

**High Commission of India**  
**Abuja, Nigeria**  
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[www.hciabuja.gov.in](http://www.hciabuja.gov.in)

Date: 03<sup>rd</sup> July 2024

**Notice Inviting Tender (NIT) for selecting contractor for AMC of Civil, Electrical, Mechanical, Wooden, Glass and Plumbing works in Chancery-cum-Residential complex at 364 Cadastral Zone, Central Business District, FCT, Abuja and Embassy Residence, Maitama, Abuja.**

Tender No. HCI/ABUJ/872/03/2024 dated 03<sup>rd</sup> July 2024

Last date for submission of bids: 24<sup>th</sup> July 2024

**Section- I : Invitation for Tenders**

**Section - II : Terms & Conditions**

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**Section- V : Technical Bid**

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**HCI/ABUJ/872/03/2024**  
**High Commission of India**  
**Abuja, Nigeria**

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**Subject: Notice Inviting Tender for selecting contractor for AMC of Civil, Electrical, Mechanical, Wooden, Glass and Plumbing works in Chancery-cum-Residential complex at 364 Cadastral Zone, Central Business District, FCT, Abuja and Embassy Residence, Maitama, Abuja.**

The High Commission of India (HCI), Abuja invites sealed tenders from professional and adequately experienced agencies for day-to-day preventive maintenance of Civil, Electrical, Mechanical, Wooden, Glass and Plumbing infrastructure and trouble free operation of HCI facility equipment at Chancery-cum-Residential complex and Embassy Residence.

2. 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.

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

[www.hciabuja.gov.in](http://www.hciabuja.gov.in)

[www.http://eprocure.gov.in/cppp](http://www.http://eprocure.gov.in/cppp)

[www.mea.gov.in](http://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 ₦ 1,000,000.00 (One Million Naira only) in the form of “Demand Draft 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. EMD of successful bidder shall be return after 30 days from date of completion of awarded of work subject to the satisfaction of the High Commission. No interest shall be payable for EMDs. The EMD will be forfeited on account of one or more of the following reasons:

- i. The bidder withdraws his bid during the period of bid validity;
- ii. In case of a successful bidder, the selected bidder fails to sign the agreement in time ;
- iii. Deliberately furnishing of any wrong information.

4. Successful bidders shall submit 5 % of the contract value as Performance Security in the form Demand Draft valid for a period of sixty days beyond the date of the completion of all the contractual obligations. Performance Security shall be deposited within 15 days of signing of contract. The Performance Security will be forfeited :

- i. When the terms and conditions of the contract are breached.
- ii. When the service provider fails to comply with minimum service levels agree upon.
- iii. Failure of the service provider to comply with statutory requirements shall constitute sufficient ground for annulment of the award and forfeiture of service guarantee. Notice with reasonable time will be given to service

provider in case of forfeiture of Performance Security. No interest shall be paid on the Performance Security.

5. 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 details of technical capabilities of the firm (*with documentary evidence*) as per Section-III.
- (b) The second sealed envelope superscripted “Financial Bid” should contain rates only for work 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 AMC of Civil, Electrical, Mechanical, Wooden, Glass and Plumbing works at Chancery-cum-Residential complex and Embassy Residence of High Commission of India, Abuja”.** This should be 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 24<sup>th</sup> July 2024 by 1700 hrs. Bids may either be delivered by hand or sent by post at the aforementioned address. Mission will not be responsible for any postal delay.

6. Please note that any corrigendum/addendum in the above tender document, if required, will be posted on the website of the High Commission of India, Abuja, as given above. Link of the same is given below: <https://www.hciabuja.gov.in/list/Mw>

7. Bidders are advised to check the terms and conditions of this “Notice Inviting Tender” carefully. No claim on account of any errors detected in the tender documents shall be entertained.

8. 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.

9. The Tender shall be neatly arranged, plain and intelligible. Each page of the Tender should be signed. It should not contain any terms and conditions, printed or otherwise, which are not applicable to the Tender. The conditional tender will be summarily rejected. In any case, none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the High Commission.

10. Any bid received by the High Commission after the last date for submission of bids will be rejected and not be considered and may be returned to the bidder.

