



**Embassy of India  
Paris**

No. PAR/ADM/872/05/21

December 09, 2021

**TENDER NOTICE**

Sealed bids are invited for cleaning services at office premises of Embassy of India, Paris from reputed experienced housekeeping companies registered under relevant French Companies Law which can provide daily cleaning services initially for a period of one year which may be extended for further period on same terms and conditions.

2. The bidding companies/firms should have the following requirements:

- i) Experience of undertaking work of similar nature in France in the last 10 years.
- ii) Only companies having 100 employees or more should bid.
- iii) Having a registration in France including Siret Number and VAT account in France.
- iv) Local representation in Paris, France.
- v) The service provider will have to ensure compliance of all mandatory labour laws/regulations laid down by the Government of France.
- vi) The workers provided should be on the permanent roll of the company with valid working visas.
- vii) The bidder must have modern equipments, latest technical expertise for management of building and related facilities, as has been in 'brief scope of work'.
- viii) The service provider must have the facility of real time checks of the cleaning staff.

3. Documentary evidence of the above qualifications may be submitted along with sealed bids.

4. Interested parties may send their bids/quotations along with the proposed security plan in two separate sealed envelopes to the Head of Chancery, Embassy of India, 15 rue Alfred Dehodencq, 75116 Paris by **December 31, noon** superscribed "**Bid for cleaning services of Embassy premises**" on the covers. The bids received would be opened at **1400 hrs on December 31, 2021** by a Committee of Officers. Interested parties are welcome to send a representative for opening of the bids in the office of the Head of Chancery, Embassy of India, Paris.

5. The Embassy of India, Paris reserves the right to reject any bid at any stage of the bidding process without assigning any reasons whatsoever.

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Embassy of India  
Paris

No. PAR/ADM/872/05/21

December 09, 2021

### NOTICE INVITING TENDER

Embassy of India, Paris invites Tender in *two bid system (Technical & Financial)* for cleaning services at office premises of Embassy of India, Paris from reputed experienced, financially sound & eligible facility management/housekeeping companies registered under relevant French Companies Law which can provide daily cleaning services initially for a period of one year, which may be extended for further period on same terms and conditions.

2. The tender documents can be downloaded free of cost from the websites ([www.eoiparis.gov.in](http://www.eoiparis.gov.in)) from 10.12.21 to 31.12.21 (up to noon).

3. The interested service providers/firms have to submit the tenders in *Two Bid System* {i.e (i) Technical Bid and (ii) Financial Bid}. Tenders are to be submitted to Embassy of India, Paris. All the necessary documents including those in support of eligibility criteria etc. (except the Financial Bid) are to be submitted along with the Technical bid in a sealed envelope. The Financial Bid will be submitted in a separate sealed envelope. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances.

4. **The Earnest Money Deposit (EMD) of Euro 2000 in the form of Cheque/Bank transfer in favor of Embassy of India, Paris** is required to be submitted along with tender bids from 24.12.21 to 31.12.21 between 09 am to 12 noon on any working day. Bids shall not be considered in case the EMD is not submitted and would be rejected summarily.

5. The Technical Bids will be opened on 31.12.21 by the Committee authorized by the Competent Authority of the Mission. The Financial Bids of only those bidders, whose Technical Bids are accepted, shall be opened by the Committee. The pre-bid site visit for all probable bidders may be conducted between 13.12.21 to 17.12.21 from 0900 hrs to 1600 hrs on prior appointment basis to assess the job requirement / quantum of work involved.

6. The Competent Authority reserves the right to reject any or all the bids without assigning any reason and shall be final and binding.

(Manoj Kumar)  
Head of Chancery  
09.12.21

## TECHNICAL PROPOSAL SUBMISSION FORM

### Letter of Bid

To,

Dated.....

