



**GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS
CONSULATE GENERAL OF INDIA
PERTH**

INVITATION TO TENDER

Name of Work: Annual Maintenance of Pool at Chancery Residence, owned by the Government of India.

The Consulate General of India, Perth, for and on behalf of the President of India invites quotations/bids for maintenance of pool at Chancery residence owned by Government of India located 60 Messina, Stirling. WA-6021. Details are available on Consulate's website <https://www.cgiperth.gov.in/>. Any further query can be mailed to the following email ID: hoc.perth@mea.gov.in.

Important Dates	
Date of publication of Bid Document	29.11.2023 (1700 hours)
Clarification Start Date	30.11.2023 (1100 hours)
Clarification End Dated	08.12.2023 (1500 hours)
Bid Submission Start Date	11.12.2023 (1100 hours)
Bid Submission End Date	04.01.2024 (1500 hours)
Bid Opening Date	05.01.2024 (1100 hours)

2. The bids should be submitted in a sealed envelope super-scribed with name of work "Annual maintenance of Pool at Chancery residence" and may be submitted to the Head of Chancery, Consulate General of India, Perth, Level 6, 12 St. George Terrace, Perth, WA-6000 on or before 04 January 2024. The Bidder while submitting bids should ensure that company registration details are attached, with company profile, a brief on method pool maintenance services, with cost of inclusive of taxes per calendar month.

Sd/-
(Naresh Sharma)
Consul & HOC

Introduction

Consulate General of India, Perth invites quotations/bids from experienced and reputed companies providing pool maintenance services for maintenance of pool at Chancery residence located at 60 Messina, Stirling, WA-6021.

Scope of work

Given below is tentative scope of work. The bidder may inspect the site and understand the full scope of work.

Sl. No.	Work that needs to be done
1	Bi-monthly Pool Maintenance.
2	Thorough pool care to ensure clean and safe water throughout the swimming season.
3	Skim Off Leaves and Debris.
4	Brush Sediment from Pool Walls.
5	Vacuum the Pool
6	Clean Skimmer
7	Keep check on Pump Running
8	Check Filter and Backwash As Needed
9	Test Pool Water and Add Chemicals

SITE VISIT

- (a) The interested bidder(s)/firm(s) can inspect the pool site after taking appointment between 11.00 A.M. and 5.00 P.M. from 30 Nov 2023 to 08 Dec 2023 to assess the job requirement/quantum of work involved. For the said purpose, Administration Section may be contacted on telephone No. 0893258597/0452528100 during office hours on any working day. After inspection of the premises and going by the terms and conditions mentioned in the tender documents, interested bidders should submit the bids.
- (b) The Tender bids shall remain valid for a period of Ninety (90) days from the date of opening.

Eligibility Criteria: The Tenderer should have valid permit/registration from the competent local authority for providing services in Australia, with satisfactory experience of rendering pool maintenance services.

VALIDITY OF CONTRACT

The contract, if awarded, shall initially be valid for a period of ONE YEAR (01 year), extendable on year to year basis for another two years on same terms & conditions and charges subject to satisfactory services and mutual consent. No increase or revision/increase of approved rates during the currency of the contract will be entertained. In case breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the client shall have the right at any time to terminate the contract forthwith in addition to forfeiting the performance security amount deposited.

SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Prices

- (a) The price quoted shall be considered firm and no price escalation will be permitted during the period of the contract.
- (b) Bidders must quote the price in the format given in Price Schedule at ANNEXURE-I.
- (c) All items are to be quoted in Australian Dollars.
- (d) The prices quoted should be exclusive of VAT but inclusive of all other applicable taxes and charges.
- (e) The bidder should also work out a list of consumables for one month, which should be attached with tender documents.
- (f) Consulate will not entertain any request for increase of approved rates during the currency of the contract.
- (g) If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.

2. PAYMENTS

- (a) The Contractor shall be paid on a monthly basis for the services rendered in the preceding month. The billing cycle will be the 1st of every month to the last day of the month. The payment would be made within 10 working days of receiving the invoice. No payment shall be made in advance nor any loan from any bank or financial institution will be recommended on the basis of the order of award of work.
- (b) The Employer will not be bound to accept the lowest or any bid nor to give a reason for the rejection of any Tender.
- (c) The Consulate General of India, however, will always have the right to accept or reject any per-approved sub-contractor even after formal award of Contract and/or commencement of work with or without cause.

3. Penalty for Delayed Services:

- (a) Consulate reserves the right to levy penalty @0.5% of price quoted for per month service for per day of delay beyond the date intimated by the Mission to the firm to start providing services, subject to a maximum of 5% of the total bid value.
- (b) Consulate reserves the right to cancel the work order in case the delay is more than 15 days.
- (c) Consulate reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of Contract.

4. Force Majeure:

Consulate 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 a 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.

- 5.** The bidder from a country sharing land border with India to be registered with a competent authority.

Compliance with Laws and Regulations and Pricing of Schedule of Quantities:

The attention of bidders is drawn as to compliance with local laws and regulations concerning safety and health, labour regulations, social insurance, labour taxes, tax deduction, import restrictions duties and levies, company's tax, input tax and output tax (GST) etc. All rates and sum inserted against items of works and in Form of Tender shall be inclusive of GST.

Address & E-mail -

**Head of Chancery
Consulate General of India
Level 6, 12 St. George Terrace,
Perth, WA-6000.
hoc.perth@mea.gov.in
adm.perth@mea.gov.in**

ANNEXURE-I

Format for submitting the Price Schedule on the letter head of the company for the work of housekeeping of the Chancery premises of Consulate General of India, Perth.

PRICE SCHEDULE

Name of Firm-

Address for Correspondence-

Contact Details-

Division of Work	Number of pool maintenance services in a year	Rate per maintenance service	Total Price (A\$)
1	2	3	4
Chancery Residence Pool Maintenance			

Note:

1. Above quoted prices for pool maintenance work are complete in all respect as per technical specifications inclusive of all taxes & other charges etc.
2. Certified that rates quoted are as per specifications, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorised Signatory)

Name & Designation:

Company

Seal:

