

**Permanent Mission of India to ICAO
Montreal**

No. DOI/ICAO/T1

11 December 2023

TENDER NOTICE

Name of the work: Invitation for competitive tender for providing cleaning services at the Permanent Mission of India to ICAO, 999 Robert-Bourassa Boulevard, Suite 14.30, Montreal, Quebec, H3C 5J9

The Permanent Mission of India to ICAO, Montreal invites sealed bids from reputed and professional companies and firms with a minimum experience of two years in cleaning works and having provided such services preferably to reputed offices for at least one year during the last two years, for providing these services at the Permanent Mission of India to ICAO, 999 Robert-Bourassa Boulevard, Suite 14.30, Montreal, Quebec, H3C 5J9 for a period of one year from 01 February 2024 to 31 January 2025.

2. Interested firms may send their representatives for inspection of the site and ascertain actual scope of work by prior appointment on tel.no. 514-954-8274 before submitting bids. The bids may be sent in sealed envelopes clearing mentioning on the envelope – Quotation for Cleaning Services for the Permanent Mission of ICAO, and may be addressed to:

Mr. Angshumali Rastogi
Representative of India on the Council of ICAO
Permanent Mission of India
999 Robert-Bourassa Boulevard, Suite 14.30
Montreal, QC H3C 5J9

3. The last date of receipt of quotations will be 10 January 2024 by 1200 hrs. Bid opening will be on 11 January 2024.



(Angshumali Rastogi)
Representative of India
on the Council of ICAO
Montreal
Tel.no. 514-954-8274

Email: india@icao-delegations.org

SCOPE OF WORK, TERMS AND CONDITIONS

- Washing, drying and putting away crockery and cutlery
- Cleaning the pantry as well as microwave and fridge
- Cleaning and dusting furniture
- Cleaning of filing cabinets

2. Interested parties/firms may submit their Technical and Financial bids in separate sealed envelopes for providing cleaning services.
3. The firm would be responsible for its workers in terms of their antecedents and conduct, service performance and behavior as also the payment of salaries, compensation, etc. The Permanent Mission of India to ICAO, Montreal would not be responsible for any dues other than the agreed contract amount.
4. The contract amount, once agreed to by the firm, shall not be increased during the period of the contract.
5. Bidders would be required to furnish the information and submit documents, as per the attached proforma and would quote prices strictly on monthly basis only. **Price quoted should be on an all-inclusive basis and shall include the cost of services, personnel, material, transportation, rentals, GST and QST.** Technical information should be in a separate envelop.
6. Prices quoted in the financial bids of the tender should remain valid for acceptance for 90 days from date of closing of tender, without any price escalation for whatever reason.
7. The bidding firm will have to submit 'Financial Bid' in a sealed cover. Financial bids of only those bidders who met the technical criterion would be opened to award the contract. Financial bids of bidder(s) who do not meet the technical criterion will not be opened.
8. A bid shall be treated as successful only after the competent authority in the Permanent Mission of India to ICAO, Montreal has approved it in accordance with the terms of the Tender.
9. The Permanent Mission of India to ICAO, Montreal reserves the right to revoke the contract at any time if the services are not found satisfactory during the period of contract.
10. The Permanent Mission of India to ICAO, Montreal shall have the right to impose such penalty as it deems fit on the firm if the services are found unsatisfactory or partial/defective services are rendered. The maximum penalty will be restricted to one month's charges. Continuous default in providing services will also lead, besides

termination of contract, to automatic disqualification for tendering or quoting in future for any service for the Permanent Mission of India to ICAO, Montreal. Clauses to this effect would be included in the agreement to be signed.

11. The payment for the cleaning services received would be done on a monthly basis and after the successful completion of the month. If the Permanent Mission of India to ICAO deems that the services rendered by the company are not satisfactory, the Permanent Mission of India has a right to terminate the contract with a notice of one month, and automatic disqualifications for tendering or quoting in future for any service for the Permanent Mission of India, Montreal. On successful completion of one year, the contact may be extended for a further period of two years on a year-to-year basis, subject to the condition that the quality of the services is good and are done on the same rates and terms and conditions.

12. **ASSIGNMENT SPECIFIC INFORMATION IN BRIEF**

1. DATE OF ISSUE OF TENDER: 10 December 2023
2. LAST DATE FOR BID SUBMISSION: 10 January 2024 at 1000 hrs
3. LAST DATE OF OPENING FINANCIAL BIDS: 11 January 2024 at 1000 hrs
4. EVALUATION CRITERIA: The Tender Evaluation Committee (TEC) will evaluate the Technical information individually using the following criteria:
 - a) The Organization's relevant experience for the Assignment
 - b) Quality of work plan and methodology for undertaking the job
 - c) Qualifications and experience of the staff proposed
 - d) Past track record

Important Instructions

- Timings: 0930 - 1030 hrs
- Duration of cleaning: 1 hour per day - three times a week
- All cleaning supplies should be included in the quotation

TECHNICAL BID

1. Name of firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

Telephone no.:

Fax:

Email:

Sr.no.	Requirement	Reply	Remarks, if any
1.	a) Brief introduction of the Company b) Previous experience in the field (minimum of two years) c) Registration Certificate for the services		
2.	Detailed work plan and methodology for undertaking the job		
3.	a) Reference of current contracts of cleaning services being undertaken by the firm b) Reference of past contracts of cleaning services undertaken by the firm during the period of the last two years		

FINANCIAL BID

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

Telephone no.

Fax:

Email:

Sr. no.	Item	Charges (in Canadian Dollars per month inclusive of GST & QST)	Remarks, if any
1.	Monthly charges for cleaning services	<p>Note: Prices should be quoted strictly on monthly basis only. Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, transportation, rental taxes, etc.</p>	