No.Gab/867/1/2013
High Commission of India
Botswana

TENDER NOTICE

Cleaning services in Chancery office premises

High Commission of India, Gaborone, invites bids for an annual cleaning contract in respect of its office premises at Plot no.5375, President’s Drive, Gaborone.

2. The covered area of the premises roughly comprises:-

(i) Offices (about 15 rooms);
(ii) Library;
(iii) Conference room;
(iv) Consular hall;
(v) Windows, Lobbies & circulation area;
(vi) Washrooms (Seven) and stores;
(vii) Courtyard and lawn;
(viii) Area immediately in the vicinity of Chancery’s boundary wall (towards road / main gate of chancery) on the outer side of Chancery.

- The covered area is approximately 500 Square meters, excluding circulation area, courtyard, garden and washrooms. Cleaning (dusting/mopping/cleaning with machines/ chemicals, as required in particular places) will be done on a daily basis in the whole premises, except for stores.
- Most of the ground surface is tiled, except Library.
- Stores will be cleaned / organized once a month.
- The books in the library will be dusted at the required intervals.
- The courtyard and area outside the Chancery’s boundary wall should be clean before the start of office hours i.e. 08:30hrs.

Two persons will be deployed by the company.

3. Companies with at least five years experience in providing maintenance and cleaning services in reputed organizations, may send their representatives to this Consulate for viewing the premises during 20 January 2020 to 24 January 2020 (from 3:30 to 4:30pm).

4. Bids should be submitted in two envelopes titled:
   
   (a) Technical bid - Cleaning services at HCI, Gaborone
       - Containing references (at least two letters) from existing / past (within last two years) clients.
(b) Financial bid –
- Providing the cost for cleaning services on a monthly basis
  (i) Including the cost of cleaning material, i.e. the cleaning material will be
      provided to its workers by the Service provider;
  (ii) Excluding the cost of cleaning material, i.e. the cleaning material will be
       purchased by the High Commission of India and provided to the Service
       provider. (The Service provider will give indent for the provisions a week in
       advance). The equipment / tools will be supplied by the Service provider and
       the High Commission will only purchase/supply the cleaning material.

**Last date:** The bids may be submitted by post / courier addressed to “Head of Chancery, High Commission of India, Private Bag 00249, Plot no. 5375, President’s Drive, Gaborone” latest by **1700hrs on 07 February 2020.**

Bids shall be opened on 10 February 2020 at 1500hrs in the High Commission of India, Plot 5375, President’s Drive, Gaborone. Technical bids will be opened first and Financial bids of only those companies who meet the required parameters will be opened.

Interested bidders (Companies) may send their representatives to be present at the time of opening of tenders.

*The High Commission of India, Gaborone reserves the right to reject any bid or to cancel the entire tender at any stage (before award of a work contract), without assigning any reason whatsoever.*