

**Mahatma Gandhi Institute for Cultural Co-operation  
High Commission of India  
Trinidad and Tobago**

**Tender No. Trin/ICC/867/01/2025**

**September 19, 2025**

**Notice Inviting Tender**

The Mahatma Gandhi Institute for Cultural Co-operation, (hereinafter referred as MGICC) Cultural Wing of the High Commission of India, Port of Spain (hereinafter referred as HCI) invites sealed tenders from professional companies for providing Janitorial/Housekeeping/Cleaning Services at the Mahatma Gandhi Institute for Cultural Co-operation premises, located at Road Reserve, off Uriah Butler Highway, Max Richards Drive, Mt. Hope (Trinidad).

2. The tenders are invited under two-bid system viz. Technical Bid and Financial Bid from reputed and experienced companies.

3. The tender document(s) can be downloaded accessing the following links:

<https://www.hcipo.gov.in/>  
<https://eprocure.gov.in/cppp/>

4. Bidders are requested to go through the terms & conditions contained in the tender document. (Annexure-I)

5. The Contract would be valid for a period of **Two (2) years** initially which could be reduced or extended by HCI for further period on same cost, terms and conditions depending upon the performance of the company.

6. Consequent upon the scrutiny of all the valid quotations received and being fully satisfied on the basis of the above criteria, companies will be shortlisted. MGICC/HCI reserves the right to disqualify any company consequent upon scrutiny. MGICC/HCI does not bind itself to accept the lowest bid or any bid and can reject any or all of the bids or to scrap the Notice Inviting Tender in whole or in part.


7. MGICC/HCI reserves the right to amend any of the terms and conditions contained in the Tender Document or reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of MGICC/HCI in this regard will be final and binding upon the bidders.

8. All bidders are requested to read and understand the terms and conditions of the contract before submitting their bids. No change or violation of the aforementioned terms & conditions is allowed once the quotation is accepted by MGICC/HCI.

9. Important schedules and dates are enumerated below: -

S. No.	Key Events	Dates
1.	Date of publication of Tender Document	19 <sup>th</sup> September, 2025
2.	Site Visit	26 <sup>th</sup> September, 2025 at 1100hrs
3.	Last date of submission of bids	13 <sup>th</sup> October, 2025
4.	Date of opening of bids ( <i>bidders or their representatives may wish to be present</i> )	14 <sup>th</sup> October, 2025 at 1100 hrs
5	Venue for opening of bids	High Commission of India, #6, Victoria Avenue, Port of Spain (Trinidad)

10. For any tender related enquiry/clarification, please contact the Mahatma Gandhi Institute for Cultural Co-operation, Max Richards Drive, Uriah Butler Highway, Mt. Hope Tel. No. +1-868-235-7613 / 7614 or email [icc.pospain@mea.gov.in](mailto:icc.pospain@mea.gov.in).

  
(Mr. Amit Prakash Thakur)  
In-Charge – MGICC

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**Terms & Conditions**

**A. Scope of Work:**

**Daily**

- Carpet- Vacuum carpet of all offices, common areas, and rugs/mats with edges & corners;
- Tiled Floor- damp mop of all hard floor areas of entrance foyer, entrance lobby, multipurpose hall, auditorium, guard booth and toilets with disinfectant;
- Dusting/Sanitising all display units, door frames, window ledges, furniture, electrical/electronic equipments, table tops, window panes, handrails, bars, tread of staircase;
- Sweeping/Cleaning of parking areas;
- Removal of garbage/waste paper/packing material/trash;
- Cleaning/Sanitising wash basins, toilets, mirrors at least twice a day viz. morning & afternoon;
- Cleaning/Washing/Sanitising pantry areas and pantry utensils/equipments/hand towels;
- Replenishment of paper hand towels/hand soaps (will be provided by HCI) in washroom/pantry as and when required;
- Dry sweep the external area of the building within the premises of HCI.

