

Consulate General of India,
Birgunj, Nepal

No. Birg/576/01/2018

Dated: 9th September, 2021

OPEN-E-TENDER NOTICE

Name of the work: Invitation of competitive tender for housekeeping services at Consulate General of India, Shreepur, Birgunj, Nepal.

Consulate General of India, Birgunj, Nepal invites sealed tenders from reputed and experienced Nepali or Indian housekeeping agencies registered with appropriate authority as per law, for cleaning/housekeeping services at the chancery premises at the above address consisting of an area of around 40,500 sq. ft. for the period of one year i.e. 1st October 2021 to 30th September, 2022.

The bids in sealed covers should reach office of Consul General, Consulate General of India, Birgunj, Shreepur, Birgunj, Nepal on or before **30.09.2021 by 1600 hours** and tender would be opened on 01.10.2021 at 1100 hrs.

The tender documents containing eligibility criteria, scope of work, terms and conditions can be accessed on website of Central Public Procurement Portal <http://eprocure.gov.in/cppp> or Website of CGI, Birgunj www.cgibirgunj.org.

Nitesh Kumar

(Nitesh Kumar)
Consul General/ HOC
Consulate General of India, Birgunj
Tel 00977 51 532211

**Consulate General of India,
Birgunj, Nepal**

Tender Notice

No. Birg/576/01/2018

Dated: 9th September, 2021

Name of the work: Invitation of competitive tender for housekeeping services at Consulate General of India, Birgunj, Shreepur, Birgunj, Nepal.

Sealed tenders are invited from reputed and experienced Nepali or Indian housekeeping agencies for cleaning/housekeeping services at the chancery premises consisting of an area of around 40,500 sq. ft. for the period of one year i.e. 1st October 2021 to 30 September, 2022. The eligibility criteria and scope of the work will be as follows:-

I. Eligibility Criteria:

- (i) The housekeeping Agency should have been in existence for not less than three years.
- (ii) The agency should not have been blacklisted since inception.
- (iii) Due weightage may be given to the agency having its presence in multiple locations in Nepal including Birgunj or neighboring areas including Raxaul, India.
- (iv) Nepali / Indian agency having housekeeping work experience of not less than two years will be preferred.
- (v) Nepali /Indian housekeeping agency should have proper registration with the concerned Government authorities.
- (vi) The agency should submit the following certificates at the time of submitting tender:
 - (a) Nepali/Indian citizenship certificate
 - (b) PAN/VAT registration certificate

II. SCOPE OF WORK:

Sweeping/mopping/Vacuum Cleaning/Cleaning of common area, balconies, Office-rooms, toilets, different lobbies, library, staircases, window panes, office furniture/equipments, two entrance gates and any other place within the premises as directed by the competent authorities from time to time including removal of waste material and discarded furniture.

Following will be the schedule of work:

- (1) Office rooms to be cleaned and dusting of furniture to be done daily in the morning. Daily removal of garbage/waste paper/packing material. Cleaning should be done in weekends/holidays, too, if required.

- (2) Vacuum cleaning of carpeted area in offices twice a week and shampooing of carpets as and when required.
- (3) Daily sweeping of open area in front and sides of the main block.
- (4) Corridors to be cleaned twice a day.
- (5) Washing/cleaning with Harpic / Phenyl and mopping all toilets attached to rooms and common toilets to be cleaned daily. Top up hand wash liquid / replace soap / Odonil in all toilets.
- (6) Balconies attached to rooms to be cleaned daily.
- (7) Sweeping and mopping of staircases and corridors / open area on first and second floor in both blocks.
- (8) Glass panes of doors and windows to be cleaned twice a week.
- (9) Cleaning of signboards, Nepal type pillars and railing of staircase and balconies once a week.
- (10) Periodical cleaning of venation blinds.
- (11) Cleaning of drainage of Chancery twice in a week.
- (12) Daily collection of garbage from residences within chancery building.
- (13) Cleaning with broom and mopping of roofs in both blocks once a week.
- (14) Removal of discarded furniture, shifting of furniture whenever required and cleaning of stores in building I and near SBI Nepal Bank.
- (15) Removal of cob webs from ceiling and walls from rooms, stairs and common areas once a week.
- (16) Weekly cleaning with broom and mopping of Gym and snooker room.
- (17) Any other work pertaining to cleaning the office premises as desired by CG/DCG.
- (18) Sweeping of badminton court and parking area twice in a week.
- (19) Cleaning of Swimming Pool.
- (20) Sweeping of open area outside main gate of chancery upto the main road including area having signboard of chancery and backside.

The agency should provide two cleaning staff to work Monday to Saturday from 07:00 AM to 0330 PM (with 30 minutes lunch break) per day six days a week and one cleaning staff would be on duty on Sunday and other local holidays to attend to collection of garbage / essential cleaning.

The bids are being invited for cleaning services of office premises only and goods like brooms, wipes, dusters, cob web removers, toilet brush, carpet brush, vacuum cleaner and cleaning agents like vim, Harpic, brasso, soap cake, liquid soap, Odonil, naphthalene balls, glass cleaner, phenyl etc. would be provided by the Indian Consulate.

III. Specific Terms and conditions:

- (i) The agency should provide at least two experienced cleaning staff having proper identity documents issued by government authorities.
- (ii) The cleaning staff should be provided proper working uniforms to be worn during working hours.
- (iii) In case any cleaner is absent, the company may provide substitute for him otherwise proportionate deductions will be made from the monthly payment.
- (iv) The consulate will not be responsible for any dues other than agreed contract amount for cleaning services. The staffs would not have any claim for regularization of their services or enhancement of wages with the Chancery.
- (v) The Contract amount, once agreed to by the firm/agency would not be increased during the period of contract.
- (vi) The Chancery reserves the right to terminate the contract with one month's notice in case the services rendered are not satisfactory.
- (vii) The agency would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its staffs during working at Chancery.
- (viii) No advance payment will be made. Payment will be made in the beginning of next month upon satisfactory completion of the work.
- (ix) The agency would be responsible to discharge all the statutory requirements under the Labour Act or any other Acts enforceable from time to time by the Government of Nepal without any liability on Consulate General of India, Birgunj.

IV. Grievance Redressal:

In case any grievance is received it would be attended to within three days of registration of the complaint. If the complaint could not be redressed reasons will be recorded in writing by the agency explaining such an inability.

V. Terms and conditions for the bid would be as follows:-

- a) The bidder should furnish the following:
 - Documents of previous experience.
 - Agency's registration and / or PAN / VAT number.
 - Number of places where working at present and number of cleaners working with the agency.
 - Affidavit as per format attached.
 - Earnest Money Deposit of NRs. 5000/= (Nepali Rupees Five thousand only) should be paid by Demand Draft / Pay Order in favour of Consulate General of India, Birgunj. Tenders not accompanied with EMD will be rejected outright. Bid Security (EMD) of the unsuccessful bidders would be returned to them

and no claim for payment of interest on bid security would be entertained by the Consulate General of India, Birgunj. EMD of Tenderer will be forfeited, if the Tenderer withdraws or amends its tender within the period of validity of tender.

- b) Consulate General of India, Birgunj reserves the right to accept or reject any bid(s) / quotation(s) at its discretion without assigning any reasons thereof.
- c) Consulate General of India, Birgunj also reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of contract.
- d) The agency which is granted the contract will furnish the Performance Guarantee for an amount of 5% of the annual contract value at the time of award of the contract by issue of Demand Draft in favour of Consulate General of India, Birgunj or in the form of bank guarantee. 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 authorizes signatory of the Tenderer
with Seal of the agency)

Name:

Seal:

Address:

Phone/Mobile No:

Date:

Note:- Tender by Interested agency may be submitted in a sealed envelope addressed to Consul General, Consulate General of India, Shreepur, Birgunj, Parsa, Narayani zone, Nepal.

(On Non-Judicial Stamp paper of Rs. 10.)

AFFIDAVIT

I/WePartner(s) / Legal Attorney / Proprietor(s) /
Accredited Representative(s) of M/ssolemnly declare that:

2. I/We are submitting tender for the work against Tender
Notice No.....
3. Myself or our partners do not have any relative working at Consulate General of India,
Birgunj or in any office of Ministry of External Affairs, Government of India, New Delhi.
4. All information furnished by me / us in respect of fulfillment of eligibility criteria and
information given in this tender is complete, correct and true.
5. All documents / credentials submitted along with this tender are genuine, authentic, true
and valid.
6. The Price-Bid submitted by me / us is "WITHOUT ANY CONDITION".
7. I/We have not been banned /delisted by any Government or Quasi Government agencies or
PSUs.
8. If any information or document submitted is found to be false / incorrect, Consulate may
cancel my /our Tender and can take any action as deemed fit including termination of the contract,
forfeiting of all dues including Earnest Money and blacklisting of my / our firm and all partners of
the firm etc.

(Signature of the Tender with Seal)

Seal of Notary

Date:

ANNEXURE

Subject: Quotation for award of work for providing cleaning / housekeeping services at Consulate General of India, Birgunj.

FINANCIAL BID

(In sealed cover addressed to Consul General of India, Birgunj)

Sl. No.	Particulars	Unit rate for deployment @ per month in NRs.
1.	Wages per cleaner	
2.	Other statutory contributions / charges (write break up of components with specific amount)	
3.	Cost towards uniform	
4.	Any other charges {Specify}	
5.	Total amount due	
6.	Total for two cleaners	
7.	Agency charges	
8.	VAT (as applicable) {Refundable in due course to the Consulate}	
9.	Gross monthly expenditure	

The agency would be responsible to discharge all the statutory requirements under the Labour Act or any other Acts enforceable from time to time by the Government of Nepal.

Declaration by the Bidder:

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.

(Signatures of the authorized signatory of the Tendered with Seal of the Firm)

Name:

Seal:

Address:

Phone / contact no.

Date: