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

18 December 2019

TENDER NOTICE

Cleaning services – Offices/Washrooms in Chancery premises

High Commission of India, Gaborone, invites bids for an annual cleaning contract in respect of its office premises at Plot no.54383, President’s Drive, Gaborone.

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

(i) Offices (14 rooms);
(ii) Library;
(iii) Conference room;
(iv) Consular hall;
(v) Lobbies & circulation area;
(vi) Washrooms (Seven) and stores.

The covered area is approximately 500 Square meters, excluding circulation area 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. Stores will be cleaned / organized once a month.

Most of the ground surface is tiled, except Library. The books in the library will be dusted at the required intervals.

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 23 December 2019 to 05 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 clients (within last two years);
       - Details of modus-operandi – viz.
         (i) Number of persons proposed to be deployed- total number of manhours;
(ii) Time (approximate hours) required each day to clean the premies.

(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” so
as to reach the addressee latest by 1700hrs on 13 January 2020.

Bids shall be opened on 14 January 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.

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