**Weekly**

- Vacuuming of upholstered furniture
- Dusting/wiping of picture frames, office shelves
- Dusting of blinds
- Removal of Cobwebs
- Wiping down overhead fittings/fixtures

**Monthly**

- Dusting/sanitising walls, doors, window frames, glass panes above 6 feet
- Floor Scrubbing
- Dusting of Od'A items with caution
- Dusting/cleaning of plastic covers of cables

**Any other tasks related to cleaning/housekeeping/janitorial tasks as and when required**

**B. Service required:**



- Two janitors/cleaners viz. one full time and another part time on all working days as per the calendar of High Commission of India, Port of Spain
- Service includes provision of cleaning materials for dusting/sanitising/disinfecting/scrubbing, labour, transportation and supervision.

**C. Other terms and conditions which will be a part of the Service Agreement**

- Penalty Clause: In case the Service Provider/Cleaning Company fails to provide the desired services or breaches the contract and for loss or damage, injury, if any, to property, life of an individual due to negligence of the janitor/worker or substandard services of the Service Provider.
- Medical Facility: MGICC/HCI will not be liable for any medical facility to janitor/worker under any circumstance whatsoever.
- Arbitration: Mandatory local rules applicable to the contract of the country must also be specified in the bid document.

**D. Miscellaneous**

- a) The services of the janitor(s)/worker(s) deployed may be required temporarily at the events organised by MGICC/HCI on weekdays/holidays, if necessary.
- b) MGICC/HCI reserves the right to deny engagement janitor/worker of certain nationalities and of origin due to its security consideration.
- c) MGICC/HCI reserves the right to remove any janitor/worker in case of his/her conduct/performance/behaviour/background is/are found unsatisfactory as any point of time. Service Provider should have reserve pool of manpower for replacement.
- d) The Service provider should be in a position to provide Police Clearance Report/Certificate in respect of the janitor/worker /personnel deployed to work at the said properties.
- e) The contract could be terminated by MGICC/HCI at any time with one-month notice without assigning any reason.
- f) All data, information and any other material submitted by the bidders during the process of bidding and part of bidding documents shall remain exclusive property of MGICC/HCI all time.
- g) The quoted service charges by the bidders shall be in TT\$ only and inclusive of VAT, taxes, miscellaneous charges etc. However, VAT must be specified separately. The quoted price shall be open and valid for acceptance for a minimum period of One Hundred Eighty (180) business days. MGICC/HCI may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof;
- h) The bid shall contain no alteration, omission or addition, overwriting except those to comply with instructions issued by MGICC/HCI or as necessary to correct errors

committed by the bidders in which case the person(s) signing the bid shall certify all such correction.

- i) The successful bidder should not sub-contract any part of the scope of work to be undertaken by them without written permission of MGICC/HCI. The bidder to whom the contract is awarded is solely responsible to MGICC/HCI for completion of the awarded contract.

#### **E. Minimum Eligibility Criteria**

- a) Should be registered/incorporated in Trinidad & Tobago;
- b) Should have an experience of at least 3 years in providing commercial cleaning/ housekeeping Services in the last 7 years;
- c) Should have at least one Government premises / Embassy / Diplomatic Organization / MNCs as its clients;
- d) Should not have been barred or blacklisted by any organization in the Trinidad & Tobago, or by Government of India;
- e) Should have an employee / staff strength of at least 5 persons.

#### **F. Preparation of Bids**

The tender should be submitted in two sealed envelopes as below: -

(a) The first sealed cover superscripted as "Technical Bid" should contain details of technical capabilities of the company (with documentary evidence).

(b) The second sealed envelope superscripted "Financial Bid" should contain rates only for the contract as per annexure-II of the tender document.

(c) Completely filled-in affidavit as per annexure-III should also be submitted.