11. Tender shall be valid for 180 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.

12. High Commission of India, Abuja reserves the right to accept /reject any tender without giving any reasons and accept tender for all or anyone or

more of the articles for which the bidder has submitted bid. The Mission reserves the right to exclude any of the jobs/items from the scope of work during tendering process.

13. If any dispute, difference or question at any time arises between the Mission and the Contractor in respect of the agreement signed which cannot be settled mutually or in case of termination, shall be referred to arbitration. The arbitration proceedings will be conducted in accordance with and subject to the UNCITRAL (United Nations Commission on International Trade Laws) Arbitration Rules, as amended from time to time and the decision of the arbitrators as mentioned above shall be final and binding on all the parties. The seat of Arbitration will be New Delhi.

14. Prior to the expiration of the period of bid validity, High Commission will issue letter of Intent by email to the successful bidder that it is proposed to accept his bid. Upon the receipt of acceptance letter from successful bidder, the letter of award of work will be issued and Contract will be signed between High Commission and successful bidder. EMD will be refunded to unsuccessful bidders at the earliest and latest within 30 days of award of work. The successful bidder, on award of contract, must send the contract/acceptance in writing, within 14 days of award of contract; otherwise, the Contract will be awarded to the other bidder, as decided by High Commission.

15. The contract shall be valid for one year after signing of contract subject to satisfactory performance of the service provider. The contract can further be extended for two years on same terms, condition and amount subject to mutual consent.

16. No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties i.e. authorized representative of the selected service provider and the High Commission of India, Abuja.

17. The contractor shall pay the expenses of applicable duties for execution of agreement.

18. The contractor shall not further sub-contract, the whole or any part of the contract, under any circumstances to a third party.

19. Non-Disclosure Agreement: The selected bidder shall submit a Non-Disclosure Agreement (NDA) after signing the agreement to the effect that the bidder and the personnel deployed by the bidder shall not disclose any information/data which they may obtain/acquire while providing services to the High Commission. Breach of this will lead to termination of agreement and forfeit of performance security.

20. The contractor shall be responsible for coordinating with concerned local authorities and compliance of all local laws & rules in carrying out the contracted work.

21. **No request for revision/increase of approved rates during the currency of the contract will be entertained.** No other charges like transportation and others will be payable for providing the services.

22. 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 not accompanied by EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.

23. The important schedules and dates are as under:

	<i>Key Event</i>	<i>Dates</i>
1.	Pre-bid Meeting	08 <sup>th</sup> July 2024 at 1600 hrs
2.	Last date for submission of bids	24 <sup>th</sup> July 2024 by 1700 hrs
3.	Date of Opening of Technical Bids ( <i>Participant bidders may wish to be present</i> )  <i>*Date &amp; time for opening of financial bids of technically qualified bidders will be communicated separately.</i>	25 <sup>th</sup> July 2024 at 1600 hrs
4.	Venue for pre-bid and opening of bids	Conference Room High Commission of India, Abuja Nigeria

24. For any tender related enquiry/clarification/site visit, please contact Mr. Sunil Kumar, Attache (Property) by E-mail [admn.abuja@mea.gov.in](mailto:admn.abuja@mea.gov.in) or by phone (078622800-04).

25. All bidders are requested to read and understand the terms & conditions of the contract before submitting their bids. No change or violation of the aforementioned terms and conditions is permissible once the quotation is accepted by the Mission.

26. The payment towards the Civil, Electrical, Mechanical, Wooden, Glass and Plumbing works in the Chancery-cum-Embassy Residence Complex and at the Embassy Residence, Maitama, Abuja will be made on monthly basis at the end of the last working day of the month on submission of invoice by the company and the Register indicating works done with feedback from concerned officials/Residents. In case of any shortfall in services, appropriate deductions would be made for non-performance of designated services within the stipulated timeframe.

27. The Service Provider must deploy qualified staffs and the supervisor/ Technical Facility Manager. Besides, the bidder shall be responsible for verification of character and antecedents by the Police Authorities of all its staff and the supervisor, which to be submitted within a month of award of contract. Certificate from National Drug Law Enforcement Agency ([NDLEA](#)) is also to be submitted by the Service Provider. If verification report is not submitted in time it would treated as breach of terms of agreement.

28. The Service Provider is obliged to replace, without unreasonable delay and at no cost to the High Commission, any personnel or with whom the High Commission finds it difficult to collaborate.

