



**High Commission of India
Singapore

No. SIN/872/05/2019

12th October 2020

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from reputed Cleaning companies based in Singapore for Annual Maintenance Contract for hiring cleaners for internal cleaning of our office at High Commission of India, No. 31 Grange Road, Singapore 239702.

Scope of work: -

Daily

1. Vacuuming of carpets/floor coverings of all officers 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

- Two full time male cleaner (preferable) on all office working days (0730 hrs to 1600 hrs)
- One half day office cleaner on all office working days. (0830 hrs to 1300 hrs)

High Commission of India (hereafter referred to as HCI), will only supply toilet rolls. All consumables items like liquid soap, brooms, brushes, ets and other items like vacuum cleaners and other equipment for cleaning etc have to be supplied by the Contractor (hereafter referred to as Company).

General conditions of the Contract:

1. The Companies should have experience of Cleaning services of 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 paper, 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. HCI 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 case registered against the bidder/organization 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 should have not been banned by any agency for use in cleaning services.

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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 4th November 2020 and should remain valid till 28th February 2021. Financial bids received without sealed cover or sent by email shall not be considered.

(b) The bid should be accompanied with Earnest money of SGD 1000/- The earnest money shall be returned back to unsuccessful bidders as soon as award of work is finalized but no later than 28th February 2021.

(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 28th February 2021.

(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 obligation under the contract.

(g) On receipt of Performance Guarantee by the successful bidder, the earnest money shall be returned.

4. The premises can be viewed with prior appointment (Tel No. 62382533/36). 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 **4th November 2020**.



(S.K Goel)

Head of Chancery

Name of Work: - Annual Maintenance Contract for hiring cleaners for internal cleaning at High Commission of India, No. 31 Grange Road, Singapore 239702.

Declaration in lieu of Earnest Money Deposit

I, -----on behalf of company
M/s ----- (name of Company)
having office at ----- hereby declares that my
financial bid for the work "Annual Maintenance Contract for hiring cleaners for
internal cleaning at High Commission of India, No. 31 Grange Road, Singapore
239702 shall remain valid till 28th February 2021.I undertake that I will not
withdraw or modify my bid till 28th February 2021.

I also undertake that upon award of the work, I will submit the Performance
Guarantee as required under the contract. I understand that in the event that 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 the date of award of
work.

(Signature with name and address)
Office Seal of the Company