



सत्यमेव जयते

**Tender for Annual Maintenance Contract for  
Housekeeping/Cleaning services at  
High Commission of India  
Port of Spain  
Trinidad & Tobago**

**TENDER NO. Trin/Prop/872/01/2020**

**Dated: 02.01.2024**

**Last date for submission of bid: 26.01.2024**

**High Commission of India  
6 Victoria Avenue, Port of Spain  
Trinidad and Tobago**

File No. Trin/Prop/872/01/2020  
High Commission of India  
Port of Spain

**NOTICE INVITING TENDER**

High Commission of India, Port of Spain invites Tender under two bid system from registered and authorized firms/agencies for providing Housekeeping/Cleaning services at High Commission of India, 6 Victoria Avenue, Port of Spain, Trinidad & Tobago as per details given in the tender documents.

2. The interested firms/service agencies should submit the bids in two separate sealed covers, superscribed as “Technical Bid” and “Financial Bid”. Both sealed covers should be put in a separate single envelope superscribed as “Tender No. Trin/Prop/87201/2020 for AMC for Housekeeping/Cleaning services at HCI Port of Spain” and addressed to “ #6 Victoria Avenue, Port of Spain”. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose (Housekeeping/Cleaning Services) under any circumstances.

3. The Earnest Money Deposit (EMD) of 5% tender value in the form of Account payee Demand Draft/Pay Order drawn in favour of High Commission of India, Port of Spain is required to be submitted along with tender bids.

4. The Technical Bids will be opened on 26.01.2024 by a Committee authorized by the Competent Authority of the High Commission of India, Port of Spain. The financial bids of only those bidders, whose Technical Bids are found responsive, shall be opened by the Committee authorized for the purpose. The pre-bid site visit may be conducted on 07.01.2024 and 08.01.2024 on prior appointment basis to assess the job requirement / quantum of work involved. For any queries, please write to Mr. Kalyan Kumar Halder, Attache (Admn) at admin.pospain@mea.gov.in.

**3. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.**

4. The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason and the decision of the competent authority of the Mission/ Post shall be final and binding.

**LETTER OF BID**

Dated: \_\_\_\_\_

To,  
The HOC  
High Commission of India  
6 Victoria Avenue, Port of Spain  
Trinidad & Tobago

Ref: Invitation for Bid No. 01/2023 dated 02.01.2024

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders,

2. We offer to execute in conformity with the Bidding Documents for AMC for Housekeeping/Cleaning services at {Address of Mission/ Post}.
3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.
4. If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.
5. We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,  
Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding Company)  
Full Name and Designation  
(To be printed on Bidder's letterhead)

**DATES TO REMEMBER**

<u>Events</u>	<u>Date</u>
<b>Notice Inviting Tender</b>	Proposal for Housekeeping/Cleaning Services at High Commission of India located at 6 Victoria Avenue, Port of Spain

NIL

<b>Starting date of Tender submission</b>	02.01.2024
<b>Site visit</b>	07.01.2024 and 08.01.2024
<b>Pre-bid meeting</b>	On 09.01.2024 at High Commission of India, Port of Spain, # 6 Victoria Avenue, Port of Spain
<b>Last date of Tender Submission</b>	23.01.2024
<b>Opening of Technical Bids</b>	26.01.2024
<b>Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria)</b>	26.01.2024

## **1. GENERAL INSTRUCTIONS**

- 1.1 For the Bidding / Tender Document Purposes, the High Commission of India, Port of Spain shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Contractor and / or Bidder or interchangeably.
- 1.2 The tender document can be downloaded from the websites of <http://www.eprocure.gov.in>, <http://www.https://www.hcipo.gov.in> from 02.01.2024 onwards. The last date of submission of bids is 23.01.2024.
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 The bidder shall submit the copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 1.5 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids, or any other requirements, stipulated in the tender documents are liable to be rejected.
- 1.6 The Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, High Commission of India, Port of Spain.
- 1.7 For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter handed over personally/courier or by email to the High Commission of India, Port of Spain. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.

- 1.8 The bidders are required to visit the site to assess the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved.

## **2. Scope of Work:**

### **Daily**

1. General cleaning of the High Commission Premises.
2. Dry sweep the external area of the building within the premises of High Commission of India.
3. Cleaning/Sanitising wash basins, toilets, mirrors at least twice a day.
4. Removal of garbage/waste paper/packing material/trash.
5. Carpet- Vacuum carpet of all offices, common areas, multipurpose hall and rugs/mats with edges & corners .
6. Tiled Floor- damp mop of all hard floor areas of entrance foyer, entrance lobby and toilets with disinfectant.
7. 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.
8. Replenishment of paper hand towels/hand soaps (will be provided by HCI) in washroom Pantry as and when required.
9. Cleaning/Washing/Sanitising pantry areas and pantry utensils/equipments/hand towels.
10. Upkeep and cleaning of GoI-owned property of India House building at 21-23 Trinidad Crescent, Federation Park, Port of Spain.

### **Weekly**

1. Vacuuming of upholstered furniture
2. Dusting/wiping of picture frames, office shelves
3. Dusting of blinds
4. Removal of Cobwebs
5. Wiping down overhead fittings/fixtures
6. Cleaning of the open area of GoI-owned India House building twice a week.

## Monthly

1. Dusting/sanitising walls, doors, windows frames, glass panes above 6 feet
2. Floor Scrubbing
3. Dusting of Od' A items with caution
4. Dusting/cleaning of plastic covers of cables

### 2.1.A) Service required:

1. Three persons (Janitorial staffs) on all working days as per the calendar of High Commission India, Port of Spain
2. Service includes provision of cleaning materials for dusting / sanitising / disinfecting / scrubbing, labour, transportation and supervision

### B) Other terms and conditions which will be a part of the Service Agreements

1. 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.
2. Medical Facility: High Commission of India, Port of Spain will not be liable for any medical facility to janitor/worker under any circumstance whatsoever.
3. Arbitration: Mandatory local rules applicable to the contract of the country must also be specified in the bid document.

### C) Miscellaneous

- a) The services of the janitor(s) deployed may be required temporarily at the events organised by High Commission of India, Port of Spain on weekdays/holidays, if necessary.
- b) High Commission of India, Port of Spain reserves the right to deny engagement Janitor/worker of certain nationalities and of origin due to its security consideration.
- c) High Commission of India, Port of Spain 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 High Commission of India, Port of Spain 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 High Commission of India, Port of Spain 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 on alteration, omission or addition, overwriting except those to comply with instructions issued by High Commission of India, Port of Spain 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

NIL

undertaken by the them without written permission of High Commission of India, Port of Spain, the bidder to whom the contract is awarded is solely responsible to High Commission of India, Port of Spain for completion of the awarded contract.

2.2. Cleaning materials are to be provided by the High Commission of India, Port of Spain. List and quantity of the cleaning material is to be provided along with the financial bids by the service provider after taking the stock of the job at the place of work.

3. **MINIMUM ELIGIBILITY CRITERIA**

3.1. Should be registered/incorporated in Trinidad & Tobago.

3.2. Should have an experience of at least 3 years in providing commercial cleaning/housekeeping Services in the last 7 years.

3.3. Should have at least one Government premises/Embassy/Diplomatic Organization/MNCs as its clients.

3.4. Should not have been barred or blacklisted by any organization in the Trinidad & Tobago, or by Government of India.

3.5 Should have a employee/staff strength at least 10 persons.

4. **EARNEST MONEY DEPOSIT**

4.1 The Earnest Money deposit of 2% of the Tender value in the form of account Payee demand Draft/Pay Order issued by any reputed Bank drawn in favour of “High Commission of India, Port of Spain” has to be submitted along with the bid. The validity of the Demand Draft/Pay Order must be up to 6 (Six) months from the last date for submission of bids.

4.2 No request for transfer of any previous deposit of Earnest Money Deposit or Performance security Deposit or adjustment against any pending bill held by the Client in respect of any previous work shall be entertained.

4.3 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the government or will render the bidder ineligible to submit bids for contracts with the High Commission of India, Port of Spain.

4.4 The bids without Earnest Money Deposit will be summarily rejected.

4.5 No claim shall lie against the Client in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e., no interest will be payable on EMD.

4.6 The bid security may be forfeited:

(i) If a bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or

NIL

(ii) In case of successful bidder, if the bidder:

- (a) fails to sign the contract in accordance with the terms of the tender document;
- (b) fails to furnish required Performance Security Deposit in accordance with the terms of Tender Documents within the time frame specified by the client; or
- (c) Fails or refuses to honour his own quoted prices for the services or part thereof.

