



CONSULATE GENERAL OF INDIA
No. 4, Myin Pying Kwin Street
Pyi Daw Thar Quarter
Sittwe Township, Myanmar
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No. Sit/551/02/2014

August 29, 2023

Notice Inviting Tender

Subject: Cleaning contract for Consulate General of India, Sittwe

The Consulate General of India, Sittwe invites quotation from interested companies/agencies/ individuals for award of contract for cleaning services at the Chancery premises.

2. The scope of work includes cleaning of whole Chancery building on daily basis from Monday to Friday including sweeping, moping and polishing of all floors, carpets, toilets, public areas, burning of waste papers, dusting all working stations, furniture, office equipment and any other related work as assigned by the Consulate. A contract will be signed between the selected firm and the Consulate General of India, Sittwe in the format of agreement given at Annexure- I.

3. Tender documents can be downloaded from the Consulate website: www.cgisittwe.gov.in/ CPP Portal: www.eprocure.gov.in.

Date of publishing NIT	:	29.08.2023
Last date of submission of Tender	:	19.09.2023 (1500 hrs)
Opening of Technical Bid	:	20.09.2023 (1100 hrs)

4. The quotation must be submitted in the prescribed format (Annexure – II) in a sealed envelop clearly superscribed “BID FOR CLEANING CONTRACT OF CHANCERY PREMISES AT CGI, SITTWE” addressed to Head of Chancery, Consulate General of India, No. 4, Myin Pying Kwin Street, Pyi Daw Thar Quarter, Sittwe, Myanmar – 07011.

5. The bidder or its representative, who wish to be present, may attend the bid opening on the date and time specified.

6. The Consulate General of India, Sittwe reserves the right to reject any or all the bids without assigning any reason. The decision of the Consulate shall be final and binding.

(Jay Krishna)
Consul & Head of Chancery

AGREEMENT

Signed

BETWEEN

CONSULATE GENERAL OF INDIA, SITTWE

(“Consulate” on one part)

AND

.....
 (“Company” on the other part)

AND given that the Contract offers such service at different places.

INTRODUCTION

- 1.1 The introduction of this contract, the price offer and the attached annexes are an inseparable part of this contract.
- 1.2 The contractor declares and confirms with his signature of this contract.
- 1.3 This contract is valid for one year from the date of contract. The agreement will automatically be renewed for similar one year period at a time, at the same rates, terms and conditions.
- 1.4 Consulate will be at liberty to terminate the contract by giving 30 days prior notice for unsatisfactory performance or even without showing any reason.

DECLARATION OF THE CONTRACTOR

- 2.1 The contractor declares that he knows all the details of the contract and has the knowledge, the capacity, the skills and the means to provide all of the required services as given in the Tender notice.
- 2.2 The contractor will provide for the services as per the contract and Tender notice.
- 2.4 The employees of the contractor have the knowledge and experiences and the skill to provide the service required as per the contract and the Tender notice.

EMPLOYEES

- 3.1 The contractor will provide identity document (NRC / PRC) of the employees for cleaning and maintenance services.
- 3.2 The employees should be physically / mentally fit and should not suffer from an apparent disability.
- 3.3 The workers that will not be accepted by the client will be substituted.
- 3.4 The company undertakes to follow prevalent Myanmar Labour laws in determining terms and service conditions of its employees.

RESPONSIBILITY

- 4.1 The contractor will take responsibility regarding his employees including damages/loss of property and or damages caused by the employees of the company and any injury of the

employees during work. Embassy's responsibility is limited to paying monthly contract amount subject to satisfactory work.

PAYMENTS

5.1 The Consulate will pay a fixed amount in US Dollar per month for the cleaning and maintenance services as per the contract and Tender notice.

5.2 The payment will be made within 10 working days after producing the Invoice from the company.

COMPANY

CONSULATE

M/s.....

Address

(Head of Chancery)

Consulate General of India

.....
No. 4, Myin Pying Kwin Street
Pyi Daw Thar Quarter, Sittwe

**Quotation for Cleaning Contract of Chancery Premises at Consulate General of India,
Sittwe**

A. TECHNICAL BID

1.	Name of the Company/ Agency	
2.	Name of the contact person	
3.	Contact details Phone No. E-mail ID Postal Address	
4.	The company agrees to all the terms of the Cleaning Service Agreement (Annexure – I) (Write Yes or No)	

B. FINANCIAL BID

Sl. No.	Particulars	Rate per month (in US\$)
1.	Rate Quote for Cleaning Contract	
Amount in words		

Declaration:

a) I/ we hereby declare that the information given above are true to the best of my/ our knowledge.

b) I/ we agree that there will be no mid-term escalation in the rate quoted above during the contract period.

c) I/we agree that the Cleaning Contract of Chancery Premises will be valid for initial one year period and thereafter, it will automatically be renewed for similar one year period at a time, at the same rates, terms and conditions as agreed upon, unless terminated otherwise.

Date:

(Signature)

Place:

Name:

Name of Company:

Designation: