

**EMBASSY OF INDIA**  
**Bucharest**  
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Tender No: BUC/ADMN/867/01/2025

Dated: 7<sup>th</sup> April 2026

**REQUEST FOR PROPOSAL**

**TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR HOUSEKEEPING/CLEANING SERVICES AT EMBASSY OF INDIA, BUCHAREST**

Tender Inviting Authority:	Head of Chancery, Embassy of India, Bucharest, Romania
Address:	86, Strada Grigore Alexandrescu, District 1, Bucharest - 010627, Romania
Email:	hoc.bucharest@mea.gov.in
Telephone:	+40 731347725

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### IMPORTANT DATES

<b>Event</b>	<b>Dates</b>
<b>Tender No.</b>	BUC/ADMN/867/01/2025
<b>Date of Issue</b>	07.04.2026
<b>Pre-bid site visit</b>	08.04.2026 to 21.04.2026 (by prior appointment)
<b>Pre-bid Meeting</b>	21.04.2026
<b>Last date of submission</b>	28.04.2026
<b>Opening of Technical Bids</b>	30.04.2026
<b>Opening of Financial Bids</b>	05.05.2026 (shortlisted bidders only)
<b>Contract period</b>	1 year, extendable up to 3 years on same terms

## **NOTICE INVITING TENDER**

Embassy of India, Bucharest invites Tender under two bid system from registered and authorized firms/agencies for providing Housekeeping/Cleaning services at Embassy of India, Bucharest, Romania as per details given in the tender documents.

2. The interested firms/service agencies should submit the bids in two separate sealed covers, superscribed as “Technical Bid” and “Financial Bid”. Both sealed covers should be put in a separate single envelope superscribed as “Tender No. BUC/ADMN/867/01/2025 for Housekeeping/Cleaning services at Embassy of India, Bucharest” and addressed to “Embassy of India, Bucharest, Romania”. **Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose under any circumstances.**

3. Bid Security Declaration (BSD) in lieu of Earnest Money Deposit, format of which is at Annexure 3 of the Tender Document should also be provided in **Envelope ‘A’- Technical Bid. In absence of Annexure 3 in Envelope ‘A’, the bids shall be liable to get rejected.**

4. The Technical Bids will be opened on **30.04.2026** by a Committee authorized by the Competent Authority of the Embassy of India, Bucharest. The financial bids of only those bidders, whose Technical Bids are found responsive, shall be opened by the Committee authorized for the purpose. The pre-bid site visit may be conducted from 08.04.2026 to 21.04.2026 on prior appointment basis to assess the job requirement / quantum of work involved. For any queries, please write to [adm.bucharest@mea.gov.in](mailto:adm.bucharest@mea.gov.in).

**5. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.**

6. The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason and the decision of the competent authority of the Mission shall be final and binding.

**(To be printed on the letterhead of the bidder)**  
**LETTER OF BID**

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

To,  
The HOC

Embassy of India, Bucharest

Ref: Invitation for Bid No. BUC/ADMN/867/01/2025 dated \_\_\_\_\_.

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 Housekeeping/Cleaning services at Embassy of India, Bucharest.

3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents 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

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

Full Name and Designation

(To be printed on Bidder's letterhead)

## **1. GENERAL INSTRUCTIONS**

- 1.1 For the Bidding/Tender Document Purposes, the Embassy of India, Bucharest 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 document can be downloaded from the websites of <http://www.eprocure.gov.in>, <https://www.eoibucharest.gov.in/> from 07.04.2026 onwards. The last date of submission of bids is **28.04.2026**.
- 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 the copy of the authorization letter / Power of Attorney as the 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 by Bid security Declaration form, or any other requirements, stipulated in the tender documents are liable to be rejected.
- 1.6 The Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, Embassy of India.
- 1.7 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 handed over personally/courier or by email to the Embassy of India, Bucharest. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.
- 1.8 The bidders are required to visit the site to assess the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved.

## **2. Scope of Work:**

The Contractor shall provide professional cleaning and housekeeping services at the Embassy premises located at 86, Strada Grigore Alexandrescu, District 1, Bucharest – 010627, Romania, in accordance with the following:

1. Working Hours  
Services shall be provided Monday to Friday, between 08:30 hrs and 17:30 hrs, excluding weekends and officially notified holidays.

2. General Cleaning Responsibilities

The Contractor shall ensure daily cleaning and upkeep of all office spaces, including dusting of furniture, fixtures, fittings, doors, and entrances.

