



Tender for Annual Maintenance Contract for Housekeeping/Cleaning services at two offices of the High Commission of India, Dar es Salaam

TENDER NO. No. DAR/ADM/872/01/2026
Dated: 18.09.2026

Last date for submission of bid:
Monday, October 12, 2026 upto 1400 Hrs (EAT)

Date of opening of bids:
Monday, October 12, 2026 at 1500 Hrs (EAT)

Place of opening of bids:
High Commission of India, Dar es Salaam, 213/51, Shaaban Robert Street, P.O.Box 2684, Dar es Salaam, Tel. +255-22-2113097;
Email: hoc.desalaam@mea.gov.in.

NOTICE INVITING TENDER

High Commission of India, Dar es Salaam invites Tender under two bid system from registered and authorized firms/agencies for providing Housekeeping/Cleaning services at two offices of the High Commission of India, Dar es Salaam, Tanzania 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. DAR/ADM/872/01/2026 for AMC for Housekeeping/Cleaning services at two offices of the High Commission of India, Dar es Salaam" and addressed to "213/51 Shaaban Robert Street, P.O. Box 2684, Dar es Salaam, Tanzania". Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose under any circumstances.

3. The Earnest Money Deposit (EMD) of TZS 2,000,000/- (Tanzanian Shillings Two Million only) in the form of an Account Payee Demand Draft/Pay Order, drawn in favour of "High Commission of India, Dar es Salaam", is required to be submitted along with the tender bid.

4. The Technical Bids will be opened on 12.10.2026 at 1500 hrs by a Committee authorized by the Competent Authority of the High Commission of India, Dar es Salaam. 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 from 18.09.2026 to 12.10.2026 on prior appointment basis to assess the job requirement / quantum of work involved. For any queries, please write to ga.desalaam@mea.gov.in & attadmn.desalaam@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.

LETTER OF BID

Dated: _____2026

To,
The Head of Chancery
213/51 Shaaban Robert Street, P.O. Box 2684, Dar es Salaam, Tanzania

Ref: Invitation for Bid No. DAR/ADM/872/01/2026 dated 18.09.2026.

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 213/51 Shaaban Robert Street, P.O. Box 2684, Dar es Salaam, Tanzania.

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 submit a Performance Security Deposit in accordance with 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 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)

DATES TO REMEMBER

<u>Events</u>	<u>Date</u>
Notice Inviting Tender	18.09.2026
Starting date of Tender submission	18.09.2026
Site visit	18.09.2026 – 12.10.2026 (by prior appointment, 02:30 p.m. – 04:30 p.m. on working days)
Last date of Tender Submission	12.10.2026 up to 1400 hrs
Opening of Technical Bids	12.10.2026 at 1500 hrs, Conference Room, Mezzanine Floor, HCI Dar es Salaam
Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria)	To be intimated to technically qualified bidders

1. GENERAL INSTRUCTIONS

- 1.1 For the Bidding / Tender Document Purposes, the High Commission of India, Dar es Salaam 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>, www.hcindiatz.gov.in (under What's New section) from 18.09.2026 onwards. The last date of submission of bids is 12.10.2026 (up to 1400 hrs).
- 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.
- 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 EMD of requisite amount/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, Dar es Salaam.
- 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, Dar es Salaam. 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.
- 1.9 The Signatory to the Tender Document should also be the authorized signatory of the Agency for signing the Agreement between the Agency and the High Commission of India, Dar es Salaam.
- 1.10 Payment will be made on a monthly basis through bank cheques, against claims submitted through a Tax invoice after the end of each month.
- 1.11 The Agency will employ only Tanzanian citizens as cleaning staff, including a Team Leader who is fluent in both English and Swahili.
- 1.12 The Agency shall provide only such personnel who have been vetted by the Local Government's Security Department(s) in terms of past record, character and antecedents; proof thereof shall be submitted to the High Commission of India in respect of each staff deployed.
- 1.13 The High Commission will have the right to carry out a quarterly review of the services and to terminate the Agreement in case of persistent lack of quality in the service.
- 1.14 All interested Agencies/firms may contact the Head of Chancery and fix an appointment for additional information, if any, up to 12.10.2026. Interested parties may visit the Chancery and SVCC buildings for surveying the premises, taking measurements etc. as may be required for quoting between 02:30 p.m. and 04:30 p.m. on any working day between 18.09.2026 and 12.10.2026.

