

**Consulate General of India  
Zanzibar**

No.ZAN/867/01/2021

Date: 16.12.2022

**INVITATION FOR TENDER**

The Consulate General of India, Zanzibar invites sealed bids (two bids system – Technical and Financial) from professional cleaning agencies for providing janitorial services at the Consulate General of India, Zanzibar.

|                                  |  |
|----------------------------------|--|
| Date of publication              | 16.12.2022   |
| Last date for submission of bids | 09.01.2023 (1300 hours)  |
| Opening of bids                  | 09.01.2023 (1400 hours)  |
| Validity of the bids             | 90 days from the date of opening of the bids   |
| Venue for opening of bids        | Office of the Consul General<br>Consulate General of India<br>8, Migombani, Zanzibar |

2. The tender documents can be downloaded from the Consulate website: <https://cgizanzibar.gov.in> and CPP portal: <https://eprocure.gov.in> from 16.12.2022 to 09.01.2023. No tender fee will be charged for the tender document.

3. This **Notice Inviting Tender** will form part of the Tender Document.

**sd/-**  
**(Manoj B. Verma)**  
**Head of Chancery, HCI Dar es Salaam**  
**& in-charge CGI Zanzibar**  
Tel: +255 24 2232711/2230720  
Email: [hoc.zanzibar@mea.gov.in](mailto:hoc.zanzibar@mea.gov.in)

## **INSTRUCTIONS TO APPLICANTS**

1. The tender should not contain any terms and conditions, printed or otherwise, which are not applicable to the tender. Conditional tender will be summarily rejected.
2. The signatory to the Tender Document should also be the authorized signatory of the agency for signing the Agreement between the Agency and the Consulate General of India, Zanzibar.
3. The tender shall be neatly arranged, plain and intelligible. Corrections, if any, must be attested by the authorized signatory. Insertions, postscripts, additions and alterations shall not be recognized, unless confirm by bidder's signature.
4. Each page of the tender document should bear the signature and seal of the authorized signatory of the agency.
5. Copies of credentials/documents are to be annexed with the tender document with self-attestation by the bidder with official seal.
6. All offers/documents should be submitted in English. English translation is compulsory for documents being provided in Swahili Language.
7. All rates shall be indicated in both figures and words. Where there is difference between rates quoted in figures and words, the rates quoted in words will prevail.
8. Bidders are requested to submit the tender in the following manner:
  - The **first sealed cover/envelope** should superscribed '**Technical Bid**' and should contain duly filled in Annexure-I and all relevant information showing compliance with the technical requirements listed in this document, along with supporting documents. Product details shall also be indicated in technical bids.
  - The **second sealed cover/envelope** should be superscribed '**Financial Bid**' and should contain duly filled in Annexure-II and should give costs of the required services. The financial bid should clearly mention the unit price, rate (unit price x quantity), VAT, any other charges and the total cost.
  - The two sealed covers/envelopes should be placed in a **bigger cover/envelope and sealed**. The envelope should be superscribed "**Tender for providing janitorial services in the Consulate General of India, Zanzibar.**" This should be addressed to the Consul General, Consulate General of India, 8, Migombani, Zanzibar on or before the last date and time.
9. Any tender received after the deadline for submission of tenders or incomplete or conditional tenders will not be accepted. Submission of more than one tender paper by a bidder for a particular work will render the bid liable for rejection.
10. The Consulate shall not take any responsibility for the delay, loss or non-receipt of quotations/documents not submitted directly to the office of the undersigned.

11. Before submitting the tender, the agency should inspect the Consulate premises, if required, by intimating O/o the Consul General in advance, and submit their quotations accordingly.
12. The bidder or his authorized representative, who wish to be present, may attend the bid opening on the date and time specified.
13. Interested Bidders may obtain further information from the Head of Chancery, Consulate General of India, Zanzibar at **hoc.zanzibar@mea.gov.in**.
14. The tender document is liable to rejection in the event of non-adherence to the instructions given herein.
15. The applications are liable for rejection due to incorporation of any false information and furnishing fake or truncated documents.

