



High Commission of India
Singapore

No. SIN/872/ 15 /20

NOTICE INVITING TENDER (NIT)

The High Commission of India invites bids from reputed Singapore based companies providing Pest Control services for its three properties at No.2 Pierce Road (India House), No. 31 Grange Road (High Commission of India) and at No. 54 Stevens Road (Staff Residential complex).

Scope of work :

Sr. No.	Description of work	Frequency of services
1	Anti Mosquito fogging	Once a week (Additional fogging in all three properties as and when required but not more than once additional fogging in a month for each property. The toxic material used for fogging should be in accordance with Singapore Law.)
2.	Common Ants, Termites, Rodent, Cockroaches, Lizard	Fortnightly <i>For termite treatment, the company should resort to prescribed method of treatment in consultation with HCI. The company should submit plan of deep treatment of termite for each property within a week of award of work.</i> Number of traps required for rats, lizards etc. shall be provided by the company free of costs.
3.	Snake Treatment	Fortnightly - Sulphur treatment as and when

		required or any other prescribed treatment. The company have to arrange for experts for checking periodically for presence of any snake in the premises.
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(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. The contract can be further extended for a period of one or two years with mutual agreement on the same terms and conditions.

2. Payment will be made on monthly basis upon receipt of invoice and verification of job done by concerned authorized person of High Commission in the respective property. The invoice should be submitted with a week for the preceding month and the payment shall be made within 10 days of receipt of bill. However, no interest/penalty shall be payable for late payment.

3. The quotation amount should be quoted on monthly rates **separately** for each property 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.

4. The company should possess experience of providing pest control services for at least 3 years and supported by user satisfaction certificates and other documents like achievements of the company. Evidence of registration of the company under relevant statutory regulations.

5. Certificate of registration issued under Control of Vectors and pesticides act by National Environment Agency must be provided along with other relevant certificates.

6. 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 Pierce Road (Residence of High Commissioner and two			

	others officers)			
2.	No. 54 Stevens Road (12 staff residences)			
3.	No. 31 Grange Road (High Commission of India building)			

7. The High Commission of India reserves the right to reject any quotation or scrap the whole process without assigning any reason. No claim whatsoever in this regard shall not be entertained.

8. The contractor shall not further sub contract the whole or any part of the contract, under any circumstances to third party.

9. The pest control technicians should be in proper company attire and should follow the rules of High Commission.

10. In case of any emergency, the company shall provide services at the earliest possible. The High Commission reserves the right to get the emergency services done through some other if the company fails to attend to emergency work.

11. Undertaking: - the bidder shall provide an undertaking in company letter head that (i) he agrees to terms and conditions (T& C) of this Tender Document (ii) the rates quoted are realistic keeping in view the cost of scope of works given in NIT or tender document (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 prescribed standards of local laws.

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 for any kind of mosquitoes breeding OR termite OR any commission of similar nature, it shall be the responsibility of the company to pay fine. The High

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 62382536/33 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. This should be valid for period of two months from date of completion of contract.

19. In case if the pest service cannot be carried out due to unforeseen circumstance, the same has to be informed to the office and an alternate date have to be fixed without any delay. If the same is being delayed more than a week, an amount of S\$ 100.00 per service will be imposed as penalty.

20. For any queries/clarification on this tender, the same 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 **12th October, 2020.**

(S.K Goel)
Head of Chancery
17th September 2020

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
2020. I undertake that I will not withdraw or modify my bid till 31st December 2020.

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