2. Scope of Work:

2.1. Engagement of daily cleaning services at the following buildings of the High Commission of India:

A) 07 Cleaners at the Chancery-Cum-Residential building at plot number 213/51, Shaaban Robert Street, Dar es Salaam

B) 02 Cleaners at Swami Vivekanand Culture Centre, Plot No. 310, Masani Area, Near Toure Drive, Oysterbay, P.O.Box 2684, Dar es Salaam.

2.2. The Scope of Work is inclusive of the supply of all cleaning materials, equipment and consumables by the service provider, including toilet papers, tissues, air fresheners, toilet fresheners, hand wash liquids/soaps, disinfectants, garbage bags, cleaning detergents and all other requisites. The rates quoted shall be on an all-inclusive monthly basis covering the cost of all services, personnel, transportation, VAT, social security (NSSF), insurance of the cleaning staff, and good quality cleaning material and equipment.

2.3. Working days and hours: Monday to Friday – eight hours per day (excluding lunch time); Saturday – half day up to lunch time.

2.4. The detailed scope of services includes:

- (i) Thorough sweeping and mopping of all office areas including open areas of the building;
- (ii) Dusting and wet wiping of walls, door handles etc. along the corridors;
- (iii) Dusting of all fixtures and fittings in all areas;
- (iv) Sweeping and mopping of staircases and corridors on each floor of the residential side of the building;
- (v) Cleaning of interior windows;
- (vi) Periodic cleaning of external windows on the Chancery side;
- (vii) Removal of garbage to the collection point and maintenance of cleanliness in the garbage collection area;
- (viii) Cleaning of toilets during working hours;
- (ix) Cleaning of all metal door handles inside the office premises with disinfectant;
- (x) Cleaning of all the three (03) lifts in the building;
- (xi) Sweeping of the car parking area in the basement;
- (xii) Periodical removal of cobwebs and dust cleaning of areas which are accessible only with a ladder;
- (xiii) Periodic cleaning of the roof top on both sides (office as well as residence side);
- (xiv) Periodical washing of the hand towels in the washrooms inside the offices of the High Commissioner and the Deputy High Commissioner; and
- (xv) Provision of all kinds of cleaning material including toilet papers, tissues, air fresheners, toilet fresheners, hand wash liquids/soaps, disinfectants, garbage bags and all other requisites.

3. MINIMUM ELIGIBILITY CRITERIA

1. The Agency/firm must be registered in Tanzania as a cleaning services providing organization with the relevant Government organizations, and must attach proof of the same.
2. The firm should have at least three years of experience of providing cleaning services to –
(i) Tanzanian Government offices/locations, and/or (ii) companies listed on the Tanzanian Stock Exchange, and/or (iii) Embassies/Consulates and International Organizations in Tanzania.
3. The firm should have a minimum of five years of previous experience in the field of cleaning services.
4. The firm should be serving, or should have served, at least five International Organizations/Embassies in Tanzania; references/testimonials from them should be enclosed with the Technical Bid.
5. The firm should meet the minimum wage directives of the Tanzanian Government and all other legal, labour and governmental obligations, including NSSF contributions and employer's liability for its employees.
6. The firm should be licensed by the local statutory authority for the subject services, and evidence thereof should be attached.