29. The services will need to be made operational within 30 days from the date of award of contract, failing which HCI reserves the right to cancel the contract and award it to any other service provider.

30. The service provider should agree to provide details of salary, gratuity, allowances, leave rules etc. that it provides to its staff and supervisor deployed in HCI.

31. All the items used by the Service Provider, shall be from branded and reputed brands and quality of the services rendered should not be compromised at all.

32. Non-completion of work: In case of non-completion of the contracted work within stipulated time, the High Commission of India shall be at liberty to confiscate the retention money, performance guarantee and any other dues of the Service Provider.

33. The service provider will attend to all complaints immediately after intimation from Admin/Property Section in the Mission. If the Service Provider is not able to do assigned maintenance work in reasonable time, the Mission reserves the right to get the same get done from any other source and recover from the Service Provider the cost of such work not attended to by the Service Provider

34. Staff should be available at the Chancery complex as per following details:

I. The Contractor must deploy qualified technicians (electrician, plumber, carpenter etc)along with a Supervisor/ Technical Facility Manager at the Chancery complex for supervisingthe work at Chancery-cum-Residential Complex and Embassy Residence. Details of professional qualifications and experience of staff and supervisor to be deployed should also be furnished at the time of bidding for the tender (with technical tender).

II. Staff should be available at the Chancery complex as per following details:

- **Supervisor/Technical Facility Manager:** (Monday to Friday 0900-1730 hrs, and Saturday 1000-1300 hrs). During non-working hours, the Supervisor or any authorized person must be available on call 24x7. A technical facility manager having experience of at least 5 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 supervisor/Technical Facility Manager shall personally visit installations under operation daily and ensure Planned Preventive Maintenance (PPM) is followed strictly. The responsibility of facility manager will also include:

- Trouble free operation of IHC facility equipment
- To ensure the day-to-day preventive maintenance and checking of equipment.
- Daily Reporting and updating to Attache (Property), HCI Abuja about critical issues.
- Controlling of AMC activities and ensuring the preventive maintenance is performed on time.
- Cost control of spare-parts/operations and maintenance of Stores Account
- Monitoring of electricity, diesel and water consumptions and any other jobs assigned by the High Commission.

- **Electrician:** 24x7 (in 3 shift per day of 8 hour each)

- **Plumber:** (Monday to Friday 0900-1730 hrs, and Saturday 1000-1300 hrs).
- **Carpenter, Mason, Painter and Welder :** On call preferably within 3 hours whenever requested by Mission

35. Emergency Service: Service provider will make available its personnel(s) in the event of emergency at the earliest (within an hour) once assistance is requested by the High Commission.

36. Service Provider will ensure the Services of Staff are made available after the hours mentioned above and on Sundays/closed holidays in case of any Events organized in the Chancery.

37. Service Provider shall provide all necessary materials/tools/equipments and safety gears to its staff for them to carry out their task effectively and safely. A designated space will be given in the premises where such materials may be kept.

38. The High Commission shall approve the following for effective performance of tasks:

- Standard operation procedure for all service categories,
- Daily/Weekly/Monthly/Quarterly/Yearly Maintenance Schedules,
- Logbooks/Log sheets
- Down time scheduling of various services

39. The Contractor Shall Indemnify, defend and hold harmless the High Commission of India, Abuja, Nigeria and its affiliates, Officers, representatives and agents from and against any and all claims, loss, damage, liability, payment, and obligation, and all expenses, including without limitation reasonable legal fees whether such loss are based in contract, strict liability, negligence, warranty, or under any statute or regulations, including injury to or death of persons and /or property ,arising out of or caused by:

- a. The failure of its service rendered to the High Commission of India, Abuja, hereunder to meet the requirements of this tender notice hereof;
- b. Bodily injury or property damage in connection with service and materials provided/supplied by the contractor.
- c. A material breach by the Contractor of any representation, warranty or covenant of this tender notice: or
- d. The wilful misconduct or negligent or reckless acts or omission of any of the Contractors officers, directors, agents, affiliates, employees and /or representatives, or any allegations of the same.