Mr. Manoj Kumar  
Head of Chancery  
Embassy of India, Paris

Ref: Invitation for Bid No. (Mission's tender number)

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including any Addendum issued in accordance with Instructions to Bidders,

2. We, in conformity with the Bidding Documents offer to provide **for cleaning services at office premises of Embassy of India, Paris** as per the scope of work defined in this tender.
3. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.
4. If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.
5. We also declare that M/s .....(Name of the bidder)..... has not been declared ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature by any Govt. agency of the Country.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,  
Authorised Signatory

(Authorised person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation  
(To be printed on Bidder's letterhead)

### **Dates to Remember**

Crucial dates and time for the above tender would be as under:

<b>S. No.</b>	<b>Events</b>	<b>Date</b>	<b>Time</b>
1.	Date of e-publishing on CPP Portal	10.12.21	0900 hrs
2.	Starting Date for site visit	13.12.21	0900 hrs
3.	Last Date for site visit	17.12.21	1600 hrs
4.	Date of clarification (start)	20.12.21	0900 hrs
5.	Date of clarification (end)	22.12.21	1400 hrs
6.	Starting Date for submission of bids	24.12.21	0900 hrs
7.	Last Date for submission of bids	31.12.21	Noon
8.	Opening of Technical Bids	31.12.21	1400 hrs
9.	Opening of Financial Bids (Only Technically qualified Bidders) Bid stage)	31.12.21	1500 hrs

## Section-1

### INSTRUCTIONS TO THE BIDDERS

#### **1. GENERAL INSTRUCTIONS**

- 1.1 Embassy of India, Paris invites tender for for cleaning services at office premises at 13-15 rue Alfred Dehodencq, 75069 Paris from from reputed experienced/housekeeping companies
- 1.2 The details of terms and conditions, schedule of work/specifications and format for technical and financial bid are available in the tender document. The bidders are instructed to go through tender form thoroughly before quoting their rates. The tender documents can be obtained from [www.eoiparis.gov.in](http://www.eoiparis.gov.in)
- 1.3 The tender submission is liable to be rejected if complete information is not given therein.
- 1.4 All bidders and/or their representatives, if they so desire, may be present at the opening of the tender (Technical Bid) by the mission at the time and date as specified in the Schedule. Bids received after stipulated date & time shall be not be entertained.
- 1.5 Price quoted should be in Euro and should be inclusive of all charges. In no case any enhancement in approved rate will be entertained during the currency period for which this tender is being considered.
- 1.6 The bids shall be submitted in two envelopes i.e. Technical Bids should be sealed in a separate cover while Financial Bids be sealed in other cover and superscribed as “**Cleaning services at office premises of Embassy of India, Paris**” . Format for the technical and financial bids are enclosed in the tender documents.
- 1.7 The bidders shall give full information with reference to the projects in-hand and shall facilitate inspection of the works executed by them and shall give full assistance and information as may be required in connection with this tender.
- 1.8 The bidders while submitting their bids, shall enclose self attested Photostat copies of experience, trade license essential for carrying out the activities under reference and all/ any other documents that is needed in support of permission from the Competent Authority for carrying out the activities may be submitted in the Technical bids.

#### **2. MINIMUM ELIGIBILITY CRITERIA (please see details in Tender Notice)**

- 2.1 The following shall be the minimum eligibility criteria for selection of bidders at Technical Bid stage of the bidding process:-
  - (a) **Legally Valid Entity:** The Bidder/Bidding Firm shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the relevant Act or a firm having trade license granted by City Corporation to do business in France. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached with the bid.
  - (b) **Registration:** The Bidder/Bidding Firm must have VAT registration with the concerned authority. The proof in support of the same shall be attached with the bid documents.
  - (c) **Experience:** The Bidder shall have experience in providing cleaning services a for Embassies /High Commissions /Government Ministries /Departments /Public Sector Companies / reputed corporate organization /multinational companies.

The bidders shall have to provide all documentary proof in support of the above eligible criteria in the form of attested copies of certificates issued by the respective authority, copy of

VAT registration certificate, Experience certificates for completed work / ongoing work issued by previous clients. Attested copy of manpower wages in respect of the previous four quarters may be attached with the bid documents.

### **3 EARNEST MONEY DEPOSIT**

- 3.1 The Earnest Money Deposit of **Euro 2000 (Two Thousand)** in the form of Banker's Cheque issued by any reputed Bank drawn in favour of Embassy of India, Paris has to be submitted along-with the bid. The validity of the (mode of payment) must be up to 6 (six) months.
- 3.3 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the government.
- 3.4 The bids without Earnest Money Deposit shall be summarily rejected.
- 3.5 No claim shall lie against the Mission in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e. no interest will be payable on EMD.
- 3.6 The bid security may be forfeited:
- (i) If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or
  - (ii) In case of successful bidder, if the bidder
    - (a) fails to sign the contract in accordance with the terms of the tender document;
    - (b) fails to furnish required Performance Security Deposit in accordance with the terms of Tender Documents within the time frame specified by the client; or
    - (c) Fails or refuses to honour his own quoted prices for the services or part thereof.

