



**EMBASSY OF INDIA
RABAT**

No. RAB/872/01/2021

Date: 13th April 2021

Notice Inviting Tender

Subject: Providing Gardening Services at India House, 18, Rue Ouled Jerrar, Souissi, Rabat - Embassy of India, Rabat

Embassy of India, Rabat invites tenders in the form of two bid system (Technical and Financial), from reputed & interested companies/firms/contractors for maintenance of Gardening Services at India House (Address: 18, Rue Ouled Jerrar, Souissi, Rabat) Embassy of India, Rabat initially for the period of one year and the contract may be extended for a further period of two years on an annual basis (maximum tenure 03 years) on the same rates and terms & conditions if the services of the company found satisfactory by the Mission.

IMPORTANT DATES

S.No.	Events	Date
1.	Tender Publish Date	14.04.2021
2.	Bid Submission start date	14.04.2021
3.	Bid Submission end date	04.05.2021
4.	Opening of Technical Bids	05.05.2021 (at 1100 hrs)
5.	Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria)	Date to be intimated later*

***Note: 'The bids will be opened in the O/o Head of Chancery, Embassy of India, Rabat, Morocco'**

Section I: Criteria for Selection

1. The company must have experience of handling similar kind of work in reputed organizations.
2. The contract, if awarded, will be for one year from the date of award of contract and extendable for a further period of two year on annual basis, if the services of the company found satisfactory by the Embassy.

3. Sealed quotations are invited from the reputed companies for providing gardening services on contract basis initially for a period of one year.
4. The persons deployed by the company should have requisite experience and skills for carrying out the assigned garden maintenance task using appropriate materials and tools /equipment. The company must employ adult and skilled staff only.
5. The company should have sufficient employees on its rolls specifically trained for gardening services.
6. The company should quote the number of manpower (manpower should be including reliever) required for Garden maintenance with the Charges per month.
7. The charges should be quoted on monthly basis for providing manpower/gardener for gardening and charges for fertilizers, seeds etc.
8. Rates quoted shall be firm and fixed. No escalation of whatsoever nature shall be payable unless the increase in rates is due to local laws imposed by the local government.
9. The competent authority in the Embassy reserves the right to withdraw/relax any of the terms and conditions mentioned in the tender document.
10. For finalization of contract, the company whose rates are the lowest in comparison to other companies will be considered as the lowest bidder.
11. Embassy reserves the right to terminate this contract in any eventuality, without any notice and without explaining any reasons to the Contractor. The Contractor shall not have claim for any compensation in such event of discontinuation of the Contract.
12. The interested companies should submit the bids in two separate sealed covers, superscribed as 'Technical Bid' containing duly filled in **Annexure-I** and 'Financial Bid' containing duly filled in **Annexure-II**. Both sealed covers should be put in a single envelope super scribed as "Tender No. RAB/872/01/2021 for "**GARDENING SERVICES AT INDIA HOUSE, EOI, RABAT**" and addressed to 'Head of Chancery, 88, Rue Ouled Tidrarine, Souissi, Rabat'. The bid should be submitted to the Head of Chancery, Embassy of India, 88, Rue Ouled Tidrarine, Rabat. Please note that no bids will be accepted after the expiry of stipulated date and time for the purpose (May 04, 2021 till 1730 hrs) under any circumstances.

13. The Technical Bids will be opened on May 05, 2021 at 1100 hrs by a Committee duly constituted by the Competent Authority of the Embassy of India, Rabat. The Financial Bids of only those bidders, whose Technical Bids are found responsive and qualified (as per criteria contained in this tender document), shall be opened by the Committee authorized for the purpose.

Section II : Scope of Work

1. The maintenance of lawn includes, weeding, trimming and pruning of grass by mowing with grass cutting machines, top dressing, using of manure, fertilizers, spraying of insecticides, pesticides, fungicides, sweeping and watering etc. and patch work by planting the grass where dead.
2. The maintenance of trees, shrubs and creepers include and the maintenance of all trees, shrubs and creepers by their manuring, watering hoeing, pruning and trimming, replacement of old dead one by one and to ensure enough supply of air and water.
3. The maintenance of hedges includes their watering, hoeing of channels, pruning and trimming and replacing old dead planting the new saplings/cuttings dead/up-rooted plants etc.
4. The Potted Plants are to be maintained at least at the present level of maintenance in the building, on all floors and around the building.

