



**Tender for Annual Maintenance Contract for
Housekeeping / Cleaning services at
High Commission of India,
Wellington, New Zealand**

TENDER NO. WEL/867/1/2025

Dated: 07 April 2025

Last date for submission of bid: 15 May 2025

**High Commission of India
72 Pipitea Street,
Wellington, New Zealand**

WEL/867/1/2025
High Commission of India,
Wellington

NOTICE INVITING TENDER

High Commission of India, Wellington invites Tender under two bid system from registered and authorized firms/agencies for providing Housekeeping/Cleaning services at 72 Pipitea Street, Wellington 6011 as per details given in the tender documents.

2. The interested firms/service agencies should submit the bids in two separate sealed covers, superscribed as “Technical Bid” and “Financial Bid”. Both sealed covers should be put in a separate single envelope superscribed as “Tender No. **WEL/867/1/2025** for AMC for Housekeeping/Cleaning services at High Commission of India and addressed to 72 Pipitea Street, Wellington. Please note that the tender document will not be accepted after the expiry of stipulated date and time for the purpose (15 May 2025) under any circumstances.

3. A Bids Securing Declaration is required to be submitted along with tender bids.

4. The Technical Bids will be opened on **16 May 2025** by a Committee authorized by the Competent Authority of the {Mission/ Post}. The financial bids of only those bidders, whose Technical Bids are found responsive, shall be opened by the Committee authorized for the purpose. The pre-bid site visit may be conducted between **21 April to 30 April 2025 between 1400 hrs. to 1600 hrs.** with prior appointment basis to assess the job requirement / quantum of work involved. Please contact Mr Atul Bhardwaj at +64-22-4329667, Email: adm.wellington@mea.gov.in

5. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.

6. The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason and the decision of the competent authority of the Mission/ Post shall be final and binding.

DATES TO REMEMBER

Events	Date
Notice Inviting Tender	7 April 2025
Starting date of Tender submission	1 May 2025
Site visit	21 April to 30 April 2025 1400 hrs. to 1600 hrs
Pre-bid meeting	30 April 2025 @ 1600 hrs
Last date of Tender Submission	15 May 2025
Opening of Technical Bids	16 May 2025 @ 1130 hrs
Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria)	To be advised

1. GENERAL INSTRUCTIONS

- 1.1 For the Bidding / Tender Document Purposes, the High Commission of India, Wellington shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Contractor and / or Bidder or interchangeably.
- 1.2 The tender document can be downloaded from the websites of <http://www.eprocure.gov.in> and hciwellington.gov.in from **7 April 2025** onwards. The last date of submission of bids is **15 May2025**.
- 1.3 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.
- 1.4 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 [if applicable].
- 1.5 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 **Bid securing declaration** of requisite format, or any other requirements stipulated in the tender documents are liable to be rejected.
- 1.6 The Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, High Commission of India, Wellington.
- 1.7 For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter handed over personally/courier or by email to the High Commission of India, Wellington. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.
- 1.8 The bidders are required to visit the site to assess the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved.

2. Scope of Work:

2.1. Details of services are as follows:

- A. Deployment of cleaners for cleaning of overall premises of the High Commission of India, Wellington.
- B. The scope of works includes the following but not limited to:
 - Vacuum, mop and disinfect all hard floors.
 - Vacuuming carpet areas including under desks/tables.
 - Dust all furniture, windowsills, partitions, fixtures and ledges.
 - Remove non-permanent marks and blemishes from all doors and walls.
 - Wash all dishes. Keeping fridges, microwaves, dishwashers and all cupboard doors clean.

- Empty all bins, replace bin liners and remove rubbish to disposal point.
 - All other cleaning related work.
- C. It includes whole High Commission of India premises including security check post, reception/consular area, library, atrium, business centre, multi-purpose hall/auditorium, catering kitchen, offices, conference hall, meeting rooms, office furniture, wardrobes, floors, toilets, vacuum cleaning of carpets, dusting, litter disposal, lifts, staircases, corridors, kitchen, walls, windows & its glasses, common area, lift & staircase in residential block and front/rear outside area of the premises.
- D. Provide all required cleaning equipment for cleaning/sweeping/vacuuming of the premises.
- E. All consumables shall be supplied by High Commission of India.
- F. The tentative scope of work /schedule/frequency for the cleaning of specified area is as below. The bidder must inspect the site and understand the full scope of work before bidding:

Area	Daily	Weekly	Other
Basement Parking area			Monthly or as & when needed
Basement Toilet	Yes		
Front & rear Entry- open to road	Yes		
Guards Room (Front & Rear)	Yes		
Common Area (Ground Floor) Corridors/ Lifts/ Lifts Lobby	Yes		
Toilet (Visitors)	Yes- Twice daily		
Reception-Waiting Area	Yes		
Reception & Office- Ground Floor	Yes		
Library	Yes		
Common office First floor	Yes		
Individual office rooms	Yes		
Common area First Floor- Corridors/ Lifts/ Lifts Lobby	Yes		
Staircases of the building			Monthly sweep or as & when needed
Common areas of residential quarters i.e. corridors/ Lifts/ Lifts Lobby		Yes	As & when needed
Spot Cleaning of all glass doors and windows- All public & office area.	Yes		
Business Centre		Yes	As & when needed
Toilets- Ladies & Gents Ground Floor	Yes		
Atrium		Yes	As & when needed
Multipurpose Hall		Yes	As & when needed
Catering Kitchen		Yes	As & when needed

- G. Cleaning/Sweeping/vacuuming/dusting must carry out between 0900-1730 hrs. on all working days **(As per High Commission of India's Calendar). It must be noted**

High Commission workings days may differ from normal New Zealand working days). Cleaners may be required on afterhours/weekends on important occasions also, as, and when required.

3. MINIMUM ELIGIBILITY CRITERIA

- The bidder should have a minimum of 3 years of experience in the field of providing cleaning services / materials to other official/commercial buildings/offices.
- The bidder should have experience in providing services in security sensitive organizations, offices, and large commercial establishments.
- The bidder should be able to provide at least two User Satisfaction certificates from other organizations.
- The bidder should provide a valid GST Number and Company Registration Number.
- The bidder should have the capability of providing a service replacement at the High Commission premises if the regular cleaning staff doesn't arrive to work due to any reason.
- The bidder should be able to deploy experienced cleaning staff (in proper uniform) on all working days from 0900 – 1730 hrs.

4. BID SECURITY DECLARATION:

- 4.1** The bidder must submit Bid Securing Declaration along with their bid as per the format at Annexure-1. Any bid which is not accompanied by the Bid Securing Declaration shall be rejected.
- 4.2** Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, will render the bidder ineligible to submit bids for future contracts with the High Commission of India, Wellington.
- 4.3** The bidder ineligible to submit bids for contracts with the High Commission of India, Wellington:
 - (i) If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or
 - (ii) In case of successful bidder, if the bidder:
 - (a) fails to sign the contract in accordance with the terms of the tender document;
 - (b) fails to furnish comply with the terms of Tender Documents within the time frame specified by the client; or
 - (c) Fails or refuses to honour his own quoted prices for the services or part thereof.

5. VALIDITY OF BIDS

- 5.1** Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.

- 5.2 In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
- 5.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.
- 5.4 PRE-BID MEETING/SITE VISIT: Interested firms/service agencies may visit the site for visualization and better understanding of the quantum of work during **21 April to 30 April 2025 between 1400 to 1600 hrs.** after fixing a prior appointment. A pre-bid meeting will take place on **30 April 2025 at 1600hrs.** The site address is **High Commission of India, 72 Pipitea Street, Thorndon, Wellington 6011.** The bidders may also submit their queries by email on the aforementioned email IDs which will also be discussed in the pre-bid meeting.

6 PREPARATION OF BIDS

- 6.1 **Language:** Bids and all accompanying documents shall be in **English** only. The technical as well as the financial bids should be submitted in two sets – one original and one copy.
- 6.2 **Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria. **All the documents comprising the Technical Bid shall be put in a separate sealed envelope superscribed as “Envelope B – Technical Bid”.** Documents comprising the Bid:
- a. Technical Bid Submission Form duly signed and printed on Company's letterhead.
 - b. Contact Details Form, duly filled and signed & stamped.
 - c. All attested supporting documents in proof of having fully adhered to minimum eligibility criteria as referred in Section-3 above.
- 6.3 **Bid Security Declaration** should be submitted in a sealed envelope superscribed as “Envelope A- Bid Security Declaration”.
- 6.4 **Financial Bid:** Bidder shall prepare the Financial Bid in the Price Schedule as provided in the Tender Document. Financial Bid shall be put in a separate sealed envelope superscribed as “**Envelope C- Financial Bid**”.

7. SUBMISSION OF BIDS

- 7.1 The Bidding firms have to submit the tenders in two bid systems i.e (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted to {Address of Mission/ Post}. All the documents in support of eligibility criteria etc. and other required documents are to be submitted along with the Tender Documents. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

The tender shall be submitted in sealed envelopes as described below:

ENVELOPE 'A'	Bid Security Declaration
ENVELOPE 'B'	Technical bid
ENVELOPE 'C'	Financial Bid

- 7.2 No Bid shall be accepted after the specified date and time. However, the Competent Authority in the High Commission of India reserves the right to extend the date / time for submission of bids, before opening of the Technical Bids.

