

**No. Abuj/Admn/872/1/2022  
High Commission of India  
No. 364, Cadastral Zone,  
Central Business District (CBD)  
Abuja, Nigeria**

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**<https://hciabuja.gov.in>**

Date: 21 April 2022

**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 three/four other residences located outside Chancery-cum-Residence Complex.**

Tender No. No. Abuj/Admn/872/01/2022 dated 21 April 2022

Last date for submission of bids: 12 May 2022 by 1700 hrs

**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/872/01/2022**  
**High Commission of India**  
**No. 364, Cadastral Zone,**  
**Central Business District (CBD)**  
**Abuja, Nigeria**  
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**Section- I : Invitation for Tenders**

**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 three/four 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 three/four other residences located outside the Chancery complex. The tenders are invited under two bid system viz. Technical Bid and Financial Bid from reputed, experienced and financially sound firms registered under relevant Nigerian Companies Law having regular office preferably in Abuja, Nigeria for complete maintenance (*House Keeping, 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.hciabuja.gov.in](http://www.hciabuja.gov.in)  
[www.http://eprocare.gov.in/cppp](http://www.http://eprocare.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 ₦ 500,000.00 (Naira five hundred thousand only) in the form of "Pay Order/Demand Draft or Bank Guarantee from any Scheduled bank recognised by the Central 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 details of technical capabilities of the firm (*with documentary evidence*), and 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, Abuja" 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 12 May 2022 by 1700 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 and cost.

4. Please note that any corrigendum/addendum in the above tender document, if required, will be hosted in the website of the High Commission of India, Abuja, as given above.

5. 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.

6. 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.

7. 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. Bidders have to submit the Bid Securing Declaration in the attached **Form**.

8. 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 High Commission of India in this regard will be final and binding upon the bidders.

9. The important schedules and dates are as under:

	<b><i>Key Event</i></b>	<b><i>Dates</i></b>
1.	Pre-bid Meeting & Site visit	28 April 2022 at 1100 hrs
2.	Last date for submission of Bids	12 May 2022 by 1700 hrs
3.	Date* of Opening of Technical Bids <i>(Participant bidders may wish to be present)</i>	16 May 2022 at 1500 hrs

	<p><i>*Date &amp; time for opening of financial bids of technically qualified bidders will be communicated separately.</i></p> <p><i>A letter of authorization with the photograph of the representative shall be submitted by the Bidder's representatives before opening of the Bids. Absence of bidder or their representative shall not impair the legality of the opening procedures.</i></p>	
4.	Venue for Opening of Bids	High Commission of India, Abuja, Nigeria

10. For any tender related enquiry/clarification/site visit, please contact Attache (Admin & Property) by E-mail [info.abuja@mea.gov.in](mailto:info.abuja@mea.gov.in) or by phone (078622800-04). The bidders shall visit the work place, understand the scope thoroughly (even it is not mentioned in this tender) and then quote for. The service provider shall be deemed to have visited the site(s) and made themselves familiar with the working condition whether they actually inspect the site(s) or not.

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

Sd/-  
**(V.S.D.L Surendra)**  
Head of Chancery

## SECTION II: TERMS AND CONDITIONS

1. Bidders should have all applicable/appropriate licenses in their own name. A copy of valid trade license duly attested by Nigerian Corporate Affairs Ministry & Nigerian Ministry of Foreign Affairs to be enclosed with the technical bid. The company should have a good financial standing Profit and Loss Statements duly certified by Chartered Accountant for a period of six months. Tax Returns statement for the last three years from FIRS also to be attached. The bidder should have an experience of at least 3 years in providing cleaning, general house-keeping and Information Technology services. Self-attested copies of all the relevant documents may be submitted with the technical bid. Originals of the documents may be presented at the time of technical bid opening.

2. The bidder should submit precise profile of its activities and operations in different areas and fields. Details of members and nationality of Management and ownership/partnerships and other companies in the corporate groups. Bidder may give information of details of work/services done for various important clients recently. Annual turnover of the bidders must be above 100,000,000 Naira for the last three years (Documentary proof to be submitted).

