

EMBASSY OF INDIA
TOKYO

NOTICE INVITING TENDER / REQUEST FOR PROPOSAL

The **Embassy of India in Tokyo (Japan)** invites the interested companies dealing in Cleaning and Allied Services management of buildings including garden maintenance, to confirm interest and undertaking of works which are listed in the '**Scope of Work**', (Available on request), with the aim of being selected to competitively price the works in order to carry out the said work.

(A) ELIGIBILITY CRITERIA :

1. Bidders should demonstrate and explain their technical, professional and practical experience of having undertaken similar works and will need to provide details of similar works undertaken in the last 3 years, including such works carried out in any of the Diplomatic Missions in Tokyo of following values

(i) Two similar work of value not less than Japanese Yen 1.8 million each

Or

(ii) One similar work of value not less than Japanese Yen 2.40 million. Similar work means: Cleaning and Allied Services management of buildings including garden maintenance of any Diplomatic Missions in Tokyo.

2. Bidders may also indicate their experience of undertaking works detailed at 1 (ii) above.

3. Bidders may also submit, in brief, the history of their company with annual turn over.

4. Bidder should confirm that they are able to inspect the said properties, existing at:

- I. The Embassy of India building located at 2-2-11 Kudan Minami, Chiyoda-ku, Tokyo 102 0074
- II. India House (Ambassador's Residence) located at 2-18-17 Nishiwaseda, Shinjuku ku, Tokyo 169 0051
- III. Deputy Chief of Mission's Residence located at 3-15-16, Daizawa, Setagaya ku, Tokyo 155-0032

- IV. Residential complex located at 5-13-42, Shiroganedai, Minato-ku, Tokyo 108 0071
- V. Residential complex located at Azabu Court, 2-11-27, Moto-Azabu, Minato-ku, Tokyo 106 0046.
- VI. Residential complex “Nishihara House” located at 2-32-24 Nishihara, Shibuya-ku, Tokyo 151 0066
- VII. Residential complex “ Embassy Apartments - Block-I and Block-II” located at 2-2-11, Kudan Minami, Chiyoda-ku, Tokyo 102 0074

5. To assist evaluation and comparison of the bids, the Embassy at its discretion, may ask the bidders for clarification on their bids. The clarifications and responses from the bidders shall be in writing.

6. If a bidder is asked to competitively quote for the works, the Embassy is not bound to accept the lowest quote or any tender, and reserves the right to accept the whole or any part of the tender and altering the quantities offered and the tenderer shall supply the same at the rate quoted.

7. Bidders should not have been barred/black-listed by the Governmental Department/Organization in India/Japan or elsewhere (The bidder is requested to submit a self-declaration to this effect).

8. Bidders may submit their bids on ‘**fixed price lump sum**’ basis.

(B) SUBMISSION OF BID :

1. Sealed bids should be submitted and super-scribed with “Quotation for Annual Cleaning and Allied Services work of properties owned by the Embassy of India, Tokyo (Japan).

2. Sealed offers shall be submitted and addressed to the under mentioned:

Head of Chancery
Embassy of India,
2-2-11 Kudan Minami, Chiyoda-Ku,
Tokyo, 102 0074
Japan

3. The tender box shall be sealed at the stipulated deadline for submission.

4. Envelopes shall indicate the name and address of the bidders/senders to identify the bid and to enable the bid to be returned unopened in case it is declared ‘late’ or ‘rejected’.

5. The bids should be submitted along with an Earnest Deposit Certificate issued by a recognized bank for an amount of Japanese Yen 100,000/-

6. Offers received through Fax/E-mail or through open letters shall summarily be rejected / ignored.

(C) JURISDICTION :

In the event of any dispute, the Jurisdiction of courts in Tokyo, Japan would be applied and the settlement by courts in Tokyo, Japan will be final.
