Tender invitation for complete maintenance of Chancery-cum-Residential Complex at Cadastral Zone, Central Business District, FCT, Abuja, the Embassy Residence at Maitama, Abuja and two/three other residences located outside Chancery-cum-Residence Complex.

Tender No. No. Abuj/Admn/872/01/2016 dated 26th July, 2016

Last date for submission of bids: 18th August, 2016

Section- I  : Invitation for Tenders
Section - II : Terms & Conditions
Section-III : Special Conditions of Contract
Section-IV : General Technical Specifications
Section-V  : Price Schedule
No. Abuj/Admn/872/01/2016
High Commission of India
No. 364, Cadastral Zone,
Central Business District (CBD)
Abuja, Nigeria

Subject: Tender invitation for complete maintenance of Chancery-cum-Residential Complex at Cadastral Zone, Central Business District, FCT, Abuja, the Embassy Residence at Maitama, Abuja and two/three other residences located outside Chancery-cum-Residence Complex.

The High Commission of India (HCI), Abuja invites sealed tenders for Annual Maintenance Contract (AMC) for its Chancery complex at 364, Cadastral Zone, Central Business District (CBD), FCT, Abuja, the Embassy Residence at Maitama, Abuja and two-three other residences located outside the Chancery complex. The tenders are invited under two bid system viz. Technical Bid and Financial Bid from reputed and experienced firms having regular office preferably in Abuja, Nigeria for complete maintenance (Electrical, Mechanical, Security Equipment and other systems of its properties as per details given at Section-IV.

2. The tender document can be downloaded from the following websites:

   www.hcindia-abuja.org
   www.mea.gov.in

Bidders are requested to go through the terms & conditions contained in the bid document. Bidders are also required to deposit Earnest Money Deposit (EMD) of ₦100,000.00 (Naira one hundred thousand only) in the form of “Pay Order/Demand Draft or Bank Guarantee from any Scheduled bank of Nigeria” in favour of “High Commission of India, Abuja”. Bids received without EMD will not be considered and rejected summarily.

3. The tender should be submitted in two sealed envelopes as below, along with prescribed EMD.

   (a) The first sealed cover superscripted as “Technical Bid” should contain (i) duly filled-in Annexure along with relevant documents/information and, (ii) acceptance of terms & conditions given in Section-II.

   (b) The second sealed envelope superscripted “Financial Bid” should contain rates only for AMC as per Section-V of the Tender Document.

   (c) Both the sealed covers, along with EMD should be placed in the main sealed envelope superscripted “Tender for Annual Maintenance Contract for IHC” addressed to the Head of Chancery, High Commission of India at 364, Cadastral Zone, Central
**Business District (CBD), FCT, Abuja, Nigeria,** and must reach on or before 18th August, 2016 by 1100 hrs. Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Mission will not be responsible for any postal delay.

4. The Mission 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 the Mission in this regard will be final and binding upon the bidders.

5. The important schedules and dates are as under:

<table>
<thead>
<tr>
<th>Key Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Last date for submission of Bids</td>
<td>18th August, 2016 by 1100 hrs</td>
</tr>
<tr>
<td>2. Date of Opening of Bids</td>
<td>18th August, 2016 at 1500 hrs</td>
</tr>
<tr>
<td>(Participant bidders may wish to be present)</td>
<td></td>
</tr>
<tr>
<td>3. Venue for Opening of Bids</td>
<td>High Commission of India, Conference Room</td>
</tr>
</tbody>
</table>

6. All bidders are requested to read and understand the terms & conditions of the contract as detailed in the Section-II before sending their bids, as no change or violation of the aforementioned terms and conditions is permissible once the quotation is accepted by the Mission.

(Kaisar Alam)
DHC/Head of Chancery
SECTION II: TERMS AND CONDITIONS

1. Bidders are required to deposit Earnest Money Deposit (EMD) of ₦100,000.00 (Naira one hundred thousand only) in the form of "Pay Order, Demand Draft or Bank Guarantee from any Scheduled bank of Nigeria" in favour of "High Commission of India, Abuja. Bids received without EMD will not be considered and rejected summarily. EMD of all unsuccessful bidders shall be refunded within 30 days of awarding the tender. No interest shall be payable for EMDs.

2. The Tender shall be neatly arranged, plain and intelligible. Each page of the Tender should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Tender. The conditional tender will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder’s signature.

3. At any time prior to the deadline for submission of bids, HCI, Abuja may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.

4. Tender shall be valid for 120 days from the date of submission of tenders. A tender valid for a shorter period shall stand rejected. HCI, Abuja may ask for the bidder’s consent to extend the period of validity. Such request and the response shall be made in writing only. The bidder is free not to accept such request without forfeiting the EMD. A bidder agreeing to the request for extension will not be permitted to modify his tender.

5. Any tender inadvertently received by HCI, Abuja after the deadline for submission of tenders, will not be accepted and returned unopened to the bidder.

6. HCI, Abuja shall award the contract to the eligible bidder whose technical tender has been accepted and determined as the lowest evaluated commercial tender. The lowest price criteria shall be applied on the total. If more than one bidder happens to quote the same lowest price, HCI, Abuja reserves the right to split the order and award the contract to more than one bidder.

7. For any unforeseen reasons, HCI, Abuja is required to change the scope of work, the change shall be acceptable to the bidder without changing the unit price quoted.

9. The successful bidder, on award of contract, must send the contract/acceptance in writing, within 7 days of award of contract, failing which the EMD will be forfeited and the order will be placed to the next successful bidder. The EMD shall also be forfeited:

(i) if the bidder withdraws the tender during the period of tender validity specified in the tender.
(ii) in case a successful bidder fails to furnish the Performance Bank Guarantee

10. The period of annual contract shall be for one year. The payment towards complete maintenance of the Chancery complex, the Embassy Residence and two/three other residences located outside the Chancery-complex will be made on monthly basis. The contract may be extended on annual basis on mutual consent subject to satisfactory performance report by the users.

11. Mission reserves the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory or the contractor dishonours the contract. Decision of the Mission in this regard shall be final and binding upon the contractor.

12. No request for revision/increase of approved rates during the currency of the AMC will be entertained. No other charges like transportation fare etc will be payable for providing the services.

13. All types of repairs/fittings/replacements must be carried out by professional and experienced staff. It is, therefore, mandatory for the contractor to deploy qualified technicians (electrician/AC mechanic, plumber, carpenter etc) along-with a supervisor (preferably expatriate) at the Chancery complex. Details of professional qualifications and experience of staff to be deployed may preferably be furnished at the time of bidding for the tender. Besides, the bidder shall be responsible for verification of character and antecedents of these technicians.

14. The Contractor shall be responsible for minimum wages payment to his employees as per local laws. Besides, workmen compensation policy shall be taken for all workers by the Contractor at his cost. The High Commission of India shall be kept immune from any mis-happening at site.

15. It will be responsibility of the Contractor to keep the machines/equipment in good running order during the AMC period. Contractor’s qualified technicians should be available round the clock for attending to the complaints.
16. Any financial loss caused due to the damage of any equipment/AC units etc installed at both the premises (Chancery and the Embassy Residence) would be deducted from the performance bills.

17. The Contractor shall use spare-parts of good quality for repair/replacement. The old parts which are replaced must be deposited in Administration Section in the Mission. Expenditure on replacement of major parts would be reimbursed to the Contractor by the Mission on production of original receipts.

18. The awardee firm will attend to all complaints immediately after receiving calls from Administration Section in the Mission. As and when the Contractor is not able to do assigned repair/maintenance work, Mission reserves the right to get the same done from any other source and recover from the Contractor the cost of such work not attended to by it.

19. If any incident of theft/pilferage by the workers of the Contractor is reported causing pecuniary loss to the Mission, the entire cost would be recovered from the firm besides annulment of the contract.
SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Prices

a. Price quoted by the Contractor and agreed to by HCI, Abuja shall be considered final and no price escalation will be permitted thereafter.

b. Bidders must quote the price in the format given in Contract Price Schedule at Section – V of this document.

c. All prices are to be quoted only in Nigerian Naira.

d. The prices quoted should be inclusive of transportation, insurance charges etc.

2. Taxes and Duties:

The prices quoted should be inclusive of all taxes and duties, if applicable in Abuja.

3. Performance Bank Guarantee (PBG):

The successful bidder will be required to furnish the Performance Bank Guarantee in the form of a Bank Guarantee for the 10% (ten percent) amount of the Contract Price within seven (7) working days of receipt of award of contract, as per the format attached to this document (Refer Annexure–I). This bank guarantee shall remain valid till the expiry of the said Annual Maintenance Contract (AMC).

4. Warranty:

All the items covered under the schedule of requirements, shall carry minimum 01 (one) year on site comprehensive warranty from the date of installation of the items. The bidder must undertake to provide the installation and warranty service at Abuja. The repairing/rectification/replacement/configuration required, if any, of the items under warranty must be done at site workshop.

5. Force Majeure:

HCI, Abuja may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of an Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder’s premises.
SECTION IV: GENERAL TECHNICAL SPECIFICATIONS

High Commission of India, Abuja (HCI) desires complete maintenance of its Chancery-cum-Residential complex at 364, Cadastral Zone, Central Business District (CBD), FCT, Abuja, the Embassy Residence at Maitama, Abuja and two-three residences located outside the Chancery complex as per the following details:

1. Operation and maintenance of water treatment plant, (Filtration and Sewage Treatment Plant) and water supply system (Chemical Dosing, operation of pumps, Backwashing of Filters etc.)

2. Maintenance of centralized cooling system in the Chancery, the Embassy Residence and two-three other residences located outside the Chancery complex. A separate register will be maintained by the technician for all types of maintenance carried out for air conditioners.

3. Maintenance of telephone lines including intercom, computers and UPS System.

4. Maintenance of Electrical Light Voltage equipment, CCTV cameras, access control.

5. Maintenance of Fire fighting equipment (mock-drill to be conducted once in every two months).

6. Regular maintenance of light tension (LT) and heavy tension (HT) panels.


8. Fumigation-interior and exterior (every two-month gap).

9. Minor civil works. (upto ₦ 20,000.00 per job a maximum).

10. Minor carpentry works (upto ₦ 20,000.00 per job a maximum).

11. To manage complete operation and maintenance of the above, a technical facility manager having experience of at least 10 years is to be deputed by the company concerned. He shall maintain a register with daily details of all types of services performed by the technicians deployed by the Company. The responsibility of facility manager will also include:

   (i) Trouble free operation of IHC facility equipment
   (ii) Ensures the day to day maintenance and checking of equipment are done.
   (iii) Daily Reporting and updating to IHC for critical issues.
(iv) Controlling of AMC activities and ensuring the maintenance is performed on time.
(v) Cost control of spare-parts/operations
(vii) Monitoring of electricity, diesel and water consumptions and any other jobs assigned by the High Commission.
Section – V

Format for submitting the Price Schedule for complete maintenance of Chancery-cum-Residential Complex at Cadastral Zone, Central Business District, FCT, Abuja, the Embassy Residence at Maitama, Abuja and two/three other residences located outside Chancery-cum-Residence Complex.

High Commission of India, Abuja
Tender No. Abuj/Admn/872/01/16-Tender 1/2016          Date:

Price Schedule (item-wise)

<table>
<thead>
<tr>
<th>Name of firm</th>
<th>Address for correspondence</th>
<th>Contact</th>
<th>Details</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Unit Price (in Naira)</th>
<th>Total Price (in Naira)</th>
</tr>
</thead>
</table>

Note: 1. The above quoted prices are complete in all respect as per technical specifications inclusive of all taxes & duties, packing, forwarding, transit insurance, loading & unloading, transportation, installation & other charges etc.

2. Certified that rates quoted for the above items are as per specifications, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorised Signatory)
Name & Designation:
Company seal:
ANNEXURE-I

BANK GUARANTEE OF PERFORMANCE SECURITY
(on non-judicial paper of appropriate value)

To

Head of Chancery
High Commission of India
Abuja

BANK GUARANTEE NO:
DATE:

Dear Sir(S)

This has reference to the Contract No. ___________ dated ____________, which has been awarded by HCI, Abuja to M/s (Name & Address of Contractor) for complete maintenance of its Chancery-cum-Residential complex at 364, Cadastral Zone, Central Business District (CBD), FCT, Abuja, the Embassy Residence at Maitama, Abuja and two-three residences located outside the Chancery complex.

The conditions of this contract provide that the Contractor shall,

1. Complete the works listed in the said contract as per schedule.

2. Arrange for the Bank Guarantee towards the items supplied and fixed by the Contractor at Chancery-cum-residential complex and Embassy Residence at Abuja.

3. M/s (Name of Contractor) has accepted the said contract with the terms and conditions stipulated therein and have agreed to issue the performance bank guarantee on their part, towards promises and assurance of their contractual obligations vide the contract No. __________ M/s (name of Contractor) holds a current account with us and has approached us and at their request and in consideration of the promises, we hereby furnish such guarantees as mentioned hereinafter.

4. HCI, Abuja shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other undertaking of security in respect of the Contractor’s obligations and /or liabilities under or in connection with the said contract or to vary the terms vis-a-vis the Contractor or the said contract or to grant time and or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices or the total contract value or to forebear from enforcement of all or any of the obligations of the Contractor under the said contract and/or the remedies of the HCI, Abuja under any security(ies) now, or hereafter held by the HCI, Abuja and no such dealing(s) with the Contractor or
release or forbearance whatsoever shall have the effect of releasing the bank from its full liability of the HCI, Abuja hereunder or of prejudicing right of the HCI, Abuja against the bank.

5. This undertaking guarantee shall be a continuing undertaking guarantee and shall remain valid and irrevocable for all claims of the HCI, Abuja and liabilities of the Contractor arising up to and until date.

6. Your right to recover the said sum of Naira. ______ / (Naira_______ only) from us in manner aforesaid will not be affected/or suspended by reason of the fact that any dispute or disputes have been raised the said M/s and/or that any dispute or disputes are pending before any officer, tribunal or court or Arbitrator.

7. Our liability under this guarantee is restricted to Naira_____/ (Naira_______ Only) Our guarantee shall remain in force until unless a suit action to enforce a claim under guarantee is filed against us within six months from (which is date of expiry of guarantee) all your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

8. We have power to issue this guarantee in your favour under Memorandum and Articles of Association of our Bank and the undersigned has full power to do under the power of Attorney dated.

9. Notwithstanding anything contained herein:

A. Our liability under this guarantee shall not exceed Naira.........(in words).

B. This bank guarantee shall be valid up to......& unless a suit for action to enforce a claim under guarantee is filed against us within six months from the date of expiry of guarantee. All your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there after i.e. after six months from the date of expiry of this Bank guarantee.

C. We are liable to pay the guaranteed amount or any parts thereof under this bank guarantee only and only if you serve upon us a written claim or demand or before

D. The Bank guarantee will expire on .........

Granted by the Bank. 
Yours faithfully,

SEAL OF THE BANK 
For (Name of Bank) 
Authorized Signatory
ANNEXURE-II

CONTRACTOR AUTHORISATION FORMAT
(on bidder’s/manufacturer’s/ letterhead)

To

Date:

Head of Chancery
High Commission of India
Abuja

Subject: Tender invitation for complete maintenance of Chancery-cum-Residential Complex at Cadastral Zone, Central Business District, FCT, Abuja, the Embassy Residence at Maitama, Abuja and two/three other residences located outside Chancery-cum-Residence Complex.

Dear Sir,

We, M/s (Name of the bidder) having registered office at (address of the bidder) submit quote, negotiate, supply, provide after sales support for our range of services quoted by us to meet the above mentioned tender requirements.

The undersigned is authorized to issue such authorization on behalf of M/s (Name of the bidder).

For M/s (Name of the bidder)

Signature & company seal
Name
Designation
E-mail
Mobile No.
NOTIFICATION OF AWARD

Contract No: No. Abuj/Adm/872/01/16-Tender1/2016    Date:

To:
[Name of Contractor]

This is to notify you that your Tender dated [insert date] for the execution of [name of project/Contract] at the Contract Price of Naira [amount in figures and in words], as corrected and modified in accordance with the Terms and Conditions is hereby accepted by [the High Commission].

You are requested to proceed with the execution of the Annual Maintenance Contract (AMC) on the basis that the Notification of Award shall constitute the formation of a Contract, which shall become binding upon you furnishing a Performance Security within seven (7) days, and signing the Contract Agreement within seven (7) days.

We attach the Contract Agreement for your perusal and signature.

Signed
Duly authorized to sign for and on behalf of [name of Procuring Entity]
Date:
CONTRACT AGREEMENT

THIS AGREEMENT made the [day] day of [month] [year] between [name and address of High Commission of India] (hereinafter called “the High Commission”) of the one part and [name and address of Contractor] (hereinafter called “the Contractor”) of the other part:

WHEREAS the High Commission invited Tenders for certain works, viz, [brief description of works] and has accepted a Tender by the Contractor for the execution of those works in the sum of Naira [Contract price in figures and in words] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereafter referred to.

2. The documents forming the Contract shall be interpreted in the following order of priority:

   a. the signed Contract Agreement;
   b. the letter of Notification of Award
   c. the completed Tender Submission Sheet as submitted by the Bidder;
   d. the Drawings,
   e. the priced Bill of Quantities as submitted by the Bidder;
   f. Scope of Work, and
   g. Performance Guarantee

3. In consideration of the payments to be made by the High Commission to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the High Commission to execute and complete the works and to remedy any defects therein in conformity in all respects with the provisions of the Contract.

4. The High Commission hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Nigeria on the day, month and year first written above.

For the High Commission: ___________________________ For the Contractor: ___________________________

Signature
Print Name
Title
In the presence of

Name

Address