8. BID OPENING PROCEDURE

- 8.1 The Technical Bids (Envelope A & B) shall be opened at High Commission of India on **16 May 2025 @ 1130 hrs** in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the High Commission of India. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the High Commission of India. The Financial bids (Envelope 'C') will be opened on a subsequent date, which will be intimated to the shortlisted bidders, by mail/phone.
- 8.2 Bids shall be declared as valid or Invalid based on the preliminary scrutiny, i.e. on-site verification of documents submitted by the bidders by the Tender Evaluation Committee. The financial bids will be opened on result of such scrutiny. However, in case any thing found false or forged contrary to the documents submitted by the bidder, its bid will be rejected and suitable legal action may be taken.
- 8.3 The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose. Those bidders who qualify in the technical bid stage, will be intimated through mail/phone about the date for opening of the Financial Bids.
- 8.4 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.
- 8.5 A letter of authorization shall be submitted by the Bidder's representatives before the opening of the Bids [if required].
- 8.6 Absence of bidder or their representative shall not impair the legality of the opening procedures.
- 8.7 After opening of the Technical Bids and documents, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.

9. CLARIFICATION ON TECHNICAL BID EVALUATION.

- 9.1 The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.
- 9.2 If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.

- 9.3 Client also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

10. INSURANCE AND INDEMNIFICATION

- 10.1 Insurance: Contractor shall arrange and maintain public liability insurance during the Contract Term (including any extensions to the Contract Term). This insurance must cover both the Contractor and the HCI for any liability for loss or damage to any property, or injury or illness or death to any person that arises from the provision of the Services.
- 10.2 Indemnity: The Contractor shall indemnify the HCI against any liability, loss, damage, claims, costs and expenses incurred in connection with the Services, any other breach by the Contractor of any term of the Contract or the negligent or wrongful act or default of the Contractor or any of its employees, subcontractors or agents in performing obligations under the Contract.

11. VALIDITY OF CONTRACT

The contract, if awarded, shall be valid for a period of ONE YEAR (01 year). The contract may be extended annually on year-to-year basis, for further 02 years [maximum tenure 03 years from the date of start of work initially] as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the vendor. In case of 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 by the Contractor and initiating administrative actions for blacklisting etc. solely at the discretion of the competent authority in Mission/ Post.

12. PAYMENTS

- 12.1 After the award of work, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the contractor towards the AMC.
- 12.2 The prices in the Price Schedule shall be inclusive of all applicable taxes as may be levied by the Government from time to time.
- 12.3 All payments shall be made in New Zealand dollars by means of crossed cheques/ bank transfer.
- 12.4 The Client shall be entitled to deduct in accordance with applicable law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount deducted shall be deemed to be a payment made to the contractor.
- 12.5 The payment to the workers in accordance to minimum wages prescribed by the local Government along with the statutory compliance is sole responsibility of the Contractor. In case of revision in minimum wages by the local Government, the same would be absorbed by the service provider. Claim for any escalation shall not be entertained by the Client.

- 12.6 No request for revision/ increase of approved rates during the currency of the contract will be entertained.
- 12.7 The bidder shall be paid monthly for the services rendered in the preceding month. The billing cycle will be from the 1st of every month to the last day of the month. The bidder shall submit the correct invoice in terms of quality and commercial aspects within 15 days of the succeeding month and payment shall be released within 20 days of submission of acceptable invoices. Each invoice must be submitted along with the prescribed proforma at Annexure 6.
- 12.8 No payment shall be made in advance nor will any loan from any bank or financial institution be recommended based on the order of award of work.
- 12.9 If any of the assigned work is not found satisfactory, an appropriate amount will be deducted for every major deficiency from the bill for the respective month. The decision of the High Commission of India, Wellington will be final in this respect.

13. Other Conditions, Force Majeure & Penalty Clause

- 13.1 The workers provided should be on the roll of the Company.
- 13.2 The bidder must have satisfactory arrangements for training of its workers. Confirmation in this regard is to be given.
- 13.3 The bidder should submit a precise profile of its key clients along with details of services provided.
- 13.4 If any cleaner is absent on a given day, the company will provide a substitute for him otherwise proportionate deductions will be made from the monthly payment.
- 13.5 In case the Service Provider fails in adhering to the daily cleaning requirements at Mission's/ Post's premises, and Client has to make alternative arrangements for daily cleaning, then Service Provider would reimburse the cost of such arrangements.
- 13.6 Contractor would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at Mission's/ Post's premises. Contractor would indemnify Client against any compensation/claim and damages etc. due to accident or injury to its employees or death due to accident or otherwise, which may arise out of and during the course of their duties. Client would not be liable to pay any damages or compensation to such cleaners or to any third party.
- 13.7 In case of any complaint, either as regards the nature of service or as regards the behaviors of cleaners on duty or otherwise, Contractor would be intimated and would be required to take corrective measures promptly.
- 13.8 Client reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Client in this regard shall be final and binding on all.

- 13.9 Client reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.
- 13.10 Client may, by written notice sent to Housekeeping agency, terminate the contract, with a notice period of at least one month, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Client's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.
- 13.11 The bidder must have modern equipment(s), the latest technical expertise for management of buildings and related facilities, as has been defined in brief scope of work. Machinery, equipment, implements, material and consumables proposed to be used should be clearly indicated. The list of equipment owned by the company may also be furnished with the bid.
- 13.12 Any wrong or misleading information will lead to disqualification.
- 13.13 The bidder shall maintain at all times machinery / equipment and other resources required for upkeep and cleanliness of the premises of the Client. The SP will arrange at his own cost additional machinery/ equipment and resources if required by the Client for the purpose.
- 13.14 Client reserves the right to remove any person found unfit.
- 13.15 The bidder would be responsible for all mandatory compliance for social, safety and environmental issues related to the performance of the service provider in the Mission's/Post's premises as stated in the eligibility criteria.

Annexure -1

**(To be submitted in a separate sealed cover superscribed
as "Envelope A – Bids Securing Declaration")**

Bids Securing Declaration

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a Performance Security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids.

Date:

Signatures:

Name: - ()

Email Id:

Mobile No(s).

Seal of Company

(To be submitted in a separate sealed cover superscribed
as "Envelope B - Technical Bid")

LETTER OF BID

Dated: _____

To,
The Head of Chancery
High Commission of India
72 Pipitea Street
Wellington

Ref: Invitation for Bid No. **WEL/867/1/2025** dated **7 April 2025**.

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders,

2. We offer to execute in conformity with the Bidding Documents for AMC for Housekeeping/Cleaning services at High Commission of India, Wellington.
3. 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.
4. If our bid is accepted, we commit to comply with all the terms and conditions of the Bidding Documents.
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.
6. 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 the highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,
Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding Company)
Full Name and Designation
(To be printed on Bidder's letterhead)

Annexure - 2
To be submitted along with Technical Bid

CONTACT DETAILS FORM

Bidder's description format summary

Name of the Bidding Firm	
Name of Partner(s) & Nationality	
Name of the Authorize Signatory Nationality Passport No.	
E Mail ID	
Telephone No.	
Fax No.	
Year of Incorporation	
Registration No.	
Service tax no.	
Registered Office & Address	
Branch offices (with address and Contact details) if any	
Average Annual turnover in the last five financial years	
Total Staff Strength with Nationality of Employees	
Total Technical staff percentage	
Nationality of Staff working in Company and to be deputed for work (National of India or friendly country)	

DETAILS ABOUT KEY PERSONNEL OF THE BIDDING COMPANY

(With ID proof/supporting documents)

- 1.
- 2.
- 3.
- 4.

Annexure -3
Format for Submitting the Financial Bid
(To be submitted in a separate sealed cover superscribed
as "Envelope C - Financial Bid")

BID No. _____

Date:.....

To,
High Commission of India
72 Pipitea Street, Thorndon
Wellington 6011

FINANCIAL BID

Proforma to be filled up and submitted by the bidder (in English)

1.	Name of the Bidding Agency/ Company	
2.	Address of the Bidding Agency/ Company	
3.	Contact details of the Bidding Agency/ Company	

Please provide financial bid in the following format:

No. of cleaners	2 cleaners- 1 full time & 1 part time- for a total of 13 hours a day excluding lunch/breaks between 0800 - 2000 hrs.
Wages of cleaners - hourly rate- excluding GST	
Total daily Wages - excluding GST (13 hours × hourly rate as quoted above)	

- (i) The contract, if awarded, shall be valid for a period of ONE YEAR (01 year). The contract may be extended annually on year-to-year basis, for further 02 years as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the vendor
- (ii) No separate/additional cost will be paid for cleaning equipment. However, consumables will be provided by the High Commission.
- (iii) No additional payment will be made on account of meals, uniform, transportation etc.
- (iv) The rates are inclusive of all personnel/administration costs.
- (v) It must be noted High Commission workings days may differ from normal New Zealand working days). Cleaners may be required on afterhours/weekends on important occasions also, as, and when required. Only hourly rates would be paid as quoted above.
- (vi) The billing cycle and payment shall be made as per Clause 12.7 of the NIT. Each invoice must be submitted along with the prescribed proforma at Annexure 6.

