

**Consulate General of India
Perth

INVITATION TO TENDER

Name of the works: Outsourcing of cleaning Services at Chancery in Perth, Australia owned by the Government of India.

The Consulate General of India, Perth, for and on behalf of the President of India invites quotation for outsourcing of cleaning services for Chancery building owned by Government of India located at Level 6, 12 St. Georges Terrace, Perth, WA-6000. Details are available on Consulate's website <https://www.cgiperth.gov.in/>. Any further query can be mailed to the following email ID: hoc.perth@mea.gov.in.

Important Dates	
Date of publication of Bid Document	02.02.2026 (1700 hours)
Clarification Start Date	03.02.2026 (1100 hours)
Clarification End Dated	13.02.2026 (1500 hours)
Bid Submission Start Date	14.02.2026 (1100 hours)
Bid Submission End Date	11.03.2026 (1500 hours)
Bid Opening Date	12.03.2026 (1100 hours)

2. The bids should be submitted in a sealed envelope super-scribed with name of work "Outsourcing of Cleaning Services at Chancery" and may be submitted to the Head of Chancery, Consulate General of India, Perth, Level 6, 12 St. George Terrace, Perth, WA-6000 on or before 11 March 2026. The Bidder while submitting bids should ensure company registration details, with company profile, a brief on method for cleaning, with cost of inclusive of taxes per calendar month.

Sd/-
(Naresh Kumar)
Consul & HOC

Introduction

Consulate General of India, Perth invites quotations from experienced and reputed companies providing cleaning/housekeeping services for cleaning of Consulate General of India's premises located at Level 6, 12 St. George Terrace, Perth, WA-6000. The company would provide cleaning staff for cleaning who will work from Monday to Friday – 0900 to 1730 hours. Please note that Consulate General of India has different calendar of holidays, and the cleaner(s) should work as per holiday calendar of Consulate General of India and it may not be charged separately as sundry.

Scope of work

- ⑩ To ensure clean ambience of the premises.
- ⑩ To ensure optimum service as per scope of work.
- ⑩ Company to ensure supply of proper uniforms.
- ⑩ Company should ensure all statutory obligations such as Super, Minimum Wages, etc. are in compliance with Australian laws.
- ⑩ Provide necessary and adequate equipments, implements, other cleaning materials to ensure optimum service as per scope of work.

Cleaning Duty

Cleaning of internal premises of the Consulate General of India including, but not limited to,

- ⑩ Daily Wet/dry mop in designated areas.
- ⑩ Daily Wet/dry vacuum clean in the designated areas.
- ⑩ Daily Use of wet/dry Scrubber machine for cleaning in designated areas.
- ⑩ Use Mechanical Sweeper for sweeping in the designated areas.
- ⑩ High dusting of corners, ledges, ceiling fixtures etc. will be performed on an as-per need basis, with maximum gap of 30 days.
- ⑩ Daily Empty and clean receptacles.
- ⑩ Daily Cleaning of kitchen and kitchenware.
- ⑩ Cleaning of signages/plaques once in two weeks.
- ⑩ Daily dusting of all office equipment including furniture.
- ⑩ All walls, doors and windows (interior) to be cleared of all stains, smudges and hand mark once in a month.
- ⑩ Polishing of metal/brass handles, decorative items, and railing etc. once in three months. Frequency will be increased if required.
- ⑩ Glass window cleaning at least once in 2 weeks. Cob web removal when required.

SITE VISIT

- (a) The interested bidder(s)/firm(s) can inspect the office premises after taking appointment between 11.00 A.M. and 5.00 P.M. from 03 February 2026 to 13 February 2026 to assess the job requirement/quantum of work involved. For the said purpose, Administration Section may be contacted on telephone No. 0893258597/0403053726 during office hours on any working day. After inspection of the premises and going by the terms and conditions mentioned in the tender documents, interested bidders should submit the bids.
- (b) The Tender bids shall remain valid for a period of Ninety (90) days from the date of opening.

Eligibility Criteria: The Tenderer should have valid permit/registration from the competent local authority for providing services in Australia, with satisfactory experience of rendering cleaning services.