4. EARNEST MONEY DEPOSIT

- 4.1 The Earnest Money Deposit of TZS 2,000,000/- (Tanzanian Shillings Two Million only) in the form of account Payee Demand Draft/Pay Order issued by any reputed Bank drawn in favour of "High Commission of India, Dar es Salaam" has

to be submitted along with the bid. The validity of the Demand Draft/Pay Order must be up to 6 (six) months from the last date for submission of bids.

- 4.2** No request for transfer of any previous deposit of Earnest Money Deposit or Performance Security Deposit or adjustment against any pending bill held by the Client in respect of any previous work shall be entertained.
- 4.3** 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, the aforesaid bid security shall be forfeited to the government or will render the bidder ineligible to submit bids for contracts with the High Commission of India, Dar es Salaam.
- 4.4** The bids without Earnest Money Deposit will be summarily rejected.
- 4.5** No claim shall lie against the Client in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e. no interest will be payable on EMD.
- 4.6** The bid security may be forfeited:
- (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 required Performance Security Deposit in accordance 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 18.09.2026 to 12.10.2026 after fixing a prior appointment. The site addresses are High Commission of India, 213/51, Shaaban Robert Street, Dar es Salaam and Swami Vivekanand Culture Centre, Plot No. 310, Masani Area, Near Toure

Drive, Oysterbay, P.O.Box 2684, Dar es Salaam. The bidders may also submit their queries by email on the aforementioned email IDs.

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 A – 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 **Earnest Money Deposit: Earnest Money Deposit of TZS 2,000,000/- (Tanzanian Shillings Two Million only) in the form of account payee Demand Draft or Pay Order to be submitted separately in a sealed envelope superscribed as “Envelope B – Earnest Money Deposit”.**
- 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 system {i.e (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted to 213/51 Shaaban Robert Street, P.O. Box 2684, Dar es Salaam, Tanzania. 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’	Technical bid
ENVELOPE ‘B’	EMD (Demand Draft / Pay Order)
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, Dar es Salaam 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) shall be opened at 1500 hrs on 12.10.2026 in the Conference Room, Mezzanine Floor, High Commission of India, 213/51 Shaaban Robert Street, Dar es Salaam in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the High Commission of India, Dar es Salaam. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the High Commission of India, Dar es Salaam. 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 in 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 opening of the Bids.
- 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 verifying the EMD amount, 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. PERFORMANCE SECURITY (PS):

- 10.1 **The successful bidder has to deposit Performance Security which will be 5% of the accepted contract value (as applicable according to GFR provisions) in favour of 'High Commission of India, Dar es Salaam' in form of Demand Draft / Pay Order/Bank Guarantee within fifteen days of the acceptance of the Letter of Award (LoA). Performance Security should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the service provider (SP). In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly by the SP. No interest shall be paid on Performance Security.**
- 10.2 The Performance Security will be forfeited by order of the Competent Authority in Mission/ Post in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, portion of the Performance Security, as may be deemed fit by the Client sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of Contractor's bill has been received and examined.
- 10.3 If the Contractor fails to provide the Performance Security within fifteen days of the acceptance of LoA, such failure shall constitute a breach of the contract and the Client shall be free to make other arrangements at the risk, cost and expense of the Contractor.
- 10.4 On due performance and completion of the contract in all respects, the Performance Security will be returned to the SP without any interest on presentation of an absolute 'No Demand Certificate' from the SP and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued to the SP, for carrying out work stipulated in 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 award of work, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the SP 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 **Tanzanian Shillings (TZS)** 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 so 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 Bonus 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 No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work.

13. Other Conditions, Force Majeure & Penalty Clause

- 13.1 The workers so 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 precise profile of its key clients alongwith 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), 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. 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.

