

**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 House Keeping companies for the following work

<b>Name of Work</b>
<b>ENGAGEMENT OF DAILY CLEANING SERVICES AT THE NEWLY CONSTRUCTED BUILDING OF THE HIGH COMMISSION OF INDIA AT SHAABAN ROBERT STREET, PLOT NUMBER 213/51, DAR ES SALAAM</b>

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

**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 2113094 Email: [dhc@hcindiatz.org](mailto:dhc@hcindiatz.org)**.

**2.3** Tender Document shall be available for collection by applicants from **25.08.2017 to 18.09.2017 up to 1500hrs. Tender can also be down loaded from [www.eprocure.gov.in](http://www.eprocure.gov.in) and Mission's website: [www.hcindiatz.org](http://www.hcindiatz.org)**.

**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 **1500hrs on 18.09.2017** and will be opened on the same day at 1530hrs.

**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 2113094 Email: [dhc@hcindiatz.org](mailto:dhc@hcindiatz.org)

**Annexure -1**

**Detailed Scope of Work**

**ENGAGEMENT OF DAILY CLEANING SERVICES AT THE NEWLY CONSTRUCTED BUILDING OF THE HIGH COMMISSION OF INDIA AT PLOT NUMBER 213/51, SHAABAN ROBERT STREET, DAR ES SALAAM**

<b>S.No.1</b>	<b>SERVICES</b>
A	SWEEPING AND MOPPING OF ALL OFFICE AREAS
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 LIFTS
J	SWEEPING OF ALL CAR PARKINGS
K	SWEEPING AND MOPPING OF STAIRCASES OF APARTMENTS BUILDING
L	ALL KINDS OF CLEANING METIRIAL INCLUDING TOILET PAPERS, TISSUES, AIR FRESHNERS, TOILET FRESHNERS AND SOAPS ETC.

<b>S.No.2</b>	<b>UNIFORM</b>
A	ENTIRE STAFF SHOULD ENTER THE PREMISES IN UNIFORM.