**High Commission of India Abuja  
(Nigeria)**

## **SECTION II: TERMS AND CONDITIONS**

1. 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.
2. 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.
3. Interpretation of the clauses in the Tender Document/Contract Document. In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document, HCI, Abuja's interpretation of the clauses shall be final and binding on all parties.
4. The successful bidder, on award of contract, must send the contract/acceptance in writing to High Commission, within 14 days of award of contract; otherwise the Contract will be awarded to the next successful bidder i.e. L-2.
5. 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.
6. The Contractor shall be responsible for minimum wages (as prescribed by the FCT Abuja government) 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 mishappening at site. The contractor will be fully responsible for the safety, medical facility and insurance of worker hired for this job.
7. The workers should not be allowed to bring any of their personal belongings except mobile phones. They should deposit their personal belongings at Security Gate. Mission can impose penalty as mention in para 14 for using mobile phones during duty hours.
8. All staff and supervisor must wear uniform of the company at all times. The uniform should clean and tidy. Staff should be given sufficient uniforms.
9. In the technical bid, the monthly salary payable to the staff, who are required to be available for duty at Chancery should be quoted. In case of absence of any of such staff, Mission will deduct the proportionate amount apart from imposing monetary penalty.
10. On completion of the Contract, Service Provider shall submit all equipment manuals, guarantee cards, specifications etc..
11. If any incident of theft/pilferage by the workers of the Service Provider is reported causing pecuniary loss to the Mission, the entire cost would be recovered from the firm besides annulment of the contract.



12. Any financial loss caused due to the damage attributed to negligence by Service Provider installed at the premises would be deducted from the performance security

13. The Service Provider should make an effort to ensure that back-up/relief staff is available in case of absence of existing staff. Absence will result in proportionate deduction from monthly payment based on the Attendance Register kept with the India-based Security Assistance at Chancery.

14. High Commission of India, Abuja reserves its right to impose monetary penalties as per following:

Unauthorised absences	N 5000
Consumption of Alcohol while on duty	N 10000 and change of staff on repetition
Use of mobile phones while on duty	N 2000
Inappropriate or unbecoming behavior with Mission's Officials	N 10000 and dismissal of staff
Unauthorized use of Mission's property	N 10000
Failure to discharge duty properly/sleeping while on duty	N 2000

15 The Technical bid should contain following documents in this serial order as mentioned below :

- (a) Technical bid proforma (as per Section V )
- (b) CAC Certificate & Memorandum , latest status report
- (c) FIRS tax certification
- (d) licence from local authority
- (e) Current & previous client documents
- (f) Methodology
- (g) Details of training program for staff
- (h) Pension Clearance certificate
- (i) Any other document which is relevant to tender process

### **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 all inclusive such as transportation, insurance charges, meal etc.

#### **2. Taxes and Duties:**

VAT should not be included in financial bid. Being a diplomatic Mission, the High Commission of India is exempted from VAT under the Vienna Convention.

#### **3. Force Majeure:**

High Commission of India, 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 *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 selected Bidder's premises. If a *Force Majeure* situation arises, the service provider shall promptly notify the authority in writing of such conditions and the cause thereof. Unless otherwise directed by the High Commission in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means not provided by the *Force Majeure* event.

## SECTION IV: TECHNICAL SPECIFICATIONS/JOB DESCRIPTION

### (Scope of work)

*Scope of work given below is tentative. The bidder is advised to inspect the site and understand the full scope of work.*

1. The Company shall depute the maintenance team to carry out the maintenance of mechanical, Electrical, Plumbing, Carpentry, Glassworks & Civil services installed at the above premises.

S. No.	Category	quantity
1	Supervisor/Technical Facility Manager	1
2	Electrician	3
3	Plumber	1
4	Carpenter, Mason, Painter & Welder	Visit basis

The Contractor shall provide Mechanical, Electrical and Plumbing operation and maintenance Services and carpentry and glass works.

Equipment Operation and preventive Maintenance Services: These Services include the periodic Checks of the various equipment and operation of the Equipment and planned preventive maintenance of the Equipment. The Services are classified on the Equipment Type as mentioned below and the responsibilities described with each equipment type. However, the responsibilities defined hereunder are indicative only. Within four weeks of commencement of services. The Contractor shall submit a detailed plan for the preventive maintenance of each equipment. The same will be discussed between Mission and Contractor and finalized. Similarly, formats of the daily weekly monthly checklist will be prepared by Contractor and submitted to the Mission for approval. Services in this category are classified on equipment type basis, as follows:

Electrical

Plumbing systems

Civil Work

(I) Electrical

- > Operation and maintenance of the electrical equipment in accordance with the manufacturers' instruction manual.
- > Maintain and update equipment history card
- > Updating UPS parameters in logbook. Report any alarm to supervisor, check battery backup time once in a month
- > Troubleshoot any problem happening on LT and should do the preventive maintenance of panel and motors
- > Checking of all safety controls and electrical switch gears - condition of contactor fingers, oiling of pivots, tightening of connections to prevent sparking etc.
- > Check for any irregularities in the UPS systems or any other electrical panel etc.

- > Check voltage current, frequency in each LT panel
- > Check voltage current, frequency KW & KWH of HT panel and metering station
- > Check windings, oil temperatures and loading of all transformers and updating in format for checks
- > Frequent checks of all DBs/MCBs
- > Check all the cables, bus bars, Nut-bolts, Insulation and overheating etc. for the panels and cables on routine basis
- > Replacement of faulty lights and fixtures
- > Carry out PPM and annual PM and maintain the check list
- > Maintenance of Security lights
- > Maintenance of all firefighting equipment
- > Firefighting mock-drill to be conducted once in every three months
- > Refilling of Fire extinguishers
- > Maintenance and periodic checking of smoke detector, break glass, fire alarm panel and repeater panel
- > Maintenance of UPS System, electric fans. As and when required, coordination with telephone and Internet service providers.
- > Complete maintenance of Air condition unit indoor and outdoor at Residences.
- > Central Air condition system of Chancery
- > Security equipment (excluding X ray baggage scanners and DFMD)

(ii) Plumbing: Water Supply and Fire Fighting

- > Operation and maintenance of all water supply and firefighting equipment as per the equipment list including fire hydrant system, pumps and motors, fountain system. In accordance with the manufacturers instruction manual.
- > Maintenance of water filters, water dispensers and replacement of candles
- > Cleaning of fire hydrant pumps and motors and pump room to maintain cleanliness.
- > Check and correct sprinklers, pressure gauges, pressure switches, nut-bolts, washers, gaskets, leakages, pipe lines connections and joints.
- > Check and rectify relays, contactors, fuses switch, Indicators, auto control systems, bus bar & cabling of fire control panels
- > Check and rectify external and internal fire hydrants – control valves, first aid hose reel, hose boxes & CP hose and maintain record on quarterly basis
- > Check and rectify pressure gauge, pressure switches, level controller's gaskets, nuts bolts, painting, water level indicators, pump seal, bearing valves, NRV, pump impellers, shafts rewinding of motors and overhauling of pumps.
- > For raw water supply systems, checks and rectify pressure gauge pressure switches level controllers' gaskets, nut bolts, painting, water level indicators, pump seal bearings valves, NRV, pump impellers shafts, rewinding of motors and overhauling of pumps.

- > For waste water disposal systems - overhauling of sump pumps rectification of impellers, rewinding of motors, nut bolts, gaskets, gear oil, pump shaft, oil seal, bearings, terminal plates, nut bolts, washes, gaskets and impellers.
- > For pump control panel - Rectification of water level controllers, relays, fuses, main switches, indicators, contractors, amp, meters, volt meters, bus bar, and any modification of wiring control circuit if required.
- > Attend the complaints within the SLA time.
- > Operation and maintenance of water treatment plant, (Filtration and Sewage Treatment Plant)
- > water supply system (Chemical Dosing, operation of pumps, Backwashing of Filters etc. once in every two months).
- > Maintenance of hot water system (electric geysers);
- > Maintenance and cleaning of the overhead water tank and underground RCC tank;
- > Maintenance of drainage system, periodical checking manhole, main drainage of all types of gully traps and floor traps;
- > Replacement of damaged flexible hose, angle valves and fittings;
- > Maintenance of pumps and internal pipe work for irrigation;
- > Maintenance of pumps, nozzles and control panel of the fountains;
- > Maintenance of bathrooms & toilets, wash basins and kitchen sinks, etc.

