned unopened to the service provide.

Annexure I

Technical Bid

To.
Vice Consul
Consulate General of India
Bali

Dear Sir/Madam,

I/we _____, Representative(s)/ of PT. / CV _____
solemnly declare that:

1. I /We are submitting tender for the hiring of Cleaning Agency against Tender Notice No.....
2. Myself or our partners do not have any relative working in any office at Consulate General of India, Bali, Indonesia.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and 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 will be submitted by me /us is "WITHOUT ANY CONDITON"
6. I/ We have not been banned / de-listed by any central or Provincial Government Agency or State-Owned Enterprise.
7. If any information or document submitted is found to be false/ incorrect, the Consulate 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 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 the Tenderer with Seal)

Technical Information - I

(Proforma to be submitted with Technical Bid)

1. Name of firm :
2. Address of the Registered Office :
3. Correspondence address :
4. Contact details :
 - a) Telephone :
 - b) Fax :
 - c) Email :

Sr. No.	Requirements	Response
1.	Brief introduction of the company	
	Previous experience in the field	
	Total number of regular employees with the firm	
2.	Registration Certificate and licenses for the service	
3.	Detail work plan and methodology for undertaking the job	
4.	Qualification and experience of the staff [including supervisory / managerial staff and gardening staff] proposed to be deployed for the job	

Technical Information - II

(Proforma to be submitted with Technical Bid)

1.	Name of the Agency:	
2.	Date of establishment of the agency	
2.	Details of Earnest Money Deposits (EM) (i) Amount: IDR: _____ (ii) Draft No. _____ (iii) Date: _____ (iv) Issuing Bank: _____	
3.	Detailed Office address of the Tender Organization/ Agency with phone number, e-mail and names and telephone/mobile numbers of contact persons	
4.	Whether register with all concerned Government Authorizes (Registrar of Companies/Jamsostek etc. (copies of all certificates of registration to be enclosed)	
5.	Please give Jamsostek No. Other relevant details:	
6.	PAN Card No. / Income Tax Number (Please attach copy)	
7.	TIN (Taxpayer Identification Number) Please attach copy)	
8.	VAT/PPN No. (Please attach copy)	
9.	Trade License Number. (please attach copy)	
10.	Service Tax Registration No. (please attach copy)	
11.	Do you have Labor License Please provide details and attach copy?	
12.	Please attach copy of return of income Tax for the last three years certified by Chartered Accountant.	
13.	Please attach balance sheet of the company, dully certified by Chartered Accountant showing turnover of more that IDR 10 billion for each year of the last three financial year.	

14.	Whether terms and condition in the tender notice are acceptable? Please sign each page of terms and conditions as token of acceptance and submit as part of tender document	
15.	Set-up of your Organization (Agency Profile), clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service.	
16.	Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in premises.	
17.	Length of experience in the field.	
18.	Power of Attorney/Authorization for signing the bid documents.	
19.	Experience in dealing with Government Departments.	
20.	Provide List of major clients .	

**List of Cleaning Materials to be used in a month
(Qty. should be filled by the Bidder)**

(Proforma to be submitted with Technical Bid)

Sl. No.	Particulars	Qty (Bidder should mention the quantity to be used in a month)
1	Air Freshner-Odonil	
2	Air Freshener	
3	Broom Hard	
4	Broom Soft	
5	Gloves Hand (Rubber)	
6	Brush Cobweb with Telescopic Rod	
7	Drain Pump Medium	
8	Wiper H/D Black Rubber - 18"	
9	Mop Wet Set with Road	
10	Dettol Hand Wash	
11	Metal Polish - Brasso	
12	Garbage Bag - 20x20	
13	Clean	
14	Duster Floor 30x30	
15	Duster White - 20x20	
16	Liquid Soap	
17	Liquid Hand Wash Glamic Pink/white	
18	Naphthalene Ball	
19	Toilet Roll (to be provided to toilets/common ladies toilet)	
20	Urinal Cuber Odor	
21	Bathroom Cleaner	
22	Hard Surface Cleaner	
23	Glass Cleaner	
24	Furniture Polish	
25	Room Freshener	
26	Toilet Bowl Cleaner	
27	Floor cleaner concrete	
28	Carpet Shampoo for spotting	
29	Other items, if any, to be mentioned by the bidder.	

Annexure II

Financial Bid

- 1) Name of the Bidder Agency/Company :
- 2) Address of the Bidder Agency/Company :
- 3) Contact details of the Bidding Agency/Company :
- 4) Period of Bid validity :
- 5) Scope of work :
- 6) Manpower to be provided :
- 7) Number of working hours per day :

Sr. No.	Job Item	Price Quoted (IDR) (monthly price for 3 years contract)
1	Chancery Cleaning Service	

Note: Tenderer should quote monthly price rate, which shall be inclusive of all charges and any other statutory obligations as the case may be.

Declaration I hereby certified that the information furnished above is full and correct to the best of my knowledge.

Note:

- 1. The above quoted prices are complete in all respects as per technical specifications including packing, forwarding, transit insurance, loading & unloading, transportation, installation but exclusive of all taxes & duties, if any.
- 2. Certified that rates quoted for the above items are as per specifications, terms & conditions mentioned in the tender document.

Yours faithfully,
 (Signature of Authorized Signatory)
 Name & Designation
 Name of Firm
 Address for correspondence
 Contact
 Company seal