

No. Gab/867/1/2013
High Commission of India
Gaborone
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) She-bins include in work;
(ix) 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 basis in the whole premises, except for Stores.
Most of the ground surface is tiled, except Library.
Store 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 12 April 2023 to 18th April, 2023 (from 03:30 to 04:30pm).
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;

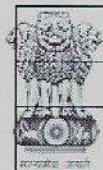
(ii) Excluding the cost of cleaning material, i.e. the cleaning material will be purchased by the High Commission of India and provided to the Service provider. (The Service provider will give indent for the provisions a week in advance). The equipments/ tools will be supplied by the Service provider 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 5375, President's Drive, Gaborone" latest by **1700hrs on 2nd May, 2023.**

Bid shall be opened on 3rd May, 2023 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 state (before award of a work contract), without assigning any reason whatsoever.

**Basic Details**

Organisation Chain	Ministry of External Affairs Min. of Ext. Affairs.-Administrative Division		
Tender Reference Number	GAB/867/1/2013		
Tender ID	2023_MEA_707369_1		
Tender Type	Open Tender	Form of contract	Rate Contract
Tender Category	Services	No. of Covers	2
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Tender for cleaning of Chancery premises of High Commission of India, Gaborone, Botswana
2	Finance	.xls	Tender for cleaning of Chancery premises of High Commission of India, Gaborone, Botswana

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00	Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA				

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	Cleaning of Chancery premises of HCI, Gaborone				
Work Description	Ceaning of Chancery premises of High Commission of India, Gaborone				
Pre Qualification Details	Experience of at least five year in providing maintenance and cleaning services to reputed organizations.				
Tender Value in ₹	3,00,000	Product Category	HouseKeeping Services	Sub category	Cleaning Services
Contract Type	Rate Contract	Bid Validity(Days)	120	Period Of Work(Days)	365
Location	High Commission of India, Gaborone, Botswana	Pincode	100249	Pre Bid Meeting Place	High Commission of India, Gaborone
Pre Bid Meeting Address	High Commission of India, Gaborone Plot 5375, Presidents Drive Gaborone	Pre Bid Meeting Date	18-Apr-2023 09:00 AM	Bid Opening Place	High Commission of India, Gaborone, Botswana

Critical Dates

Publish Date	12-Apr-2023 04:00 PM	Bid Opening Date	03-May-2023 09:00 AM
Document Download / Sale Start Date	12-Apr-2023 04:00 PM	Document Download / Sale End Date	02-May-2023 09:00 AM
Clarification Start Date	12-Apr-2023 05:00 PM	Clarification End Date	18-Apr-2023 09:00 AM
Bid Submission Start Date	19-Apr-2023 09:00 AM	Bid Submission End Date	02-May-2023 09:00 AM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Tender for cleaning of Chancery premises of High Commission of India, Gaborone	43.43

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)

1	Tender Documents	Tender Notice for cleaning of Chancery premises.pdf	Tender for cleaning service of Chancery premises of High Commission of India Gaborone Botswana	43.43
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Tender Inviting Authority

Name	Head of Chancery
Address	High Commission of India Gaborone Plot 5375 Presidents Drive Gaborone

Tender Creator Details

Created By	Anandamay Baidya
Designation	Second Secretary
Created Date	12-Apr-2023 03:15 PM