**Annexure - A**

**BRA/CH/867/02/2022**

**Embassy of India, Brasilia**

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**Subject: Annual Maintenance Contract (AMC) for Cleaning of Chancery Premises**

**Invitation to Bidders**

1. **General Information:**

Embassy of India, Brasilia, Brazil on behalf of the President of India invites tender in “Single Stage Two Bids (Technical & Financial Bid) System” on Fixed Price Lumpsum basis for the above-mentioned work.

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| Tender Publishing Date | 14 February 2023 |
| Tender Document Downloading date | 14 February 2023 |
| Pre bid meeting date & time | From 20 to 24 February, 2022  (1000 to 1700 hours – on request) |
| Tender submission closing date and time | 8 March 2023 at 1700 hours |
| Technical bid opening date and time | 9 March 2023 at 1500 hours |
| Financial bid opening date and time | 9 March 2023 at 1600 hours |

1. **Documents for Tender**

The following documents are attached for submission of tender documents: -

Annexure A : Invitation and Instruction to Bidders

Annexure B: Technical TTkdkdkçdçddTTttTTTTEligibility Criteria

Annexure C : Terms and Conditions

Annexure D: Scope of Work / Details of requirement of services

Annexure E: Performance Security

Annexure F: Financial Bid

1. **Issue, Receipt and Opening of Tender Document**

(i) The **Receipt of Tender Documents**

The Tender documents, as mentioned above, may be obtained free of cost and may be downloaded from Central Procurement Portal https://eprocure.gov.in/cppp/ and also the official website of the Embassy of India, Brasilia at under Tenders.

(ii) **Submission of Tender**

1. **The Tender shall be submitted before 1700 hours on or before 8 March 2023 preferably in English at Embassy of India, Brasilia** (at the address below): -

Mrs. Sunila Krishnan, Head of Chancery

Embassy of India, Brasilia

SES 805 Lote 24, Asa Sul

Brasilia, Distrito Federal

CEP – 70452-901, BRAZIL

1. Any Tender received after this date and time will not be considered. Technical Bid shall be opened on the 8 March 2023 at 1500 hours.
2. The Tender shall remain valid for a period of One Hundred Eighty (180) days from the last date of submission or any extended period.
3. Mode of submission of Tender: The Tender shall be submitted in sealed envelopes as described below:

Envelope “A” - Superscribed as “**Technical Bid Documents**”

Envelope “B” - Superscribed as “**Financial Bid Document**” **along with the EMD**

1. Any technical bid containing a financial proposal or disclosing the financial quotation for the service shall be rejected.
2. **Opening of Tender**
3. The tenders shall be opened in the Embassy of India, Brasilia office at the address given above. The bidders may send their representatives on the stipulated date for opening of tender.
4. Envelop ‘A’ containing Technical Documents shall be opened in the presence of representatives of bidders, and referred to the ‘Tender Evaluation Committee’ of the Embassy.
5. After evaluation of Technical Documents, a list of qualified bidders will be prepared by the Embassy. Qualified bidders will be informed about acceptance of their technical bid, and a date for opening the financial bid for the technically qualified bids would be on 8 March 2023 at 1600 hours.
6. The ‘Financial Bid’ shall be opened at the notified time, date and place in presence of bidders or their representatives.

**5.** **Earnest Money Deposit (EMD)**

(a) The firm is required to deposit a sum of R$8640.00 (Real Eight thousand six hundred forty only) along with the the Financial Bid Document.

(b) The estimated cost of the tender would be approximately R$288,000.00 per annum.

**6. Period of Contract**

1. The contract period would initially be for a period of One year.
2. The contract would be extendable on year to year basis for another two years on same terms & conditions and charges subject to satisfactory services and mutual consent.

**7. Award of Work**

1. The financial bids opened in presence of the representatives of the company shall be further evaluated by the ‘Tender Evaluation Committee’.
2. A letter of ‘Award of Contract’ shall be issued to the successful bidder, whose bid is found to be lowest and whose bid has been finally accepted.

**8. Other information**

1. Embassy will not be bound to accept the lowest or any tender nor to give a reason for the rejection of any Tender.
2. The tenderer, whose bid is accepted shall be issued a letter to ‘Award the Work’.
3. The tenderer will be required to submit a list of full details of services of green space management proposed to be deployed during the contract period within 7 days from the issue of award of work.
4. The Tenderer will also be required to sign the ‘Terms and Conditions’ of the

agreement for green space management.

(e) If a firm quotes Nil charges/consideration, the bid shall be treated as unresponsive and

will not be considered.

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