

No. PRA/ADM/867/01/2018
Embassy of India
Prague

Prague, the 7th December, 2018

TENDER NOTICE

Subject: Invitation for competitive tender for providing Gardening Services at Embassy of India, Prague (at Chancery building and at Embassy Residence).

1. Sealed tenders are invited from professional companies / firms with a minimum experience of three years in Gardening works and having provided such services to Embassies / star hotels / Convention Centres/ Corporate Houses for at least one year during the last five years, for providing these Services at Embassy of India, Prague for a period of 2 years, extendable for another one year by mutual consent of both parties in writing in the form of an amendment to this contract signed by both parties. .

2. The scope of the work, terms and conditions would be as follows:

Gardening: The work involves gardening and complete maintenance of gardening area in the following buildings:

- (i) Embassy of India at Milady Horakove 60/93, Prague 7, 170 00.
Garden area: Approx. 800 sq. m.
- (ii) Embassy Residence at 1540 Sarecka 7, Prague 6, 160 00.
Garden area: Approx. 3720 sq. m.

This would, inter alia, include the following:

- Grass cutting, cleaning, watering, weeding and fertilizing of the green areas;
- Disposal of plant waste from the premises;
- Trimming, fertilizing, de-weeding of all areas including hedges, flower beds and plants;
- Spraying against diseases and pests (materials to be procured by company);
- Planting of seasonal flowers and perennial plants in the garden area, the total number of flowers should be approximately 1000;
- Planting of trees (fruit/flower/ornamental);
- Purchase of seasonal/indoor plants to be placed inside the chancery premises including public area and office rooms;
- Replacement of dead flowers and bushes;
- The firm may provide materials/consumables for the garden, viz. plants, pots, tools and other items used for the gardening work at their own cost.
- Cleaning of snow and dead leaves from the trees will be performed during the winter season.

3. The firm shall be required to furnish an undertaking to strictly abide by good management practices, various labour regulations / laws, if any, in force in

Czech Republic including payment of minimum wages, social security etc. The winning bidder would be required to dedicate one English speaking supervisor / manager who can be contacted for all queries / requirements in connection with the work awarded.

4. The firm would be responsible for its staff in terms of their antecedents and conduct, services performance and behaviour as also the payment of salaries, compensation etc. Embassy of India would not be responsible for any dues other than the agreed contract amount. The workers shall not have any claim for regularization of their services or enhancement of wages with the Embassy of India.
5. Bidders may quote prices strictly on monthly basis only along with the minimum hours of work in a month. Price quoted should be on all-inclusive basis and must include the cost of all services, personnel, material, transportation etc.
6. The main gardener must be a qualified person with requisite qualification of gardening works. The workers attached with the Gardener must be familiar with gardening work.
7. During winter months, the gardener will be required to clear the snow from the premises of the chancery and shall be required to come early in the morning in order to clear the snow.
8. Interested parties / firms may submit their bid in the format as mentioned in 'ANNEXURE-I' in a sealed envelope for providing gardening services.
9. Contract amount, once agreed to by the firm, shall not be increased during the period of the contract.
10. A Bid shall be treated as successful only after the competent authority in the Embassy of India has approved it in accordance with the terms of the Tender Notice. Embassy of India shall send the notice of acceptance to the successful lowest Bidder. Subsequent to the notice, a contract shall be signed between the Embassy of India and the successful lowest Bidder.
11. The Embassy of India reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of contract.
12. The Embassy of India shall have the right to impose such penalty as it deems fit on the firm if the services are found unsatisfactory or partial / defective services are rendered. The maximum penalty will be restricted to one month's charges. Continuous default in providing services will also lead, besides termination of contract, to automatic disqualification for tendering or quoting in future for any service for the Embassy. Clauses of this effect would be included in the agreement to be signed.
13. The Embassy of India shall also have the right to impose such penalty

as it deems fit on the firm if the Mission is put to any financial loss directly or indirectly by any act of omission or commission on the part of the firm or the person (s) deployed by it on the premises of the chancery or withholding payment till the rectification of the omission.

14. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF:

LAST DATE FOR BID SUBMISSION:	1700 HRS, FRIDAY, 28 DECEMBER, 2018
DATE OF OPENING BIDS:	1500 HRS, MONDAY, 31 DECEMBER, 2018

15. EVALUATION CRITERIA: The Tender Evaluation Committee [TEC] will evaluate the Technical information individually using the following criteria:

- (a) The Organization's relevant experience for the Assignment.
- (b) Quality of work plan and methodology for undertaking the job.
- (c) Qualifications and experience of the staff proposed.
- (d) Past track record.

16. Experienced & registered firms are invited to submit bids (in the format as mentioned in 'ANNEXURE-I') in sealed covers to the undersigned by 1700 hrs on Friday, the 28th DECEMBER, 2018. The Bids will be opened at 1500 hrs on Monday, the 31st DECEMBER, 2018 in the Embassy of India, Prague (at Milady Horakove 60/93, Prague 170 00, Czech Republic).

17. Bid may be submitted physically or by courier / post to:

**Mr. Sanjiv Aggarwal
Head of Chancery
Embassy of India
Milady Horakove 60/93
Prague 170 00
Czech Republic**

For site visit, please contact Mr. Premnath R., ASO (Mob: +420 725988135, E-mail: asoga.prague@mea.gov.in) during office hours.


(Sanjiv Aggarwal)
Counsellor & Head of Chancery
E-mail: hoc.prague@mea.gov.in,
admn.prague@mea.gov.in

ANNEXURE-I

1	Name of the firm		
2	Address of the registered office		
3	Correspondence address		
4	Contact details (i) Telephone: (ii) FAX: (iii) E-mail:		
5	Brief introduction of the company		
6	Previous experience in the field		
7	Total number of regular employees with the firm		
8	Turnover of the firm for the last two years		
9	Registration certificate & license for the services		
10	Detailed work plan and methodology for undertaking the job		
11	Qualification and experience of the staff (including supervisory/managerial staff and gardening/ cleaning staff) proposed to be deployed for the job		
12	Copies of current contracts of cleaning/ gardening/ other services being undertaken by the firm		
13	Copies of past contracts of cleaning/gardening/ other services undertaken by the firm		

14	Testimonials (Clients' letters/ certificates etc.)	
15	Minimum number of hours in a month provided for gardening services (i) At Embassy of India (ii) At Embassy Residence	
16	Monthly charges for gardening services in CZK. (iii) At Embassy of India (iv) At Embassy Residence Note: Prices should be quoted strictly on monthly basis only. Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, transportation, DPH etc.	