### **TERMS AND CONDITIONS**

1. The submission of a tender by a tenderer implies that he/she had read this notice and conditions of contract and has made himself/herself aware of the scope and specification of services to be provided.
2. Bid is open only to firms duly recognized/registered with the Government of Tanzania/Zanzibar as cleaning services providing organization and should attach the proof of the same.
3. The agency should have experience of providing janitorial services to Tanzanian Govt. offices/locations and/or companies listed on Tanzanian Stock Exchange and/or Embassies/Consulates/International organizations.
4. The agency concerned will be fully responsible for the safety and insurance of its employee.
5. The agency will have to provide the replacements or additions as and when required by the Consulate General of India.
6. The Consulate General of India will have the right to do a quarterly review of the services and terminate the Agreement in case of persistent lack of quality of service.
7. If any information furnished by the bidder is found incorrect at a later stage, he shall be liable to be debarred from tendering. Consulate reserves the right to verify the particulars furnished by the applicant independently.
8. The Consulate General of India, Zanzibar reserves the right to accept or reject any or all tenders either in part or in full without assigning any reason thereof. The decision of the Consulate General of India shall be final and binding.

9. In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, Consulate General of India, Zanzibar's interpretation of the clauses shall be final and binding on all parties.

### **DETAILED SCOPE OF WORK**

1. The cleaning agency would provide the services of cleaning the Chancery premises on all working days and on Saturdays/Sundays/Holidays, if required. They would ensure proper cleaning and upkeep of the Chancery premises including all rooms occupied by officers and members of staff, consular hall, corridors, passages, toilets and other common areas.
2. The service provider shall deploy maximum no. of janitors possible to ensure best services. Two cleaners/janitors, including a supervisor, will be on duty on all working days from 0800 hours to 1600 hours.
3. The agency will, in particular, carry out the following cleaning activities:  
Sweep, mop and buff all floors every day;  
To clean all windows, notice boards – both inside and outside, once a fortnight;  
To clean all glass doors and glaze partitions everyday;  
To dust all furniture and walls once everyday;  
To empty all wastepaper baskets in the offices everyday;  
To remove all the unwanted spots and stains from all inside walls, doors and pillars;  
To dust and clean all lamp fittings from time to time as required by the Consulate;  
Vacuum cleaning of carpets should be done as often as may be required.  
Shampooing and drying of carpets should be done once in a quarter.;  
To clean the sewerage system within the premises except the tunnels;  
To collect all refuse in receptacles kept in the premises and to ensure that the same are properly and regularly emptied for appropriate disposal;  
Cleaning of the Record/Store Rooms and Garage areas will be done every week;  
and  
Any cleaning works which may be required from time to time.
4. The maintenance of garden is not a part of this tender.
5. The agency shall provide all labor and cleaning equipment (including vacuum cleaners, dusters, brooms, mops, buckets, mugs, etc.) and also provide adequate and experienced supervision in the performance of its duties under these presents. The Consulate shall provide consumable cleaning materials as required and in quantities considered reasonable for the purposes.

### **DECLARATION AND OBLIGATIONS OF COMPANY**

1. The employees of the Company should be thoroughly proficient and trained in janitorial works.

2. The company should provide proof of registration in compliance of Tanzanian local laws and statutory regulations and that the agency/company is permitted by law in Tanzania to execute the works subject of this Agreement.
3. The company will undertake to follow prevalent Tanzanian labour laws in determining terms and service conditions of its employees.
4. The company should have provisions for real time checks for functioning of the employee to ensure that the quality of the provided personnel and service they render is always above the benchmark. It should be able to provide proof of this to the client. The company should undertake responsibility regarding its employees including damages caused by the employees of the company.
5. The Contractor shall be responsible and indemnifies the Consulate against all damages or loss occasioned to the premises or any part of the building, or any other part of the adjacent premises by any act, default or negligence of the contractor or the servant or agent of the contractor;

#### **PERIOD OF CONTRACT/AGREEMENT**

1. The period of contract/agreement will be for two years from the date of signing of the contract or as decided by the Consulate.
2. The Agreement can be extended by mutual consent for a further period of one year (two years in case initial contract was for one year) from the date of expiry of the initial agreement on the same rates, terms and conditions subject to satisfactory services by the service provider.
3. Notwithstanding the above mentioned, each party reserves the right to terminate the Agreement by way of a prior written notice, furnished 60 days in advance.