3. The bidder should submit certificates of satisfactory performance from all existing clients and such certificates should not be older than one month from the date of submission of the bid. Contact details of the clients must be given for cross verification by the Mission. Preference will be given to the certificates from international organisations and diplomatic entities.

4. Bidders are required to deposit Earnest Money Deposit (EMD) of ₦ 500,000.00 (Naira five 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. 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 or furnish performance guarantee;
- iii. Furnishing of any wrong information.

5. The successful bidder is required to submit 5% of annual contract amount Performance Guarantee before the commencement order is given and within 10

days of signing the final contract. The EMD of the successful bidder may be adjusted in the Performance Guarantee by depositing the difference in amount of Performance Guarantee or alternatively EMD could be refunded by taking a fresh guarantee. The guarantee shall remain valid during the tenure of contract period and additional 45 days. The guarantee amount in full may be forfeited in the following cases:

- 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 guarantee. The guarantee money shall be valid for additional 60 days and shall be refunded after successful completion of contract period provided there is no breach of contract. No interest shall be paid on the Performance/Service Guarantee.

6. 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.

7. Any bid received by the High Commission after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the bidder.

8. 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.

9. 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.

10. High Commission of India, Abuja **reserves the right to accept any tender**, reject any tender without assigning 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 AMC during tendering process. The Service Provider will be decided on basis of items/jobs agreed to be proposed to be carried out by the AMC Contractor.

11. 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 be 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 the parties. The Arbitration will have its sittings in the High Commission of India in Abuja (Nigeria).

12. 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 bidders and furnishing of Performance Guarantee, the letter of award of work will be issued and Contract will be signed by the High Commission. 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 7 days of award of contract; otherwise, the Contract will be awarded to the other bidder.

13. The contract shall be valid for one year after signing of contract subject to satisfactory performance of the service provider. The payment towards complete maintenance of the Chancery complex, the Embassy Residence and three/four other residences located outside the Chancery-complex 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. The contract may be extended on annual basis for a maximum of total three years on mutual consent subject to satisfactory performance report by the users, and subject to no increase in the value of the Contract and no change in the existing terms and conditions.

14. 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.

**15.** The Service provider shall pay the expenses of applicable duties for execution of agreement.

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

**17. 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.**

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

19. In the extraordinary circumstances, 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.

20. 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.

21. The Contractor must deploy qualified technicians (IT Professional/electrician/AC mechanic, plumber, carpenter etc) along with a Supervisor at the Chancery complex for supervising the work at Chancery-cum-Residential Complex, Embassy Residence and three/four residences outside. Details of professional qualifications and experience of staff to be deployed should also be furnished at the time of bidding for the tender (with technical tender). Besides, the bidder shall be responsible for verification of character and antecedents by the Police Authorities of the technicians and all its staff, which to be submitted within a month of award of contract. The IT professional must be a professional with hands on knowledge of the latest information on IT-related matters. An experienced person may be assigned the job of Supervisor/IT Professional. The educational/technical qualification certificates of the Supervisor/IT Professional/Electrician attested by Nigerian Ministry of Foreign Affairs should be submitted within a week of signing of the contract by the successful bidder. The supervisor shall personally visit installations under operation daily and ensure Planned Preventive Maintenance (PPM) is followed strictly. 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.

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

- (i) Supervisor/IT Professional: *(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.
- (ii) Electrician: *24x7 (in shifts)*
- (iii) House Keeping Staff (5 Cleaners): *(Monday to Friday 0800-1630 hrs (30 minutes lunch break from 1300 hrs to 1330 hrs), and Saturday 1000-1300 hrs)*. (One staff to be deployed in the kitchen for cleaning and upkeeping of the floors, serving tea/coffee/snacks to the visitors, washing dishes and keep them in the cupboards, as and when required).
- (iv) Plumber: *(Monday to Friday 0900-1730 hrs, and Saturday 1000-1300 hrs)*.
- (v) IT Technician: *(Monday to Friday 0900-1730 hrs)*. He should be ready to extend help on phone during weekends and after office hours.
- (vi) Carpenter: *On call (preferably within one hour whenever requested by the Mission)*
- (vii) Air-conditioner technician: *(On call, preferably within one hour whenever requested by the Mission)*.

