EMBASSY OF INDIA BEIJING

INVITES QUOTATIONS
FOR GARDEN MAINTENANCE CONTRACT OF NEW CHANCERY at No. 5 LIANG MA QIAO BEI JIE

TENDER NO. PEK/GEN/867/2/2014

LAST DATE FOR SUBMISSION OF BIDS

May 30, 2016 UP TO 1500 HRS (BEIJING TIME)

DATE OF OPENING BID

May 30, 2016 AT 1600 HRS (BEIJING TIME)
**Invitation for Bids**

Embassy of India, Beijing invites Bids / Quotations from reputed agencies based in China with experience in maintenance of Garden at diplomatic offices and residence area.

1. **Eligibility criteria for bidders:**

   - The Company should have valid permit/registration from a competent local authority for maintenance of Garden.
   - The Company should be in operation for more than 5 (five) years.
   - The Company should have sufficient number of good Gardner and staff for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how these would be involved in this work.

**Scope of Work:**

Garden area of 5,162.77 Sq. mts.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Work</th>
<th>Schedule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Watering of Garden.</td>
<td>Daily</td>
<td>To manually water all landscape areas as often to ensure that plants/trees do not dry out and to monitor automatic watering system when in use. (plants inside the main building also)</td>
</tr>
<tr>
<td>2.</td>
<td>Sweeping of dry leaves.</td>
<td>Daily</td>
<td>Sweeping of dry &amp; fallen leaves and from the ground including areas surrounding Residence and Main Building twice in a week.</td>
</tr>
<tr>
<td>3.</td>
<td>Picking up of dead branch.</td>
<td>Daily</td>
<td>Picking up of dead branches of trees/plants should be done regularly to maintain all garden.</td>
</tr>
<tr>
<td>4.</td>
<td>Weeding</td>
<td>As and when necessary</td>
<td>All weeds found on the landscape and planting beds to be removed manually.</td>
</tr>
<tr>
<td>5.</td>
<td>Grass</td>
<td>Fortnightly</td>
<td>Mowing of lawn to keep the garden floor trimmed.</td>
</tr>
<tr>
<td>No.</td>
<td>Activity</td>
<td>Frequency</td>
<td>Description</td>
</tr>
<tr>
<td>-----</td>
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</tr>
<tr>
<td>6.</td>
<td>Trimming</td>
<td>As and when necessary</td>
<td>Trimming of overgrown or shrubs regularly to make them look tidy at all time. (Plants inside the main building also)</td>
</tr>
<tr>
<td>7.</td>
<td>Pruning</td>
<td>As and when necessary</td>
<td>To prune branches of low trees obstructing pedestrians and motorist and remove debris off site.</td>
</tr>
<tr>
<td>8.</td>
<td>Loosening of Soil</td>
<td>Monthly</td>
<td>Forking or loosen compact soil to provide aeration and to promote plants growth on monthly basis or as and when required.</td>
</tr>
<tr>
<td>9.</td>
<td>Fertilizing</td>
<td>Monthly</td>
<td>Apply multi-micronutrient fertilizer as and when necessary. (Plants inside the main building also)</td>
</tr>
<tr>
<td>10.</td>
<td>Spraying of insecticide/fungicide</td>
<td>Monthly</td>
<td>Approved insecticide to be sprayed on monthly basis or when required. Appling snail killer as and when necessary. (Plants inside the main building also)</td>
</tr>
<tr>
<td>11.</td>
<td>Cutting of dry leaves collection</td>
<td>As and when necessary</td>
<td>Removal of yellow or dry leaves to maintain freshness effect to the plants and remove debris off site. (Plants inside the main building also)</td>
</tr>
<tr>
<td>12.</td>
<td>Replacement of plants</td>
<td>As and when necessary</td>
<td>Replacements of plants, topping up of soil, provision of fresh plants whenever necessary. Replacements would be done free if costs of any plant or tree dies untimely.</td>
</tr>
<tr>
<td>13.</td>
<td>Cutting of long trees branches</td>
<td>Once in year</td>
<td>Cutting of long trees branches in Embassy compound once in year as well as cutting of damaged tree.</td>
</tr>
<tr>
<td>14.</td>
<td>Planting of Plants/trees and grow Grass</td>
<td>As and when necessary</td>
<td>Plating of plants/trees and grow grass as per requirement the Embassy.</td>
</tr>
</tbody>
</table>
2. **Bid system:** The bidder shall submit offer in a envelope, superscripted as “Tender Quotation for Garden Maintenance Company”. It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;

i. The sealed bid shall be submitted to **The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**;

ii. Contact person Mr. Jitendra Kumar, Property Assistant, Phone No.0086-10-85312548 Email: property@indianembassy.org.cn

iii. The bid may be submitted by Hand in person or by courier. The bids by “Fax / E-mail” shall not be accepted;

iv. Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;

v. Bid shall be opened on the date and time as given in the tender notice at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**, in the presence of the authorized representatives of the companies, who may wish to attend.

vi. The bid has to be submitted as per the format specified at ‘Annexure I’;

3. **Mode of Payment:** Payment against bill/invoice shall be released on quarterly basis.
Annexure- I

**PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID**

1. Name of the Bidder Agency/Company.
3. Contact details of the Bidding Agency/Company.
4. Name of the Proprietor/Partners/Directors. of the Agency/Company.
5. Registration and incorporation particulars of the Agency/Company.
6. Period of Bid validity.
7. Experience in maintenance of garden.
8. No. of gardeners in the company
9. Any other information.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount incl. VAT (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual charges for maintenance of garden as per Scope of work.</td>
<td></td>
</tr>
<tr>
<td>Total=</td>
<td></td>
</tr>
</tbody>
</table>

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated____________

Name and address of the Agency/Company____________________

Seal of the firm