

EMBASSY OF INDIA
JUBA (SOUTH SUDAN)

No. Jub/Estt/867/02/2025

October 06, 2025

Subject: Notice inviting bids for Annual Maintenance Contract (AMC) of Cleaning of the Chancery premises of Embassy of India in Juba.

The Embassy of India, Juba invites the interested companies dealing in cleaning services to quote their rates, in a single sealed envelope containing two separate sealed envelopes one having technical proposal and the other financial proposal clearly mentioned on them, for Annual Maintenance Contract for cleaning of Chancery premises of Embassy of India in Juba, South Sudan.

2. The terms and conditions of the bid are as follows.

a. Required works to be performed:-

- The cleaning services include cleaning of offices, stores, stairs, lift, roof of the building and all common areas except inside areas of residential apartments. It also includes cleaning of lavatories, compound and Garden.
- All types of cleaning materials/consumables will be provided by successful bidders including brooms, brushes, mops, dusters, garbage bags, cleaning pads, scouring Pads, cleaning clothes, tissue paper, toilet paper, deodorizers, soaps for cleaning/washing hands in bathrooms, polish for floors, furniture and metal fittings, all types of cleaning agents for toilets, floor walls and glass air fresheners, insect and mosquito sprays

b. Eligibility Criteria of Company and its Cleaners:-

- The bidder Companies should have experience of at least 5 years in related field and should have registered with local government for providing cleaning services.
- Age of the cleaners should not be more than 50 years and should be physically and mentally fit and should be in uniform while on duty. *The Cleaners should be able to communicate in English.* The Agency should be able to provide a choice of cleaners. Based on the performance, Embassy should have the option of retaining particular Cleaner or he/she may be changed with prior intimation.
- Any damage or loss occurred, due to dereliction of duties, by the cleaners, will be responsibility of Company.
- The rates should be quoted in United States Dollar (US\$) only.
- The Embassy will not pay any other charges than the amount which would be fixed initially at the time of awarding contract.

- The payment will be made by Cheque/Bank transfer in Juba in favour of the company/agency on receipt of the Bill/Invoice *on monthly basis*.
 - The Bill/Invoice should be properly stamped, signed on the letter head of the company/Agency.
- c. **Duration of the Contract:**
- *The contract will be initially for a period of one year which may be extended for further period of two years on yearly basis subject to satisfactory performance of the agency at the same rates, terms and conditions.*
 - *The contract can be terminated by the Embassy of India, Juba giving prior notice of one month. The company may also terminate the contract after giving three months' notice.*
- d. **FORCE MAJEURE**
- Neither Party shall lose any rights hereunder or be liable to the other party for damages or losses, on account of failure of performance by the defaulting party if the failure is the result of an Act of God (e.g., fire, flood, inclement weather, epidemic, or earthquake); war or act of terrorism, including chemical or biological warfare, embargo; governmental acts, orders, or restrictions; and the defaulting party has exercised all reasonable efforts to avoid or remedy such force majeure. The defaulting Party must provide satisfactory justification to the other Party.
- e. **DISPUTE SETTLEMENT**
- Any doubts and dispute in connection with this Contract or anything not specified herein and attached thereto shall be governed or determined under the jurisdiction of Government of India.
- f. **Tendering Process:**
- *Interested bidders may like to have a site visit as per their convenience during 09.30 a.m. to 5.00 p.m. on any working day (Monday to Friday) and send the bids in two parts in sealed condition [1-Technical Bid(containing profile of the company, experience certificate, duly filled in Annexure B, C, & D, 2-Financial Bid(containing duly filled in Annexure-A)] in sealed condition and with clear identification on envelop through post or by hand addressed to:-*

**Mr. Sandeep Kaushik,
Head of Chancery,
Embassy of India, Plot No. 209-245
Block 3-K (South), Juba Na Bari
(adjacent to the National Elections Commission)
Juba (South Sudan)
+211 922295900, +211 922000188
Email: hoc.juba@mea.gov.in**