### **4. VALIDITY OF BIDS**

- 4.1 Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids.
- 4.2 In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
- 4.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

### **5. PREPARATION OF BIDS**

- 5.1 **Language:** Bids and all accompanying documents shall be in French with English translation of the same.
- 5.2 **Technical Bid:** Technical Bid should be submitted as per the instructions given in this Tender Document along with all required information, documents in support of the minimum eligibility criteria, valid EMD of requisite amount as listed below:

S. No.	Document	Yes/No
1	Contact Details Form (Form-I)	
2	EMD of (cost to be mentioned by Mission)	

3	Certified copies of Registration/Incorporation particulars of Company/Firm from appropriate authorities	
4	Certified copies VAT registration	
5	Proof of minimum experience of completion of works of similar nature in any Foreign Embassies/High Commissions/Government Ministries/Departments/Public Sector Companies/reputed corporate organization/ multinational companies.	
6	Power of Attorney/Authorization for signing the bid documents.	
7	Attested copy of manpower wages roll	

5.3 **Financial Bid:** Bidder shall prepare the financial Bid in the Price Schedule as provided in the Tender Document. Then the Financial Bid shall be sent in a separate sealed envelope along with the bid documents.

## 6. **SUBMISSION OF BIDS**

6.1 The Bidding firms have to submit the tenders in two bid system {i.e (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted to Head of Chancery, Embassy of India, Paris. All the documents in support of eligibility criteria etc. and other required documents are to be submitted along-with the Tender Documents. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

The tender shall be submitted in sealed envelopes as described below:

ENVELOPE 'A' Earnest Money Deposit (EMD)

ENVELOPE 'B' Tender Documents (Technical bid)

ENVELOPE 'C' Financial Bid (Section-3)

Other enclosures as required in this tender.

The envelopes containing "A", "B" & "C" of offers shall be duly superscribed with Name of Work and above Envelopes A, B, and C to be put in another sealed envelope with the name of work written on top. The envelope "A" containing EMD shall be opened first. Bidders who have submitted valid EMD as mentioned shall be considered successful for opening of Technical Bids. Technical bids (Envelope B) of successful bidders shall be opened immediately. Both EMD Technical bids envelopes shall be opened in presence of bidders or their representatives. After evaluation of Technical Bids on site, a list of qualified bidders will be prepared by the Employer. Financial bid (Envelope 'C') shall be open thereafter.

6.2 No Bid shall be accepted after the specified date and time. However the Competent Authority in the Embassy of India, Paris, reserves right to extend the date / time for submission of bids, before opening of the Technical Bid

## 7. **BID OPENING PROCEDURE**

7.1 The Technical Bids shall be opened in the office of Head of Chancery, Embassy of India, Paris) on 31. 12.21 at 1400 hrs before the Committee constituted by the Competent

Authority of Embassy of India, Paris in the presence of such bidders, who may wish to be present themselves personally or through their representatives.

- 7.2 The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose the same day at 1500 hrs.
- 7.3 A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.
- 7.4 Absence of bidder or their representative shall not impair the legality of the opening procedures.
- 7.5 After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.
- 7.6 Bids shall be declared as valid or Invalid based on the preliminary scrutiny, i.e. on site verification of documents submitted by the bidders by the Tender Opening Committee. The financial bids will be opened on result of such scrutiny. However, in case any thing found false or forged in contrary to the documents submitted by the bidder, its bid will be rejected and suitable legal action may be taken.
- 7.7 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.

## **8. CLARIFICATION ON TECHNICAL BID EVALUATION.**

- 8.1 The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.
- 8.2 If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.
- 8.3 Client also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder as per clause 2.2.

