

**Consulate General of India,
Zanzibar**

INVITATION FOR TENDER

1.0 The Consulate General of India, Zanzibar, for and on behalf of the President of India invites tender from House Keeping companies for the following work

Name of Work
ENGAGEMENT OF DAILY CLEANING SERVICES AT THE CONSULATE GENERAL OF INDIA, ZANZIBAR AT 8 MIGOMBANI, P.O. BOX 871, ZANZIBAR.

- 1 Detailed Scope of Work is attached at Annexure -1.
- 2 Tender document should be submitted in sealed envelope duly subscribed with the name of work etc. to the **Head of Chancery, Consulate General of India, Zanzibar, 8 Migombani, P.O. BOX 871, Tel. +255 24 2232711/2230720 Email: hoc.zanzibar@mea.gov.in**
3. The document will be received up to **1500hrs on 05.01.2018** and will be opened on the same day at **1530hrs.**
4. 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 Consulate General of India reserves the right to verify the particulars furnished by the applicant independently.
5. The Consulate General of India, Zanzibar 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.

Consul General
Consulate General of India
Zanzibar

Annexure -1

Detailed Scope of Work

ENGAGEMENT OF DAILY CLEANING SERVICES AT THE CONSULATE GENERAL OF INDIA, ZANZIBAR AT 8, MIGOMBANI, P.O. BOX 871, ZANZIBAR.

S.No.1	SERVICES
(i)	The House Care Cleaning would provide the services of cleaning the Chancery building. They would ensure the cleaning and upkeep of the Chancery premises including all rooms occupied by officers and members of staff, consular hall, corridors, passages, toilets and other common areas. While the tools and equipments for the various tasks involved will be provided by the company, the consumable cleaning materials required for cleaning the premises would be supplied by Chancery.
(ii)	Two cleaners supported by a supervisor will be on duty on all working days from 08:00 AM to 01:00 PM).
(iii)	Cleaning of the record store rooms and garage areas will be done every Saturday.
(iv)	Window-glass panes and the areas around the notice board as well as exterior areas will be cleaned once a fortnight.
(v)	All ODA items on the Chancery premises will also be polished/cleaned once every fortnight.
(vi)	While vacuum-cleaning of the carpets will be done as often as may be required, shampooing and drying of the carpets will be done once in a quarter.
(vii)	The maintenance of the garden is not a part of this contract; and,
(viii)	The payment will be made to the House Care Cleaning Agency on monthly basis at the end of the month.

S.No.2	UNIFORM
(i)	Entire staff should enter the premises in uniform.