EARNEST MONEY DEPOSIT

- (a) The estimated cost of AMC is A\$ 79200.00.
- (b) The Earnest Money Deposit of A\$ 1600.00 (Dollars two thousand three hundred seventy six only) in the form of account Payee Demand Draft/Pay Order issued by any reputed Bank drawn in favour of “Consulate General of India, Perth” has to be submitted along with the bid. The validity of the Demand Draft/Pay Order must be up to 6(six) months from the last date for submission of bids.
- (c) The bids without Earnest Money Deposit will be summarily rejected.
- (d) No claim shall lie against the Mission in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e. no interest will be payable on EMD.
- (d) 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 time frame specified by the client; or
 - (c) fails or refuses to honour his own quoted prices for the services or part thereof.

PERFORMANCE SECURITY

- (a) The successful bidder has to deposit Performance Security which will be a sum equivalent to 3% of the accepted contract value in favour of Consulate General of India, Perth’ in form of Bank Guarantee/Cheque/Fixed Deposit Receipt (FDR), within fifteen days of the acceptance of the Letter of Acceptance. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider (SP) including warranty obligations. In case, the contract is further extended beyond the initial period, the Performance Security shall be paid on Performance Security.
- (b) 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, for carrying out work stipulated in the contract.

VALIDITY OF CONTRACT

The contract, if awarded, shall initially be valid for a period of ONE YEAR (01 year), extendable on year to year basis for another two years on same terms & conditions and charges subject to satisfactory services and mutual consent. No increase or

revision/increase of approved rates during the currency of the contract will be entertained. In case 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.

SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Prices

- (a) The price quoted shall be considered firm and no price escalation will be permitted during the period of the contract.
- (b) Bidders must quote the price in the format given in Price Schedule at ANNEXURE-I.
- (c) All items are to be quoted in Australian Dollars.
- (d) The prices quoted should be exclusive of VAT but inclusive of all other applicable taxes and charges.
- (e) The bidder should work out the entire work in terms of minimum manpower required. Accordingly, the rate for per person proposed to be deployed is to be quoted by them.
- (f) The bidder should also work out a list of consumables for one month, which should be attached with tender documents.
- (g) The rates quoted by the service providers should be in compliance of the wages by the local authorities shall be borne by the service provider and Consulate will not entertain any request for increase of approved rates during the currency of the contract.
- (h) If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

2. PAYMENTS

- (a) The Contractor shall be paid on a monthly basis for the services rendered in the preceding month. The billing cycle will be the 1st of every month to the last day of the month. The payment would be made within 10 working days of receiving the invoice. No payment shall be made in advance nor any loan from any bank or financial institution will be recommended on the basis of the order of award of work.
- (b) The Employer will not be bound to accept the lowest or any bid nor to give a reason for the rejection of any Tender.
- (c) The Consulate General of India, however, will always have the right to accept or reject any per-approved sub-contractor even after formal award of Contract and/or commencement of work with or without cause.

3. Penalty for Delayed Services:

- (a) Consulate reserves the right to levy penalty @0.5% of price quoted for per month service for per day of delay beyond the date intimated by the Mission

to the firm to start providing services, subject to a maximum of 5% of the total bid value.

- (b) Consulate reserves the right to cancel the work order in case the delay is more than 15 days.
- (c) Consulate reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of Contract.

4. Force Majeure:

Consulate may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

5. The bidder from a country sharing land border with India to be registered with a competent authority.

Compliance with Laws and Regulations and Pricing of Schedule of Quantities:

The attention of bidders is drawn as to compliance with local laws and regulations concerning safety and health, labour regulations, social insurance, labour taxes, tax deduction, import restrictions duties and levies, company's tax, input tax and output tax (GST) etc. All rates and sum inserted against items of works and in Form of Tender shall be inclusive of GST.

Address & E-mail -

**Head of Chancery
Consulate General of India
Level 6, 12 St. George Terrace,
Perth, WA-6000.
hoc.perth@mea.gov.in**

ANNEXURE-I

Format for submitting the Price Schedule on the letter head of the company for the work of housekeeping of the Chancery premises of Consulate General of India, Perth.

PRICE SCHEDULE

Name of Firm-

Address for Correspondence-

Contact Details-

Division of Work	Number of personnel proposed to be deployed	Rate per person to be deployed worker/supervisor	Total Price (A\$)
1	2	3	4
Chancery			

Note:

1. Above quoted prices for housekeeping work are complete in all respect as per technical specifications inclusive of all taxes & other charges etc.
2. Certified that rates quoted are as per specifications, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorised Signatory)
Name & Designation:
Company Seal: