

High Commission of India
Port of Spain

Tender No. Trin/Prop/872/01/2020

26th June, 2020

Notice Inviting Tender

High Commission of India, Port of Spain (hereinafter referred as HCI) invites sealed tenders from professional companies for providing Janitorial/Housekeeping/Cleaning Services at High Commission of India, Port of Spain, #6, Victoria Avenue, Port of Spain (hereinafter referred as Chancery) and.

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

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

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

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

(a) The sealed envelope superscripted "Financial Bid" should contain service charges/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) The sealed cover alongwith affidavit should be placed in the main sealed envelope superscripted "Tender for Contract Services for Janitorial/Housekeeping/Cleaning services" and addressed to **Head of Chancery, High Commission of India, #6, Victoria Avenue, Port of Spain(Trinidad)** and must reach on or before 17th July, 2020 by 1400 hrs. 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. HCI will not be responsible for any delay in receipt of the bid.

5. The Contract would be valid for a period of One year 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. HCI reserves the right to disqualify any company consequent upon scrutiny. 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. 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 HCI in this regard will be final and binding upon the bidders.



8. Important schedules and dates are enumerated below:-

S. No.	Key Events	Dates
1.	Date of publication of Tender Document	27th June, 2020
2.	Last date of submission of bids	17th July, 2020
3.	Date of opening of bids (<i>bidders or their representatives may wish to be present</i>)	20th July, 2020 at 1500 hrs
4.	Venue for opening of bids	High Commission of India, #6, Victoria Avenue, Port of Spain (Trinidad)

9. 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 HCI.

10. For any tender related enquiry/clarification, please contact High Commission of India, #6, Victoria Avenue, Port of Spain, Tel. No. +1-868-225-4342 or email hoc.pospain@mea.gov.in.



(N. Lingi Chetty)
Head of Chancery

**High Commission of India
Port of Spain**

Terms & Conditions

A. Scope of Work:

Daily

- Carpet- Vacuum carpet of all offices, common areas, multipurpose hall and rugs/mats with edges & corners
- Tiled Floor- damp mop of all hard floor areas of entrance foyer, entrance lobby 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 atleast 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: 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 HCI on weekdays/holidays, if necessary.
- b) HCI reserves the right to deny engagement janitor/worker of certain nationalities and of origin due to its security consideration.
- c) 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 HCI at anytime 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 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.
- h) The bid shall contain no alteration, omission or addition, overwriting except those to comply with instructions issued by 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 HCI. The bidder to whom the contract is awarded is solely responsible to HCI for completion of the awarded contract.



**High Commission of India
Port of Spain**

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	Yes/No
(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 TTS)	
10.	VAT (per month), if applicable, (in TTS)	
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, _____, Partner(s)/Legal Attorney/Accredited Representative(s) of M/s _____ solemnly declare that:-

- 1) I/We are submitting my/our bid against the Tender Notice No. _____ dated _____ brought out by High Commission of India, Port of Spain, for providing Housekeeping/Cleaning/Janitorial Services at High Commission of India, Port of Spain.
- 2) I/We or my/our partners do not have any relative working in High Commission of India, Port of Spain.
- 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. Any Government body has not issued any show-cause notice to me/us or declared me/us ineligible or blacklisted on charges of engaging in corrupt, fraudulent, collusive or coercive practices or for any failure/lapses of serious nature by me/us.
- 7) The workers/janitors provided by us would not have any employer-employee relation with the High Commission of India and thereby they shall not claim any regularisation of their services or enhancement in their wages from HCI. Compliance of all prevalent labour laws/regulations including minimum wages as revised from time to time by Government, shall be my/our responsibility.
- 8) I/We will deploy well-trained and police verified workers/janitors on the job site.
- 9) We will use branded/quality material only as per the satisfaction of the client.
- 10) I/We accept all the terms and conditions of the tender.
- 11) If any information or document submitted is found to be false/incorrect, 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.
- 12) I agree with the terms & conditions enumerated in the tender document. If the job/work is awarded to me/us, I/we will abide by the stipulated terms & conditions in letter and spirit.

Signature of the authorised signatory(ies)

Date:

Name & address of the company:

Seal of the company:

