



**High Commission of India
Singapore

NOTICE INVITIING TENDER (NIT)

The High Commission of India invites bids from reputed Singapore based pest control companies or companies having office in Singapore for pest control service at No.2 Peirce Road, No. 31 Grange Road and at No. 54 Stevens Road.

Scope of work

Sr. No.	Description of work	Frequency of services
1.	Fogging	Twice a week- No. 2 Peirce Road
		Once in a week – No. 31 Grange Road
		Once in a week – No. 54 Stevens Road
		Additional fogging in all the three properties is as and when required and not more than once in a month. The toxic material used for fogging should be in accordance with Singapore Law
2.	Common Ants Subterranean Termites Rodent Cockroaches Lizard	Monthly
3.	Snake Treatment	Monthly -Sulphur treatment as and when required or any other prescribed treatment.

(i) General conditions: -

1. 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.
2. Payment will be made on monthly basis upon receipt of invoice.
3. Extension of Contract: - The contract can be extended for further period and satisfactorily completion of service by mutual agreement of both parties on the same terms and conditions.
4. The quotation amount should be quoted on monthly rates separately for each property separately and any taxes/levies should be indicated separately. Unrealistic rates quoted

by the bidders shall not be considered. Therefore, bidders are required to quote realistic rates keeping in view the cost of scope of work given below.

5. Should possess experience of providing pest control services for at least 3 years and supported by user satisfaction certificate and other documents like achievements of the company. Evidence of registration of the company under relevant statutory regulations.
6. Certificate of registration issued under Control of Vectors and pesticides act by National Environment Agency must be provided along with other relevant certificates.
7. The quotation needs to be submitted **separately** for each property in the prescribed format as given below.

Sr. No.	Name of Property	Rates per month (S\$)	GST (S\$)	Total (S\$)
1.	No. 2 Peirce Road			
2.	No. 54 Stevens Road			
3.	No. 31 Grange Road			

8. 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.
9. The contractor shall not further sub contract the whole or any part of the contract, under any circumstances to third party.
10. The pest control technicians should be in proper company attire and should follow the rules of High Commission.
11. Undertaking: - the bidder shall provide an undertaking in company letter head that (i) he 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 s given in NIT(TD) (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.
12. The substance/items used for pesticide and fogging should be of good quality and as per the norms of local law.
13. It shall be the responsibility of the company to ensure that no fine (s) is/are imposed on account of poor maintenance of the premises. If any fine is imposed, it shall be the responsibility of the company to pay fine. The High Commission of India shall not be responsible in this regard.
14. The prospective bidder is accordingly advised to go through the scope of work before preparation of bid.
15. Termination of Contract: - Both parties have the option to terminate the contract by serving two months' notice in writing without assigning any reason.

16. The premises may be inspected on a working day from 1000 hrs to 1600 hrs. Please contact 2382536/33 for fixing appointment for viewing the premises.
17. The bidder is required to submit earnest deposit of S\$ 500.00 by way of bank guarantee or fixed deposits. The EMD shall be returned to unsuccessful bidders after completion of process of award of work. **In lieu of EMD, bidders can also submit undertaking in the given format.**
18. After award of the work, the bidder shall submit Performance Guarantee not exceeding 10% of the Annual Value of each premises to be deposited in the form of Bank Guarantee or FDs.
19. Any clarification on this tender may be obtained from "Head of Chancery, High Commission of India, Singapore" in person or by email at hoc.singapore@mea.gov.in. Bids may be sent in sealed covers addressed to "Head of Chancery, High Commission of India, No. 31 Grange Road, Singapore 239702 **latest by 31st October 2019.**

(S.K Goel)
Head of Chancery
8th October 2019

Name of Work: - Hiring of pest control company for pest control services at the three Government of India properties in Singapore

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 "Hiring of pest control company for the 3 GOI properties in Singapore " by High Commission of India, Singapore 239702 shall remain valid till 31st December 2019. I undertake that I will not withdraw or modify my bid till 31st December 2019.

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**