



## Embassy of India, Warsaw

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Embassy of India in Warsaw hereby invite bids/offers from reputed gardening agencies/companies for award of contract for Gardening and its maintenance at the Embassy Complex located at 2, Mysliwiecka, 00-459 Warsaw. Bids in sealed envelopes addressed to the “Head of Chancery, Embassy of India, 2 Mysliwiecka, 00-459 Warsaw ” and company’s name with full contact details/address at the bottom of the envelope, may be submitted before the submission of last date of bids. On top of the envelope “Bids for Gardening and its maintenance work at Embassy Complex” should be written. The last date for submission of bids is 10<sup>th</sup> May 2019 till 17.00 hrs.

### **Scope of the Work**

- 1.1 Removing the existing turf, if required and its disposal, levelling the ground
- 1.2 Putting fresh soil, if required
- 1.3 Planting of good quality grass
- 1.4 Planting of seeds, seasonal flowers and hedges
- 1.5 Regular mowing the lawns: park, carpet, on slopes, weeds in plantings, put biomass to the landfill
- 1.6 Maintain the grass level at the height of 5 cm.
- 1.7 Taking proper care while mowing lawns with trees and shrubs to avoid damaging the plants
- 1.8 Sweeping lanes, sidewalks and roads with cut grass while mowing
- 1.9 Filling of patches in lawns with grass sowing
- 1.10 Watering lawns at regular basis according to need
- 1.11 Taking care of leaves in green areas on regular basis
- 1.12 Weeding, pruning, removal of spoiled/died flowers on a regular basis
- 1.13 Watering, fertilization, protection from diseases and pests
- 1.14 Protection of plants for the winter
- 1.15 Forming hedges & cut-off edging with putting landfill biomass
- 1.16 Clearing of snow
- 1.17 Service includes labour, transportation and supervision

### **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.

### **Award Criteria**

The contract will be awarded to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid.

### **Other terms and conditions**

- The brief details of works already carried out by the company.
- The gardening work should be done on time and as per directives of the Mission from time to time and as per the contract signed by the parties.
- The validity of the contract would be for one year and can be extended upon satisfactory performance up to two year , in no case the rates finally approved/accepted by the Embassy would be revised during the currency of the agreement.
- Under no circumstances, the successful bidders appoint any sub-contractor or sub-lease the contract.
- No advance payment shall be made for the services.
- Current certificate of registration in business activity register may be submitted along with the bids.
- Delay in works will not be permitted on any grounds.
- Payments will be made through bank transfer within 14 days after submission of invoices by the company.
- The price offered by the contractor will cover all costs associated with the implementation of the agreement.
- The price of offer shall be expressed in Polish Zlotys.
- The validity of the bids is 60 days and the period begins with the submission deadline.

**Note: Site-inspection by interested companies are welcome to get preview of the contract. The interested companies may contact the following:**

Ms. Barbara Dmowska

[estt.warsaw@mea.gov.in](mailto:estt.warsaw@mea.gov.in)

Telephone: 22540 00 00/09 (Polish & English)