

High Commission of India Malta

INVITES BIDS FOR

ANNUAL MAINTENANCE CONTRACT FOR CLEANING OF CHANCERY

At the High Commission premises located at 29, TRIQ-GALANTON VASSALLO SANTA VENERA, SVR1901, Malta

Tel: +356 2148 0416

Email: hoc.valletta@mea.gov.in Website: https:[//www](http://www.hcimalta.gov.in/).[hcimalta.gov.in/](http://www.hcimalta.gov.in/)

TENDER NO. Val/Prop/872/2/2018

DATE OF PUBLISHING THE TENDER LAST DATE FOR SUBMISSION OF BIDS

DATE OF OPENING TECHNICAL BIDS

PLACE OF OPENING OF BIDS

: 06April 2022

28 April 2022

by 13.00 hrs (Local Time) 29 April 2022

At 1500 hrs (local time) High Commission of India, Malta

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High Commission of India Malta

Val/Prop/872/2/2018 Dated : 06April 2022

TENDER NOTICE

Subject: Notice inviting tender (NIT) for Annual Maintenance Contract(AMC) of Cleaning of the Chancery premises of High Commission of India, Malta.

The High Commission of India, Malta invites the interested companies dealing in cleaning services to quote their rates, in sealed envelopes, for Annual Maintenance Contract for cleaning of Chancery premises of High Commission of India, Malta.

2 Important dates are as below:

Date of publishing NIT Last date of submission of

quotation Date of opening of Technical bids

06 April 2022

28 April 2022 by 1:00 PM (local time)

29 April 2022 at 3:00 PM

Terms & conditions, scope of work and proforma for submission of quotations are enclosed. The bidder shall sign on every page of the document and submit their quotation, complete in all respects, by post or by hand at the High Commission of India, Malta, 29, TRIQ-GALANTON VASSALLO SANTA VENERA, SVR190. The tender

documents can be downloaded from the website https://[www.hcimalta.gov.in/or](http://www.hcimalta.gov.in/or) [www.eprocure.gov.in](http://www.eprocure.gov.in/)

3. The right of acceptance of tender(s) will rest with Competent Authority of High Commission. Also, the High Commission is not bound to accept the lowest offer and reserves the right to reject or partially accept any or all the tender(s) received without assigning any reasons thereof

Head of Chancery High Commission of India, Malta Hoc.valletta@me.agov.in

High Commission of India Malta

Subject: Notice inviting tender (NIT) for Annual Maintenance Contract(AMC) of leaning of the Chancery premises of High Commission of India, Malta.

The High Commission of India, Malta invites the interested companies in cleaning services to quote their rates, in sealed envelopes, for Annual Maintenance Contract for cleaning of Chancery premises of High Commission of India, Malta.

2. The terms and conditions of the bid are as follows.

a. Required works to be performed -

* The cleaning services include cleaning of offices, all rooms, stores, *stairs, lift, roof of* the *building and all common areas.* It *also includes* cleaning of toilets/bathrooms.
* All types of cleaning *materials/consumables* will be provided by successful bidders including brooms, brushes, mops, dusters, garbage bags, cleaning pads, scouring Pads, cleaning clothes, tissue paper, toilet paper, deodorizers, soaps *for cleaning/ washing hands in bathrooms/toilets,* polish for floors, furniture and metal fittings, all types of cleaning agents for toilets, floor walls and glass air fresheners, insect and mosquito sprays

1. Eligibility Criteria of Company and its Cleaner-

* The bidder Companies should have experience of at least 3 years in related field and should have registered with local government for providing cleaning services.
* Cleaner should be physically and mentally fit and should be in uniform while in duty. *The Cleaners should be able to communicate in English.* The Agency should be able to provide a *choice* of cleaners. In case of good performance, High Commission should have the option of retaining particular Cleaner or he/she may be changed with prior intimation.
* Any damage or loss occurred, due to dereliction of duties, by the cleaners, will be responsibility of Company.
* The rates should be quoted in Euro only.
* The High Commission *will* not pay any other charges than the amount which would be fixed initially at the time of awarding contract.
	+ The payment will be made by Cheque/Bank transfer in Malta in favour of the company/agency on receipt of the Bill/Invoice on monthly basis.

