

No. CGI/SHA/579/1/99

Consulate General of India
Shanghai

Notice Inviting Tender

The Consulate General of India in Shanghai invites sealed bids from Interested companies in Shanghai for providing cleaning Services for its office unit located at 1008 & 1001, Shanghai International Trade centre, 2201, YanAn(West) Road, Shanghai- 200336, China

2. Scope of Work/ Job Description: The agency will be responsible for providing basic cleaning services five days a week(from Monday to Friday) during 0830 Hrs to 1700 Hrs. One cleaning staff should be available at the Consulate premises during this time. The Job includes, cleaning of floors, vacuum cleaning of carpeted floors, cleaning of windowsills, emptying dustbins/waste paper bins and disposal of waste after segregation as per Municipal laws, washing of crockery and glassware etc. and other miscellaneous cleaning jobs as and when required. The cleaning staff shall also be required to assist with such jobs during events organized by the Consulate General of India, Shanghai either at its own premises or some other location including outside regular office hours. The Contract shall initially be valid for a period of one year from the date of award. However, it may be extended for a further period of two years on year to year basis on the same rates and terms and conditions subject to condition that the service provider has provided satisfactory service.

3. The Consulate shall not be responsible for payment of any social security/ gratuity/ termination benefits to the staff deployed which is the responsibility of the supplying company.

3. Inquiries, if any may please be sent on the mail hoc.shanghai@mea.gov.in. Inquiries shall be entertained only till 19.12.2019.

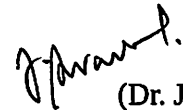
4. Site inspection: Interested companies may visit the Consulate for site inspection to access job requirement/ quantum of work on any working day till 16.12.2019 between 11-1300 hrs.

5. Interested parties may send their bids/quotations giving their charges/ conditions/other supporting documents in sealed envelopes to the 'Head of Chancery, Consulate General of India, 1008, Shanghai International Trade Centre, 2201 YanAn(West) Road, Shanghai-200336' so as to reach by 1700 hrs on 26.12.2019. The detailed terms of offer should be mentioned in the bids(staff wage, agency charges etc.). copy of the company's registration certificate should also be provided. The envelope should be subscribed 'Bid for Cleaning Services at the Consulate General of India, Shanghai' on the cover. No bid will be accepted after the expiry of the stipulated date and time for the purpose.

6.The Earnest Money Deposit (EMD) (of 2% of estimated contract value) in the form of crossed Bank Draft in the name of 'Consulate General of India Shanghai', Payable at Shanghai/ Bank Guarantee is required to be sent along with tender bid.

7. The bids will be opened on 27.12.2019 at 1600 hrs by the committee authorized by the competent Authority of the Mission. Bidders/ their representatives are welcome to attend opening of the bids.

8. The Consulate General of India, Shanghai reserves the right to reject any bid at any stage of the bidding process without assigning any reasons whatsoever and the decision shall be final and binding.



(Dr. J. Aravind)
Head of Chancery
4.12.2019

Contact Details Form

General Details of the bidder

1. Name of the Company:
2. Name and designation of Authorized Representative:
3. Communication Address:
4. Phone No. / Mobile No. :
5. Fax/ email :

Particular Details of the bidder's Representative

1. Name of the Contact Person:
2. Designation:
3. Phone No. :
4. Mobile No. :
5. E-mail ID :