

Embassy of India
Manila

No. Mani/Admn/872/01/2020

11th Sept, 2020

NOTICE INVITING TENDER

Subject: Tender for Garden Maintenance Services at Embassy of India, Manila

Sealed tenders are invited from reputed & experienced companies/ firms/ contractors with a minimum experience of three years in Gardening works and having provided such services to other Embassies/ Consulates/ star hotels/ reputed organizations for atleast one year during the last, for providing these services at Embassy of India, Manila. The contract shall be initially valid for a period of ONE YEAR (01 year) from the date of award of contract and extendable for a further period of two year on annual basis, on the same terms and conditions and same rates, subject to satisfactory services provided by the Service Provider.

2. The detailed tender document along with the Annexure may be downloaded from the official website of the Embassy of India, Manila <https://www.eoimania.gov.in/> and also from Central Procurement Portal <https://eprocure.gov.in/>. Please note that any corrigendum/ addendum in the above tender documents, if required, will be hosted in the website of the Embassy of India, Manila, as given above.

DATES TO REMEMBER

S. No.	Events	Date
1.	Tender Publish Date	11.09.2020
2.	Bid Submission start date	11.09.2020
3.	Bid Submission end date	01.10.2020 (till 1730 hrs)
4.	Opening of Technical Bids	05.10.2020 (at 1500 hrs)
5.	Opening of Financial Bids	Date to be intimated later (only to technically qualified bidders)

GENERAL INSTRUCTIONS

1. The Agency must have experience of handling similar kind of work in reputed organizations.
2. The contract, if awarded, shall be valid for a period of ONE YEAR (01 year) from the date of award of contract and extendable for a further period of two year on annual basis, on the same terms and conditions and same rates, subject to satisfactory services provided by the company.
3. The persons deployed by the contractor should have requisite experience and skills for carrying out the assigned maintenance task using appropriate materials and tools /equipment. The contractor must employ adult and skilled labour only.
4. The agency should have sufficient employees on its rolls specifically trained for gardening services.
5. The agency should quote the number of manpower (manpower should be including reliever) required for Garden maintenance with the Charges per month.
6. The charges should be quoted on monthly basis for providing manpower/gardener for gardening, charges for fertilizers, seeds etc and requisite equipment.
7. Rates quoted shall be firm and fixed. No escalation of whatsoever nature shall be payable.
8. The Embassy of India reserves the right for premature termination of the contract at any time, if the services rendered are not found satisfactory during the period of contract, by giving one month notice period
9. For finalization of contract, the tender whose rates are the lowest in comparison to other tenderers will be considered as the lowest tenderer.
10. The Mission reserves the right to terminate this contract in any eventuality, without any notice and without explaining any reasons to the Contractor. The Contractor shall not have claim for any compensation in such event of discontinuation of the Contract.
11. Physical visit to the site is advisable to have a general idea about the extent of works required. Interested bidders can visit the site Representatives from the firms may visit the site by prior appointment (contact person: Mr. Sachin Dorela, Assistant Section Officer (Admn), Tel: 88430101/02) before submitting sealed bids.
12. The Technical Bids will be opened on 05th Oct, 2020 at 1500 hrs by a Committee duly constituted by the Competent Authority of the Embassy of India, Manila. The Financial Bids of only those bidders, whose Technical Bids are found responsive, shall be opened by the Committee authorized for the purpose.

SCOPE OF WORK: The work involves gardening and complete maintenance of gardening area at the Embassy Residence at 513, Buendia Avenue Extension, North Forbes Park, Makati City, Metro Manila.

2. The following is the description of jobs to be carried out:

- Maintenance and upkeep of all green areas, including lawns;
- Replace damaged grass in lawn with fresh grass;
- Provide flowering plants/ herbs/ seeds, bulbs, etc. on seasonal basis;
- Provide flower arrangements in Chancery (2 times a week);
- Maintenance of pots/ planters inside the Residence and Outside; Replacement of broken pots/ provide plants, new pots from time to time;
- Pruning of trees/ shrubs regularly;
- Redesign and develop the garden (front & back) in aesthetic manner (except civil work);
- Provision of fertilizers, pesticides, etc. as needed plus composting on site as feasible.

EQUIPMENT

- Provide all necessary equipment (sprinklers, hose, etc.) for watering, lawn mowing, pruning, etc.

MANPOWER

- Two full time Gardeners all 7 days/ week until repairs/ upgrading/ re-greening completed (3 months)
- Thereafter, one or two full time gardeners 7 days/ week as mutually agreed.

SUBMISSION OF BIDS: The bidder shall submit their bids in separate sealed envelopes as mentioned below, which may be submitted physically or through courier / post on or before 01st Oct, 2020 (1730 hours)

- a) **Envelope A:** This envelope should contain the documents establishing the technical eligibility of the company and other documents required to establish sound financial condition in accordance with Annexure-I. The envelope is to be super-scribed as "*Technical Bid*".
- b) **Envelope B:** The monthly rates of the bidder should be on an all-inclusive basis, including the no. of working hours in a month and cost of all services, personnel, transportation and other applicable taxes, etc. The monthly rates for both gardens (Chancery and India House) should be submitted separately in a sealed envelope. The envelope is to be super-scribed as "*Financial Bid*".

- c) **Envelope C:** This envelope should contain both the envelope A and envelope B super-scribed with "Bids for providing Gardening Services at Embassy of India, Manila".
- d) The bids duly completed in all respect, along with required enclosures, must reach office of Head of Chancery, Embassy of India, 2190, Paraiso Street, Dasmariñas Village, Makati City, Metro Manila on or before 01st Oct, 2020.

OPENING OF TECHNICAL & FINANCIAL BIDS:

1. Envelope A will be opened 05th Oct, 2020 at 1500 hrs in the Office of Head of Chancery, Embassy of India, Manila. The bidders may send their representative to be present during opening of bids. The technical eligibility credentials of all the bidders shall be evaluated first. Failure to submit requisite documents will render the bidder as ineligible.
2. A list of technically qualified bidders shall be prepared, who shall be informed and invited for opening of the financial bids at a prescribed date and time intimated later by the Embassy of India, Manila. Financial Bids of those bidders who do not qualify at Technical Bid stage will be returned to the respective bidders un-opened.
3. Embassy of India, Manila reserves the right to accept or reject proof of credentials at its sole discretion without having to furnish reasons thereof, to the bidders. Submission of false information/document shall render the bidder as ineligible.
4. The selected bidder shall be formally informed about the selection by Embassy of India, Manila who shall require to sign an agreement with the Embassy of India, Manila, within 10 days of issuance of such information.
5. The bids shall remain valid for a period of 180 days from the opening of bids or upto any mutually agreed extended period.



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Introduction and Credential of Bidder/TECHNICAL INFORMATION PROFORMA

(To be submitted by the bidder)

1.	Name of the firm	
2.	Address of the registered office	
3.	Correspondence address	
4.	Contact details	
5.	Telephone/Fax	
6.	Email	
7.	Brief introduction of the company (a profile of the firm to be enclosed)	
8.	Previous experience in the field (minimum of three years)	
9.	Registration Certificate, License for the services, etc. (copies of documents to be enclosed)	
10.	Testimonials (Clients' letters, certificates, etc.)	

Date:

Signature and seal of the company

Place: Manila

FINANCIAL BID**Subject: Providing Garden Maintenance Services at Embassy of India, Manila**

S. No.	Item description	Rates
1.	Wage of Gardener (s) (per month)	
2.	One-time cost for repair/renovation of degraded garden areas/lawns including provision of necessary plants, seeds, fertilizers and other items	
3.	Charges for fertilizers/seeds etc. (per month)	
4.	Charges for provision of gardening equipment including sprinklers, lawn mowers, etc. (per month)	
5.	Agency/Management Charges (per month)	

Date:

Signature and seal of the company

Place: Manila