

**Embassy of India
(Warsaw)**

TENDER NOTICE

Subject : Tender for providing garden maintenance services at the Embassy Complex and Embassy Residence

The Embassy of India in Warsaw (hereinafter referred as Embassy) invites sealed tenders from professional companies/firms for providing Garden Maintenance Services at the Embassy Complex located at Myśliwiecka 2, 00-459 Warsaw and Embassy Residence located at Al. Roz 3, Warsaw.

2. The tenders are invited under two bid system viz. Technical Bid and Financial Bid from reputed and experienced firms having regular office preferably in Warsaw.
3. The tender document can be downloaded from the following websites:
<https://www.indianembassywarsaw.gov.in/>
<http://eprocure.gov.in/cppp>

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 of the Tender Document.
 - (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, Embassy of India, Myśliwiecka 2, 00-459, Warsaw and must reach on or before 4th May, 2024 by 1700 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. Embassy will not be responsible for any postal delay.

5. Embassy 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 Embassy 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 Tender	12 th April, 2024
2	Last date for submission of bids	4 th May, 2024
3	Date of opening of Bids (Participant <i>bidders</i> may wish to be present)	6 th May, 2024 at 1100 hrs
4	Venue for pre-bid and opening of bids	Embassy of India Mysliwiecka 2, 00-459 Warsaw

7. **Eligibility Criteria**

The company/firm should be registered with the relevant trade/commercial office as per local laws and regulations for tax and other purposes. It should have at least 3 years' experience and knowledge in this field. The company should also have appropriate technical potential and personnel capable of performing the contract. They are also expected to possess good economic and financial standing/situation.

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.

9. Any enquiry/clarification/request for the site visit may be sought by sending email on com2.warsaw@mea.gov.in or proj.warsaw@mea.gov.in

(Krishnendu Banerjee)
HoC

12.04.2024

Section-II

Scope of Work

1. Removing the existing turf, if required and its disposal, levelling the ground.
2. Putting fresh soil, if required.
3. Planting of good quality grass.
4. Planting of seeds, seasonal flowers and hedges.
5. Regular mowing the lawns: park, carpet, on slopes, weeds in plantings, put biomass to the landfill.
6. Maintain the grass level at the height of 5 cm.
7. Taking proper care while mowing lawns with trees and shrubs to avoid damaging the plants.
8. Sweeping lanes, sidewalks and roads with cut grass while mowing.
9. Filling of patches in lawns with grass sowing.
10. Taking care of leaves in green areas on regular basis.
11. Weeding, pruning, removal of spoiled/died flowers on a regular basis.
12. Watering, fertilization, protection from diseases and pests.
13. Protection of plants for the winter.
14. Forming hedges & cut-off edging with putting landfill biomass.
15. Clearing of snow.
16. Service includes labour, transportation and supervision.

SECTION III
TERMS AND CONDITIONS

1. At any time prior to the deadline for submission of bids, Embassy 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, Embassy'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. Embassy 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. Embassy 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 Embassy 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. Bidders may quote prices strictly on monthly basis only. Price quoted should be on all-inclusive basis and must include the cost of all services, personnel, materials, plants, transportation etc.
7. A brief report (on a fortnight basis) may be submitted on the works to be undertaken that fortnight and those completed the previous fortnight.
8. Delay in works will not be permitted on any grounds.
9. Bidders would be required to furnish the information and submit documents, as per the attached proforma. Technical information should be given in a separate envelope.
10. The company would submit monthly invoice (s) for payment supported with certificates of completion of requisite jobs from the concerned authorities of the Embassy.
11. Payments will be made through bank transfer within 14 days after submission of invoices by the company.
12. The price of offer shall be expressed in Polish Złotys.
13. The validity of the bids is 60 days and the period begins with the submission deadline.
14. Under no circumstances, the successful bidder appoint any sub-contractor or sub-lease the contract.
15. The validity of the contract would be for two years and can be extended upon satisfactory performance, in no case the rates finally approved/accepted by the Embassy would be revised during the currency of the agreement.

SECTION IV

TECHNICAL INFORMATION (Proforma to be submitted with Technical Bid)

(a) Name of firm:

(b) Address of the Registered Office:

(c) Correspondence address:

(d) Contact details:

Telephone:

E-mail:

S. No.	Requirements"	Response
01	Brief introduction of the company	
02	Previous experience in the field	
03	Total number of regular employees with the firm	
04	Turnover of the firm for the last two years	
05	Company Registration Number	
	Other Embassies or reputed organization/ companies where you are providing services of similar nature	

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 attached to various Properties of Govt. of India in Warsaw.

Date:

Price Schedule (item-wise) (excluding V A T)

S. NO	Job/Item	Price quoted (in PLN)
01	Gardening services	
02	Cost of plants and flowers (Number and type of proposed plants and flowers against each property must be mentioned)	

- Embassy of India reserves the right to change the type and quantity of plants and flowers.

Name of firm

Address for correspondence

Contact

Note:

1. The above quoted prices are complete in all respects as per technical specifications but exclusive of VAT, if any.

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