#### (iii) Carpentry and Glass Works

- > Periodic checking of all wooden doors, windows and other wooden furniture and to repair promptly all problems relating to their proper functioning.
- > Ensure that all the doors are clean and any touch-ups of paint/varnish required for their maintenance are attended to promptly.
- > Periodic checking of all glass doors, windows etc. and any other work associated with glass works.
- > General carpentry work including change/repair of locks, shelves, Office furniture, dismantling & arranging the same

#### (iv) Civil work

- > Maintenance of water proofing system and space frame;
- > Maintenance/Repair of aluminium and wooden doors and windows, window nets;
- > Replacement of damaged door, stopper tower bolt and glass panels;
- > Repair/plastering of walls and necessary painting;

#### BREAKDOWN SERVICE:

In addition to the above, the Company shall attend to the breakdown/emergency services calls as and when called by Mission. The above team provided assistance for arranging lighting etc. for all the functions/events to be held at the above premises. The team will stay till the end of the function.

#### CHECKLISTS & PPM TASK:

- I. Contractor will prepare a detailed checklist: PPM task customized for the above property. The Plan will capture all the daily, weekly, Monthly tasks
- II. For the daily tasks, Agency will prepare Checklists for various activities and the checklist will have to be checked: signed by the Mission.
- III. The above Plans, SOPs and Checklists will be firmed up, approved by the Mission and signed off by both the parties prior to commencement of operations at above premises.

**Section – V**

**TECHNICAL INFORMATION**  
**(Proforma to be submitted with Technical Bid)**

1. Name of firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:  
Telephone:  
E-mail:

S/ no	Requirements	Response
1	a. Brief introduction of the company.	
	b. Previous experience in the field (must be minimum 05 years)	
	c. Total number of regular employees with the firm	
	d. Turnover of the firm for the last three years	
	e. Registration Certificate & licence for the services	
	f. Have the bidder incurred any financial loss for more than one year during the last three years ending on date of tender	
2.	Detail work plan and methodology for undertaking the job	
3.	Qualification and experience of the staff [including supervisory / and Staff] proposed to be deployed for the job.	
4	Details of clients	
5	Uniforms, tool, equipment and safty gears, raincoat, boot, etc shall be provided to staff as per tender document	Yes
6	Take home pay of the Supervisor : Electrician: Plumber : Carpenter :	
7	Details of training curriculum and its duration	
8	Industry certification & relationship with local authorities	
9	Does the Agency provide any other services other than maintenance services? Please specify.	

Supporting documents with respect to above points is enclosed

**(Signature of the authorized signatory with stamp)**

Dated\_\_\_\_\_

**Full Name and Designation of the signatory**\_\_\_\_\_

**Full address of the Agency/Company**\_\_\_\_\_

**Contact details of the signatory**\_\_\_\_\_



**Section – VI(Financial Bid)**

**Format for submitting financial bid for selecting contractor for AMC of Civil, Electrical, Mechanical, Wooden, Glass and Plumbing works in Chancery-cum-Residential complex at 364 Cadastral Zone, Central Business District, FCT, Abuja and Embassy Residence, Maitama, Abuja**

High Commission of India, Abuja  
Tender No. HCI/ABUJ/872/03/2024

Date:

Price Schedule (month-wise)

<b>Job/Item</b>	<b>Price quoted (in Naira) per month</b>
Electrical	
Central AC System of Chancery	
Water treatment plant	
Plumbing	
Fire Fighting system/extinguishers	
Civil Work & minor touch up painting	
Wood work/glass	
Staffing	
Remaining work as per Section IV	
Administration	

**Note:**

1. The above quoted prices are complete in all respects as per tender document including administrative expenditure etc are included in above price.
2. Certified that rate quoted above is as per specifications, terms & conditions mentioned in the tender document.
3. We have examined tender conditions for the above-named work and have inspected the site and general conditions under which the Works are to be carried out. We offer to execute and complete the Works and remedy any defects therein, in conformity with this Tender for the Lump Sum Fixed Price as mentioned above exclusive of VAT.

**(Signature of the authorized signatory with stamp)**

Dated\_\_\_\_\_

**Full Name and Designation of the signatory**\_\_\_\_\_

**Full address of the Agency/Company**

**Contact details of the signatory**\_\_\_\_\_