

No.FRA/ADMN/872/02/2020
Consulate General of India
Frankfurt

**Subject: Tender for Annual Garden Maintenance Services at the Residence of
Consul General of India, Frankfurt/M Located at Dr. Egenolf Str.9, 65779 Kelkheim**

The Consulate General of India, Frankfurt invites sealed tenders from professional companies/firms for providing Garden maintenance Services at the Residence of Consul General of India, Frankfurt located at Dr.Egenolf Str.9, 65779 Kelkheim.

2. The tenders are invited under two bid system viz. Technical Bid and Financial Bid from reputed and experienced firms.

3. The tender document can be downloaded from the following website:
www.cgifrankfurt.gov.in

Bidders are requested to go through the terms & conditions contained in the bid document.

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

(a) The first sealed cover superscripted as **“Technical Bid”** should contain details of technical capabilities of the firm (with documentary evidence) as per Section IV.

(b) The second sealed envelope superscripted **“Financial Bid”** should contain rates only for the contract as per Section V of the Tender document.

(c) Both the sealed covers, should be placed in the main sealed envelope superscripted “Tender for Garden Maintenance” addressed to the Head Of Chancery, Consulate General Of India, Friedrich Ebert Anlage 26, 60325 Frankfurt Am Main, and must reach on or before 28th February, 2023 by 17:00 hrs. Bids may be delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Consulate will not be responsible for any postal delay.

5. The Consulate reserves the right to amend any of the terms and conditions contained in the Tender Document or reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of the Consulate in this regard will be final and binding upon the bidders.

6. The important schedules and dates are as under:

S.No	Event	Dates
1	Date Of Publication Of Bids	08 th February,2023
2	Last Date Of Submission of Bids	28 th February,2023
3	Date Of Opening of Technical Bids	1 st March, 2023
4	Date of Opening of Financial Bids	To be shared separately

For appointments regarding the site visit, please contact us at
protocol2.frankfurt@mea.gov.in

7. **Eligibility Criteria**

The Agency should have experience in gardening works for a minimum of five years. The Agency must have appropriate VAT registration, up-to-date and applicable trade licence etc. to carry out such works. Documentary proof for the above would be required to be submitted by the participating agencies.

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

(Vinod Kumar)
Head of Chancery
08.02.2023.

Section-II

Scope of Work

The garden including the lawn area and bordering trees cover an area of approximately 1500 square meters at Dr.Egenolf Strasse 9, 65779 Kelkheim, Germany.

General Maintenance Works

1. Regular watering of all plants and the lawn area.
2. Cutting of lawn grass with lawnmower at least twice every week or as required.
3. Pruning of flowering plants, bushes, hedges and shrubs regularly to give a good look as well as to promote growth and further blooming of flowers.
4. Taking care of the soil both in the flower beds and other area like lawn through application of fertilizers etc. The use of green manure and compost should also be included. Occasional digging of soil as may be required for growth of plants etc.
5. Cleaning and care of all pots and containers containing flowering or non-flowering plants in the garden and lawn area.
6. Clearing the garden, lawn area and stone pathway to the portico, of weeds both on the residence front and backside.

Special/Occasional Works

1. Planting of flowering plants in the flower bed and other garden areas during the gardening season. Changing of planted flowers as found appropriate for different flowering seasons.
2. Sowing of new plants in all the pots and containers used for indoor houseplants as well as on outdoor locations.
3. Caring and protection of gardens during the autumn, spring and winter times through use of mulch etc.
4. Removal of leaves, branches and all garden debris from the residence through containers or through recycling in compost pits.
5. Preparation and maintenance of compost pits in a suitable corner of the garden area.

Section-III
TERMS AND CONDITIONS

1. At any time prior to the deadline for submission of bids, Consulate may for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.
2. In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document, Consulate's interpretation of the clauses shall be final and binding on all parties.
3. The successful bidder, on award of contract, must send the contract/acceptance in writing, within 15 days of award of contract; otherwise the contract will be awarded to the next successful bidder i.e. L-2.
4. Consulate shall have the right to impose such penalty as it deems fit on the firms for unsatisfactory or partial/defective services. The maximum penalty will be restricted to one month's charges. Consulate also reserves the right to terminate the contract at any point of time during the tenure of the contract, if the services are not found satisfactory or the contractor dishonors the contract. Decision of Consulate in this regard shall be final and binding upon the contractor.
5. No request for revision/increase of approved rates during the currency of the contract will be entertained. No other charges like transportation fare etc. will be payable for providing the services.
6. A brief report (on fortnight basis) may be submitted on the works to be undertaken that month and those completed the previous month.
7. Delay in works will not be permitted on any grounds.
8. Bidders would be required to furnish the information and submit documents, as per the attached proforma, and would quote prices strictly on monthly basis only. Prices quoted should be all-inclusive basis and shall include the cost of all services, personnel, material, transportation etc. Technical information should be given in a separate envelope.
9. The company would submit monthly invoice(s) for payment supported with certificates of completion of requisite jobs.
10. Payments will be made through bank transfer within 14 days after submission of invoices by the company.
11. The validity of the bids is 60 days and the period begins with submission deadline.

12. Under no circumstances, the successful bidder appoint any sub- contractor or sub-lease the contract.
13. The validity of the contract would be for two years and can be extended upon satisfactory performance, in no case the rates approved/accepted would be revised during currency of the agreement.

Section-IV

TECHNICAL INFORMATION (Proforma to be submitted with Technical Bid)

(a) Name of the firm:

(b) Address of the Registered Office:

(c) Correspondence Address:

(d) Contact details:

Telephone:

E-mail:

S.No	Requirements	Response
1.	Brief introduction of the company	
2.	Previous experience in the field	
3.	Total number of regular employees with the firm	
4.	Turnover of the firm for the last two years	
5.	Company Registration Number	
6.	VAT Registration Number	
7.	Other reputed organization/companies where you are providing services.	

1. Bidder should submit relevant certificates and detailed information separately.
2. Detail work plan and Methodology for undertaking the job:
3. Qualification and experience of the workers proposed to be deployed for the job:

Section-V

Format for submitting the Price for Maintenance of Garden

Tender No. FRA/872/2/2020

Date:

Price Schedule (item-wise)

S.No	Job/Item	Price Quoted
1.	Gardening Services	

The Consulate of India reserves the right to change the type and quantity of plants and flowers.

Name of the firm

Address for correspondence Contact

Note: 1. The above quoted prices are complete in all respects as per technical specifications.

2. Certified that rates quoted for the above items are as per specifications, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorized Signatory)

Name & Designation:

Company Seal