**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.

22. 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 Service Provider should agree to allow review of pay slips/banks statements of its staff deputed with the High Commission to cross check. In the financial bid, the monthly salary payable to the staff, who are required to be available for duty at Chancery from Monday to Saturday, should be quoted. In case of absence of any of such staff, Mission will deduct the proportionate amount. The High Commission of India shall be kept immune from any mishappening at site.

23. 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. The service provider must provide consumables, modern tools and equipment based on applicable regulations/codes/guidelines. The service provider should ensure that proper qualified/trained/licensed personnel carry out the jobs and that proper supervision is done for all jobs.

24. Any financial loss caused due to the damage attributed to negligence by Contractor of any equipment/AC units etc installed at the premises (Chancery, the Embassy Residence and two/three residences outside) would be deducted from the performance guarantee.

25. The awardee firm will attend to all complaints immediately after receiving calls from *Property Section* in the Mission. If the Contractor is not able to do assigned repair/maintenance work in reasonable time, the Mission reserves the right to get the same get done from any other source and recover from the Contractor the cost of such work not attended to by him.

26. 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.

27. The Service provider must know and follow their duties related to safety for all personnel.

28. All workers must wear uniform of the company at all times. The dresses should not be untidy. Workers should be given sufficient dresses.

29. The workers should not be allowed to bring any of their personal belongings including mobile phones. They should deposit their personal belongings at Security gate.

30. Contractor shall provide all necessary materials/tools/equipments (Trolley, vacuum cleaner, all cleaning material including brooms, dusters, garbage bags, face tissues, sanitisers, toilet paper, soap for cleaning and hand wash, harpic or other similar disinfectant for cleaning bathroom, floor cleaner, parquet cleaner, room freshener, surface cleaner/liquid, etc.) to its staff for them to carry out their task (indoor/outdoor cleaning, housekeeping, maintenance, etc.) effectively. A designated space will be given in the premises where such materials may be kept.

31. It will be ensured that appropriate type of cleaning material suited for cleaning is used. Any damage caused to the property of this building/floor due to unsuitable/harmful cleaning materials or due to the negligence on the part of the workers will be liable to be compensated by the service provider contractor/firm.

32. The contractor 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.

33. The Contractor shall provide the coordinates (name, address, contact details) of the daily staff/cleaners along with their photographs.

34. The staff must be wearing face masks, shoes and disposable hand gloves, to be provided by the contractor, at all times, and follow other COVID-19 appropriate behaviour.

35. 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.

36. Execution Method: The High Commission shall approve the following for effective performance of tasks:

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

## **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 of transportation, insurance charges, etc.

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

VAT and other taxes should not be included as the High Commission of India is exempted from VAT under the Vienna Convention.

### **3. Warranty:**

All the items/spare parts replaced by the Contractor, 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:**

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: GENERAL TECHNICAL SPECIFICATIONS

The following information may kindly be provided by the bidder in the Technical Bid:

Description	Response (provide documents, details, data, etc.). <i>Attach extra sheet if needed</i>
Name of the Bidding Firm	
Name of Partner (s) & Nationality	
CAC Number VAT Registration No.	
Name of the Authorised Signatory Nationality Passport Number	
Past experience (years) and references/clients in similar works (number; names of clients)	
Take home pay of individual staffs	
Coordinates (name, address, email, contact, etc.) of top management personnel including owner	
Any other services provided by the agency/contractor	
Total turnover in the latest financial year	
Tax Returns for last 03 years	
What is the rate of turnover of managerial and field staff?	
Total employees of the company/contractor. Can more personnel be drawn during events, emergency, etc.?	
Does it meet the minimum wage policy of the Nigerian government? Are other local legal and labour obligations met?	
Are the staff proposed to be deployed trained in the requisite work? Where and how is the training carried out?	
Provide details of technology and supervision mechanisms to monitor staff presence and efficiency	

Is the company/contractor licensed and/or registered by local statutory authorities? Provide company registration and licensing certificate	
Does the agency have any industry certificate of quality? If yes, please attach a copy.	

**Scope of Work:**

**1. General**

- i. The service provider shall do inspection and perform routine and preventive maintenances as also breakdown maintenance of all the equipment if and when required,
- ii. The service provider shall repair/replace parts and perform overhaul of the equipment;
- iii. The service provider shall supply necessary parts and components in order to maintain the equipment/system in good working condition;
- iv. All types of repairs/fittings/replacements must be carried out by professional and experienced staff. 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. Good quality material manufactured by reputed company should be purchased so that it remains durable for long period of time.
- v. Any spare part costing Naira 30,000.00 would be replaced by the Contractor. Payment for spare parts of value more than Naira 30,000.00 would be made on receipt of payment invoices at the end of every calendar month.

**2. Cleaning of Chancery-cum-Residential complex**

- i. Daily cleaning of the Chancery building (rooms, high footfall areas, restrooms etc). Restrooms to be cleaned 3 times a day. Daily Cleaning of stairs, common areas and pathways of residences in Chancery complex. Garbage to be kept in proper garbage bag and to be kept in covered bins at the designate place. Daily cleaning of all premises surrounding the building of Chancery premises and residences. Weekly Vacuum cleaning of chairs, sofas, seats, etc. Weekly cleaning of doors, windows and roof of chancery. Cleaning of windowpanes once in 15 days.
- ii. The Contractor would also be responsible for providing its staff all necessary equipment and uniform. Service provider will provide the cleaning material, disinfectants and sanitary consumables at the Chancery building - high quality toilet

paper, hand wash, deodorants for toilets-fix in the wall, dust bins for toilets, covered dust bins etc.

iii. Pruning of overgrown branches of trees outside the chancery and Embassy residence in coordination with Abuja Environment Protection Board as and when required.

iv. Maintenance of all Security related equipment and devices including – Scanners, Access System, Bollard Mechanism & Tyre Burst System, CCTV cameras, Security lights, ICom Sets, Under Vehicle Mirror Scanner, Handle Metal Detectors, any other security equipment. Maintenance of Entrance Gates at Chancery and Embassy Residence.

### **Work at Chancery-cum-Residential complex, ER & 3/4 houses outside**

#### **3. Plumbing**

- i. Operation and maintenance of water treatment plant, (Filtration and Sewage Treatment Plant)
- ii. water supply system (Chemical Dosing, operation of pumps, Backwashing of Filters etc. once in every two months).
- iii. Maintenance of hot water system (electric geysers);
- iv. Maintenance and cleaning of the overhead water tank and underground RCC tank;
- v. Maintenance of drainage system, periodical checking manhole, main drainage of all types of gully traps and floor traps;
- vi. Replacement of damaged flexible hose, angle valves and fittings;
- vii. Maintenance of pumps and internal pipe work for irrigation;
- viii. Maintenance of pumps, nozzles and control panel of the fountains;
- ix. Maintenance of bathrooms & toilets, wash basins and kitchen sinks, etc.

#### **4. Civil work**

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

#### **5. Electrical**

- i. Regular maintenance of light tension (LT) and heavy tension (HT) panels (only at Chancery & ER)
- ii. Checking functions of all MCCBs, MCBs &ELCBs, MDBs and distribution boards;
- iii. Checking, repair/replacement of all electrical appliance/devices including switches of light fittings, electric fans, sockets and cleaning of all electrical equipment and accessories;
- iv. Replacement of damaged tubes, bulbs, chokes, etc.;
- v. Maintenance/Repair of audio-video equipment

## **6. Fire Fighting & Fire Alarm**

- i. Maintenance of all firefighting equipment;
- ii. Firefighting mock-drill to be conducted once in every three months;
- iii. Refilling of Fire extinguishers;
- iv. Maintenance and periodic checking of smoke detector, break glass, fire alarm panel and repeater panel

## **7. Air Conditioning equipment**

Maintenance of centralized cooling system/Split ACs & Window ACs in the Chancery, the Embassy Residence, Chancery Residential Complex and three/four 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.

8. Maintenance of Water filters including periodic change of candles

9. Maintenance of telephone lines including intercom, computers and UPS System. As and when required, coordination with telephone and Internet service providers.

10. Fumigation & disinfection-interior and exterior (as required/monthly basis).

11. General carpentry work including change/repair of locks, shelves, Office furniture, dismantling & arranging the same.

12. 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 responsibility of facility manager will also include:

- (i) Trouble free operation of IHC facility equipment
- (ii) To ensure the day-to-day maintenance and checking of equipment.
- (iii) Daily Reporting and updating to IHC about critical issues.
- (iv) Controlling of AMC activities and ensuring the maintenance is performed on time.
- (v) Cost control of spare-parts/operations
- (vi) Monitoring of electricity, diesel and water consumptions and any other jobs assigned by the High Commission.
- (vii) Special cleaning of walkways using sand blasting machines to remove dirt and any outgrowth of grass due to heavy rains.

## 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/872/1/22-Tender 1/2022

Date:

Price Schedule (item-wise)

<b>Sr. No.</b>	<b>Job/Item</b>	<b>Price quoted (in Naira)</b>
1.	House Keeping (Cleaning of Chancery & Chancery complex, high footfall areas, toilets etc.) *Monthly payment for different categories of staff required to attend office from Monday to Saturday to be quoted clearly.	
2.	Security Equipment (Chancery & ER) (i) Scanners (ii) Access System (iii) Bollard Mechanism & Tyre Burst System (iv) CCTV cameras, Security lights (v) ICom Sets, Under Vehicle Mirror Scanner, Handle Metal Detector (vi) Remaining security equipment, if any *price to be quoted separately for each item	
3.	Air Conditioning System	
4.	Fire-Fighting System	
5.	Fumigation & Disinfection	
6.	LT/HT Electrical Equipment	
7.	IT Equipment (Computers, Server Room, EPBAX)	
8.	OTIS Lift	
9.	Water Treatment Plant	

10.	Maintenance of Filling Station	
11.	Maintenance of RO/Water Filters	

Name of firm

Address for correspondence

Contact

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

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

Yours faithfully,

(Signature of Authorized Signatory)

Name & Designation:

Company seal:

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## 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, Embassy Residence and two/three residences 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**

### **AFFIDAVIT/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 three/four other residences located outside Chancery-cum-Residence Complex

Dear Sir,

I/We, M/s (Name of the bidder) having registered office at (address of the bidder) solemnly declare that:

- i. I/We are submitting the tender for the 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 against tender notice number Abuj/Admn/872/1/2022 dated.....
- ii. Myself or my partners do not have any relative working in any office of High Commission of India, Abuja
- iii. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
- iv. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
- v. The Price and the Bid submitted by me/us is "WITHOUT ANY CONDITION".
- vi. I/We have not been banned/de-listed by any Government or Quasi-Government agencies or PSUs.
- vii. We have examined and have no reservations to the Bidding Documents,
- viii. We offer to execute in conformity with the Bidding Documents for AMC for Housekeeping/Cleaning services

ix. 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.

x. If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.

xi. 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.

xii. 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

I/We am/are 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/872/01/22-Tender1/2022      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:

Form 1: Documents Relating To Bid Security

Bid Securing Declaration (on Company Letter-head)

Bidder's Name \_\_\_\_\_ [Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_ Date.....

To

The President of India,  
through Head of Chancery  
High Commission of India  
364 Cadastral Zone, Central Business District  
FCT, Abuja

Ref: Tender Document No. Tend No./ xxxx; Tender Title: Annual Maintenance Contract for general upkeep of Chancery complex, Embassy Residence and 3/4 residences outside.

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organisation for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

- 1) withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
- 2) being notified within the bid validity of the acceptance of our bid by the Procuring Entity:

(a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.

(b) Fail or refuse to sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

1) receipt by us of your notification

(a) of cancellation of the entire tender process or rejection of all bids or

(b) of the name of the successful bidder or

2) forty-five days after the expiration of bid validity any extension to it.

(Signature with date) ..... (Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company] Dated on .....

day of ..... [insert date of signing]

Place.....[ insert place of signing]