

## High Commission of India, Dar es Salaam

### INVITATION TO TENDER

**1 THE INDIAN HIGH COMMISSION , Dar es Salaam**, for and on behalf of the President of India invites tender from Garden Management Companies for the following work

Name of Work
<b>ENGAGEMENT OF GARDEN MAINTENANCE COMPANY FOR THE CHANCERY CUM RESIDENTIAL COMPLEX OF HIGH COMMISSION OF INDIA AT PLOT NUMBER 213/51, SHAABAN ROBERT STREET, DAR ES SALAAM</b>

**2** Detailed Scope of Work is attached at Annexure -1.

**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 **01.11.2023 to 16.11.2023 upto 1200hrs. Tender can also be downloaded from [www.eprocure.gov.in](http://www.eprocure.gov.in) and Mission's website: [www.hcindiatz.gov.in](http://www.hcindiatz.gov.in).**

**4** Tender documents supported with prescribed annexures should be submitted in sealed envelope duly super scribed with the name of work etc. The document will be received up to **1500hrs on 16.11.2023** and will be opened on 17.11.2023 at 1100hrs.

**5** Site inspection relating to the work can be done on any working day till 13 November, 2023 with prior appointment.

**6** 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.

**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

**Detailed Scope of Work**

<b>S.No.</b>	<b>Services</b>
A	Watering of plants, as required
B	Flower bed preparation by uprooting of the old dead plants and sowing of the new seedlings
C	Different types of cutting including earth work, spreading, mixing of manure and fertilizers etc
D	To prepare and maintain flowers and plant pots with flowers and plants
E	Spraying of the insecticides, pesticides, weedicide on the plants as and when required.
F	Regular washing of leaves of Indoor plants
G	Regular scooping of flower beds and removing unwanted weeds.

## **Instructions to the Bidders**

### **1 Minimum Eligibility Criteria**

**1.1. Legal Valid Entity:** The Bidder/Bidding Firm shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the relevant Act or a firm having trade license granted by City Corporation to do business in Dar es Salaam, Tanzania.

**1.2 Experience:** The Bidder shall have experience in housekeeping services for Embassies /High Commissions /Government Ministries /Departments /Public Sector Companies / reputed corporate organization /multinational companies.

### **2. Preparation and Submission of Bids**

**2.1 Language:** The Bids and all accompanying documents shall be in English Only.

**2.2 Submission:** Tender documents supported with prescribed annexures should be submitted in sealed envelope duly superscribed "**Garden Maintenance Services at High Commission of India, Dar es Salaam**" on the cover by 16.11.2023 at 1500 Hrs

**2.3 Validity of Bids:** The bids submitted shall remain valid and open for acceptance for a period of four months (120 days) from the last date of submission of Bids. The High Commission may request for extension for another period of 60 days, without any modifications and without giving any reason thereof.

### **3 Bid Opening Procedure**

The Technical Bids shall be opened in the High Commission of India, Dar es Salaam on 17 November, 2023 at 1100 Hrs before the Committee constituted by the Competent Authority of High Commission of India, Dar es Salaam in the presence of such bidders, who may wish to be present themselves personally or through their representatives.

### **4 Validity of Contract**

The contract, if awarded, shall be valid for a period of ONE YEAR (01 year), extended annually on year to year basis, for further 02 years [maximum tenure 03 years from the date of start of work initially] on same terms and conditions and same rates, subject to satisfactory services provided by the vendor.

### **5 Payment**

After award of work, the Company shall be paid on a monthly basis for the services rendered in the preceding month. The billing cycle will be the 1st of every month to the last day of the month. The Company shall submit correct invoice in terms of services provided within 10 days of the succeeding month.