

**No/ATL/872/06/2023**  
**Consulate General of India**  
**Atlanta**  
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**NOTICE FOR INVITING TENDER**

Consulate General of India, Atlanta, USA invites tenders in sealed two Envelopes system from eligible Agencies/Contractors for the undermentioned requirements and as per terms and conditions set forth in the Tender Documents:

1.	Tendering Authority	Consulate General of India, Atlanta
2.	Invitation Reference No. & Date	No. ATL/872/06/2023 dated 28.04.2023
3.	Procurement Method	Open Tendering Method
4.	Source of fund	Government of India
5	Tender Name	Annual Maintenance Contract (AMC) for repair and maintenance services of HVAC systems at Chancery and India House
6	Tender Submission date	Publication Date: 28.04.2023 Last date of submission of bids: 18.05.2023 (1700 hrs)
7	Tender Opening Date & Time	Technical bids will be opened on 19.05.2023 (1100 hrs) Financial bids will be opened on 19.05.2023 (1500 hrs)
8	Terms & Conditions	(I) The tender issuing authority reserves the right to withdraw/cancel the tender for any reason whatsoever after publication/award of contract (ii) The vendors/suppliers will have to certify in their offers that the work will be undertaken in a professional manner using good quality material and to the satisfaction of the Consulate (iii) No advance or down payment for this work. Bill would be settled on quarterly basis and after satisfactory completion of job iv) The manpower to be deployed by the company should liable to be verified. v) Transport for Pick and drop services for staff will be the responsibility of the company vi) The bidder from a country sharing land border with India should be registered with a competent authority vii) If a firm quotes NIL charges /consideration, the bid shall be treated as unresponsive and will not be considered

9	Name and address of the office Receiving tenders	Head of Chancery, Consulate General of India Atlanta 5549, Glenridge Drive NE, Atlanta Georgia 30342
10	Name and address of the office for opening tenders	Head of Chancery, Consulate General of India Atlanta 5549, Glenridge Drive NE, Atlanta Georgia 30342
12	Terms and conditions	<p>The tenders should be submitted in two sealed envelopes- the first sealed envelope should be superscribed “<b>Technical Bid</b>” and second sealed cover superscribed “<b>Financial Bid</b>”. Both the sealed covers should be placed in the main sealed envelope superscribed “Tender for AMC for repair and maintenance services of HVAC systems at Chancery and India House” and addressed to “Head of Chancery, Consulate General of India, 5549, Glenridge Drive NE, Atlanta GA 30342”.</p> <ul style="list-style-type: none"> <li>• The Technical Bid should contain- (a) Company credentials, experience, license, profile; (b) Manpower strength; (c) Details of owner/proprietor; requisite information duly filled in as per proforma at <b>Annexure- I</b>;</li> <li>• The Financial Bid should contain rates which are to be quoted on quarterly basis as proforma at <b>Annexure-II</b>. This should also mention statutory taxes as applicable.</li> <li>• The Bidder is obliged to submit “Bid Securing Declaration’ in the format enclosed as <b>Annexure-III</b> along with the Technical Bid in lieu of EMD.</li> <li>• The Tenderer shall submit documentary evidence in respect of their financial and technical capabilities and also of their experience in execution of similar nature of work.</li> <li>• The tenderer can submit only one tender. A Tenderer who submits or participates more than one tender will be disqualified.</li> <li>• The Agency/procuring entity reserves the right to accept or reject any or all the Tenders without assigning any reasons whatsoever,</li> <li>• If the Tenderer submit any false-incorrect or forged certificates, his tender will be summarily rejected and Tender security may be forfeited.</li> </ul>

		<ul style="list-style-type: none"> <li>Sites can be inspected on any working day with prior appointment (phone No.- 2245428148) before 17.09.2023.</li> </ul>
13	Scope of work	<p>(i) <b><u>Chancery (quarterly maintenance):</u></b></p> <ul style="list-style-type: none"> <li>Perform a complete inspection of all 12 HVAC units.</li> <li>Replace all the air filters on all units,</li> <li>Check all the electrical wiring and safety switches.</li> <li>Clean the drain line traps,</li> <li>Check the Freon pressure</li> <li>check all the indoor/outdoor fan motor</li> <li>Test start all units for proper operation.</li> </ul> <p>(ii) <b><u>India House (quarterly maintenance):</u></b></p> <ul style="list-style-type: none"> <li>Perform a complete inspection of all 6 HVAC units.</li> <li>Clean the pre-air filters, electric/carbon filters</li> <li>check all the electrical wiring and safety switches</li> <li>check all the indoor/outdoor fan motors</li> <li>check the drain lines,</li> <li>Make sure all units are working properly (cooling/heating, as per season).</li> <li>Test and set temperature for all floors for heat, cool, and humidification</li> </ul>
14	Validity of Bids	<p>The contract, if awarded, shall be valid for a period of ONE YEAR (01 year). The contract may be extended for further 01 year [maximum tenure 02 years from the date of start of initial work] as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided</p>

	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 and initiating administrative actions for blacklisting, etc. solely at the discretion of the competent authority in Consulate. The Vendor shall terminate the contract with mandatory one month notice period.
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The tendering authority reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone more the articles for which the Service Provider has submitted the bid by 18.05.2023 (1700 hrs).

Any bid received by the tendering authority after the deadline for submission of bids ie. 18.05.2023 will be rejected and will not be considered and will be returned unopened to the service provider.

(sd/-)  
(Kandhaswamy Raju)  
Head of Chancery  
Consulate General of India, Atlanta  
Tel: (404) 549-8778  
Email ID: hoc.atlanta@mea.gov.in

Technical Bid

To

Consul (Head of Chancery)  
Consulate General of India  
Atlanta

Dear Sir/Madam,

I/We, ..... Representative(s) of M/s..... solemnly  
declare that:

1. I/We are submitting tender for the hiring of Cleaning Agency against Tender Notice No.ATL/867/1/2020 dated 8 November 2022.
2. Myself or my parents do not have any relative working in the office of Consulate General of India, Atlanta.
3. All information furnished by me/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 tender are genuine, authentic, true and valid.
5. The price-bid submitted by me/us is "WITHOUT ANY CONDITION".
6. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
7. If any information or document submitted is found to be false/incorrect, Consulate may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.
8. All the terms and conditions of the tender are acceptable to us.

Yours sincerely

(Signature of Tenderer)

**Financial Bid  
(In the letter head of the company)**

S.No.	Job particulars/category	Rates in US\$	Total Invoice amount per month in US\$	Remarks
1.	Quarterly HVAC maintenance at India House			
2.	Quarterly HVAC maintenance at Chancery			
	Total			

Signature (Authorized Signatory)  
Designation:

**No. ATL/867/01/2020  
Consulate General of India  
Atlanta  
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**CLEANING SERVICES OF CONSULATE GENERAL OF INDIA, ATLANTA**

**(This may be submitted by the bidder in lieu of EMD)**

**Bids Securing Declaration**

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 of one month contract value 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 bid document from being eligible to submit Bids for contracts with the Government of India.

Date:  
Name:

Place:  
Signature: