

**Consulate General of India
Barcelona**

No. **BAR/867/01/2025**

July 10, 2025

Notice Inviting Tender for Annual Maintenance Contract (AMC) – Cleaning Services

1. Consulate General of India, Barcelona intends to empanel a company who provides their services for **cleaning and housekeeping** at its new premises located at Allianz Tower, under an **Annual Maintenance Contract (AMC)**.
2. Bidders may kindly refer Consulate General of India, Barcelona website: <https://www.cgibarcelona.gov.in/> and Central Procurement Portal at <https://eprocure.gov.in/eprocure/app>. for tender document.
3. The complete proposal for 'Expression of Interest' in sealed envelopes should be hand delivered or sent by post to the following address:

*Head of Chancery Consulate General of India Hotel Indigo Gran via de les Corta Catalanes,
322, Sants- Montjuic 08004 Barcelona.*
4. Last date for submission of proposal for 'Expression of Interest' is July 17, 2025.



(Aarsha N.S)
Head of Chancery & Consul

ANNEXURE 1

BIDDER'S CONTACT & FINANCIAL BID FORM

FORMULARIO DE CONTACTO Y OFERTA FINANCIERA DEL LICITANTE

Section 1: Contact Details / Datos de Contacto

Field / Campo	Response / Respuesta
Name of the Bidding Firm / Nombre de la empresa licitante	
Name of Partner(s) & Nationality / Nombre del/los socio(s) y nacionalidad	
Name of the Authorized Signatory / Nombre del firmante autorizado	
Nationality / Nacionalidad	
Passport / ID No. / N.º de pasaporte / documento de identidad	
Email ID / Correo electrónico	
Telephone No. / Número de teléfono	
Year of Incorporation / Año de constitución	
Registration No. / N.º de registro	
Service Tax No. / N.º de impuesto	
Registered Office & Address / Oficina registrada y dirección	
Branch Offices & Contact Details (if any) / Sucursales y detalles de contacto (si aplica)	
Average Annual Turnover (last 5 years) / Promedio de facturación anual (últimos 5 años)	
Total Staff Strength / Total de empleados	
Technical Staff Percentage / Porcentaje de personal técnico	

ANNEXURE 2**Section 2: Financial Bid / Oferta Financiera**

Field / Campo	Response / Respuesta
Number of cleaners / Número de personal de limpieza	
Wages of cleaners (monthly) / Salario del personal de limpieza (mensual)	
Cleaning material charges (if applicable) / Coste de materiales de limpieza (si aplica)	
Taxes (if applicable) / Impuestos (si aplica)	
Any other monthly charges (if applicable) / Otros cargos mensuales (si aplica)	
Total Amount (monthly) inclusive of taxes / Monto total mensual (con impuestos incluidos)	

Signature of Authorized Signatory / Firma del Firmante Autorizado:

Name / Nombre: _____

Designation / Cargo: _____

Company Seal / Sello de la Empresa

UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/we further certify that I/we have the ability to meet all the technical conditions and requirements listed in this tender document.

2. I/We have not been banned/de-listed by any Government or Quasi Government agencies.
3. 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 and blacklisting of my/our firm and all partners of the firm etc.

Signature of the responsible person/Bidder

Seal of the Company

Full Name of Bidder with address, e-mail, mobile number & Date