- *Bids will not be accepted if they are received after the due date and time as specified in the quotations letter i.e. on 30.10.2025 at 13:00 hrs (local time). The Embassy will not be responsible for any delay in receipt of bids or missing bids while in transit/post. Bids received by email/ fax will be rejected out- right and the bidder will be disqualified.*
- *The validity of the bids must be for six months with effect from the date of opening of the bids.*
- *The bidder must submit the Bid Security Declaration as per Annex “D”*
- *The right of acceptance of tender(s) will rest with Competent Authority. Also, the Embassy is not bound to accept the lowest tender and reserves the right to reject or partially accept any or all the tender(s) received without assigning any reasons thereto.*
- **Date of Opening of Bids: The Bids will be opened on 03.11.2025 (Monday) at 3:00PM. in the Embassy of India, Juba.**

Note: Bidder may contact for any clarifications regarding Notice inviting bids for providing cleaning services in the Chancery Premises at the following:

Mob: +211 922000188

e-mail: admn.juba@mea.gov.in and hoc.juba@mea.gov.in

Annexure 'A'

Proforma for Financial Bid

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:
 - (a) Telephone:
 - (b) E-mail:

SI No.	Items	Total Charges (US\$)	Remarks if Any
(a)	Total cost of monthly wages (Monthly charges on wages of each cleaning staff X 2) Note : Two person need to be deployed on daily basis for cleaning services		
(b)	Cost of cleaning materials/consumable items for entire duration of contract i.e. for one year (The amount will be paid to the contractor in 12 equal monthly installments.)		

Note: A detailed list of proposed usage of cleaning materials/consumable items (along with proposed quantity of usage against each item) also needs to be enclosed.

[Signature(s) of the Tenderer(s) with
Name, Designation, Date & Seal

Note: Price quoted should be all-inclusive basis to be paid monthly and shall include the cost of all services, personnel, transportation, rentals taxes, consumables, social security, insurance of the cleaner, communications and taxes etc. The Embassy shall be liable to pay only the quoted price to the Company/Agency, without any additional charges or taxes etc.

AFFIDAVIT

I/We _____ representative/s
of M/s _____ solemnly declare that:

1. I/We are submitting my/our bid against the Notice no.____ JUB/867/02/2025 dated 06.10.2025 brought out by the Embassy of India, Juba for providing ~~clearing~~ services at the Embassy premises.
2. I/ We or my/our partners do not have any relative working in any office of Embassy of India, Juba.
3. All information furnished by us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this Bid are genuine e, authentic, true and valid.
5. The Price /Bid submitted by me/us is **"WITHOUT ANY CONDITION"**.
6. I/We have not been banned/blacklisted by the Government or any Government agency of South Sudan.
7. I/ We accept all the terms and conditions of Bid notice of the Embassy.
8. If any Information or document submitted is found to be false/ incorrect, Embassy may cancel my/our Bed and take any action as deemed appropriate including termination of the contract, forfeiture of all dues and blacklisting of my/our firm and all partners of the firm etc.

[Signature(s) of the
Bidder(s) with Name,
Designation, Date & Seal

Performance / Service Guarantee Format

To:

**The Embassy of India,
Juba.**

WHEREAS _____ (Name of the Service Provider) herein called "the Bidder" has undertaken, in pursuance of Contract No. _____ dated _____ to provide a cleaning services hereinafter called "the Contract". AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein (**6% of annual contract value**) as security for compliance with its performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a Guarantee. THEREFORE We hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of _____ (Amount of the Guarantee in Words and Figures 6% of annual invoice) and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the Contract and without cavil or argument, any sum or sums within the limit of _____ (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. This guarantee is valid until the _____ day of _____, 20

Or

WHEREAS _____ (Name of the Service Provider) herein called "the Bidder" has agreed to withhold one months payment on monthly cleaning charges, in pursuance of Contract No. _____ dated _____ as performance guarantee by the Embassy of India, Juba that could be released only at the end of all contractual obligation or termination of contract whichever is earlier.

(Signature and Seal of Guarantors)

Date:

Address:

(To be submitted on letterhead of the company with seal and signature)

BID SECURITY DECLARATION

**To:
The Embassy of India,
Juba.**

I/We... .(Name of the Service Provider) herein called “the Bidder”
am/are hereby declare that if I/we withdraw or modify my/our bids during the period for
validity, or if I/we am/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 documents, I/we
will be suspended for the period of three years from being eligible to submit Bids for
contracts with the entity that invited the bids.

(Signature and Seal of Guarantors)

Date:
Address: