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**Consulate General of India
Zanzibar**

No.ZAN/867/01/2021

Date: 05.11.2021

INVITATION FOR TENDER

The Consulate General of India, Zanzibar, for and on behalf of the President of India invites sealed bids in two parts (Part-I- Technical & Part-II-Financial) from professional cleaning agencies for providing janitorial services at the Consulate General of India, Zanzibar.

- Time Schedule : Two years from the date of signing of contract.
(Extendable for one year)
- Tenders to be addressed to : Consul General
Consulate General of India
8, Migombani, P.O. Box-871
Tel: +255 24 2232711/2230720
Email: cg.zanzibar@mea.gov.in
hoc.zanzibar@mea.gov.in
- Last Date of Submission : 26.11.2021 (1500 hours)
- Place of Receipt of Tender : Consulate General of India
8, Migombani, Zanzibar
- Technical Bid opening : 26.11.2021 (1530 hours)
- Bid Validity period : 90 days from the date of opening of the Tender.

INSTRUCTIONS TO APPLICANTS

- Interested Bidders may obtain further information from the Head of Chancery, Consulate General of India, Zanzibar.
- The bidding document can be downloaded directly from website <http://www.cgizanzibar.gov.in>. The Technical Bid (Part-I) and Financial Bid (Part-II) must be enclosed in two separate sealed envelopes clearly marked as such. Both the sealed envelopes then should be sealed in a bigger envelope clearly marked "**Tender for janitorial services in the Consulate General of India, Zanzibar**".
- The Eligibility Criteria is laid out in the Tender Documents which can also be downloaded from <http://www.cgizanzibar.gov.in>

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- The Consulate General of India, Zanzibar reserves the right to accept or reject any or all tenders either in part in full without assigning any reason thereof.
 - This **Invitation for Tender** will form part of the Tender Documents.
 - All pages of the tender document should bear the signature and seal of the authorized representative of the applicant.
 - Copies of credentials/documents are to be annexed with the tender document with self-attestation by the Applicant with official seal.
 - 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.
 - Corrections, if any, must be attested. 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.
 - The tender document is liable to rejection in the event of non-adherence to the instructions given herein.
 - The applications are liable for rejection due to incorporation of any false information and furnishing fake or truncated documents.
 - Before submitting their tenders, the agency should inspect the Consulate premises, if required by intimating the Consul General in advance, and submit their quotations accordingly.
 - If any information furnished by the applicant is found incorrect at a later stage, they shall be liable to be debarred from the tendering process. The Consulate General of India reserves the right to verify the particulars furnished by the applicant independently.

DETAILED SCOPE OF WORK

- The Cleaning Agency would provide the services of cleaning the Chancery premises. 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.
- Cleaning of record store rooms and garage areas should be done once every week.
- Window-glass panes and areas around the notice board, as well as exterior areas, will be cleaned once a fortnight.
- 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.
- The maintenance of garden is not a part of this tender.
- Tools and equipments for the various tasks involved will be provided by the agency. Consumable cleaning materials required for cleaning the premises would be supplied by the Consulate.

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- The service provider shall deploy maximum no. of janitors possible to ensure best services. Two cleaners/janitors will on duty on all working days from 0800 hours to 1600 hours.
 - The agency must be prepared to provide the services on Saturdays/Sundays/Holidays besides normal working days.

CONDITIONS

- 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.
- Agencies making their offer for the tender should be registered in Tanzania as cleaning services providing organization with relevant Govt. organizations and should attach the proof of the same.
- The Cleaning 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.
- The agency will have to provide the replacements or additions as and when required by the Consul General.
- 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.
- All offers should be submitted in English together with English translation of all supporting documents being provided in Swahili Language.

PAYMENT

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

The technical bid will be opened 26.11.2021 at 1530 hours in the Consulate General of India, Zanzibar. The bidder has the option to be present or send any representative at the time of opening of bids.

The date and time of opening of financial bid will be decided after technical bids have been evaluated by the client. Financial bids of only those tenderer will be opened who qualify the technical evaluation on the specified date and time. The date, time & place of opening of the financial bids will be intimated in due course of time. Those who do not qualify for Technical Bid will be rejected for Financial Bid.

DECLARATION AND OBLIGATIONS OF COMPANY

- The Employees of the Company should be thoroughly proficient and trained janitorial works.
- 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.
- The company will undertake to follow prevalent Tanzanian Labour laws in determining terms and service conditions of its employees.
- 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.

PERIOD OF CONTRACT/AGREEMENT

- The period of Contract/Agreement shall be for 2 years from the date of signing of contract. The Agreement shall be extended with mutual consent at the same rates and on the same terms and conditions for an additional period of one year from date of expiry of the contract.

Notwithstanding the above mentioned, each party reserves the right to terminate this Agreement by way of a prior written notice, furnished 60 days in advance.



**(Bhagwant Singh)
Consul General**

Consulate General of India

Tel: +255 24 2232711/2230720

Email: cg.zanzibar@mea.gov.in

hoc.zanzibar@mea.gov.in

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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. I/we will be suspended for the future from being eligible to submit bids for contracts with the Consulate General of India, Zanzibar.

Date :

(Signature of the authorized person)

Name of the Person :
Mobile Number :
Name of Company :
Seal of firm :

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Technical Bid Proforma

- Name of the Firm :
- Address of the Registered office :
- Correspondence Address :
- Contact details :
- Telephone :
- Mobile :
- E-mail :

Sl. No.	Requirements	Reply	Remarks, if any
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)

(Signature of the authorized person)

Name of the Person :

Mobile Number :

Name of Company :

Seal of firm :

Financial Bid Proforma

- Name of the Firm :
- Address of the Registered office :
- Correspondence Address :
- Contact details :
- Telephone :
- Mobile :
- E-mail :

Sl. No.	Items	Charge (including VAT)	Remarks, if any
1	Janitorial services at the Consulate General of India Zanzibar		

I/We _____ have 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 person)

- Name of the Person :
- Mobile Number :
- Name of Company :
- Seal of firm :