#### **RATES/PAYMENTS**

1. Price quoted by the bidder and agreed by the Consulate General of India, Zanzibar shall be considered final and no price escalation will be permitted thereafter.
2. Payment will be made on monthly basis. Claims for payment should be made through Tax invoice at the end of the month.

#### **OPENING OF BID**

1. The technical bid will be opened at the Consulate General of India, Zanzibar on the date and time specified.
2. Financial bids would be opened only in respect of those bidders, whose technical bids have been found meeting given eligibility conditions/specifications. Those who do not qualify for technical bid will be rejected for financial bid.

**TECHNICAL BID**  
**FOR JANITORIAL SERVICES IN THE CONSULATE GENERAL OF INDIA**

Tender No.ZAN/867/01/2021

Date: .....

Name of the firm : .....  
Registered office : .....  
Telephone No. : .....  
Mobile phone No. : .....  
E-mail : .....

| <b>Sl. No.</b> | <b>Requirements</b>   | <b>Reply</b> |
|----------------|---|--------------|
| 1              | List of clients indicating period of work executed with them, as proof of experience in this field and references there of                        |              |
| 2              | Proof of registration of the company under relevant statutory regulations such as labor law etc.  |              |
| 3              | Copy of Certificate of Registration from Asstt. Registrar of Companies  |              |
| 4              | Copy of Business License  |              |
| 5              | Copy of Tax clearance certificate issued by Tanzania Revenue Authority  |              |
| 6              | Copy of Certificate of Registration for VAT issued by Tanzania Revenue Authority  |              |
| 7              | Copy of Certificate of Registration for TIN issued by Tanzania Revenue Authority  |              |
| 8              | Copy of compliance license  |              |
| 9              | Copy of Certificate of Incorporation  |              |
| 10             | Size of the reserve pool of men and logistics including management viz. Response teams, vehicle, security equipment, communication equipment etc. |              |

*(please attach additional sheets wherever needed, preferably on the firms letter head)*

**UNDERTAKING**

1. This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/we further certify that I/we have the ability to meet all the technical conditions and requirements listed in this tender document.
2. I/we hereby had undertaken to render services as per direction in the tender document.

3. 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, I/we will be suspended for the future from being eligible to submit bids for contracts with the Consulate General of India, Zanzibar.
  
4. I/we fully understood the foregoing terms of the Annual Maintenance Contract of janitorial services at the Consulate General of India, 8, Migombani, Zanzibar and having accepted the same, I/We have made my/our offer keeping in view of those terms. I/We do hereby declare that the entries made in the above form are true to the best of my/our knowledge and also we shall be found by the acts of my/our duly constituted attorney. I/We hereby understand that the submission of application does not guarantee for award of contract as service provider of Consulate General of India, Zanzibar. I/We further understand that in case of any information submitted by me/us are found to be incorrect either before or even after the contract, Consulate General of India, Zanzibar will have the right to summarily reject the application/cancel the contract at any time without assigning any reasons whatsoever.

(Signature of the authorized signatory)

Name : .....  
Designation : .....  
Seal of the firm : .....

**FINANCIAL BID**  
**FOR JANITORIAL SERVICES IN THE CONSULATE GENERAL OF INDIA**

Tender No.ZAN/867/01/2021

Date: .....

Name of the firm : .....

Registered office : .....

Telephone No. : .....

Mobile phone No. : .....

E-mail : .....

**PRICE SCHEDULE**

| Sl. No. | Items                                  | Charge |      |            |
|---------|--|--------|------|------------|
|         |  | Unit   | Rate | Total cost |
| 1       | Monthly charge for janitorial services |        |      |            |
| 2       | VAT, if any                            |        |      |            |
|         | <b>Total</b>                           |        |      |            |

**UNDERTAKING**

1. The above quoted prices are complete in all respect as per scope of work, inclusive of taxes and the rate quoted for the above services are as per details, terms and conditions mentioned in the tender document.
2. The rates quoted are valid and binding upon me for the entire period of contract.

(Signature of the authorized signatory)

Name : .....

Designation : .....

Seal of the firm : .....