- 13.16 The Agency shall have sufficient employees on its roll so that staff is rotated periodically; ideally, staff should change after every four months. The employee who is not accepted by the client will be substituted immediately.
- 13.17 The Company will ensure to pay all its employees minimum wages as per Tanzanian Laws, NSSF contributions, and third-party as well as employer's liability.
- 13.18 The Company will undertake to follow prevalent Tanzanian Labour laws in determining terms and service conditions of its employees, and agrees to provide the Client details of salary, other benefits/contributions, allowances, leave etc., it permits for its employees.
- 13.19 The Company should have provisions for real-time checks for functioning of the employees 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 shall undertake responsibility regarding its employees, including damages, if any, caused by the employees of the Company.
- 13.20 The employees of the Company shall be equipped with the appropriate representative uniform, according to conventional practice in the execution of such works, and their overall appearance should be neat and clean. They should be thoroughly proficient and trained in handling cleaning equipment they are supposed to carry or use.
- 13.21 The Company should furnish information about its other clients in Tanzania and abroad, including period and type of service rendered in broad terms. Its past experiences, service history and achievements may also be provided.
- 13.22 The Company should also provide the range and details of all cleaning services it provides, the size of the reserve pool of personnel and logistics at its disposal, and details of its training facilities and type of training it imparts on personnel to be deployed.
- 13.23 Notwithstanding anything contained in the Agreement, each Party reserves the right to terminate this Agreement, by way of a prior written notice (transmitted either by email or Registered Post) furnished 60 days in advance.

Annexure -1

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,
213/51 Shaaban Robert Street,
P.O. Box 2684, Dar es Salaam,
Tanzania

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	

Break-up of the total cost:

No. of cleaners {to be decided by the Mission/ Post*}	09 (07 cleaners at Chancery-cum-Residential Building + 02 cleaners at SVCC)
Wages of cleaners (monthly)	
Total Wages	
Cleaning material charges (if applicable)	
Taxes (if applicable)	
{Any further break-up of monthly charges, if available}	Rate shall be all-inclusive: personnel, cleaning material & equipment, consumables, transportation, VAT, NSSF, insurance, etc.
Total Amount (monthly) (inclusive/ exclusive of taxes)	

Total monthly charges for cleaning services: _____ **(incl./ excl. taxes)**

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

{* While deciding the required number of cleaners, Mission/ Post should always strive to ensure economy and efficiency. Mission/ Post will have to provide proper justification if it intends to procure increased number of cleaners, compared to earlier-approved contract.}

Annexure-2

CONTACT DETAILS FORM

Bidder's description format summary

Name of the Bidding Firm	
Name of Partner(s) & Nationality	
Name of the Authorized 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 <i>last five</i> 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

PROFORMA OF BANK GUARANTEE (on non-judicial paper of appropriate value)

To,
**High Commission of
India, Dar es Salaam**

BANK GUARANTEES NO:

DATE:

Dear Sir(S)

This has reference to the Work Order No. _____ Dated _____ having been placed by High Commission of India, Dar es Salaam with M/s (Name & Address of Contractor) for _____.

The conditions of this order provide that the Contractor shall,

- a. Arrange to carry out the services listed in the said order by the Client, as per details given in said order, and
- b. Arrange for the service support and provide the items to the Client on site as per the work order and bid documents.

M/s (Name of Contractor) has accepted the said work order 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 work order 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.

High Commission of India, Dar es Salaam 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 High Commission of India, Dar es Salaam under any security(ies) now, or hereafter held by the High Commission of India, Dar es Salaam 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 High Commission of India, Dar es Salaam hereunder or of prejudicing right of the High Commission of India, Dar es Salaam against the bank.

This undertaking guarantee shall be a continuing undertaking guarantee and shall remain valid and irrevocable for all claims of the High Commission of India, Dar es Salaam and liabilities of the Contractor arising upto and until date.....

Your right to recover the said sum of _____
_____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.

Our liability under this guarantee is restricted to _____
(_____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.

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_____.

Notwithstanding anything contained herein:

- 1 Our liability under this guarantee shall not exceed(in words)
- 2 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.
- 3 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 on or before
- 4 The Bank guarantee will expire on

Granted by the

Bank Yours

faithfully,

For (Name of Bank)

SEAL OF THE

BANK

Authorized Signatory