## 5. **VALIDITY OF BIDS**

- 5.1 Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.
- 5.2 In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
- 5.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.
- 5.4 **PRE-BID MEETING/SITE VISIT:** Interested firms/service agencies may visit the site for visualization and better understanding of the quantum of work during 10:00 hrs to 16:00 hrs. after fixing a prior appointment. A pre-bid meeting will take place on 09.01.2024. The site address is # 6 Victoria Avenue, Port of Spain. The bidders may also submit their queries by email on the aforementioned email IDs which will also be discussed in the pre-bid meeting.

## 6 **PREPARATION OF BIDS**

- 6.1 **Language:** Bids and all accompanying documents shall be in **English** only. The technical as well as the financial bids should be submitted in two sets – one original and one copy.
- 6.2 **Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria. **All the documents comprising the Technical Bid shall be put in a separate sealed envelope superscribed as “Envelope A – Technical Bid”.** Documents comprising the Bid:
  - a. Technical Bid Submission Form duly signed and printed on Company's letterhead.
  - b. Contact Details Form, duly filled and signed & stamped.
  - c. All attested supporting documents in proof of having fully adhered to minimum eligibility criteria as referred in Section-3 above.
- 6.3 **Earnest Money Deposit:** Earnest Money Deposit of 2% of Tender value in the form of account payee Demand Draft or Pay Order to be submitted separately in a sealed envelope superscribed as **“Envelope B-Earnest Money Deposit”.**
- 6.4 **Financial Bid:** Bidder shall prepare the Financial Bid in the Price Schedule as provided in the Tender Document. Financial Bid shall be put in a separate sealed envelope superscribed as **“Envelope C- Financial Bid”.**

NIL



7. **SUBMISSION OF BIDS**

7.1 The Bidding firms have to submit the tenders in two bid system {i.e (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted to # 6 Victoria Avenue, Port of Spain. All the documents in support of eligibility criteria etc. and other required documents are to be submitted along with the Tender Documents. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

The tender shall be submitted in sealed envelopes as described below:

ENVELOPE 'A'	Technical bid
ENVELOPE 'B'	EMD (Demand Draft/Pay Order)
ENVELOPE 'C'	Financial Bid

7.2 No Bid shall be accepted after the specified date and time. However, the Competent Authority in the High Commission of India, Port of Spain reserves the right to extend the date / time for submission of bids, before opening of the Technical Bids.

8. **BID OPENING PROCEDURE**

8.1 The Technical Bids (Envelope A) shall be opened at #6 Victoria Avenue, Port of Spain on 26.01.2024 at 11 a.m. in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the High Commission of India, Port of Spain. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the High Commission of India, Port of Spain. The Financial bids (Envelope 'B') will be opened on a subsequent date, which will be intimated to the shortlisted bidders, by mail/phone.

8.2 Bids shall be declared as valid or Invalid based on the preliminary scrutiny, i.e. on site verification of documents submitted by the bidders by the Tender Evaluation Committee. The financial bids will be opened on result of such scrutiny. However, in case any thing found false or forged in contrary to the documents submitted by the bidder, its bid will be rejected and suitable legal action may be taken.

8.3 The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose. Those bidders who qualify in the technical bid stage, will be intimated through mail/phone about the date for opening of the Financial Bids.

8.4 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.

8.5 A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.

8.6 Absence of bidder or their representative shall not impair the legality of the opening procedures.

8.7 After opening of the technical Bids and verifying the EMD amount, the technical bids shall be evaluated to ensure the bidder meets the minimum eligibility criteria as specified in the Tender Document.

9. **CLARIFICATION ON TECHNICAL BID EVALUATION.**

- 9.1 The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.
- 9.2 If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.
- 9.3 Client also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

10. **PERFORMANCE SECURITY (PS):**

- 10.1 **The successful bidder has to deposit Performance Security which will be 5% 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.
- 10.2 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.
- 10.3 If the Contractor fails to provide the Performance Security within fifteen 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.
- 10.4 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.

11. **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, for further 02 years [maximum tenure 03 years from the date of start of work initially] as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the vendor. 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 by the Contractor and initiating administrative actions for blacklisting etc. solely at the discretion of the competent authority in Mission/ Post.

12. **PAYMENTS**

- 12.1 After award of work, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the SP towards the AMC.
- 12.2 The prices in the Price Schedule shall be inclusive of all applicable taxes as may be levied by the Government from time to time.
- 12.3 All payments shall be made in TT\$ by means of crossed cheques/ bank transfer.
- 12.4 The Client shall be entitled to deduct in accordance with applicable law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor.
- 12.5 The payment to the workers in accordance to minimum wages prescribed by the local Government along with the statutory compliance Bonus is sole responsibility of the Contractor. In case of revision in minimum wages by the local Government, the same would be absorbed by the service provider. Claim for any escalation shall not be entertained by the Client.
- 12.6 No request for revision/ increase of approved rates during the currency of the contract will be entertained.
- 12.7 No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work.

13. **Other Conditions, Force Majeure & Penalty Clause**

- 13.1 The workers so provided should be on the roll of the Company.
- 13.2 The bidder must have satisfactory arrangements for training of its workers. Confirmation in this regard is to be given.
- 13.3 The bidder should submit precise profile of its key clients along with details of services provided.
- 13.4 If any cleaner is absent on a given day, the company will provide a substitute for him otherwise proportionate deductions will be made from the monthly payment.
- 13.5 In case the Service Provider fails in adhering to the daily cleaning requirements at Mission's/ Post's premises, and Client has to make alternative arrangements for daily cleaning, then Service Provider would reimburse the cost of such arrangements.
- 13.6 Contractor would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at Mission's/ Post's premises. Contractor would indemnify Client against any compensation/claim and damages etc. due to accident or injury to its employees or death due to accident or otherwise, which may arise out of and during the course of their

duties. Client would not be liable to pay any damages or compensation to such cleaners or to any third party.

- 13.7 In case of any complaint, either as regards the nature of service or as regards the behaviors of cleaners on duty or otherwise, Contractor would be intimated and would be required to take corrective measures promptly.
- 13.8 Client reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Client in this regard shall be final and binding on all.
- 13.9 Client reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.
- 13.10 Client may, by written notice sent to Housekeeping agency, terminate the contract, with a notice period of at least one month, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Client's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.
- 13.11 The bidder must have modern equipment(s), latest technical expertise for management of buildings and related facilities, as has been defined in brief scope of work. Machinery, equipment, implements, material and consumables proposed to be used should be clearly indicated. List of equipment owned by the company may also be furnished with the bid.
- 13.12 Any wrong or misleading information will lead to disqualification.
- 13.13 The bidder shall maintain at all times machinery / equipment and other resources required for upkeep and cleanliness of the premises of the Client. The SP will arrange at his own cost additional machinery/ equipment and resources if required by the Client for the purpose.
- 13.14 Client reserves the right to remove any person found unfit.
- 13.15 The bidder would be responsible for all mandatory compliance for social, safety and environmental issues related to the performance of the service provider in the Mission's/Post's premises as stated in the eligibility criteria.
- 13.16 Any other terms and conditions deemed important by the High Commission of India, Port of Spain.

**Annexure -1**

**Format for Submitting the Financial Bid**

**(To be submitted in a separate sealed cover superscribed as “Envelope C – Financial Bid”)**

**BID No.** \_\_\_\_\_

Date:.....

To,

High Commission of India  
6 Victoria Avenue,  
Port of Spain,  
Trinidad & Tobago

**FINANCIAL BID**

**A. Proforma to be filled up and submitted by the bidder (in English)**

1.	Name of the Bidding Agency/ Company	
2.	Address of the Bidding Agency/ Company	
3.	Contact details of the Bidding Agency/ Company	

**B. Break-up of the total cost for services to the High Commission of India:**

<b>No. of personnel</b>	3
<b>Wages of personnel</b>	
Total Wages	
<b>Taxes</b>	
<b>Total Amount (monthly) inclusive of all taxes</b>	

**Total monthly charges for cleaning services: \_\_\_\_\_ (including all taxes)**

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company

Seal:

NIL

**Annexure-5**  
**CONTACT DETAILS FORM**

**Bidder's description format summary**

Name of the Bidding Firm	
Name of Partner(s) & Nationality	
Name of the Authorized Signatory	
Nationality	
Passport No.	
E Mail ID	
Telephone No.	
Fax No.	
Year of Incorporation	
Registration No.	
Service tax no.	
Registered Office & Address	
Branch offices (with address and Contact details) if any	
Average Annual turnover in the <i>last five</i> financial years	
Total Staff Strength with Nationality of Employees	
Total Technical staff percentage	
Nationality of Staff working in Company and to be deputed for work	

**DETAILS ABOUT KEY PERSONNEL OF THE BIDDING COMPANY**

(With ID proof/supporting documents)

- 1.
- 2.
- 3.
- 4.