SECTION III : SUBMISSION OF PROPOSALS

1. **Two bid system:**

The two bid system will be followed for this tender. In this system, bidder must submit his bid in two separate sealed envelopes as explained below:

2. **Envelope No. 1: "Technical Bid" shall contain:**

- The company shall enclose the full company profile (**Annexure-I**) with details of its registered office, the name & designation of its contact person along with his telephone/mobile no. and email address. The company should have a valid Registration No. i.e. IF number and proof of the same is to be enclosed.
- The bidder should be a qualified and experienced company in gardening services for a minimum of 3 years. Details of similar nature of work done in other Embassies/Government offices/companies with proof should be attached.

- The company should have an established office with adequate number staff and infrastructure related to the concerned job in Rabat.
- No advance payment will be admissible. Payment will be made only after satisfactory gardening services in a month.
- All necessary manpower, material and transport shall be the sole responsibility of the winning (L1) bidder.
- Duly filled in Technical Bid with proper seal and signature of authorized person on each page of the bid submitted.
- Self Attested copy of TVA Registration certificate, as applicable.

3. **Envelope 2: “Financial Bid” shall contain:**

Price Schedule (**Annexure-II**) complete in all respects with proper seal and signature of authorized person. Both the technical bid and financial bid envelopes should be sealed separately and clearly marked as “Envelope no. 1 - Technical Bid” and “Envelope no. 2 - Financial Bid”. Both the sealed envelopes should be placed in a third larger envelope clearly mentioning “Technical Bid & Financial Bid” for “**GARDENING SERVICES AT INDIA HOUSE, EOI, RABAT**” and addressed to “Head of Chancery” Embassy of India, Rabat, Morocco.

Note 1: Please write tender number on each envelope and seal all the envelopes.

Note 2: Please do not put "Financial Bid" (prices quoted) in the technical bid envelope. If the price quoted is submitted with technical bid, the tender will be rejected.

4. **Opening of Technical Bids:**

a. All the technical bids received by the Embassy of India, Rabat will be opened on May 03, 2021 at 1100 hrs in the O/o Head of Chancery, Embassy of India, Rabat.

b. After being opened, the Technical Bids will be evaluated, by the Embassy of India, Rabat, based on the available documents submitted by the bidder.

c. After evaluation of the Technical Bids, the Embassy of India, Rabat will intimate the date for opening of the Financial Bids of only those bidders who qualify at Technical Bid stage.

d. Financial Bids of those bidders who do not qualify at Technical Bid stage will be returned to the respective bidders un-opened.

5. **Opening of Financial bids :**

- a) Financial bids of the short listed bidders only will be opened, in the presence of the bidders or their authorized representative, who choose to attend, date to be intimated later.
- b) The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance sheet as a proof of having attended the financial bid opening.
- c) The bidder's name, bid prices, discounts and such other details considered as appropriate by the Embassy of India, Rabat will be announced at the time of the opening of the bids.
- d) Technically accepted competitive bids ONLY will be considered for the opening of Financial Bids.

Contact information:
Mr. Gopal Krishna Pant
First Secretary and Head of Chancery
Embassy of India
88, Rue Ouled Tidrarine,
Rabat, Morocco
Tel. No. +212 537 63 5801
Email: hoc.rabat@mea.gov.in

TECHNICAL BID

Subject: Providing Gardening Services at India House (18, Rue Ouled Tidrarine, Souissi, Rabat) of Embassy of India, Rabat

1.	Name of the firm	
2.	Address of the firm	
3.	Mobile phone No.	
4.	Telephone No.	
5.	E-mail id	
6.	Registration details, VAT registration details	
7.	Experience details (in years)	
8.	Name of the Contact person to whom all reference shall be made regarding this tender	
9.	Any other information which you consider necessary to furnish e.g. experience certificates, etc.	

UNDERTAKING

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period contract.
- c) I hereby had undertaken to render the service as per direction given in the tender document.

Date:

Signature and seal of the

Place:

company
ANNEXURE-II

FINANCIAL BID

Subject: Providing Gardening Services at India House (18, Rue Ouled Tidrarine, Souissi, Rabat) of Embassy of India, Rabat

Sl. No.	Item description	Rates
1.	Charges for Garden maintenance services (per month)	
2.	Charges for fertilizers/seeds etc. (per month)	
3.	Taxes (if any)	
	Total	

Date:

Signature and seal of the

Place:

company