

(ANK/885/02/2023)
Embassy of India, Ankara
(Administration Wing)

NOTICE INVITING TENDER

Embassy of India, Ankara invites Tender under two bid system from registered and authorized firms/agencies for providing Housekeeping/Cleaning services at Embassy of India, Cinnah Caddesi No 77 Cankaya, Ankara as per details given in the tender documents.

2. The tender document can be downloaded from the websites <https://www.indembassyankara.gov.in>, <https://eprocure.gov.in/cppp> and <https://www.mea.gov.in> from 15.06.2023 onwards. Please note that any corrigendum/addendum in the above tender document, if required, will be hosted in the website of the Embassy of India, Ankara, as given above.

3. 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. ANK/885/02/2023 for AMC for Housekeeping/Cleaning services at Embassy of India, Ankara" and addressed to "Head of Chancery, Embassy of India, Cinnah Caddesi No 77 Cankaya, Ankara". The envelope should then be dropped at the Reception of the Embassy of India, Ankara at the address given above. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose (07.07.2023 till 1700 hrs) under any circumstances.

4. The Earnest Money Deposit (EMD) of USD 2250/- (USD Two Thousand Two Hundred Fifty only) in the form of Account Payee Demand Draft/Pay Order drawn in favour of "Embassy of India, Ankara" is required to be submitted along with tender bids.

5. The Technical Bids will be opened on 10.07.2023 at 1600 hrs by a Committee authorized by the Competent Authority of the Embassy. 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 between 1100 hrs and 1600 hrs from 16.06.2023 to 06.07.2023 on prior appointment basis to assess the job requirement / quantum of work involved. For any queries, please write to hoc.ankara@mea.gov.in and property.ankara@mea.gov.in.

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

7. 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.

(Uma Kant)
Head of Chancery
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