



## **Tender for Annual Maintenance Contract for Cleaning services at Embassy of India, Tel Aviv**

**TENDER NO. TEL/ADM/867/01/2024**

**Dated: 28.07.2025**

**Last date for submission of bid: 18.08.2025**

Embassy of India, Tel Aviv,  
140, Hayarkon Street,  
PO Box 3368,  
Tel Aviv-6345103

**TEL/ADM/867/01/2024**  
**Embassy of India,**  
**Tel Aviv**

**NOTICE INVITING TENDER**

Embassy of India, Tel Aviv invites Tender under two bid system from registered and authorized firms/agencies for providing Cleaning services at 140, Hayarkon Street, Tel Aviv 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. TEL/ADM/867/01/2024 for AMC for Cleaning services at Embassy of India, Tel Aviv” and addressed to “140, Hayarkon Street, Tel Aviv”. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose (18.08.2025 till 1600 hrs) under any circumstances.

3. The Technical Bids will be opened on 22.08.2025 by a Committee authorized by the Competent Authority of the Embassy of India, Tel Aviv. 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 on 07.08.2025 on prior appointment basis to assess the job requirement / quantum of work involved. For any queries, please write to **hoc.telaviv@mea.gov.in**.

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

5. 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.

**LETTER OF BID**

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

To,  
The HOC  
Embassy of India, Tel Aviv,  
140, Hayarkon Street, Tel Aviv

Ref: Invitation for Bid No. \_\_\_\_\_ 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 AMC for Cleaning services at Embassy of India, Tel Aviv, 140, Hayarkon Street, Tel Aviv.
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 maybe accepted at any time before the expiry of the period.
4. 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.
5. 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)

## **DATES TO REMEMBER**

| <b><u>Events</u></b>                      | <b><u>Date</u></b> |
|-------------------------------------------|--------------------|
| <b>Notice Inviting Tender</b>             | <b>28.07.2025</b>  |
| <b>Starting date of Tender submission</b> | <b>28.07.2025</b>  |
| <b>Site visit</b>                         | <b>07.08.2025</b>  |
| <b>Pre-bid meeting</b>                    | <b>12.08.2025</b>  |
| <b>Last date of Tender Submission</b>     | <b>18.08.2025</b>  |
| <b>Opening of Technical Bids</b>          | <b>22.08.2025</b>  |

### **1. GENERAL INSTRUCTIONS**

- 1.1 Embassy of India invites tender from the reputed authorized cleaning agencies/contractors/firms to provide cleaning services at the official premises of the Embassy of India, 140 Hayarkon Street, Tel Aviv initially for a period of 01 year (extendable as per Para 9 of tender document) and at an estimated amount of NIS 22,400 per month excluding VAT. For the Bidding / Tender Document Purposes, the Embassy of India, Tel Aviv 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.indembassyisrael.gov.in> from 28.07.2025 onwards. The last date of submission of bids is 18.08.2025.
- 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, 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, Tel Aviv.
- 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, Tel Aviv. 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:**

**DETAILED WORK DESCRIPTION FOR CLEANING CONTRACT**

**A. DESCRIPTION AND DEFINITION OF THE AREAS**

- (i) Ground Floor, entrance, lobby, parking lots, driveway
- (ii) First floor - All the rooms including stairs and restroom
- (iii) Second floor - All the rooms including kitchen, stairs, restroom
- (iv) Third floor - All the rooms including stairs and restroom
- (v) Fourth floor - All the rooms including stairs, kitchen, and restroom
- (vi) Cleaning of terrace
- (vii) Cleaning of Bomb Shelter

**B. LIST OF CLEANING SERVICES AND WORKING PLAN**

***I. Cleaning service from Mondays to Fridays;***

- Vacuum and cleaning/mopping of floors and carpet
- Sweeping and washing all the floors including stairs, parking lot & driveway
- Remove garbage from all baskets/Trash cans and ashtrays, paper shredders etc. and garbage disposal as per local Israeli laws
- Dusting all working stations/computers and furniture
- Cleaning in all the rooms, restrooms/toilets, and kitchens
- Cleaning entrance & lobby
- Wiping and cleaning of doors, reception desks, coffee tables and glass doors
- Removing available empty cartoons
- Cleaning of kitchen
- Cleaning before and after any official event organized at the Official premises

***II. Weekly cleaning***

- Washing floors and kitchen
- Cleaning refrigerators, water dispensers, and other equipment
- Dusting pictures/articles, air conditioner vents on all floors
- Removing stains on the doors and glass areas
- Cleaning of all windows from inside
- Using cleaning material for opening sinks
- Cleaning of terrace

***III. Bi-weekly Cleaning***

- Cleaning walls in each room/floor/kitchen
- Cleaning trays
- Cleaning cupboards in kitchens

**IV. Monthly cleaning**

- All windows interior & exterior
- Cleaning of fax machine, photocopier, telephones, Computers Cleaning
- Thorough cleaning of all furniture items
- Power Wash or cleaning of Parking area
- Cleaning of emergency stairs and broom closet
- Cleaning the perimeter walls of the building
- Thorough cleaning of bathrooms

**V. Half-yearly**

Professional polishing of marble floors to maintain shine and durability at the Embassy lobby with no additional charge

**VI. Annual cleaning**

- Fumigation against insects
- Shampooing of carpets and stairs

**C. MANPOWER AND INSPECTION**

**(i) From Mondays to Thursdays - Two employees will work at the Embassy**

Employee 1 – 0600-1400 hrs

Employee 2 – 0830-1630 hrs

**(ii) On Fridays - Two employees will work at the Embassy**

Employee 1 – 0600-1300 hrs

Employee 2 – 0830-1330 hrs

(iii) Employees should either be Israeli citizens carrying Israeli Identity Cards or any other national having proper Valid work VISA in Israel. They should be police verified, and wearing uniforms and name tags. The working hours of the employees will be monitored.

(iv) **A professional inspector** from the cleaning agency should inspect the work every week.

**D. EQUIPMENT AND CLEANING MATERIAL TO BE PROVIDED BY COMPANY**

Service trolley, vacuum cleaner, all cleaning material including brooms, dusters, garbage bags, tissues, hand soap, toilet papers, hand papers etc. for cleaning and hand wash, parquet cleaner, room fresheners etc.

### **3. MINIMUM ELIGIBILITY CRITERIA**

- (i) The bidder shall have minimum 2 years' experience in housekeeping/ cleaning services for Embassies/ High Commissions/ Government Departments/ Public Sector Companies/ reputed corporate organizations / multinational companies and must be registered with the relevant Israeli government offices as is required under the local regulations for tax and other purposes.
- (ii) The contractor has at least 10 cleaners on its payroll.
- (iii) The contractor/cleaning agency should be providing cleaning services to Private Companies or Govt offices or Foreign Embassies/Consulates in Israel. **A list of current clients may be attached.**
- (iv) Similar work: The bidder must have satisfactorily completed similar work (housekeeping/ cleaning services at Embassies/ High Commissions/ Government Departments/ Public Sector Companies/ reputed corporate organization/ multinational companies) of the value given below;
  - (a) 01 similar work of value - 80% of annual estimated tender value
  - (b) 02 similar work of value - 50% of annual estimated tender value
  - (c) 03 similar work of value - 40% of annual estimated tender value

### **Other terms and conditions**

- (i) The cleaning work should be done as per requirements of the Embassy from time to time.
- (ii) The rates finally approved/accepted by the Embassy, including the VAT amount payable shall be valid for the contract period and no upward revision will be allowed under any circumstances. Embassy will not entertain any claim on account of any tax other than VAT for the execution of the work awarded under the contract and all such taxes should be paid by the firm itself.
- (iii) Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without notice, by the Embassy.
- (iv) Delay in work will not be permissible on the grounds of non-availability of the materials, items etc.
- (v) Late/delayed bidding due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.
- (vi) The contract can be terminated by the Embassy if the work of the cleaner is found unsatisfactory.

- (vii) The bills for the services for a month must be prepared on the basis of approved rates and submitted to the Embassy by the 10<sup>th</sup> of the succeeding month for effecting payment.
- (viii) No advance payment shall be made for the services.
- (ix) Bids shall be valid for a period of 180 days from the last date of submission of Bids.
- (x) The payment will be released through direct bank transfer or through a crossed cheque in the name of the firm after tallying the attendance sheet of the cleaning staff.
- (xi) The job carried out shall be to the satisfaction of the Embassy. If the job is found unsatisfactory by the Embassy, a deduction or penalty up to 10% monthly payment can be made by the Embassy if deemed appropriate.
- (xii) The contract shall be terminated by giving 60 days' notice by either side.
- (xiii) Cleaning staff engaged by the company will be required to punch the attendance card on working days on arrival and departure from the Embassy.
- (xiv) Substitute cleaner (*legal and Police verified*) should be provided in case of non-availability of regular cleaning staff.
- (xv) The company should provide details of the cleaning staff to be engaged by the company for cleaning work in the Embassy.