3. Waste Management

Daily collection, removal, and disposal of waste from all bins, including replacement of liners and safe disposal/destruction of shredded documents, in compliance with Romanian regulations.

4. Floor Maintenance

- Daily sweeping/vacuuming of all floors.
- Wet mopping using suitable pH-neutral detergents appropriate to the flooring type.
- Use of mechanical scrubbers where required.

5. Sanitary Maintenance

Cleaning and disinfection of all toilets, including washbasins, urinals, and seats; removal of stains and deposits; replenishment of consumables such as toilet paper, paper towels, and liquid soap.

6. Glass & External Areas

- Cleaning of entrance doors and visitor areas.
- Balcony/gallery cleaning (including removal of bird droppings and debris) on a fortnightly basis.
- Cleaning of windows and blinds on a six-monthly basis.
- Cleaning of outside premises and parking area on a fortnightly basis and additionally as required if found excessively dirty.

7. Carpet Cleaning

Annual deep cleaning of carpets, particularly in visitor areas.

8. Materials & Consumables

All cleaning materials and consumables shall be provided by the Embassy based on monthly requirements submitted by the Contractor.

9. Special Cleaning

The Contractor shall provide additional cleaning services prior to special events or official visits at no extra cost.

**3. MINIMUM ELIGIBILITY CRITERIA**

3.1 The company/firm must have minimum experience of three years in providing commercial cleaning or similar kind of services and should have provided such services to Embassies/ Hotels/ Convention Center/ Corporate Houses for at least two years during the last three years.

3.2 The bidder/bidding firm must be registered with the VAT authorities. Possessing valid certificates and licenses to provide the services.

**3.3** Bidders should not have been debarred/blacklisted by the Government Department or

Organization in Bucharest or elsewhere. **Self-declaration certificate /undertaking stating the same is to be enclosed.**

#### **4. VALIDITY OF BIDS**

- 4.1 Bids shall remain valid and open for acceptance for a period of 180 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.

#### **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. **All the documents comprising the Technical Bid shall be put in a separate sealed envelope superscribed as “Envelope A – Technical Bid”.** Documents comprising the Bid:
- Technical Bid Submission Form duly signed and printed on Company's letterhead.
  - Contact Details Form, duly filled and signed & stamped.
  - All attested supporting documents in proof of having fully adhered to minimum eligibility criteria as referred in Section-3 above.
  - Bid security declaration form as per Annexure 3.
- 5.3 **Financial Bid:** Bidder shall prepare the Financial Bid in the Price Schedule as provided in the Tender Document i.e. **Annexure 1**. Financial Bid shall be put in a separate sealed envelope superscribed as **“Envelope B- Financial Bid”**.

#### **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 Embassy of India, 86, Strada Grigore Alexandrescu, District 1, Bucharest – 010627, Romania. All the 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'                      Technical bid

ENVELOPE 'B'                      Financial Bid

6.2 **No Bid shall be accepted after the specified date and time.** However, the Competent Authority in the Embassy 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 (Envelope A) shall be opened at Conference room, Ground floor, Embassy of India, 86, Strada Grigore Alexandrescu, District 1, Bucharest – 010627, Romania at 11:00 hrs on 30.04.2026 in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the Embassy of India, Bucharest. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Embassy of India, Bucharest. **The Financial bids (Envelope 'B') will be opened on 05.05.2026, which will be intimated to the shortlisted bidders, by mail/phone.**

7.2 Bids shall be declared as valid or Invalid based on the preliminary scrutiny, i.e. on site verification of documents submitted by the bidders by the Tender Evaluation Committee. The financial bids will be opened on result of such scrutiny. 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.

7.3 The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose. Those bidders who qualify in the technical bid stage, will be intimated through mail/phone.

7.4 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 the absence of such notification, the bids will be opened on next working date, the time remaining unaltered.

7.5 A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.

7.6 Absence of bidder or their representative shall not impair the legality of the opening procedures.

7.7 After opening of the Technical Bids, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.

## **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 issuer agency, on the supporting documents submitted by the bidder.

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

9.1 **The successful bidder has to deposit Performance Security which will be 5% of the total contract value** in favour of 'Embassy of India, Bucharest' in form of Demand Draft / Pay Order / Bank Guarantee within fifteen days of the acceptance of the **Letter of Award (LoA)**. Performance Security should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the **service provider (SP)**. In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly by the SP. No interest shall be paid on Performance Security.

9.2 The Performance Security will be forfeited by order of the Competent Authority in Embassy of India, Bucharest 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 be deemed fit by the Client 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 Contractor's bill has been received and examined.

9.3 If the Contractor fails to provide the Performance Security within fifteen days of the acceptance of LoA, such failure shall constitute a breach of the contract and the Client 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 SP without any interest on presentation of an absolute 'No Demand Certificate' from the SP and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued to the SP, 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 annually on year to year basis, for further 02 years [maximum tenure 03 years from the date of start of work initially] 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 Embassy of India, Bucharest.

## **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 SP towards the AMC.
- 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 All payments shall be made in **RON** by means of bank transfer on monthly basis upon receipt of Invoice.
- 11.4 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.
- 11.5** The payment to the workers in accordance to minimum wages prescribed by the local Government along with the statutory compliance bonus(es) and mandatory social security contribution is the sole responsibility of the Contractor. In case of revision in minimum wages by the local Government, the same would be absorbed by the service provider. **Claim for any escalation shall not be entertained by the Client.**
- 11.6 No request for revision/ increase of approved rates during the currency of the contract will be entertained.**
- 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.
- 12.2 The bidder must have satisfactory arrangements for training of its workers. Confirmation in this regard is to be given.
- 12.3 The bidder 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 them otherwise 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 Embassy's premises, and Client has to make alternative arrangements for daily cleaning, then Service Provider would reimburse the cost of such arrangements.
- 12.6 Contractor would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at Embassy's premises. Contractor would indemnify Client 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. Client 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 as regards the nature of service or as regards the behaviour of cleaners on duty or otherwise, Contractor would be intimated and would be required to take corrective measures promptly.
- 12.8 Client 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 Client in this regard shall be final and binding on all.
- 12.9 Client reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.
- 12.10 Client may, by written notice sent to Housekeeping agency, terminate the contract, with a notice period of at least one month, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Client's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.
- 12.11 The bidder must have modern equipment(s), 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.
- 12.12 Any wrong or misleading information will lead to disqualification.
- 12.13 The bidder shall maintain at all times machinery / equipment and other resources required for upkeep and cleanliness of the premises of the Client. The SP will arrange at his own cost additional machinery/ equipment and resources if required by the Client for the purpose.
- 12.14 Client reserves the right to remove any person found unfit.
- 12.15 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 Embassy's premises as stated in the eligibility criteria.

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**Annexure -1**

**Format for Submitting the Financial Bid**

(To be submitted in a separate sealed cover superscribed as "Envelope B – Financial Bid")

**BID No.** \_\_\_\_\_

Date:.....

To,  
 Head of Chancery  
 Embassy of India,  
 Bucharest, 86, Strada  
 Grigore Alexandrescu,  
 District 1, Bucharest -  
 010627, Romania

**FINANCIAL BID**

Proforma to be filled up and submitted by the bidder (in English)

1.	Name of the Bidding Agency/ Company	
2.	Address of the Bidding Agency/ Company	
3.	Contact details of the Bidding Agency/ Company	

Break-up of the total cost :

<b>No. of cleaners</b>	<b>02 (Two)</b>
<b>Timings</b>	<b>5 days a week; 0900hr to 1730hrs</b>
<b>Wages of cleaners (monthly)</b>	
Total Wages	
<b>Cleaning material charges (if applicable)</b>	
<b>Taxes (if applicable)</b>	
{Any further break-up of monthly charges, if available}	
<b>Total Amount (monthly) (Inclusive of taxes)</b>	

**Total monthly charges for cleaning services:** \_\_\_\_\_ **(Incl./Excl. taxes)**

Yours faithfully,  
 (Signature of Authorized Signatory)

Name:

Designation

Company Seal:

**Annexure 2****CONTACT DETAILS FORM****Bidder's description format summary**

Name of the Bidding Firm	
Name of Partner(s) & Nationality	
Name of the Authorized Signatory Nationality	
Passport No.	
E Mail ID	
Telephone No.	
Fax No.	
Year of Incorporation	
Registration No.	
Service tax no.	
Registered Office & Address	
Branch offices (with address and Contact details) if any	
Average Annual turnover in the <i>last five</i> financial years	
Total Staff Strength with Nationality of Employees	
Total Technical staff percentage	
Nationality of Staff working in Company and to be deputed for work	

**Annexure 3**

**Bid Securing Declaration**

(On company letterhead)

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we 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 document. I/we will be suspended for the period of time specified in the request for bids document (3 years if not specified) from being eligible to submit Bids for contracts with the entity that invited the Bids.

Date

Signatures