The Bill/Invoice should be properly stamped, signed on the letter head of the Agency.

c. Duration of the Contract:

* *The contract will be initially for* a *period of* one *year which* may *be extended for further period of two years subject to satisfactory performance of the agency with same* terms *and conditions including rate.*
* *The* contract *can be terminated by the High Commission of India, Malta giving* prior notice

of *one month. The company may* also *terminate the contract after giving three months' notice.*

*d. Tendering Process:*

* *Interested bidders* may *like to send the bids* as *per Annexure* "C" *in sealed condition and with* clear *identification on envelop through post or by hand addressed to:-*

Head of Chancery,

29, TRIQ-GALANTON VASSALLO SANTA VENERA, SVR1901

+356 2148 0416

Emai:l hoc.valletta@mea.gov.in

* *Tender will not be accepted if they* are *received* after *the due* date and *time* as *specified in the quotations i.e. on 28/04/2022* at *13:00 hrs (local time). The high Commission will not be responsible for* any *delay in receipt of bids or missing bids* while *in* transit/post. *Bids* received by email/ *tax* will *be rejected out- right and the bidder will be disqualified.*
* *The validity of the bids must be for six months with effect from the date of opening of the bids.*
* *The bidder must submit the Bid Security Declaration as per Annex "D"*
* *The right of acceptance of tender(s) will* rest *with Competent Authority. Also,*

*the High Commission is* not bound to accept the lowest tender and reserves the right to reject or partially accept any or all the tender(s) received without assigning any reasons thereto.

* *Date of Opening of Tender: The tender will be opened on 29/04/2022 at 3:00PM. in the High Commission of India, Malta.*

IM/e

***AFFIDAVIT.***

Annexure B

representatives of

M/s. declare that:

1. IM/e are submitting my/our bid against the Tender Notice no. dated

\_ \_ \_ \_ \_ brought out by the High Commission of India, Malta for providing cleaning services at the High Commission premises.

1. I/ We or my/our partners do not have any relative working in any office of High Commission of India, Malta.
2. All information furnished by us in respect of fulfillment of eligibility criteria and other 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. |  |  |  |

1. The Price /Bid submitted by me/us is **"WITHOUT ANY CONDITION".**
2. I/we have not been banned/ delisted by the Government or any Government agency of Ma I t a .

1• I/ We accept all the terms and conditions of tender.

2. If any Information or document submitted is found to be false/ incorrect, High Commission may cancel my/our Tender and take any action as deemed fit including termination of the contract, forfeiture of all dues and blacklisting of my/our firm and all partners of the firm etc.

[Signature(s) of the Tenderer(s )with Name, Designation, Date & Seal

Annexure *"c"*

Performance / Service Guarantee Format

To :

The High Commission of India,

## Malta.

WHEREAS (Name of the Service Provider) herein called "the Bidder" has undertaken , in pursuance of Contract

N.o dated, to provide a cleaning services

hereinafter called "the Contract". AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with its performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a Guarantee. THERFORE We hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of (Amount *of* the

Guarantee in Words and Figures 3% of annual invoice) and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the Contract and without cavil or argument, any sum or sums within the limit of

\_ \_ \_ \_ \_ \_ (Amount of Guarantee) as aforesaid, without your needing to prove

::>r to show grounds or reasons for your demand or the sum specified therein. This guarantee is valid until the day of ,20.22

(Signature and Seal of Guarantors)

Date: Address:

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Annexure"D"

## (To be submitted on letter head of the company with seal and signature)

BID SECURITY DECLARATION

To:

The High Commission of India, Malta

I/We....... .. ... ...... .... (Name of the Service Provider) herein called "the Bidder" am/are hereby declare that if I/we withdraw or modify my/our bids during the period for validity, or if I/we am/are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids documents, I/we will be suspended for the period of three years from being eligible to submit Bids for contracts with the entity that invited the bids.

(Signature and Seal of Guarantors)

Date: Address:

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Annexure 'A'

**Bid Proforma**

1. Name of the firm:
2. Address of the
3. Registered Office:
4. Correspondence address:
5. Contact details:
6. Telephone:
7. E-mail::

|  |  |  |  |
| --- | --- | --- | --- |
| SI No. | Items | Charges (Euro) | Remarks |
| (a) | Monthly charges on wages of sufficient numbers of cleaners including company'sall charge |  |  |
| (b) | Cost of cleaning items/consumableitems. |  |  |
|  |  |  |  |

[Signature(s) of the Tenderer(s) with Name, Designation, Date & Seal]

# Note: Price quoted should be on an all-inclusive basis to be paid monthly and shall include the cost .of all services, personnel, transportation, rentals taxes, consumables, social security, insurance of the cleaner, communications and taxes etc. The High Commission shall be liable to pay only the quoted price to Company, without any additional charges or taxes etc.

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