

**Embassy of India  
Manila  
\*\*\*\*\***

No. Mani/Admn/872/01/2026

13 April 2026

**Notice Inviting Tender**

**Subject: Notice Inviting 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 at least one year, for providing these services at Embassy of India, Manila at the following locations:

**A) Main Chancery:** 2190, Paraiso Street, Dasmarinas Village, Makati City, Metro Manila.

**B) Embassy Residence:** 513, Buendia Avenue Extension, North Forbes Park, Makati City, Metro Manila.

2. The detailed tender document along with the Annexure may be downloaded from the official website of the Embassy of India, Manila <https://www.eoimanila.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.

**Last date of submission of bids: 05 May 2026**

**Tender Documents**

**Technical Bid Documents :**

Annexure I : Instructions to Bidders  
Annexure II : Scope of Work  
Annexure III : Terms and Conditions of the Contract  
Annexure IV : Technical Bid Proforma

**Financial Bid Documents :**

Annexure V : Financial Bid Proforma

Sd/-  
(Shiv Lal Meena)  
Head of Chancery  
Embassy of India, Manila  
2190, Paraiso Street, Dasmarinas Village,  
Makati City, Metro Manila  
Email: [hoc.manila@mea.gov.in](mailto:hoc.manila@mea.gov.in)  
Tel: +63 2 88430101/02  
Mb. : +63 99 55 86 51 07

**No. Mani/Admn/872/01/2025**  
**Embassy of India**  
**Manila**  
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**Instructions to Bidders (Annexure-I)**

**Subject: Notice Inviting 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 at least one year, for providing these services at Embassy of India, Manila at the following locations:

**A) Main Chancery:** 2190, Paraiso Street, Dasmarinas Village, Makati City, Metro Manila.

**B) Embassy Residence:** 513, Buendia Avenue Extension, North Forbes Park, Makati City, Metro Manila.

2. The tender should be submitted in two sealed envelopes as below:

- i. The first sealed cover superscripted as **“Technical Bid”** should contain details of technical capabilities of the firm with documentary evidence i.e., firm registration paper, experience with other offices/organizations as per **Annexure-IV**.
- ii. The second envelope superscripted **“Financial Bid”** should contain rates per month as per **Annexure-V**.
- iii. Both sealed covers should be placed in the main sealed envelope superscripted **“Tender for Garden Maintenance Services at Embassy of India, Manila”** addressed to the **Head of Chancery, Embassy of India, Manila at 2190, Paraiso Street, Dasmarinas Village, Makati City, Metro Manila** and must reach **on or before 05 May 2026 by 1730 hrs**. Bids may be hand delivered or sent by courier/post at the aforementioned address so as to reach on or before the prescribed date and time. The Embassy will not be responsible for any postal delay.

3. The Embassy reserves the right to amend any of the terms and conditions contained in the tender document or reject or all bids without giving any notice of assigning any reason thereof. The decision of Embassy in this regard will be final and binding upon all the bidders.

4. Bidders are requested to go through the terms & conditions of the contract **(Annexure-III)**.

5. The important schedule and dates are given below:

<b>S. No.</b>	<b>Events</b>	<b>Date</b>
1.	Tender Publish Date	13 April 2026
2.	Bid Clarification Start Date	13 April 2026
3.	Bid Clarification End Date	21 April 2026
4.	Bid Submission Start Date	14 April 2026
5.	Bid Submission End Date	05 May 2026 (till 1730 hrs)
6.	Opening of Technical Bids	07 May 2026, 11 AM
7.	Opening of Financial Bids	07 May 2026, 11 AM

6. 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: Ms. Samantha Esplana, Local Assistant, Tel: +63 947 529 4047) before submitting sealed bids.

7. For any tender related enquiry/clarification/site visit, please contact the undersigned by email at [hoc.manila@mea.gov.in](mailto:hoc.manila@mea.gov.in) or by phone at (88430101/02 or +63 99 55 86 51 07).

8. All bidders are requested to read and understand the terms and conditions of the contract before submitting their bids. No change or violation of aforementioned terms and conditions is permissible once the bid is accepted by the Embassy.

Sd/  
(Shiv Lal Meena)  
Head of Chancery  
Embassy of India, Manila  
2190, Paraiso Street, Dasmarinas Village,  
Makati City, Metro Manila  
Email: [hoc.manila@mea.gov.in](mailto:hoc.manila@mea.gov.in)  
Tel: +632 88430101/02

**SCOPE OF WORK**

Garden Maintenance Services has to be carried out at the two locations i.e., (i) premises of the Chancery located at 2190, Paraiso St. Dasmariñas Village, Makati City and (ii) the Embassy Residence located at 513, Buendia Avenue Extension, North Forbes Park, Makati City, as per the details given below:-

- Maintenance and upkeep of all green areas, including lawns;
- Pruning of trees/ shrubs regularly;
- Regular watering and periodic trimming of shrubberies/branches of plants and small/medium sized trees accessible without special tools/equipment;
- Regular removal of fallen/dry leaves from the landscape area;
- Periodic application of fertilizer;
- Periodic aeration/cultivation to loosen compacted soil;
- Chemical spraying of plants and grass to prevent plant pests and diseases;
- Manual weeding;
- Hauling/disposal of cut grass/clippings to the designated area within the compound. Daily street sweeping to be done by the Gardner to assure cleanliness of the grounds after gardening procedures;
- Planting and growth of flowering plants/herbs on a seasonal basis. Replace damaged grass in lawn with fresh grass (seeds, saplings, grass etc to be provided by the Embassy or billed separately, as per actuals, with Embassy's prior approval);
- Maintenance of all lawns in the premises, including mowing on a regular basis, de-weeding and ensuring proper upkeep of the grass/lawns;
- Maintenance of pots/planters/indoor plants inside and outside in both the premises;
- Provide Basic tools and equipment (Trowel, Hand Fork, Pruning Shears, Weeder, Shovel, Spade, Garden Fork, Hoe, Watering Can, Garden Hose, Sprinkler, Rake, Wheelbarrow, Garden Gloves, Plant Stakes etc) for watering, lawn, mowing, pruning, cultivation, digging, landscaping etc.
- Provide necessary labour to carry out the foregoing services, composed of one (1) landscape maintenance specialist/gardner in company uniform and one (1) horticulturalist to visit once every month;
- Work shall be six (6) days a week excluding Sundays and Special Holidays;
- The charges should be quoted on monthly basis as per the **Annexure V**;
- Suitable reserve personnel has to be provided in lieu of weekly off or leave period of the regular landscape maintenance specialist/Gardner. No separate payment shall be made for such arrangements.

**TERMS AND CONDITIONS**

1. The Embassy of India, Manila (hereinafter referred to as Embassy) shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated commercial tender. The lowest price criteria shall be applied on the total.
2. Price quoted by the bidder in their financial bid and agreed to by the Embassy shall be considered final and no price escalation will be permitted thereafter. Bidders must quote the price in the format given at **Annexure-V** of this document. All prices are to be quoted only in Pesos, exclusive of VAT.
3. The successful bidder, on award of contract, must send the contract/ acceptance in writing within 07 days of award of contract, otherwise the contract will be awarded to the next successful bidder i.e., L-2.
4. The contract, if awarded, shall be valid for a period of TWO YEAR (02 year) from the date of award of contract and extendable for a further period of one year on annual basis, on the same terms and conditions and same rates, subject to satisfactory services provided by the company.
5. 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.
6. The Embassy of India 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.
7. Any deviation or deficiency concerning the quality of service provided by the agency or violation of the provisions in the contract shall be taken as violation by the contract and under such circumstances either party can end the agreement after giving two months' notice.
8. The company is liable for penalty, as deemed fit by the Embassy in case it fails to provide desired service or breaches the contract.
9. Compliance with labour regulations/laws of the Philippine Government will be the sole responsibility of the company. They shall comply with all the requirements of taxes, fee and other statutory payment as are required by the concerned authorities. The Embassy will have no responsibility, whatsoever, in this regard.
10. The company is prohibited from subletting/outsourcing the job to any other company.
11. The company must have experience of handling similar kind of work in reputed organizations.
12. The company should have sufficient employees on its rolls specifically trained for gardening services.
13. The company has to provide undertaking (Annexure-V) that it will provide services as per the Scope of Work (Annexure-II) of this Tender Document. In case of any deviation in the interpretation of the Scope of Work, decision of the Embassy

will be final and binding.

14. The company shall at all time follow the lawful instructions as given by the Embassy or its authorized representatives with regard to the assigned work.

15. The service providers are hereby clearly informed that fulfillment of terms and condition, as mentioned in this Annexure, is mandatory and these are our critical minimum requirement and any inability to meet any or all of these would make them liable for rejection at the technical bid stage itself.

16. In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, Embassy's interpretation of the clauses shall be final and binding on all parties.

17. The bid will remain valid for a period of 180 days.

**TECHNICAL BID PROFORMA**

**(To be submitted by the bidder)**

1.	Name of the Company	
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.)	

Company undertakes that it will provide services as per the Scope of Work (Annexure-II) of this Tender Document. In case of any deviation in the interpretation of the Scope of Work, decision of the Embassy will be final and binding to both the parties.

**(Signature of the authorized signatory)**

**Full Name:**

**Designation:**

**Dated:**

**Name and address of the Company:**

**(Seal of the Company)**

**FINANCIAL BID PROFORMA**

**(To be submitted by the bidder)**

1.	Name of the Company	
2.	Address of the Company	
3.	Contact details of the Company	

<b>S. No.</b>	<b>Item description</b>	<b>Rates per month (VAT excl.)</b>
1.	Total Cost for Garden Maintenance Services as per the Scope of Work at Annexure-II of this Tender Document	
<b>Total</b>		

The undersigned undertakes that the rate quoted above is inclusive of the mandatory government social security contributions for the landscape maintenance specialist/Gardner and horticulturalist; admin cost; tools and equipment; supply of consumables and other related costs.

**(Signature of the authorized signatory)**

**Full Name:**

**Designation:**

**Dated:**

**Name and address of  
the Company:**

**(Seal of the Company)**