

High Commission of India, Dar es Salaam

INVITATION TO TENDER

1.0 THE INDIAN HIGH COMMISSION, Dar es Salaam, for and on behalf of the President of India invites tender from Reputed House Keeping companies for the following work

Name of Work
ENGAGEMENT OF DAILY CLEANING SERVICES FOR THE HIGH COMMISSION OF INDIA CHANCERY-CUM-RESIDENTIAL BUILDING AT PLOT NUMBER 213/51, SHAABAN ROBERT STREET, DAR ES SALAAM

- 2.0** Detailed Scope of Work is attached at Annexure - I.
- 2.1** Tender document supported with prescribed annexure should be submitted in sealed envelope duly subscribed with the name of work etc to the undersigned.
- 2.2** The tender document can be obtained from **Head of Chancery, The High Commission of India, 213/51 Shabaan Robert Street, P.O.Box 2684, Dar es Salaam, Tel. +255-22-2113097 Email: hoc.desalaam@mea.gov.in.**
- 2.3** Tender Document shall be available for collection by applicants from **04.02.2021 to 24.02.2021. Tender can also be downloaded from www.eprocure.gov.in and Mission's website: www.hcindiatz.gov.in**
- 3.0** Tender documents should be submitted in sealed envelope duly super scribed with the name of work etc. The document will be received up to **1400hrs on 24.02.2021 and will be opened on the same day (24.02.2021) at 1500hrs.**
- 4.0** If any information furnished by the applicant is found incorrect at a later stage, he/she shall be liable to be debarred from the tendering process. The High Commission of India reserves the right to verify the particulars furnished by the applicant independently.
- 5.0** The High Commission of India, Dar es Salaam reserves the right to reject any tender and to annul the tendering process and reject all tenders at any time prior to Contract award, without thereby incurring any liability to tenderers.



Head of Chancery,
High Commission of India,
213/51 Shabaan Robert Street
P.O.Box 2684 Dar es Salaam
Tel: +255 22 2113097
Email: hoc.desalaam@mea.gov.in

Detailed Scope of Work**ENGAGEMENT OF DAILY CLEANING SERVICES AT THE CHANCERY-CUM-RESIDENTIAL BUILDING OF THE HIGH COMMISSION OF INDIA AT PLOT NUMBER 213/51, SHAABAN ROBERT STREET, DAR ES SALAAM**

S.No.1	SERVICES
A	SWEEPING AND MOPPING OF ALL OFFICE AREAS INCLUDING OPEN AREA OF THE BUILDING
B	DUSTING AND WET WIPING OF WALLS AND DOORS ALONG THE CORRIDORS
C	DUSTING OF ALL FIXTURES AND FITTINGS IN ALL AREAS
D	SWEEPING AND MOPPING OF STAIRCASES
E	CLEANING INTERIOR WINDOWS
F	PERIODIC CLEANING OF WINDOWS (EXTERNAL)
G	REMOVAL OF GARBAGE TO COLLECTION POINT
H	CLEANING OF TOILETS DURING WORKING HOURS
I	CLEANING OF ALL METAL DOOR HANDLES INSIDE OFFICE PREMISES WITH DISINFECTANT
J	CLEANING OF ALL THE 03 (THREE) LIFTS IN THE BUILDING
K	SWEEPING OF ALL CAR PARKINGS
L	SWEEPING AND MOPPING OF STAIRCASES AND CORRIDORS ON EACH FLOOR OF RESIDENTIAL SIDE OF BUILDING
M	PERIODICAL REMOVAL OF COBWEBS AND DUST CLEANING OF AREAS WHICH ARE ACCESSIBLE ONLY WITH A LADDER
N	PERIODICAL WASHING OF THE HAND TOWELS IN THE WASHROOM INSIDE THE OFFICES OF HIGH COMMISSIONER AND DEPUTY HIGH COMMISSIONER
O	ALL KINDS OF CLEANING MATERIAL INCLUDING TOILET PAPERS, TISSUES, AIR FRESHNERS, TOILET FRESHNERS AND /HAND WASH LIQUID/SOAPS ETC.

S.No.2	UNIFORM
A	ENTIRE STAFF SHOULD ENTER THE PREMISES IN UNIFORM.