#### **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.

**PRE-BID MEETING/SITE VISIT:** Interested firms/service agencies may visit the site for visualization and better understanding of the quantum of work on 07.08.2025 after fixing a prior appointment. A pre-bid meeting will take place on 12.08.2025. The site address is 140, Hayarkon Street, Tel Aviv. The bidders may also submit their queries by email on [hoc.telaviv@mea.gov.in](mailto:hoc.telaviv@mea.gov.in) which will also be discussed in the pre-bid meeting.

## 5 PREPARATION OF BIDS

- 5.1 **Language:** Bids and all accompanying documents shall be in **English** only. The technical as well as the financial bids should be submitted in two sets – one original and one copy.
- 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:
- a. Technical Bid Submission Form duly signed and printed on Company's letterhead.
  - b. Contact Details Form, duly filled and signed & stamped.
  - c. All attested supporting documents in proof of having fully adhered to minimum eligibility criteria as referred in Section-3 above.
- 5.3 **Financial Bid:** Bidder shall prepare the Financial Bid in the Price Schedule as provided in the Tender Document. 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, Tel Aviv, 140, Hayarkon Street, Tel Aviv. 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 of India, Tel Aviv 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 Embassy of India, Tel Aviv, 140, Hayarkon Street, Tel Aviv on 22.08.2025 at 1100 hrs in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the Embassy of India, Tel Aviv. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Embassy of India, Tel Aviv. The Financial bids (Envelope ‘B’) will be opened on a subsequent date, 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 any thing 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 about the date for opening of the Financial Bids.
- 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 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. 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

and initiating administrative actions for blacklisting etc. solely at the discretion of the competent authority in Embassy of India, Tel Aviv.

## **10. PAYMENTS**

- 10.1 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.
- 10.2 The prices in the Price Schedule shall be inclusive of all applicable taxes as may be levied by the Government of Israel from time to time.
- 10.3 All payments shall be made in NIS by means of crossedcheques/ bank transfer.
- 10.4 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.
- 10.5 The payment to the workers in accordance to minimum wages prescribed by the local Government along with the statutory compliance Bonus is 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.
- 10.6 No request for revision/ increase of approved rates during the currency of the contract will be entertained.
- 10.7 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.

## **11. Other Conditions, Force Majeure & Penalty Clause**

- 11.1 The workers so provided should be on the roll of the Company.
- 11.2 The bidder must have satisfactory arrangements for training of its workers. Confirmation in this regard is to be given.
- 11.3 The bidder should submit precise profile of its key clients along with details of services provided.
- 11.4 If any cleaner is absent on a given day, the company will provide a substitute for him otherwise proportionate deductions will be made from the monthly payment.
- 11.5 In case the Service Provider fails in adhering to the daily cleaning requirements at Embassy's premises, and Client has to make alternate arrangements for daily cleaning, then Service Provider would reimburse the cost of such arrangements.

- 11.6 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.
- 11.7 In case of any complaint, either as regards the nature of service or as regards the behaviors of cleaners on duty or otherwise, Contractor would be intimated and would be required to take corrective measures promptly.
- 11.8 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.
- 11.9 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.
- 11.10 Client may, by written notice sent to Cleaning 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.
- 11.11 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.
- 11.12 Any wrong or misleading information will lead to disqualification.
- 11.13 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.
- 11.14 Client reserves the right to remove any person found unfit.
- 11.15 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.

**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,  
Embassy of India, Tel Aviv,  
140, Hayarkon Street,  
Tel Aviv

**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>                                  | 02 (two)                                                                                                                                                                                                                                                                                                                                                            |
| <b>Working Hours of Cleaners</b>                        | From Monday to Thursday – Two employees will work at the Embassy <ul style="list-style-type: none"><li>• Employee 1 – 0600 to 1400 hrs</li><li>• Employee 2 – 0830 to 1630 hrs</li></ul> On Friday – Two employees will work at the Embassy <ul style="list-style-type: none"><li>• Employee 1 – 0600 to 1300 hrs</li><li>• Employee 2 – 0830 to 1330 hrs</li></ul> |
| <b>Wages of cleaners (monthly)</b>                      |                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Total Wages</b>                                      |                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Cleaning material charges</b>                        |                                                                                                                                                                                                                                                                                                                                                                     |
| <b>VAT</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. taxes)

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

**Annexure-2**

**Letter of Award**

No.

Date:

To:

*[Name of Contractor]*

This is to notify you that your bid dated *[insert date]* for the execution of the Works for *[name of project/Contract]* for the Contract Price of *[amount in figures and in words]*, as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by *[name of Employer]*.

You are requested to proceed with the execution of the Works on the basis that this Letter of Award shall constitute the formation of a Contract, which shall become binding upon you signing the Contract Agreement within seven (7) days.

We attach the Contract Agreement for your perusal and signature.

Signed

Duly authorised to sign for and on behalf of  
*[name of Procuring Entity]*

Date:

**Annexure-3**  
**Contract Agreement**

CONTRACT/AGREEMENT NO ..... DATED.....

THIS AGREEMENT is made on .....between Embassy of India, Tel Aviv (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 140, Hayarkon Street, Tel Aviv,

AND

M/s ..... having its registered office at..... (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 manpower services to Client

NOW THIS AGREEMENT WITNESSTH as follows:

WHEREAS the Client invited bids through open tender, vide Notice Inviting Tender dated 10/07/2025 for "providing Cleaning services at Embassy of India, Tel Aviv under Tender No. TEL/ADM/867/01/2024 dated 28/07/2025.

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 .....as the successful bidder ("the Contractor") pursuant to the bidding process and negotiation of contract prices, awarded the Letter of Award (LoA) No ....., to the Contractor on.....for a total sum of.....[ ..... Only] for providing cleaning services required at Embassy of India, Tel Aviv, 140, Hayarkon Street, Tel Aviv.

AND WHEREAS the Client desires that the cleaning services (as defined in the Bidding Document) be provided, performed, executed and completed by the Contractor, and wishes to appoint the Contractor for carrying out such services at the monthly charges of \_\_\_\_\_ (excluding VAT) for an initial period of one year from to\_\_\_\_, extendable for further two years on yearly basis at the same rates and terms & conditions, subject to satisfactory performance by the Contractor

AND WHEREAS the Contractor acknowledges that the Client shall enter into contracts with other contractors / parties for the housekeeping services of its 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 at any time, without assigning any reasons by the Client.

AND WHEREAS the Contractor shall be responsible for payment of Service Tax with Central Excise and Taxation Department. The documentary proof of the same must be submitted within one month of payment of particular bill for the amount of Service Tax Charged in the said bill

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):-

The Letter of Award (LoA) issued by the Client;  
Letter of Acceptance by the Contractor;  
The complete Bid, as submitted by the Contractor;  
The Tender Document No.TEL/ADM/867/01/2024 dated 28.07.2025;  
The Addenda, if any, issued by the Client;  
Any other documents forming part of this Contract Agreement till date;  
Charges - Schedule annexed to this Article of Agreement;  
Supplementary Agreements executed from time to time;  
Scope of work.

There will be no mid-term escalation in the contract rate during the entire contract period. Claim for any escalation on account of minimum wages and any other statutory obligations, or otherwise also, during the entire period of the contract, shall not be entertained by the Mission/ Post. The payment to the workers in accordance to minimum wages prescribed by the <(Local)> Government, along with other statutory payments, is the sole responsibility of the Contractor.

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 the part of this contract agreement.

**This Contract shall be governed by and construed in accordance with the laws of India. Each Party hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.**

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

Signed on behalf of the Contractor

(Authorized Signatory)

Signed on Behalf of Embassy of India, Tel Aviv

(Authorized Signatory)

**Annexure-5**

**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<br><br>(National of India or friendly country) |  |

**DETAILS ABOUT KEY PERSONNEL OF THE BIDDING COMPANY**

(With ID proof/supporting documents)

- 1.
- 2.
- 3.
- 4.

## **Bid Security Declaration**

To  
Head of Chancery  
Embassy of India  
140 Hayarkon Street  
Tel Aviv

I/We undersigned declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
2. I/We accept that I/We may be disqualified/debarred from bidding against Embassy of India, Tel Aviv for a period of one year from the date of notification, if I/We are in a breach of any obligation under the bid conditions, because I/We
  - a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid; or
  - b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security within the timeline, in accordance with the instructions to Bidders & as per tender terms & conditions.
3. I/We understand this Bid Security Declaration shall cease to be valid on the Thirty First day from following:
  - a) If I am/We are not the successful Bidder, the award of contract to successful Bidder; or
  - b) the expiration of the validity of my/our Bid or any extension thereof;

**Signed:**

**Name & Designation:**

**Date:**

**Corporate Seal:**