(d) Both the sealed covers along with affidavit should be placed in the main sealed envelope superscripted "*Tender for Contract Services for Janitorial/Housekeeping/Cleaning Services at MGICC*" addressed to **In-Charge, Mahatma Gandhi Institute for Cultural Co-operation, Mahatma Gandhi Institute Road Reserve, off Uriah Butler Highway, Max Richards Drive, Mt. Hope (Trinidad)** and must reach on **or before Monday October 13, 2025 by 1700hrs**. Bids may be hand delivered or sent by post at the abovementioned address so as to reach on or before the stipulated date and time. MGICC / HCI will not be responsible for any delay in receipt of the bid.

#### **G. Performance Security (PS):**

- a) **The successful bidder has to deposit Performance Security which will be 8% of the Tender value** in favour of "High Commission of India" in form of Demand Draft / Pay Order / Bank Guarantee within fifteen days of the acceptance of the



Letter of Award (LoA). Performance Security should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the service provider (SP). In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly by the SP. No interest shall be paid on Performance Security.

- b) The Performance Security will be forfeited by order of the Competent Authority in Mission / Post in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, portion of the Performance Security, as may be deemed fit by the Client sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of Contractor's bill has been received and examined.
- c) If the Contractor fails to provide the Performance Security within fifteen (15) days of the acceptance of LoA, such failure shall constitute a breach of the contract and the Client shall be free to make other arrangements at the risk, cost and expense of the Contractor.
- d) On due performance and completion of the contract in all respects, the Performance Security will be returned to the SP without any interest on presentation of an absolute 'No Demand Certificate' from the SP and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued to the SP, for carrying out work stipulated in the contract.

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**Quotation**

***(To be submitted as a part of Bid)***

1.	Name of the Bidder Company	
2.	Address of the Bidder Company with Landline No., Mobile No. & email ID	
3.	A copy of Company Registration under relevant statutory regularities such as labour laws applicable in the host country	
4.	Company Profile	
5.	VAT Registration of the company	<b>Yes/No</b>
(a)	If VAT Registered, a copy of VAT Registration Certificate issued by the relevant authority	
(b)	If not VAT Registered, a copy of VAT Exemption Certificate issued by the relevant authority OR Declaration Certificate on the Company Letter Head	
6.	Reference Letters issued by the Past/Current Client(s)	
7.	Quality Control Certificate issued by relevant authority, if any	
8.	Number of years of experience in the field of Housekeeping/Cleaning	
9.	Quoted Service Charges inclusive of VAT (per month) (in TT\$)	
10.	VAT (per month), if applicable, (in TT\$)	
11.	If the Quoted Service Charges include any tax other than VAT, miscellaneous charges etc. the same may please be indicated with detailed break-up	
12.	Any other information/remarks	

**Declaration**

I, hereby, certify that the information furnished above is full and correct to the best of my knowledge.

**(Signature of the authorised signatory)**

**Date:**

**Name & address of the company:**

**Seal of the company**

**AFFIDAVIT**

I/We, \_\_\_\_\_, representative(s) of M/s \_\_\_\_\_ solemnly declare that: -

1 I/We are submitting my/our bid against the Tender Notice No. Trin/ICC/867/01/2025 dated September 19, 2025 brought out by High Commission of India, Port of Spain, for providing Janitorial/ Housekeeping/ Cleaning services at the Mahatma Gandhi Institute for Cultural Co-operation (MGICC), Cultural Wing of the High Commission of India (HCI).

2 I/We or my/our partners do not have any relative working in MGICC.

3 All information furnished by me/us in respect of fulfilment of eligibility criteria and other information given in this tender is complete, correct and true.

4 All documents/credentials submitted along with this tender are genuine, authentic, true and valid.

5 The price bid submitted me/us is "without any condition".

6 I/We have not been banned/delisted by any Government or any Government agency(ies) of Trinidad & Tobago.

7 I/We accept all the terms and conditions of the tender.

8 If any information or document submitted is found to be false/incorrect, MGICC and HCI may cancel my/our tender and take any action as deemed appropriate including termination of the contract, forfeiture of all dues and blacklisting of my/our company and all partners of the company etc.

**Signature of the authorised signatory(ies)**

**Date:**

**Name & address of the company:**

**Seal of the company**