## **9 PERFORMANCE SECURITY**

- 9.1 The successful bidder has to deposit Performance Security which will be a sum equivalent to 10% of the accepted contract value in favour of Embassy of India, Paris in form of Banker's Cheque, within fifteen days of the acceptance of the LoA(Letter of Acceptance). Performance Security should remain valid for a period of 60(Sixty) days beyond the date of completion of all contractual obligations. In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly. No interest shall be paid on Performance Security.
- 9.2 The Performance Security will be forfeited by order of the Competent Authority in Mission in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, portion of the Performance Security, as may deemed fit by the Mission sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of Agency's bill has been received and examined.
- 9.3 If the Agency fails to provide the Performance Security within fifteen days of the acceptance of LoA, such failure shall constitute a breach of the contract and the Mission shall be free to make other arrangements at their own risk, cost and expense.

- 9.4 On due performance and completion of the contract in all respects, the Performance Security will be returned to the agency without any interest on presentation of an absolute 'No Demand Certificate' from the agency and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued to the agency, for carrying out work stipulated in the contract.

## **10 VALIDITY OF CONTRACT**

The contract, if awarded, shall be valid initially for a period of one year, which may be extended for a further period of 02 years on same terms and conditions. and same rates, subject to satisfactory services provided by the vendor. In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the Mission shall have the right at any time to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the Contractor and initiating administrative actions for black listing etc. solely at the discretion of the competent authority in Mission.

## **11 PAYMENTS**

- 11.1 After award of work, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to agency appointed for the job on completion of this tendering process.
- 11.2 The prices in the Price Schedule shall be inclusive of all applicable taxes as may be levied by the Government from time to time.
- 11.3 The Agency shall be paid on a monthly basis for the services rendered in the preceding month. The billing cycle will be the 1<sup>st</sup> of every month to the last day of the month. The Agency shall submit correct invoice in terms of services provided within 10 days of the succeeding month.
- 11.4 All payments shall be made in Euro by means of Cheque.
- 11.5 The Client shall be entitled to deduct in accordance with applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Agency, and the amount so deducted shall be deemed to be a payment made to the Agency.
- 11.6 The payment to the workers in accordance to minimum wages prescribed by the Govt of France along with the statutory compliance Bonus is sole responsibility of the agency. In case of revision in minimum wages by the Govt of France, the same would be absorbed by the agency. Claim for any other escalation shall not be entertained by the Mission.

## **12 Other Conditions, Force Majeure & Penalty Clause**

- 12.1 The workers so provided should be on the roll of the Agency and their antecedents should be pre-verified by the Police authorities. A copy of the verification of each worker shall be submitted to the Mission before deployment for work at Chancery complex and at Ambassador's residence.
- 12.2 The bidder must have satisfactory arrangements for training of its workers. Confirmation in this regard is to be given.
- 12.3 The Agency should submit precise profile of its key clients along with details of services provided.
- 12.4 If any worker is absent on a given day, the company will provide a substitute for him otherwise proportionate deductions will be made from the monthly payment.

- 12.5 In case the Agency fails in adhering to the daily Services and Mission requires to make alternative arrangements for the same, then Agency would reimburse the cost of such arrangements.
- 12.6 The Agency would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at Mission's premises. The Agency would indemnify Mission against any compensation/claim and damages etc. due to accident or injury to its employees or death due to accident or otherwise, which may arise out of and during the course of their duties. Mission would not be liable to pay any damages or compensation to such workers or to any third party.
- 12.7 In case of any complaint, either as regards the nature of service or as regards the behaviors of worker on duty or otherwise, Agency would be intimated and would be required to take corrective measures promptly.
- 12.8 The Mission reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Mission in this regard shall be final and binding on all.
- 12.9 Quotation should be valid for four months (120 days) which would be opened by the authorized officers in the presence of representatives of the firms present at the time of opening of the tenders. The date, time and venue of opening of bids will be intimated to the bidders.
- 12.10 The Mission reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.
- 12.11 The Mission may, by written notice sent to Agency, terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Mission's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.
- 12.12 The bidder must use modern equipments, latest technical expertise for the job as has been defined in brief scope of work.
- 12.13 The employees of the Agency deployed at Mission's premises should have bank accounts and the company should be ready to provide proof of payment of salary to each employee through these bank accounts. The Agency will have to ensure compliance of all mandatory labour laws/regulations laid down by Local Govt. This will include payment of minimum wages and other benefits like bonus, leave, cost of uniform etc to bidder's each employee will solely be the liability of the bidder only.
- 12.14 Any wrong or misleading information will lead to disqualification.
- 12.15 The bidder shall deploy adequate manpower, machinery and resources to ensure completion of work as per stipulated operational timings. No over timing shall be allowed to the Agency in this regard.
- 12.16 Should any new areas of work not envisaged as being part of this tender document are added, the prices for the new areas of work shall be mutually agreed upon between the Client and the bidder based on the actual rate analysis or as per the prevailing rates as agreed in this tender document.
- 12.17 Additional staff required other than specified shall be obtained on pro-rate basis.
- 12.18 Mission reserves the right to remove any person found unfit.
- 12.19 The bidder would be responsible for all mandatory compliance for social, safety and environmental issues related to the performance of the service provider in the Mission's premises as stated in the eligibility criteria.

