



HIGH COMMISSION OF INDIA BRUNEI DARUSSALAM

INVITES BIDS FROM

CLEANING AGENCIES FOR PROVIDING CLEANING SERVICES

IN THE HIGH COMMISSION OF INDIA

TENDER NO. BSB/ADMN/551/09/2021

LAST DATE FOR SUBMISSION OF BIDS

09/09/2021 UP TO 1700 HRS (BRUNEI TIME)

DATE OF OPENING OF TECHNICAL BIDS

10/09/2021 AT 1100HRS (BRUNEI TIME)

HIGH COMMISSION OF INDIA BRUNEI DARUSSALAM, BAITUSSYIFAA, SIMPANG 40-22, JALAN SUNGAI AKAR BANDAR SERI BEGAWAN BC 3915. TEL-00-673-2339947 / 2339685

Sealed Bids are invited for award of annual contract for cleaning of the office premises of High Commission of India, Brunei Darussalam. The Bids are to be sent in a sealed envelope which should be prominently super scribed as QUOTATIONS FOR CLEANING WORK IN HCI BRUNEI DARUSSALAM and addressed to "HOC, High Commission of India, Brunei Darussalam Baitussyifaa, Simpang 40-22, Jalan Sungai Akar Bandar Seri Begawan BC 3915 and should reach us latest by 08/09/2021 till 1700hrs.

Period of contract

The contract will be initially for a period of two years extendable further on year to year basis subject to satisfactory performance. During the contract period, no increase in rates will be allowed. The terms and conditions and rates approved by the High Commission of India, Brunei Darussalam will remain, applicable if the contract is extended further.

Tender process

The tender is invited in two parts (i) Technical Bid and (ii) Financial Bid;

(a) **First envelope** - super scripted as " Technical Bid - CLEANING WORK IN HCI BRUNEI DARUSSALAM" and (c) **Second envelope** - super scripted "Financial Bid - FOR CLEANING WORK IN HCI BRUNEI DARUSSALAM ."

Both sealed envelopes shall be kept inside a large sealed envelope i.e. in a **Third envelope** super scripted as "Tender Quotation for FOR CLEANING WORK IN HCI BRUNEI DARUSSALAM ". It should also be super scripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;

(ii) The sealed quotations shall be submitted to :

**The Head of Chancery,
High Commission of India, Brunei Darussalam, Baitussyifaa, Simpang 40-22,
Jalan Sungai Akar Bandar Seri Begawan BC 3915.**

(iii) The bid may be submitted by Hand, in person or by courier. The bids by "Fax / E-mail" shall not be accepted;

(iv) Bids received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;

(v) Technical bid shall be opened on the date and time as given in the tender notice at **High Commission of India, Brunei Darussalam, Baitussyifaa, Simpang 40-22, Jalan Sungai Akar Bandar Seri Begawan BC 3915**, in the presence of the authorized representatives of the companies, who may wish to attend.

(vi) **Financial bid shall be opened on the date and time, to be communicated later, at High Commission of India, Brunei Darussalam, Baitussyifaa, Simpang 40-22, Jalan Sungai Akar Bandar Seri Begawan BC 3915, in the presence of the authorized representatives of the companies, those who qualify in the technical bids and wish to attend.**

(vii) **Bids should be valid for six months (180 days)**

Scope of work

The Cleaning Services are required from 0900 hrs to 1730hrs (Monday to Friday) as per detail below:

- i. Daily sweeping/mopping/dusting/vacuum cleaning of common areas, office rooms, toilets, lobbies, staircases, window panes, office furniture/equipment, ground floor, first floor, entrance and exit areas, drive ways, parking areas and any other place within the premises as directed by the competent authorities from time to time including removal of waste material and discarded furniture.
- ii. The cleaner/s should be provided with proper Working Uniform to be worn during the entire working time.
- iii. Office Rooms to be cleaned and dusting of furniture to be done daily in the morning.
- iv. Daily removal of garbage/waste paper/packing material.
- v. Deep cleaning including Vacuum cleaning of rooms windows, doors, Lobbies Glass panes of rooms and staircases Brass polishing of sign boards/brass planters and Washing of parking area once a week.
- vi. Corridors to be mopped twice a day. Toilets to be cleaned once in the morning and in the evening every day.
- vii. Garbage Collection: Garbage will be collected from each room at least twice a day. The collected garbage should be periodically disposed off in accordance with the relevant regulations of local government.
- viii. No burning of waste material shall be permitted in the premises.
- ix. Drainage & Water System: Cleaning of drainage system should be done on regular basis.
- x. Cleaning should be done in weekends/ holidays too, if required

Eligibility Criteria

- i. Bids should be for cleaning services on all days viz. Monday to Friday (including holidays if required) with all required materials (like brooms hard and soft preferably with long handle, mops, wipers, dusters, cob web remover, Road brooms, toilet brush, carpet brush, supply and cleaning agents like vim, harpic, soap cakes, odonil, 'bio-tabs', glass cleaner and phenyl etc. Company will also provide vacuum cleaners and bags for collecting trash from rooms and other areas. **In Financial bids two rates should be quoted sepataely i.e one rate should include the cost of cleaning material and another rate excluding the cost of cleaning material.**
- ii. The Company must have in-house training facilities for its employees.
- iii. The Company should submit precise profile of its key clients along with details of services provided.
- iv. A list of cleaning material proposed to be supplied for one month may also be provided with the bid. The Company should provide cleaner who will look after cleaning work at High Commission of India Brunei Darussalam. No extra remuneration would be paid to the agency for working on Saturdays/Sundays.
- v. The worker/s so provided should be on the permanent roll of the Company and his/her antecedents should be pre-verified by the Police authorities. A copy of the verification of worker may be submitted to the High Commission of India before deployment for work.
- vi. If the cleaner is absent on a given day the company will provide a substitute for him/her otherwise proportionate deductions will be made from the monthly payment.

vii. In case the Cleaning Agency fails in adhering to the daily cleaning requirements at the High Commission of India, Brunei Darussalam has to make alternative arrangements for daily cleaning, then cleaning agency would reimburse the cost of such arrangements.

viii. Cleaning agency would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at High Commission of India, Brunei Darussalam.

ix. In case of any complaint, either as regards the nature of service or as regards the behaviors of cleaner/s on duty or otherwise, cleaning agency would be intimated and would be required to take corrective measures promptly.

x. The High Commission of India, Brunei Darussalam 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 High Commission of India, Brunei Darussalam in this regard shall be final and binding on all.

Termination of Contract

The High Commission of India, Brunei Darussalam reserves the right to terminate the contract at any time by giving one month advance notice. However the High Commission of India will also have the right to terminate the contract in less than a month under special circumstances such as security consideration, violation of privacy laws etc. The Service provider also has the right to terminate the contract by giving three months notice with justification for termination of contract.

Other terms and conditions

i The cleaning work should be done on time and as per direction of High Commission of India, Brunei Darussalam from time to time.

ii The rates finally approved/accepted by the High Commission of India, Brunei Darussalam amount payable shall be valid for the whole of the contract period and no upward revision will be allowed under any circumstances. High Commission of India, Brunei Darussalam will not entertain any claim on account of any tax/insurance for execution of the work awarded under the contract and all such taxes should be paid by the firm itself.

iii Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions the contract will be terminated forthwith without any notice, by the High Commission of India, Brunei Darussalam.

iv Delay in work will not be permissible on the ground that the materials items etc. are not available.

v Late/delay tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.

vi No advance payment shall be made for the services.

vii The bills for the services for the month must be prepared on the basis of approved rates will have to be submitted to the High Commission by the 10th of the succeeding month for effective payment.

viii The payment will be released through direct bank transfer/Cheque.

(Alok Verma)
Head of Chancery

AFFIDAVIT

I/we Partner(s)/ Legal Attorney/
Proprietor(s)/ Accredited representative(s) of M/ssolemnly declare
that :

2. I/we am/are submitting tender for ----- against Tender Notice No.
----- dated -----.
3. I/we or our partners do not have any relative working in High Commission of India, Brunei Darussalam.
4. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. My/our bid shall be valid for a period of 180 days from the last date fixed for the bid submission in accordance with the Bidding Documents and shall remain binding upon me/us and may be accepted at any time before the expiry of the period.
6. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".
7. If any information or document submitted is found to be false/incorrect, (High Commission of India) may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues and blacklisting of my/our firm and all partners of the firm etc.
8. I/we also declare that the Government of Brunei Darussalam or any other Government body has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
9. It is well understood that the workers provided by us will not have any direct employee employer relation with High Commission of India, Brunei Darussalam and hence, no worker so provided will claim any regularization of their services or enhancement in their wages from High Commission of India, Brunei Darussalam.
10. I/we also accept all the terms and conditions of this bidding document and undertake to abide by them;

(Signature of the Company with Seal)