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation: Company

seal:

Annexure-4

Letter of Award

No.

Date:

To:

[Name of Contractor]

This is to notify you that your bid dated *[insert date]* for the execution of the Works for *[name of project/Contract]* for the Contract Price of *[amount in figures and in words]*, as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by *[name of Employer]*.

You are requested to proceed with the execution of the Works on the basis that this Letter of Award shall constitute the formation of a Contract, which shall become binding upon you signing the Contract Agreement within seven (7) days and furnishing a relevant documentation within fifteen (15) 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:

Annexure-5
Contract Agreement

CONTRACT/AGREEMENT NO DATED.....

THIS AGREEMENT is made onbetween {Mission/ Post} (hereinafter referred to as "Client" which expression unless excluded or repugnant to the context be deemed to include his successors and assigns), and whose principal place of office is at {Address of Mission/ Post},

AND

M/s having its registered office at.....
(Hereinafter referred to as "the Contractor") which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing manpower services to Client

NOW THIS AGREEMENT WITNESSTH as follows:

WHEREAS the Client invited bids through open tender, vide Notice Inviting Tender dated
__/__/____for "providing Housekeeping services at High Commission of India, Wellington under TenderNo. _____ dated__/__/____.

AND WHEREAS the Contractor submitted his bid in accordance with the procedure mentioned along with the bid documents and represented therein that it fulfills all the requirements and has resources and competence to provide the requisite services to the Client

AND WHEREAS the Client has selected M/s..... as the successful bidder ("the Contractor") pursuant to the bidding process and negotiation of contract prices, awarded the Letter of Award(LoA) No, to the Contractor on.....for a total sum of.....Only] for providing cleaning services required at High Commission of India, Wellington.

AND WHEREAS the Client desires that the cleaning services (as defined in the Bidding Document) be provided, performed, executed and completed by the Contractor, and wishes to appoint the Contractor for carrying out such services at the monthly charges of _____ for an initial period of one year from to_____, extendable for further two years on yearly basis at the same rates and terms & conditions, subject to satisfactory performance by the Contractor

AND WHEREAS the Contractor acknowledges that the Client shall enter into contracts with other contractors / parties for the housekeeping services of its premises in case the Contractor falls into breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard,

AND WHEREAS the terms and conditions of this Contract have been fully negotiated between the Client and the Contractor as parties of competent capacity and equal standing.

AND WHEREAS the Contractor has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing housekeeping services in the Client's premises, failing which the Contract is liable to be terminated at any time, without assigning any reasons by the Client.

AND WHEREAS the Contractor shall be responsible for payment of Service Tax with Central Excise and Taxation Department. The documentary proof of the same must be submitted within one month of payment of particular bill for the amount of Service Tax Charged in the said bill

AND WHEREAS the Client and the Contractor agree as follows:

In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement. (This Agreement shall prevail over all other Contract documents) :-

- The Letter of Award (LoA) issued by the Client;
- Letter of Acceptance by the Contractor;
- The complete Bid, as submitted by the Contractor;
- The Tender Document No. _____ dated _____
- The Addenda, if any, issued by the Client;
- Any other documents forming part of this Contract Agreement till date;
- Charges - Schedule annexed to this Article of Agreement;
- Supplementary Agreements executed from time to time; Scope of work.

There will be no mid-term escalation in the contract rate during the entire contract period. Claim for any escalation on account of minimum wages and any other statutory obligations, or otherwise also, during the entire period of the contract, shall not be entertained by the Mission/ Post. The payment to the workers in accordance to minimum wages prescribed by the New Zealand Government, along with other statutory payments, is the sole responsibility of the Contractor.

Any changes/modifications/amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form part of this contract agreement.

This Contract shall be governed by and construed in accordance with the laws of India. Each Party hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

Signed on behalf of the Contractor

Signed on Behalf of {Mission/Post}

(Authorized Signatory)

(Authorized Signatory)

Annexure -6

Proforma to be submitted with each invoice for the preceding month

Date		Time in	Time out	Total no of hours		Hourly Rate	Total for the day NZ\$
	Cleaner-1						
	Cleaner-2						
	Cleaner-1						
	Cleaner-2						
	Cleaner-1						
	Cleaner-2						
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	Cleaner-1						
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Totals for the month							