



**EMBASSY OF INDIA  
JUBA (SOUTH SUDAN)**

**INVITES BIDS FOR  
ANNUAL MAINTENANCE CONTRACT  
FOR CLEANING OF CHANCERY**

At the Embassy premises located at Plot No. 209 & 245  
Block 3-K (South), Juba Na Bari  
(adjacent to the National Elections Commission)

Juba (South Sudan)

+211922458007 , +211925502025

Email: [hoc.juba@mea.gov.in](mailto:hoc.juba@mea.gov.in)

Website: <https://indembjuba.gov.in/>

**TENDER NO. JUB/867/01/2022**

DATE OF PUBLISHING THE TENDER	: <b>22 JANUARY 2022</b>
LAST DATE FOR SUBMISSION OF BIDS	: <b>16 February 2022</b> <b>by 13.00 hrs (Local Time)</b>
DATE OF OPENING TECHNICAL BIDS	: <b>16 February 2022</b> <b>At 1500 hrs (local time)</b>
PLACE OF OPENING OF BIDS	: <b>Embassy of India, Juba</b>

**EMBASSY OF INDIA**  
**JUBA (SOUTH SUDAN)**

No. JUB/Estt/867/01/2022

Dated : 21 January, 2022

**TENDER NOTICE**

**Subject: Notice inviting tender (NIT) for Annual Maintenance Contract(AMC) of Cleaning of the Chancery premises of Embassy of India in Juba.**

The Embassy of India, Juba 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 Embassy of India in Juba.

2. Important dates are as below:

**Date of publishing NIT**

:

**22.01.2022**

**Last date of submission of**

:

**16.02.2022 by 1:00 PM (local time)**


**Quotation Date of opening of  
Technical bids**

:

**16.02.2022 at 3:00 PM**

3. 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 Embassy of India, Plot No. 209-245 Block 3-K (South), Juba Na Bari, adjacent to the National Elections Commission, Juba (South Sudan). The tender documents can be downloaded from the website <https://indembjuba.gov.in/> or [www.eprocure.gov.in](http://www.eprocure.gov.in).

4. The right of acceptance of tender(s) will rest with Competent Authority of Embassy. Also, the Embassy 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.

  
(S. K. Rajoria)

Head of Chancery

hoc.juba@mea.gov.in

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**EMBASSY OF INDIA**  
**JUBA (SOUTH SUDAN)**

No. Jub/815/01/2022

January 21, 2022

**Notice inviting tender (NIT) for Annual Maintenance Contract (AMC)**  
**of Cleaning of the Chancery premises of Embassy of India in Juba.**

The Embassy of India, Juba 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 Embassy of India in Juba.

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

**a. Required works to be performed:-**

- The cleaning services include cleaning of offices, stores, stairs, lift, roof of the building and all common areas except inside areas of residential apartments. It also includes cleaning of lavatories, compound and Garden.
- 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, polish for floors, furniture and metal fittings, all types of cleaning agents for toilets, floor walls and glass air fresheners, insect and mosquito sprays

**b. Eligibility Criteria of Company and its Cleaners:-**

- The bidder Companies should have experience of at least 5 years in related field and should have registered with local government for providing cleaning services.
- Age of the cleaners should not be more than 50 years and 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, Embassy 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 United States Dollar (US\$) only.
- The Embassy 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 Juba 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 one/two years subject to satisfactory performance of the agency with same terms and conditions including rate.
- The contract can be terminated by the Embassy of India, Juba 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:-

**Mr. S.K. Rajoria,  
Head of Chancery,  
Embassy of India, Plot No. 209-245  
Block 3-K (South), Juba Na Bari  
(adjacent to the National Elections Commission)  
Juba (South Sudan)  
+211922458007 , +211925502025  
Email: [hoc.juba@mea.gov.in](mailto:hoc.juba@mea.gov.in)**

- Tender will not be accepted if they are received after the due date and time as specified in the quotations letter i.e. **on 16/02/2022 at 13:00 hrs (local time)**. The Embassy will not be responsible for any delay in receipt of bids or missing bids while in transit/post. Bids received by email/ fax 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 Embassy 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 **16/02/2020** at **3:00PM**. in the Embassy of India, Juba.

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**AFFIDAVIT**

I/We \_\_\_\_\_ representative/s  
of M/s \_\_\_\_\_ solemnly declare that:

1. I/We are submitting my/our bid against the Tender Notice no. JUB/867/01/2022 dated 20.01.2022 brought out by the Embassy of India, Juba for providing ~~clearing~~ services at the Embassy premises.
2. I/ We or my/our partners do not have any relative working in any office of Embassy of India, Juba.
3. All information furnished by us in respect of fulfilment 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 e, authentic, true and valid.
5. The Price /Bid submitted by me/us is **"WITHOUT ANY CONDITION"**.
6. I/We have not been banned/ delisted by the Government or any Government agency of South Sudan.
7. I/ We accept all the terms and conditions of tender.
8. If any Information or document submitted is found to be false/ incorrect, Embassy 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

**Performance / Service Guarantee Format**

**To:**

**The Embassy of India,  
Juba.**

WHEREAS \_\_\_\_\_ (Name of the Service Provider) herein called "the Bidder" has undertaken, in pursuance of Contract No. \_\_\_\_\_ 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. THEREFORE 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 or to show grounds or reasons for your demand or the sum specified therein. This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

(Signature and Seal of Guarantors)

Date:

Address:

(To be submitted on letterhead of the company with seal and signature)

**BID SECURITY DECLARATION**

**To:  
The Embassy of India,  
Juba.**

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 Registered Office:
3. Correspondence address:
4. Contact details:
  - (a) Telephone:
  - (b) E-mail:

SI No.	Items	Charges (US\$)	Remarks if Any
(a)	Monthly charges on wages of sufficient numbers of cleaners including company's all charges		
(b)	Cost of cleaning items/consumable items.		

[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 security guards, communications and taxes etc. The Embassy shall be liable to pay only the quoted price to Company, without any additional charges or taxes etc.