## **Section-2: Scope of Work:**

Providing cleaning services of Embassy premises. The premises comprises of several rooms, conference halls, visitors room, reception area etc on all working days (Monday to Friday) excluding holidays.

Housekeeping :

1. Sweeping : mopping:dusting:vacuum cleaning/cleaning of common areas, office rooms, toilets, lobbies, staircases, lifts, window panes, office furniture/equipment, entrance and exist areas and other places within the official premises as directed by the Mission time to time, including of removal of waste material and iscarded furniture. The company should provide proper working uniform to the cleaners which is to be worn during the entire working time.
  
2. Following will be the schedule of work ;
  - office rooms to be cleaned and dusting of furniture to be done daily in the morning. Daily
  - removal of garbage/waste paper/packing material.
  - Vacuum celaning of rooms/mopped daily
  - Lobbies/corridors/staircases to be cleaned /mopped daily
  - Toilets to be cleaned daily
  - Cleanig of staircases
  - Cleaning of pantry
  
3. Bids should be for cleaning services and also, include cost of all required material. The companies will also provide vacuum cleaners, garbage etc. The company should provide sufficient cleaning staff with during hours from 0730 to 1100 hrs and from 1330 hrs to 1600 hrs.

### **Section-3: Financial Bid**

No.PAR/PIC/732/11/2011  
Embassy of India, Paris

#### **FINANCIAL BID**

S. No.	Category	Minimm number of workforce required	Number of workforce quoted by Bidder	Price per worker/supervisor/ manager/material & equipment per month	Total price
(a)	(b)	(c)	(d)	( e )	(d)x(e)
		(Lump Sum)			
	VAT/Other taxes	(as applicable)			
		Total{1+2+3)			

Annual costing for the above items (Monthly value X 12) = .....

- (i) Payments shall be made by the Client as per the terms and conditions of the Tender Documents,
- (ii) Prices shall be valid for a period of two year. However, on revision of minimum wages, Contractor may request in writing for enhancement of minimum-wages accordingly to the Client, which shall be considered and agreed, if found reasonable by the Client,
- (iii) The quoted consolidated monthly amount prices shall be inclusive of all charges and taxes. It shall also include cost of training and uniform etc.

**Note:**

1. Pricing break up for each of the above mentioned components must be given separately
2. Separate break ups are necessarily to be submitted for each part of the financial bid. If required, a separate sheet may be attached along with this Summary Sheet mentioning the break up for each type of service. However, the bids shall be decided on the basis of lumpsum cost of all the services (i.e. manpower, consumables, machinery, pest control, plantation etc.).
3. All the cost heads shall be inclusive of all applicable taxes as per Govt. Legislation. The amount quoted should constitute the landed cost of hiring an external agency towards **providing cleaning services** in Embassy of India, Paris for a period of Twenty four Months. All rates shall be quoted for the corrected value of Euro.

**CHECK LIST**

S. No.	Particulars	YES/NO
1	Have you filled and submitted all forms (i) Technical bid, (ii) Financial bid, (iii) Contact detail form and (iv) Checklist?	
2	Have you read and understood various conditions of the Contract and shall abide by them?	
	<b>TECHNICAL BID</b>	
3	Have you enclosed the draft/pay order for EMD?	
4	Legal Valid Entity: Have you attached the certificate issued by competent authority?	
5	VAT Registration Certificate	
6	Experience: Have you attached the attested experience certificates issued by the Organizations / Government Deptts?	
7	Have you submitted the proof of authorization to sign on behalf of the bidder in the Technical Bid?	
9	Have your Technical Bid been prepared as per the Requirements of the Tender?	
	<b>FINANCIAL</b>	
10	Have your financial Bid proposal duly filled in as per Instructions?	
11	Have you quoted prices against each of the category, i.e. Manpower, material & equipment?	
12	Have you provided cost break ups for all components in the Financial bid?	
13	Have you attended pre-bid site visit/briefing?	

**Note :- The above must be filled, signed and submitted along with the bid.**

Signature of the authorized signatory of the Tenderer  
with seal of the firm/company

Name:  
Mob No.  
Date :

**CONTACT DETAILS FORM**

GENERAL DETAILS OF BIDDER

1. NAME OF THE COMPANY
- 2, NAME AND DESIGNATION OF  
AUTHORISED REPRESENTATIVE
3. COMMUNICATION ADDRESS .....
4. PHONE NO./MOBILE NO. ....
5. FAX E-MAIL I.D, .....

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

Contract Agreement

CONTRACT/AGREEMENT NO .....

DATED.....

THIS AGREEMENT is made on .....between ... (Mission)... (hereinafter referred to as "Client" which expression unless excluded or repugnant to the context be deemed to include his successors and assigns), and whose principal place of office is at (address of the Mission)

AND M/s..... having its registered office at..... (Hereinafter referred to as "the Agency") which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing manpower services to Client.

NOW THIS AGREEMENT WITNESSTH as follows:

WHEREAS the Client invited bids through open tender, vide Notice Inviting Tender dated \_\_\_\_ for "**providing cleaning services** required at ....(of India under Tender No. \_\_\_\_\_ dates \_\_\_\_\_

AND WHEREAS the Agency submitted his bid in accordance with the procedure mentioned along with the bid documents and represented therein that it fulfills all the requirements and has resources and competence to provide the requisite services to the Client.

AND WHEREAS the Client has selected M/s.....as the successful bidder ("the Agency") pursuant to the bidding process and negotiation of contract prices, awarded the Letter of Acceptance (LoA) No....., to the Agency on.....for a total sum of..... [BDT.....Only] for providing ..... required by the Mission.

AND WHEREAS the Client desires that the **cleaning services** (as defined in the Bidding Document) be provided, performed, executed and completed by the Agency, and wishes to appoint the Agency for carrying out such services.

AND WHEREAS the Agency acknowledges that the Client shall enter into contracts with other contractors / parties for the housekeeping services of its premises in case it falls into breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard.

AND WHEREAS the terms and conditions of this Contract have been fully negotiated between the Client and the Agency as parties of competent capacity and equal standing.

AND WHEREAS the Agency has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing housekeeping services in the

AND WHEREAS the terms and conditions of this Contract have been fully negotiated between the Client and the Agency as parties of competent capacity and equal standing.

AND WHEREAS the Agency has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing garden maintenance

services in the Client's premises, failing which the Contract is liable to be terminated at any time, without assigning any reasons by the Client.

AND WHEREAS the Agency shall be responsible for payment of VAT/other taxes. The documentary proof of the same must be submitted within one month of payment of particular bill for the amount of Service Tax Charged in the said bill.

AND WHEREAS the Client and the Agency agree as follows:

In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement. (This Agreement shall prevail over all other Contract documents) :-

The Letter of Acceptance (LoA) issued by the Client; Notice to Proceed (NTP) issued by the Client;  
The complete Bid, as submitted by the Agency;  
The Addenda, if any, issued by the Client;  
Any other documents forming part of this Contract Agreement till date;  
(Performance Bank Guarantee, Bank Guarantee);  
Charges - Schedule annexed to this Article of Agreement;  
Supplementary Agreements executed from time to time.

Any changes/modifications/amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement.

**This Contract shall be governed by and construed in accordance with the laws of Paris Each Party hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.**

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

Signed on behalf of the Agency

Signed on Behalf of  
Embassy of India,

(Authorised Signatory)

(Authorised Signatory)