

Embassy of India
Buenos Aires
Torre Madero 942, 19th Floor,
(1106) Buenos Aires
E-Mail: hoc.buenos@mea.gov.in

Subject: Tender for **Providing Janitorial (Cleaning) service to the Embassy including supply of cleaning items for the cleaning work in Chancery, Av. Eduardo Madero, 942, 19th Floor – C1106ACW, Torre Madero, Buenos Aires, Argentina for the period January 2024 to December 2024.**

The Embassy of India, Buenos Aires invites sealed competitive quotations from reputed, experienced and financially sound firms registered under relevant Argentine Companies Law which can **provide Janitorial (cleaning) service to the Embassy including supply of cleaning items for the cleaning work in Chancery during the period January 2024 to December 2024.**

2. The tender document can be downloaded free of cost from the following website:
www.indembarg.gov.in
www.http://eprocare.gov.in/cppp
3. The tender should be submitted a sealed envelope superscripted "**Tender for Janitorial (cleaning) service to the Embassy including supply of cleaning items for the cleaning work in Chancery during the period January 2024 to December 2024**" addressed to the **Head of Chancery, Embassy of India, Buenos Aires, Av. Eduardo Madero, 942, 19th Floor – C1106ACW, Torre Madero, Buenos Aires, Argentina** and must reach on or before **Monday, 15th November, 2023 by 1300 hrs.** Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Mission will not be responsible for any postal delay.
4. The Mission reserves the right to reject any or all bids/offers without giving any notice or assigning any reason thereof. The decision of the Mission in this regard will be final and binding upon the bidders.
5. Queries, if any, may addressed to Head of Chancery at e-mail ID – hoc.buenos@mea.gov.in

6. The important schedules and dates are as under:

S.No.	Key Event	Dates
1.	Last date for submission of Bids	Monday, 15 th November, 2023 by 1300 hrs.
2.	Date of Opening Bids (Participated bidder or their representatives may wish to be present)	Monday, 15 th November, 2023 at 1500 hrs.
3.	Venue for opening of Bids	Conference Room, Embassy of India, Buenos Aires, Argentina.

(Ganpat Rai)
Second Secretary & Head of Chancery



SECTION II

TERMS AND CONDITIONS

1. The Tender shall be neatly arranged, plain and intelligible. Each page of the Tender should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Tender. The conditional tender will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.
2. The Bidders shall submit documentary evidence in respect of their technical capabilities and experience in providing similar services.
3. Any tender received by Embassy of India, Buenos Aires after the deadline for submission of tenders will not be accepted.
4. The Firm concerned will be fully responsible for the safety and insurance of its employees.
5. In case of any ambiguity/dispute in the interpretations of any of the clauses in this Tender Document, Embassy of India, Buenos Aires's interpretation of the clauses shall be final and binding on all parties.

SECTION III:

GENERAL CONDITIONS OF CONTRACT (GCC)

1. Prices

- a. Price quoted by the Bidder and agreed to by Embassy of India, Buenos Aires shall be considered final and no price escalation will be permitted thereafter.
- b. Bidders must quote the price in the format given in Contract Price Schedule at **Section- V** of this document.
- c. All prices are to be quoted in Argentine Peso only.

2. Taxes and Duties:

The rates quoted should be exclusive of all taxes and transport charges etc. VAT should not be included as the EI, Buenos Aires is exempted from VAT under the Vienna Convention.

3. Force Majeure:

EI, Buenos Aires may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of an Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc.) acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

SECTION IV:

SCOPE OF WORK

1. Complete cleaning of Chancery premises (19th Floor of Torre Madero, at Av. Eduardo Madero 942, Buenos Aires, Argentina) including cleaning of kitchen, used kitchen utensils during the office hours, toilets, inside windows glass and cleaning of reception area of the Embassy through a professional cleaner during the working hours of the Embassy and supply of cleaning items/toiletries including vacuum cleaner for floor coverings/carpets required for cleaning work during the period January 2024 to December 2024. The rates may be given in following format:

S. No.	Description	Rate (Amount in Argentine Peso)
1.	Monthly charges for providing one full time professional cleaner.	
2.	Monthly charges for providing cleaning supplies for cleaning persons including toilet rolls and supplies in the toilets	
3.	Supervision of work by a supervisor	
	Total (for one month)	

The Embassy requires janitorial services on daily basis for working days (Monday to Friday). The Embassy has its own List of Holidays, which does not match with the Local holidays in Argentina, so Embassy may require services on some of local holidays and/or weekends. In case company intends to charge on these holidays when the Embassy is open, it should be clearly mentioned in following format:

S. No.	Description	Rate (Amount in Argentine Peso)
4.	Daily charges for providing cleaning person on leave day	

Note:

2. The Company's credentials, experience, client list, certifications, license, profile etc. may also be attached.
3. The agreement will be valid for one year i.e. from 01.01.2024 to 31.12.2024, which can be extended for next year if the proposal for next year is found reasonable and competitive.
4. The company with good credentials and offering best price will be awarded the job. The decision of the Embassy in this regard will be final. All Proposals presented shall be confidential and will remain with Embassy of India, Buenos Aires. Embassy of India reserves its rights to reject any offer without assigning reasons.

Section – V

Format for submitting the Price Schedule for Chancery – E/I Buenos Aires, Av. Eduardo Madero, 942, 19th Floor – C1106ACW, Torre Madero, Buenos Aires, Argentina.

Embassy of India
Buenos Aires

Tender No. BUE/Prop/872/2/2023 dated 25.10.2023

Date: _____

Rate Schedule:

S. No.	Description	Rate (Amount in Argentine Peso)
1.	Monthly charges for providing one full time professional cleaner.	
2.	Monthly charges for providing cleaning supplies for cleaning persons including toilet rolls and supplies in the toilets	
3.	Supervision of work by a supervisor	
	Total (for one month)	

Please also clarify rates (if you charge separately) for holidays/weekends when Embassy is opened but there is holiday in Argentina:

S. No.	Description	Rate (Amount in Argentine Peso)
1.	Daily charges for providing cleaning person on leave day	

Name of firm:

Address for correspondence/Contact details:

Note: 1. The above quoted prices are complete in all respect as per technical specifications inclusive of transportation, meal & other charges etc.

2. Certified that rates quoted for the above items are as per details, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorized Signatory)

Name & Designation:

Company Seal

AFFIDAVIT

I/We, _____, Representative(s) of

M/s. _____ solemnly declare that:-

1. I/We are submitting tender for Providing a Janitorial services (cleaning and supply of cleaning items) on monthly basis during the January 2024 to December 2024 against Tender Notice No. BUE/Prop/872/2/2023 dated 25.10.2023.
2. Myself or my partners do not have any relative working in Embassy of India, Buenos Aires.
3. All information furnished by me/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.
5. The Price – Bid submitted by me/us is "WITHOUT ANY CONDITION".
6. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
7. If any information or document submitted is found to be false/incorrect, Embassy may cancel my/our Tender and can 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 with Date & Seal]