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**Tender for Annual Maintenance Contract for Cleaning services at
High Commission of India, Libreville
(Address: High Commission of India, Libreville, Gabon)**

**TENDER NO. LIB/867/01/2026
Dated: 2nd March 2026
Last date for submission of bid: 23rd March 2026**

{Address: High Commission of India, Libreville, Gabon}

File No. LIB/867/01/2026
High Commission of India,
Libreville

NOTICE INVITING TENDER

High Commission of India, Libreville invites Tender under two bid system from registered and authorized firms/agencies for providing Housekeeping/Cleaning services at High Commission of India, Libreville Sabliere, Gabon 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. LIB/867/01/2026 for AMC for cleaning services at the High Commission of India, Libreville**” and addressed to “**The Head of Chancery, High Commission of India, Libreville**”. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose under any circumstances.

3. The Technical Bids will be opened on the date decided by a Committee authorized by the Competent Authority of the High Commission of India, Libreville. 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 working days on prior appointment basis to assess the job requirement / quantum of work involved. For any queries, please write to hoc.libreville@mea.gov.in / admn.libreville@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 High Commission of India, Libreville shall be final and binding.

For any queries/information, please reach out to Mr. George at +241-077721687

(To be printed on the letterhead of the bidder)
LETTER OF BID

Dated: _____

To,
The HOC
High Commission of
India, Libreville

Ref: Invitation for Bid No. LIB/867/01/2026 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 Housekeeping/Cleaning services at “High Commission of India, Libreville”.
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. If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.
5. 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.
6. 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

<u>Events</u>	<u>Date</u>
Notice Inviting Tender	02 March 2026 (Monday)
Starting date of Tender submission	02 March 2026 (Monday)
Site visit	02 March 2026 – 23 March 2026
Pre-bid meeting	1200 hrs on 24 March 2026 (Tuesday) at High Commission of India, Libreville
Last date of Tender Submission	1700 hrs on 23rd March 2026 (Monday) at High Commission of India, Libreville
Opening of Technical Bids	1200 hrs on 26th March 2026 (Thursday) at High Commission of India, Libreville
Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria)	1500 hrs on 26th March 2026 (Thursday) at High Commission of India, Libreville

1. GENERAL INSTRUCTIONS

- 1.1 For the Bidding / Tender Document Purposes, the High Commission of India, Libreville 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>, and <https://www.hcilibreville.gov.in/> from 01 March 2026 onwards. The last date of submission of bids is 23rd March 2026.
- 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, High Commission of India, Libreville.
- 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 High Commission of India, Libreville. 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:

- 2.1 Gathering and removal of garbage from all trash bins in the Chancery and replacement of plastic bags for the bins; removal and destruction of shredded papers/documents
- 2.2 Sweeping of hard floors on daily basis: performed with a vacuum cleaner or broom;
- 2.3 Wet cleaning and mopping of hard floors with professional detergents consistent with the type of each flooring;
- 2.4 Dusting and cleaning of all office bureaus and furniture, fittings & fixtures and window baseboards, doors at each door;
- 2.5 Cleaning of the foyer and windows of entrance doors, Cleaning of kitchen on each floor and dishes when instructed.
- 2.6 Sweeping of the surrounding area around the Embassy building;
- 2.7 Cleaning and disinfection of the toilets on the premises, including but not limited to, cleaning of washbasins, urinals, toilet seats, removing deposits, rust and organic impurities; replenishing sanitary consumables- toilet paper, paper towels, liquid soap, etc.
- 2.8 Cleaning of terraces: sweeping and washing twice a week.
- 2.9 Cleaning of corridors, lobbies, verandahs, staircases, compound walls, storage rooms and technical premises in the basement: twice a month and when instructed.
- 2.10 Basic cleaning of the windows (without special gadgets).
- 2.11 All detergents and materials, toilet paper, paper towels, garbage bags and liquid soap necessary for the daily cleaning would be provided by the cleaning company. The Contractor shall provide all cleaning materials and other items used for the cleaning work at its own cost.
- 2.12 Supply of two full-time cleaning persons from 8:00 AM to 5:00 PM with cleaning materials mentioned at 2.11 for cleaning works at HCI Libreville.

3. MINIMUM ELIGIBILITY CRITERIA

- 3.1 The company/firm must have minimum experience of three years in providing commercial cleaning or similar kind of services and should have provided such services

to Embassies/ Star hotels/ Convention Centre/ Corporate Houses for at least two years during the last three years.

- 3.2 The bidder / bidding firm must be registered with Chamber of Commerce / VAT authorities etc. possessing valid certificates and licenses to provide the services.
- 3.3 Bidders should not have been debarred/blacklisted by the Government Department or Organization in Bulgaria or elsewhere. Self-declaration certificate/ undertaking stating the same is to be enclosed.

