



**High Commission of India
Singapore**

NOTICE INVITING TENDER

Sealed tenders are invited from Singapore based reputed companies cleaning and maintenance for Annual Maintenance Contract for internal and external cleaning of High Commission of India, No. 31 Grange Road, Singapore 239702.

Scope of work: -

Daily

1. Vacuuming of carpets/floor coverings of all officer's room, Committee Room and Consular Waiting Hall, two security cabins near Main gate and Consular Gate.
2. Sweeping and clearing rubbish from all rooms
3. Cleaning the counters/glass panels/chairs/tables of Consular waiting Hall.
4. Sweeping of floors/tiles and parquet at all room
5. Toilet cleaning/Washing & Wiping of mirrors of all rooms
6. Moping and cleaning of all toilets as and when necessary.
7. Sweeping/Moping of staircase at Reception, near Defence Section and at the staircase near Property Section.
8. Removing all unwanted newspapers/magazines/cartons from the office premises.
9. Change of garbage polythene covers.

Weekly

1. Moping of Balcony, Passageways and all Rooms thrice a week.
2. To clean all cabinets at reachable heights and office equipment.
3. To clean all doors, windows and nameplates

Bimonthly

1. To clean all tube lights, light shade and ceiling fans.
2. Cleaning of cobwebs and foreign matter from the ceilings

Quarterly

1. Jet cleaning of walkways around the building.

Working Hours

1. One full time male cleaner (preferable) on all office working days (0700 hrs to 1600 hrs)
2. One part time half day office cleaners on all office working days (0700 hrs to 1200 hrs).
3. One part time cleaner once a week basis (from 0800 hrs to 1300 hrs)

The High Commission of India (hereafter referred as HCI) will only supply only toilet rolls. All consumables like liquid soap, brooms, brushes etc. and other items like vacuum cleaners

and other equipment required for cleaning etc. have to be supplied by the contractor (hereafter referred as Company).

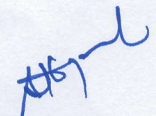
General Conditions of the Contract: -

1. The companies should have experience of cleaning services for at least 5 years. (Documentary proof to be given). The Credentials of working with other companies and performance records should be submitted along with financial bid.
2. The company and all its cleaners should be cleared by Singapore Police from security point of view. All workers should be below the age of 50 years.
3. The company should quote the amount to be charged monthly in Singapore dollars. (GST shall be quoted separately).
4. The company shall carry out shredding/burning of waste paper in the presence of Officer in Charge as and when required.
5. Removal of shredded papers, torn papers/files to be collected from the rooms from time to time.
6. The contract shall be valid for a period of one year from the date of its award. The quoted amount shall remain in force for the full period of contract.
7. Payment will be made on monthly basis as per quoted rates upon receipt of invoice. The company will raise the invoice after rendering services for full complete month. The payment will be made before 15th day in the next month for the work carried out in preceding month.
8. In case any cleaner is absent on any particular day whether for half or full day, the deduction shall be made at the rate of SGD 100/- per person per day.
9. The contract can be extended for other period by mutual agreement of both parties on the same terms and conditions.
10. The amount should be quoted on monthly rates and any taxes/levies should be indicated separately. Unrealistic rates (very high or very low) quoted by the bidders shall not be considered. Therefore, bidders are required to quote realistic rates keeping in view the scope of work.
11. Preference will be given to companies having experience in working in reputed companies/Diplomatic Missions in Singapore
12. The High Commission of India reserves the right to reject any quotation or scarp the whole process without assigning any reason. No claim whatsoever in this regard shall not be entertained.
13. The contractor shall not further sublet the whole or any part of the contract, under any circumstances to third party.
14. The cleaners should be in proper company attire and should follow the rules of High Commission.
15. Undertaking: - the company shall provide an undertaking in company letter head that (i) it agrees to terms and conditions (T& C) of Tender Document (TD) (ii) the rates quoted are realistic keeping in view the cost of scope of work as given in NIT (iii) The company is neither black listed by any Government/Department nor any criminal cases registered against the bidder/organisation or its partner in Singapore. The undertaking should be duly signed under company seal.

16. The substance/chemicals used for cleaning should be as per the norms of local law and not should not have been banned by any agency for use in cleaning services.
17. Any damage occurring to furniture, fixtures or any other items due to poor cleaning services shall be on the account of the company.
18. The cleaning work shall be supervised once a week by the supervisor of the company and a report shall be submitted to Head of Chancery every week.

General Conditions of bidding:

- (a) The financial bids in the prescribed format should be submitted on or **before 23rd September 2019** and should remain **valid 30th November 2019**.
 - (b) The bid should be accompanied with Earnest money of SGD 500/-. The earnest money shall be returned back to unsuccessful bidders as soon as award of work is finalised but no later than 31st December 2019.
 - (c) In case a bidder is not able to submit earnest money, a declaration, as per enclosed format, would be required to be submitted. In case a bidder does not submit earnest money or declaration in lieu of that, the bid would be rejected.
 - (d) The earnest money should be in the form of bankers' cheque, fixed deposit receipt, account payee demand draft or Bank guarantee. This earnest money should remain valid till 15 December 2019.
 - (e) Financial bids not accompanied with earnest money shall be rejected.
 - (f) On award of work, the successful bidder will have to submit Performance Guarantee equivalent to five percent of value of contract. The PG can be in form of bankers' cheque, fixed deposit receipt, account payee demand draft or Bank guarantee. This PG should remain valid sixty days beyond the completion of obligations under the contract.
 - (g) On receipt of Performance Guarantee by the successful bidder, the earnest money shall be returned.
4. Financial bids should be sent in sealed covers addressed to "Head of Chancery, High Commission of India, 31 Grange Road, Singapore 239702 **latest by 23rd September 2019**. Financial bids received without sealed cover or sent by mail shall not be considered.
 5. The premises can be viewed with prior appointment (Tel. No. 62382533). Sealed quotations along with details of previous works and credentials may be sent to Mr. S K Goel, Head of Chancery, High Commission of India, No. 31 Grange Road, Singapore 239702 and should reach **latest by 23rd September 2019**



(S.K Goel)
Head of Chancery
2nd September 2019

Name of work: **Providing of cleaners and cleaning services at High Commission of India, Singapore.**

Declaration in lieu of Earnest Money Deposit

I, _____ on behalf of company
_____ (name of company) having
office at _____ hereby declare
that my financial bid for the work "**Providing cleaners and cleaning services at High Commission of India, Singapore**" shall remain valid till 30th November 2019. I undertake that I
will not withdraw or modify my bid till 30 November 2019.

I also undertake that upon award of work, I will submit the Performance Guarantee as required under the contract. I understand that in the event of my not submitting Performance Guarantee or if I fail to execute the work, my company shall NOT be considered for any work in the High Commission of India for a period of two years starting from date of award of work.

(Signature with name and address)
(Official seal of the company)