

**High Commission of India
Canberra**

INVITATION TO TENDER

Name of the Works: Outsourcing of Cleaning Services at Chancery in Canberra, Australia owned by the Government of India.

The High Commission of India, Canberra, for and on behalf of the President of India invites quotation for outsourcing of cleaning services for Chancery – Main Chancery building and Annex building owned by Government of India located at 3, Moonah Place, Yarralumla ACT – 2600. Further details are available in the tender document available on High Commission’s website <https://www.hcicanberra.gov.in/> Any further query can be mailed to the following email ID: hoc.canberra@mea.gov.in

Important Dates	
Date of publishing of Bid Document	13.12.2021 (1700 hours)
Clarification Start Date	14.12.2021 (1100 hours)
Clarification End Date	24.12.2021 (1500 hours)
Bid Submission Start Date	27.12.2021 (1100 hours)
Bid Submission End Date	03.01.2022 (1500 hours)
Bid Opening Date	05.01.2022 (1100 hours)

2. The bids should be submitted in a sealed envelope super-scribed with name of work “Outsourcing of Cleaning services at Chancery” and may be submitted to the Head of Chancery, High Commission of India, Canberra, 3 Moonah Place, Yarralumla, on or before 3rd January 2022. Bidder while submitting bids should ensure company registration details, with company profile, a brief on method for cleaning, with cost inclusive of taxes per calendar month.

sd/-
(Ashok Mandal)
Second Secretary & HOC

Introduction

High Commission of India, Canberra invites quotations from experienced and reputed companies providing cleaning/housekeeping services for cleaning of High Commission of India's premises located at 3 Moonah Place, Yarralumla, ACT. The company would provide cleaning staff for cleaning who will work from Monday to Friday – 0900 to 1700 hours. Please note that High Commission of India has a different calendar of holidays, and the cleaner(s) should work as per holiday calendar of High Commission of India and it may not be charged separately as sundry.

Scope of work

- To ensure clean ambience of the premises.
- To ensure optimum service as per scope of work.
- Company to ensure supply of proper uniforms.
- Company should ensure all statutory obligations such as Super, Minimum Wages, etc. are in compliance with Australian laws.
- Provide necessary and adequate equipments, implements, other cleaning materials to ensure optimum service as per scope of work.

Cleaning Duty

Cleaning of internal and external premises of the High Commission of India including, but not limited to,

- Wet/dry mop cleaning in designated areas.
- Wet/dry vacuum clean in the designated areas.
- Use of wet/dry Scrubber machine for cleaning in designated areas.
- To use Mechanical Sweeper for sweeping in the designated areas.
- To clean the parking areas.
- High dusting of corners, ledges, ceiling fixtures etc. will be performed on an as-per need basis, with maximum gap of every 30 days.
- Empty and clean trash receptacles.
- Clean and stock all the toilets in the premises.
- Cleaning of signages/plaques.
- All walls, doors and windows (exterior & interior) to be cleared of all stains, smudges and hand marks.
- Scour wash and clean all toilet including basins, bowls and urinals, tiles and partitions near urinals. Special attention must be taken to inspect and clean areas of difficult access, such as the underside of toilet bowl rings and urinals, to prevent building up of calcium and iron oxide deposits.
- Polishing of metal/brass handles, decorative items, and railing etc. once in three months. Frequency will be increased if required.
- Glass window cleaning at least once in 2 weeks. Cob web removal when required.

SITE VISIT

The interested bidder(s)/firm(s) can inspect the office premises after taking appointment between 11.00 A.M. and 5.00 P.M. from 14th December

2021 to 24th December 2021 to assess the job requirement / quantum of work involved. For the said purpose, Establishment Section may be contacted on telephone No. 0262254999 during office hours on any working day. After inspection of the premises and going by the terms and conditions mentioned in the tender documents, interested bidders should submit the bids.

The Tender bids shall remain valid for a period of Ninety (90) days from the date of opening.

Eligibility Criteria: The Tenderer should have valid permit / registration from the competent local authority for providing services in Australia, with satisfactory experience of rendering cleaning services.

PERFORMANCE SECURITY

(a) The successful bidder has to deposit Performance Security which will be a sum equivalent to 3% of the accepted contract value in favour of 'High Commission of India, Canberra' in form of Bank Guarantee/Cheque/Fixed Deposit Receipt (FDR), within fifteen days of the acceptance of the Letter of Acceptance. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider (SP) including warranty obligations. 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) 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.

VALIDITY OF CONTRACT

The contract, if awarded, shall be valid for a period of ONE YEAR (01 year). The contract may be extended annually on year to year basis, on same rates, terms and condition. In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the client shall have the right at any time to terminate the contract forthwith in addition to forfeiting the performance security amount deposited.

PAYMENTS

The Contractor shall be paid on a monthly basis for the services rendered in the preceding month. The billing cycle will be the 1st of every month to the last day of the month. The payment would be made within 10 working days of receiving the invoice. No payment shall be made in advance nor any loan

from any bank or financial institution will be recommended on the basis of the order of award of work.

The Employer will not be bound to accept the lowest or any bid nor to give a reason for the rejection of any Tender.

The High Commission of India, however, will always have the right to accept or reject any pre-approved sub-contractor even after formal award of Contract and/or commencement of work with or without cause.

Address & E-mail -

**Head of Chancery
High Commission of India
3 Moonah Place,
Yarralumla
ACT 2600
hoc.canberra@mea.gov.in**

Compliance with Laws and Regulations and Pricing of Schedule of Quantities:

The attention of Bidders is drawn as to compliance with local laws and regulations concerning safety and health, labour regulations, social insurance, labour taxes, tax deduction, import restrictions duties and levies, company's tax, input tax and output tax (GST) etc. All rates and sum inserted against items of works and in Form of Tender shall be inclusive of GST.