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.
- 4.4 **PRE-BID MEETING/SITE VISIT:** Interested firms/service agencies may visit the site for visualization and better understanding of the quantum of work during working hours of Chancery after fixing a prior appointment. A pre-bid meeting will take place on 20 March 2026 at 1200 hrs. The site address is High Commission of India, Libreville. The bidders may also submit their queries by email on the aforementioned email IDs 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 “High Commission of India, Libreville”. 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 High Commission of India, Libreville 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 High Commission of India, Libreville in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the High Commission of India, Libreville. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the High Commission of India, Libreville. The Financial bids (Envelope ‘B’) will be opened on the same day.
- 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.
- 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.

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. PERFORMANCE SECURITY (PS):

- 9.1 **The successful bidder has to deposit Performance Security which will be five (5) % of the value of the contract** in favour of '**The Head of Chancery, High Commission of India, Libreville**' in form of Demand Draft / Pay Order/Bank Guarantee within fifteen days of the acceptance of the **Letter of Award (LoA)**. Performance Security should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the **service provider (SP)**. In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly by the SP. No interest shall be paid on Performance Security.
- 9.2 The Performance Security will be forfeited by order of the Competent Authority in the High Commission of India, Libreville in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non- acceptance of the work order. On expiry of the contract, portion of the Performance Security, as may be deemed fit by the Client sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of Contractor's bill has been received and examined.
- 9.3 If the Contractor fails to provide the Performance Security within fifteen days of the acceptance of LoA, such failure shall constitute a breach of the contract and the Client shall be free to make other arrangements at the risk, cost and expense of the Contractor.
- 9.4 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 and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued to the SP, for carrying out work stipulated in the contract.

10. VALIDITY OF CONTRACT

The contract, if awarded, shall be valid for a period of **TWO YEARS (02 years)**. The contract may be extended for further one (01) year, [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 in addition to forfeiting the performance security amount deposited by the Contractor and initiating administrative actions for blacklisting etc. solely at the discretion of the competent authority in the High Commission of India, Libreville.

11. PAYMENTS

- 11.1 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.
- 11.2 The prices in the Price Schedule shall be inclusive of all applicable taxes as may be levied by the Government from time to time.
- 11.3 All payments shall be made in CFA by means of crossed cheques/ bank transfer.
- 11.4 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.
- 11.5 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.
- 11.6 No request for revision/ increase of approved rates during the currency of the contract will be entertained.**
- 11.7 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.

12. Other Conditions, Force Majeure & Penalty Clause

- 12.1 The workers so provided should be on the roll of the Company. Company should provide IDs and Police Clearance Certificate (PCC) of the employees and confirm payment of Social Security, CNAMGS and other necessary contribution as per local laws w.r.t. their employees.
- 12.2 The bidder must have satisfactory arrangements for training of its workers. Confirmation in this regard is to be given.
- 12.3 The bidder should submit precise profile of its key clients along with details of services provided.
- 12.4 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.**

- 12.5 In case the Service Provider fails in adhering to the daily cleaning requirements at Embassy's premises, and Client has to make alternative arrangements for daily cleaning, then Service Provider would reimburse the cost of such arrangements.
- 12.6 Contractor would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at High Commission's premises 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.
- 12.7 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.
- 12.8 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.
- 12.9 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.
- 12.10 Client may, by written notice sent to Housekeeping 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.
- 12.11 Any wrong or misleading information will lead to disqualification.
- 12.12 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.
- 12.13 Client reserves the right to remove any person found unfit.
- 12.14 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 Mission's premises as stated in the eligibility criteria.

Format for Submitting the Financial Bid

(To be submitted in a separate sealed cover superscribed as “Envelope B – Financial Bid”)

BID No. LIB/867/01/2026

Date:.....

To,

High Commission of
India, Libreville

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:

No. of cleaners	Two professional cleaner [5 days a week, 8 AM to 5:00 PM]
Wages of cleaners (monthly)	
Total Wages	
Cleaning material charges (if applicable)	
Taxes (if applicable)	
{Any further break-up of monthly charges, if available}	
Total Amount (monthly) (inclusive/ exclusive of taxes)	

Total monthly charges for cleaning services: _____(incl./ excl. taxes)

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

Signatory

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 (National of India or friendly country)	

DETAILS ABOUT KEY PERSONNEL OF THE BIDDING COMPANY

(With ID proof/supporting documents)

- 1.
- 2.
- 3.

TECHNICAL INFORMATION

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

Sl.No.	Requirements	Reply	Remarks, if any
1.	a. Brief introduction of the company		
	b. Previous experience in the field (minimum of three years)		
	c. Total number of regular employees with the firm		
	d. Turnover of the firm for the last two years		
	e. Registration Certificate & license for the services		
2.	Detailed work plan and methodology for undertaking the job		
3.	Qualification and experience of the staff [including supervisory / managerial staff and cleaning staff] proposed to be deployed for the job		
4.	a. Copies of Current contracts of Cleaning services being undertaken by the firm		
	b. Copies of past contracts of Cleaning services undertaken by the firm		
	c. Testimonials [Clients' letters / certificates etc.]		