

**No.PMI/NY/867/1/2023**  
**Permanent Mission of India to the UN**  
**New York**

26 January 2026

**NOTICE INVITING TENDER**

Permanent Mission of India to the UN (PMI), New York invites Tender under two-bid system from registered and authorized firms/agencies for providing Housekeeping services required at the PMI building, 235 East 43<sup>rd</sup> Street, New York 10017 as per details given in the tender documents.

2. The tender documents are available at: <http://www.eprocure.gov.in> and PMI's website from 26.01.2026 to 25.01.2026.
3. Interested service providers/firms may submit the tenders under the two-bid system [i.e (i) technical Bid and (ii) Financial Bid]. Tenders are to be submitted to Head of Chancery, Permanent Mission of India to the UN, 235 East 43<sup>rd</sup> Street, New York 10017. All 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.
3. The Earnest Money Deposit (EMD) of **US\$1000** (US Dollars One Thousand only) in the form of Cashier's Check drawn in favour of '**Permanent Mission of India to the UN, New York**' and payable at New York is required to be submitted along with the tender documents. Bids submitted without EMD shall not be considered and would be rejected summarily.
4. The Technical Bids will be opened on 26.02.2026 at 1100 hrs by a Committee authorized by the Permanent Mission of India. The financial bids of only those bidders, who qualify the Technical Bid stage, shall be opened by the Committee. The pre-bid site visit to assess the job requirement / quantum of work involved may be conducted between 1100-1300 hrs & 1400-1600 hrs on any working day from 27.01.2026 to 18.02.2026 after scheduling prior appointment.
5. Permanent Mission of India reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of the Mission shall be final and binding.

(Suman Sonkar)  
Head of Chancery  
Tel No +1-212-490-9660

Tender Documents

## TECHNICAL PROPOSAL SUBMISSION FORM

( to be printed on Bidder's letterhead)

Dated: \_\_\_\_\_

### **LETTER OF BID**

To

Ms. Suman Sonkar  
Head of Chancery  
Permanent Mission of India to the UN  
New York 10017

Ref: Invitation for Bid No.PMI/NY/867/1/2023

We, the undersigned, declare that:

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

2. We offer to execute in conformity with the Bidding Documents for providing housekeeping services for Permanent Mission of India to the UN, New York.
3. Our bid shall be valid for a period of 120 days from the last date for the bid submission and shall remain binding upon us and may be 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 the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
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,

Authorized Signatory  
Full Name and Designation

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

## Section-1: INSTRUCTIONS TO THE BIDDERS

### 1. GENERAL INSTRUCTIONS

1.1 For the Bidding / Tender Document Purposes, the Permanent Mission of India to the UN, New York shall be referred to as '**Client**' and the Bidder/Successful Bidder shall be referred to '**Contractor**' and/or '**Bidder**' or interchangeably.

1.2 The tender documents can be downloaded from the websites of <http://www.eprocure.gov.in> OR <http://www.pminewyork.org> from 27 January 2026 to 26 February 2026 (up to 1700 hrs).

1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

1.4 The bidder shall submit a copy of the authorization letter / Power of Attorney as proof of authorization for signing on behalf of the Bidder.

1.5 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/format, or any other requirements stipulated in the tender documents are liable to be rejected.

1.6 The bidding company may be a Limited/Private Limited Company registered under the relevant Acts. Bidding in the form of JV Consortium is not permitted.

1.7 The parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client — Permanent Mission of India to the UN, New York.

1.8 For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent to the PMI, New York. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.

### 2. MINIMUM ELIGIBILITY CRITERIA

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 the US Government/NYC authorities to do business in New York. 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 tax 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 housekeeping services for Embassies / High Commissions / Government Departments / Public Sector Companies / reputed corporate organization / multinational companies.

## 2.2 Documents supporting the Minimum Eligibility Criteria:

(i) As proof of having fully adhered to the minimum eligibility criteria at 2.1 (a), attested copies of certificates issued by the respective authority should be attached with the bid documents.

(ii) As proof of having fully adhered to minimum eligibility criteria at 2.1(b), copy of tax registration certificate should be attached with the bidding document.

(iii) As proof of having fully adhered to minimum eligibility criteria at 2.1(c), copies of experience certificates for completed work / ongoing work issued by the Foreign Embassies/High Commissions/Government Departments/Public Sector Companies/reputed corporate organization/multinational companies shall be attached with the bidding document.

(iv) Copy of manpower wages roll in support of available manpower in respect of the previous four quarters shall be attached with the bidding documents.

## 3. EARNEST MONEY DEPOSIT

3.1 The Earnest Money Deposit of US\$1000 (US Dollars One Thousand only) in the form of Cashier's Check issued by any reputed Bank drawn in favour of 'Permanent Mission of India, New York' has to be submitted along with the bid. The validity of the Cashier's Check must be up to 6 (six) months.

3.2 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 EMD shall be forfeited.

3.3 The bids submitted without the Earnest Money Deposit shall be summarily rejected.

3.4 No claim shall lie against the Mission in respect of erosion in the value or interest on the amount of EMD i.e. no interest will be payable on EMD.

3.5 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 timeframe specified by the client; or

(c) fails or refuses to honor 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.

4.4 **PRE-BID MEETING/SITE VISIT:** A pre-bid meeting, if necessary, will be held on 12 February 2026 at 1100 in the PMI Building.

#### 5. PREPARATION OF BIDS

5.1 Language: Bids and all accompanying documents shall be in English only.

5.2 **Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria, valid EMD of requisite amount. Documents comprising the Bid:

- a) Technical Bid Submission Form duly signed and printed on Company's letterhead.
- b) Contact Details Form, duly filled, signed & stamped.
- c) Earnest Money Deposit of US\$ 1000.00
- d) All supporting document in proof of having fully adhered to minimum eligibility criteria as mentioned in Section-2 above.

The Technical Bid along with all the required documents as mentioned in the Tender Documents shall be attached with bid documents.

Cover-I (Technical Bid) (following documents to be attached)		
Sl. No.	Document	Yes/No
1	Contact Details Form (Form-I)	
2	EMD of US\$ 1000.00	
3	Certified copies of Registration/Incorporation particulars of Company/Firm from appropriate authorities	
4	Certified copies tax registration	
5	Proof of minimum experience of completion of works of similar nature in Foreign Embassies/High Commissions /Government Departments / Public Sector Companies / reputed corporateOrganizations / multinational companies	
6	Power of Attorney/Authorization for signing the bid documents	
7	Attested copy of manpower wages roll	
8	Detailed scope of work to be performed	

5.3 **Financial Bid:** Bidder shall prepare the financial Bid in the Price Schedule as provided in the Tender Document. 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, Permanent Mission of India, New York. All 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 whatsoever.

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

ENVELOPE 'A' Earnest Noney 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 super-scribed with Name of Work and these Envelopes A, B, and C are to be put in another envelope & sealed. The name of work should be written on top of all the envelopes. 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 (A & B) shall be opened in the presence of bidders or their representatives. After evaluation of Technical Bids on site, a list of qualified bidders will be prepared by the Committee. Opening of financial bid (Envelope "C") will be undertaken subsequently, the date & time of which will be communicated to those who have qualified the technical bid stage.

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

## **7. BID OPENING PROCEDURE**

7.1 The Technical Bids shall be opened in the PMI on 26.02.2026 at 1100 hrs before the Committee 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.

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 preliminary scrutiny by the Tender Opening Committee, i.e. after on-site verification of documents submitted by the bidders. The financial bids shall be opened subsequently. However, in case anything 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 issuing agency, on the supporting documents submitted by the bidder as per clause 2.2.

## **9. PERFORMANCE SECURITY (PS):**

9.1 The successful bidder shall deposit Performance Security which will be a sum equivalent to 10% of the accepted contract value in favour of Permanent Mission of India, New York, payable at New York in the form of Cashier's Check. In case the contract is further extended beyond the initial period, the Performance Security shall be renewed accordingly by the Service Provider. No interest shall be paid on Performance Security.

9.2 The Performance Security will be forfeited by order of the Competent Authority in the 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 SP's bill has been received and examined.

9.3 If the Contractor fails to provide the Performance Security, such failure shall constitute a breach of the contract and the PMI shall be free to make other arrangements at the risk, cost and expense of the Contractor.

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

## **10. VALIDITY OF CONTRACT**

The contract, if awarded, shall be valid for a period of ONE YEAR (01 year). The contract may be extended on year-to-year basis, for further 02 years [maximum tenure 03 years from the date of start of initial work] as per the contract signed 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 client 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 blacklisting, 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 the Service Provider for the cleaning services.

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 Contractor 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 Contractor shall submit correct invoice in terms of quality and commercial aspects within 10 days of the succeeding month and payment shall be released within 30 days of submission of acceptable invoices.

11.4 All payments shall be made in US Dollars by means of checks in the name of the bidding company.

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 Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor.

11.6 The payment to the workers in accordance to minimum wages prescribed by the US Government is the sole responsibility of the Service Provider. In case of revision in minimum wages by the US Government, the same would be absorbed by the Mission. Claim for any other escalation shall not be entertained by the Ministry.

11.7 No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work.

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

12.1 The workers so provided should be on the roll of the Company and their antecedents should be pre-verified by the Police authorities. A copy of the verification of each worker shall be submitted to the Permanent Mission of India before deployment for work at the PMI building.

12.2 The bidder must have satisfactory arrangements for training of its workers. Confirmation in this regard is to be given.

12.3 The Company should submit precise profile of its key clients along with details of services provided.

12.4 If any cleaner is absent on a given day, the company will provide a **substitute** for him failing which proportionate deductions will be made from the monthly payment.

12.5 In case the Service Provider fails in adhering to the daily cleaning requirements at Mission's premises, and Mission has to make alternative arrangements for daily cleaning, then Service Provider would reimburse the cost of such arrangements.

12.6 Service Provider would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at Mission's premises. Service Provider 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 cleaners or to any third party.

12.7 In case of any complaint, either with regard to the nature of service or to the behavior of cleaners on duty or otherwise, Service Provider would be intimated and would be required to take corrective measures promptly.

12.8 Permanent Mission of India 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 PMI in this regard shall be final and binding on all.

12.9 Financial Bids should be valid for four months (120 days) from the date of opening. The Financial Bids 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 companies.

12.10 Permanent Mission of India 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 PMI may, by written notice sent to Housekeeping 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 PMI's convenience, the extent to which performance of work under the contract is terminated and the date from which such termination becomes effective.

12.12 The bidder must have modern equipment, latest technical expertise for management of buildings and related facilities, as has been defined in brief scope of work. Machinery, equipment, implements, material and consumables proposed to be used should be clearly indicated. List of equipment owned by the company may also be furnished with the bid.

12.13 The employees of the bidder 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 bidder will have to ensure compliance of all mandatory labour laws/regulations laid down by the US Government. This will include payment of minimum wages and other benefits like bonus, leave, cost of uniform, etc., to each employee.

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 Contractor in this regard.

12.16 Should any new areas of work not envisaged as being part of this tender document be 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, provided such additional work involves additional working hours.

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:

1.1 Sweeping/mopping/dusting/vacuum cleaning of office premises (Floors 1-6) and common areas of residences (Floors 7-26), office rooms, toilets, lobbies, staircases, lifts, window panes, carpets, office furniture/equipment, entrance and exit areas, drive ways, parking areas (Cellar and Sub-Cellar) and any other place within the premises as directed by the competent authorities from time to time including removal of waste material.

This will include the following:

- a. Housekeeping - Daily cleaning on week days (Monday to Friday) of all office rooms, conference room, common areas, toilets, lobbies, staircase, verandahs, pantries, lifts, glass doors/windows water fittings and fixtures in the Mission.
- b. Lobbies/staircases/corridors of the PMI building to be cleaned / mopped twice a day.
- c. Daily cleaning of cellar, sub-cellar, entrance and exit areas.
- d. Toilets to be cleaned in the morning, noon and evening.
- e. Cleaning of all glass panes, partitions.
- f. All floors to be mopped/cleaned daily.
- g. Hard-surfaced floors to be buffed, burnished, stripped and waxed once a month.
- h. Carpet surfaces vacuum cleaning to be done once in a week.
- I. Polishing of signage/nameplates/brass planters to be done once a week or as required.
- j. Daily cleaning of common areas of residential floors (7-26) within the building including staircase.
- K. Daily collection and removal of all garbage (including from garbage chutes) and its disposal in a hygienic manner, including dumping at designated garbage bins. Garbage trolley should be provided by the Bidder.
- L. Cleaning of any other place within the premises as directed by the competent authorities from time to time including cleaning during special functions/parties organized by Permanent Missions of India within the PMI building.
- m. Bids should include cost of cleaning material including garbage bags, toilet roll, C-fold paper towels, multifold paper, liquid soap, air freshener, brass polish, silver polish, clog destroyers, wet wipes, insect killer, naphthalene balls/urinal cubes etc.
- n. Bids should contain a separate column for deploying cleaning staff on weekends/holidays (if required). If an employee is on leave for a given day/period, a replacement shall be provided for the same.

o. Drainage & Water System - It will be the responsibility of the service provider to clean the drains on a regular basis.

p. Shifting of furniture within the Mission premises as and when required.

q. Contractor shall provide for prevention of COVID-19 related hand sanitizers on every floor.

r. The final authority to increase the number of items mentioned above rests with PMI. Service provider needs to render the upkeep and maintenance services in respect of these increased number of items.

s. The Contractor shall employ in consultation with the Permanent Mission of India only those persons who are physically and medically fit, whose antecedents have been verified and cleared by the Local Police/ Administration and they possess a valid work permit.

t. The employees should be tested for COVID-19 before initial deployment at the Mission. After deployment he/she should be tested for COVID-19 at regular intervals. If any cleaning staff is suspected to be having symptoms of COVID-19 or any other infectious disease, he/she shall be replaced by another cleaning staff.

u. Any other work requested for by the Client during the course of normal working hours.

v. The workers engaged by the Contractor will be the employees of the Contractor and the PMI will not, in any way, be responsible for any liability/compensation on account of accident, injury or death of workers while performing their work inside the PMI campus.

w. The Contractor shall ensure compliance of local laws related to the workers engaged for the above-mentioned work.

x. If cleaning staff goes on leave, the Contractor shall deploy his/her substitute.

1.2 The cleaners should be provided with proper working uniforms to be worn during the entire working time, i.e. 0700 hrs 1900 hrs. The Contractor shall provide two part-time cleaners to work from 0700 hrs to 1100 hrs and two full-time cleaners to work from 1100 hrs to 1900 hrs. The full-time cleaners should preferably be males. If not, one male and one female. No over-time allowance will be admissible. The Contractor shall rotate his staff in such a manner that no employee works for more than eight hours a day.

1.3 Garbage Collection: Garbage will be collected from each room at least twice a day. The collected garbage should be periodically disposed of in accordance with the relevant regulations of the City. No garbage shall be allowed to be accumulated in the complex. Elevators will not be locked off or held on any floor to remove trash or equipment, only stair cases will be used. The waste collected shall be segregated and collected in different colored bags for organic & inorganic waste and disposed of as per rules. Garbage trolley should be provided by the bidder.

1.4 The Contractor shall provide all consumable materials (of standard quality).

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**CHECK LIST**

<b>Sl. No.</b>	<b>PARTICULARS</b>	<b>YES/NO</b>
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 Cashier's Check for US\$1000 as EMD?	
4	Legal Valid Entity: Have you attached the certificate issued by competent authority?	
5	Tax Registration Certificate	
6	Experience: Have you attached the experience certificates issued by Organizations / Government Departments / Embassies?	
7	Have you submitted the proof of authorization to sign on behalf of the bidder in the Technical Bid?	
8	Have your Technical Bid been prepared as per the requirements of the Tender?	
	<b>FINANCIAL BID</b>	
9	Have your financial Bid proposal duly filled in as per instructions?	
10	Have you quoted prices against each of the category, i.e. manpower, material & equipment?	
11	Have you provided cost break ups for all components in the Financial bid?	
12	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 Bidder  
with seal of the firm/company

Name: \_\_\_\_\_

Mob No. \_\_\_\_\_

Date: \_\_\_\_\_

**CONTACT DETAILS FORM**

## DETAILS OF BIDDER

<b>Sl.No.</b>	<b>Name of the Company</b>	
1	Name and designation of the owner / MD	
2	Communication address	
3	Phone no. / mobile no.	
4	Fax	
5	E-mail	

## DETAILS OF THE BIDDER'S REPRESENTATIVE

<b>Sl.No.</b>	<b>Particulars</b>	
1	Name of the representative	
2	Designation	
3	Phone No.	
4	Mobile No.	
5	Email	

### Section-3: Financial Bid

#### FINANCIAL BID

SI.No.	Description	Personnel	Cost per month (US\$)
1	Comprehensive Cleaning of the PMI Building on weekdays and disposal of garbage, clearing the garbage chutes disposal from compactor room (Monday to Friday) (including all cleaning material/ equipment and other supplies (toilet tissues, c-fold towels, soft- soap, air-freshener, moth balls, etc.)	Two part-time cleaners (7 am to 11 am)  Two full-time cleaners (Male preferred) (11 am to 7 pm)	
2	Cleaning the garbage chute area in all floors, collection and disposal of newspapers and other disposables from all floors, disposal of garbage from the compactor room (Either on Saturday or Sunday)	One full-time cleaner	

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 one year. However, on revision of minimum wages, Contractor may request in writing for enhancement of minimum wages, which shall be considered and agreed, if found reasonable by the Client. Only the wage component may be considered on submission of necessary Government rule/order.
- iii. **The price quoted shall be for weekdays of the month.** A separate quote is to be given for providing manpower/services on weekend/holiday.
- iv. The quoted amount shall be inclusive of all charges. It shall also include cost of training, uniform etc.
- v. The Client being a diplomatic mission, no taxes shall be charged.

Sample [Contract Agreement]

THIS AGREEMENT is made on (...date) between Permanent Mission of India to the UN, New York (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 235 East 43d Street, New York NY 10017 of the One Part,

AND

M/s ....(Name of the successful bidder) having its registered office [address of the Service Provider(SP)] (hereinafter referred to as "the Contractor") 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 housekeeping services to the Client.

NOW THIS AGREEMENT WITNESSTH as follows:

WHEREAS the Client invited bids through open tender, vide Notice Inviting Tender dated 26.01.2026 for providing Housekeeping services at Permanent Mission of India, New York under Tender No. PMI/MY /867/1/2023;

AND WHEREAS the Contractor 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 (Name of the successful bidder/SP) as the successful bidder ("the Contractor") pursuant to the bidding process and negotiation of contract prices, awarded the Letter of Acceptance No NY/PMI/867/1/202, to the Contractor on ( date to be specified later ) for a total sum of (US\$ agreed price) for providing housekeeping services at Permanent Mission of India to the UN, New York;

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

AND WHEREAS the Contractor acknowledges that the Client shall enter into contracts with other contractors / parties for the housekeeping services of premises in case the Contractor 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 Contractor as parties of competent capacity and equal standing

AND WHEREAS the Contractor 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 Client's premises, failing which the Contract is liable to be terminated with a 30 day notice, without assigning any reasons by the Client.

AND WHEREAS the Client and the Contractor 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):

- \* Notice Inviting Tender dated January 26, 2026
- \* The Letter of Acceptance issued by the Client;
- \* Notice to Proceed issued by the Client;
- \* The complete Bid, as submitted by the Contractor;
- \* The Addenda, if any, issued by the Client;
- \* Any other documents forming part of this Contract Agreement till date;
- \* Performance Security:
- \* 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 a part of this Contract Agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on the day, month and year indicated above.

Signed on behalf of  
the Contractor (Authorized Signatory)

Signed on Behalf of  
Permanent Mission of India  
(Authorized Signatory)