

Date: 04.03.2023

NOTICE INVITING TENDER (NIT)

1 The High Commission of India, Dar es Salaam, for and on behalf of the President of India invites tender bids from eligible supplier Companies for the following work

Name of Work
TENDER INVITING BIDS FOR PERIODIC PEST CONTROL TREATMENT IN THE CHANCERY BUILDING OF THE HIGH COMMISSION OF INDIA, DAR-ES-SALAAM

2 Detailed Scope of work and prescribed proforma for submission of bid is attached at Annexure - I.

3 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 2113094 Email: hoc.desalaam@mea.gov.in**. Tender Document shall be available for collection by applicants from **04.03.2023 to 24.03.2023 upto 1500hrs. Tender can also be downloaded from www.eprocure.gov.in and Mission's website: www.hcindiatz.gov.in.**

4 Tender documents should be submitted with prescribed annexures in sealed envelope duly superscribed with the name of work, details of the company (name, contact details) submitting their bid etc. addressed to the Head of Chancery. The document will be received up to **1500hrs on 24.03.2023 and will be opened on the same day at 1530 hrs.**

5 For Queries (if any), or site visit for survey, the details of the contact person are: Mr. Saurabh Meena, Mob: +255-688773661, Email: ga.desalaam@mea.gov.in. The companies are advised to visit the site for survey after prior intimation.

6. If any information furnished by the applicant is found incorrect at a later stage, the bidder 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.

7 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 2113094
Email: hoc.desalaam@mea.gov.in

SECTION-I

Terms & Conditions for Bidders:

1. Submission of Bids: Technical documents and Financial Bid should be prepared and submitted in one sealed envelope, both of which should be further enclosed in a larger sealed envelope including the bid security declaration superscribed with the words "Periodic Pest Control Treatment in the Chancery Building of the High Commission of India, Dar-Es-Salaam". The following documents shall form part of the bid:

- Tender Document and addendum if any, duly signed by the bidder to abide by the terms and conditions of the tender document.
- Bid Security Declaration
- Valid Business license
- certificate of Bid validity

2. Bid Security Declaration: The bidder will have to furnish a 'Bid Securing Declaration' along with their bid as per the format at **Annexure-II**. Any bid which is not accompanied with the 'Bid Securing Declaration', shall be rejected.

3. Clarification regarding contents of the Tender: A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the High Commission of India in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids.

4. Modification and Withdrawal of Bids: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the High Commission of India prior to deadline prescribed for submission of bids. A scan copy of withdrawal notice may be sent by e-mail but it should be followed by an original signed confirmation copy of withdrawal notice to be sent by post and such signed confirmation should reach the High Commission of India not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.

5. Validity of Bids: The Bids should remain valid till (60 days) from the last date of submission of the Bids. A bid valid for a shorter period shall stand rejected.

6. Cost of Bidding: The bidder shall bear all the costs associated with the preparation and submission of bid and the buyer shall not be responsible or liable for these costs.

7. Amendment of bidding document: The High Commission of India, Dar-es-Salaam may amend the bidding document by issuing Addendum, before the deadline for submission of bids.

8. Language: All documents relating to the bid shall be in English language. If any document is not in English, an courtesy English translation copy may be attached.

9. Eligibility of bidder: Only Authorised dealers/suppliers are eligible to participate in this tender. Further, the bidding companies should have minimum 3 years' experience of of such works.

10. Price details to be specified in Bid: The price shall be inclusive of all incidental charges including transportation, service charges etc., as per the format attached at **Annexure-I**. All rates shall be quoted only in Tanzanian Shillings (Tsh).

11. Evaluation of all bids and announcement of successful bidder: The bid will be opened on 24.03.2023 at 1530 hrs. at High Commission of India, Dar-es-Salaam. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of representatives of any bidder.

SECTION-II

Terms & Conditions after selection of successful bidder (henceforth 'Supplier')

1. **Duration of Contract:** The contract will be for initial period of **one year duration** from the date of award which will be extendable, on yearly basis for a maximum tenure of three years at same rate and terms and conditions upon satisfactory performance by service provider.

2. The successful bidder (L-1) should be ready to provide **Performance Guarantee of 3% of accepted contract value before signing of the agreement once the letter of award of work is issued.** The Guarantee shall remain valid during the tenure of contract period and additional 60 days. The format for the same can be found at Annexure-IV.

3. **Notification of award:** Prior to the expiration of the period of bid validity, High Commission of India will issue letter of Intent to successful bidder that it is proposed to accept his bid. Upon the receipt of acceptance letter from successful bidders and furnishing of Performance Guarantee, the letter of award of work will be issued and *Contract will be* signed by High Commission of India.

4. **Terms of Payment:** The payments shall be made quarterly on pro-rata basis for the services as per Agreement. Billing cycle will be 1st day following the completion of quarter.

ANNEXURE-I

Sl. No.	Identified area	Treatment for	Frequency of pest control treatment (a)	Rate per service (in Tsh) (b)	Annual Cost (c=a*b*12)
i)	All drainage chambers, washrooms & garbage rooms in the Basement & Ground floor	Mosquitos, Cockroaches and Ants	02 services per month		
ii)	All washrooms on the Mezzanine, First and Second floor as well as Pantry and offices	-do-	01 service per month		
				Total	
				VAT	
				G. Total	

Bid Security Declaration Form

Date: 04.03.2023 Tender No. DAR/ADM/872/01/2023

To
High Commission of India
Plot No. 213/51, Shaaban Robert Street,
P.O. Box. 2684, Dar es Salaam

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding from any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (Insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Security Declaration)

Name: (insert complete name of person signing the Bid Security Declaration)

Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

Performance / Service Guarantee Format

To:
High Commission of India
Dar es Salaam.

WHEREAS ----- (Name of the Service Provider) herein called "the Bidder" has undertaken, in pursuance of Contract No. DAR/ADM/872/01/2023 dated 04.03.2023 to provide Maintenance Services hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified therein as security for compliance with our performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a Guarantee.

THEREFORE We hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of _____ (Amount of the Guarantee in Words and Figures 3% of annual invoice) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of _____ (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____, 20__

(Signature and Seal of Guarantors)

Date :

Address :