

No. SUV/579/01/2026
High Commission of India
Suva

Instructions to Bidders

Subject: Notice Inviting Tender for Garden Maintenance Services at India House, 72 Princess Road, Suva.

Sealed tenders are invited from reputed & experienced companies/ firms/ contractors with a minimum experience of three years in Gardening works and having provided such services to other Embassies/ Consulates/ star hotels/ reputed organizations for at least one year, for providing these services at High Commission of India, Suva at the following locations:

A) India House : 72 Princess Road, Suva, Fiji

2. The tender should be submitted in two sealed envelopes as below:
 - i. The first sealed cover superscripted as **"Technical Bid"** should contain details of technical capabilities of the firm with documentary evidence i.e., firm registration paper, experience with other offices/organizations as per **Annexure-IV**.
 - ii. The second envelope superscripted **"Financial Bid"** should contain rates per month as per **Annexure-V**.
 - iii. Both sealed covers should be placed in the main sealed envelope superscripted **"Tender for Garden Maintenance Services at India House, Suva, Fiji"** addressed to the **Head of Chancery, High Commission of India, Suva, Butt Street, Level-7 LIC Building, Suva, Fiji** and must reach **on or before 28 August 2026 by 1700 hrs**. Bids may be hand delivered or sent by courier/post at the aforementioned address so as to reach on or before the prescribed date and time. The High Commission will not be responsible for any postal delay.
3. The High Commission of India has the right to amend any of the terms and conditions contained in the tender document or reject or all bids without giving any notice of assigning any reason thereof. The decision of High Commission in this regard will be final and binding upon all the bidders.
4. Bidders are requested to go through the terms & conditions of the contract (**Annexure-III**).

5. The important schedule and dates are given below:

S. No.	Events	Date
1.	Tender Publish Date	06 August 2026
2.	Bid Clarification Start Date	16 August 2026
3.	Bid Clarification End Date	18 August 2026
4.	Bid Submission Start Date	19 August 2026
5.	Bid Submission End Date	28 August 2026 (till 1700 hrs)
6.	Opening of Technical Bids	04 September 2026, 11:00 AM
7.	Opening of Financial Bids	07 September 2026, 11:00 AM

6. Physical visit to the site is advisable to have a general idea about the extent of works required. Interested bidders can visit the site. Representatives from the firms may visit the site by prior appointment by sending email at hoc.suva@mea.gov.in with cc to admn.suva@mea.gov.in before submitting sealed bids.

7. For any tender related enquiry/clarification/site visit, please contact the undersigned by email at hoc.suva@mea.gov.in

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

-Sd/-
(Ranjeet Kumar)
Head of Chancery
High Commission of India,
Butt Street, Level-5,
LICI Building, Suva
hoc.suva@mea.gov.in
Tel: +(679)3309476

SCOPE OF WORK

Garden Maintenance Services has to be carried out at the locations i.e., India House, 72 Princess Road, Suva as per the details given below:-

- Maintenance and upkeep of all green areas, including lawns and surrounding landscape through the deployment of a minimum of two personnel on each working day.
- Pruning of trees/ shrubs regularly;
- Regular watering and periodic trimming of shrubberies/branches of plants and small/medium sized trees accessible without special tools/equipment;
- Regular removal of fallen/dry leaves from the landscape area;
- Periodic application of fertilizer;
- Periodic aeration/cultivation to loosen compacted soil;
- Chemical spraying of plants and grass to prevent plant pests and diseases;
- Manual weeding;
- Hauling/disposal of cut grass/clippings to the designated area within the compound. Daily street sweeping to be done by the Gardner to assure cleanliness of the grounds after gardening procedures;
- Planting and growth of flowering plants/herbs on a seasonal basis. Replace damaged grass in lawn with fresh grass (seeds, saplings, grass etc to be provided by the Embassy or billed separately, as per actuals, with Embassy's prior approval);
- Maintenance of all lawns in the premises, including mowing on a regular basis, de-weeding and ensuring proper upkeep of the grass/lawns;
- Maintenance of pots/planters/indoor plants inside and outside in both the premises;
- Provide Basic tools and equipment (Trowel, Hand Fork, Pruning Shears, Weeder, Shovel, Spade, Garden Fork, Hoe, Watering Can, Garden Hose, Sprinkler, Rake, Wheelbarrow, Garden Gloves, Plant Stakes etc) for watering, lawn, mowing, pruning, cultivation, digging, landscaping etc.
- **Provide necessary labour to carry out the foregoing services, landscape maintenance specialist/gardeners in company uniform on a daily basis from Monday to Friday, and one another gardener who shall work on the site on daily basis from Monday to Friday for upkeep of the garden. Every week one Horticulturist must visit to see the work of both the gardeners.**
- Work shall be five (5) days a week excluding Saturday/Sundays and Special Holidays; from 0800 am to 5.00 pm.
- The charges should be quoted on monthly basis as per the **Annexure V**;
- Suitable reserve personnel has to be provided in lieu of weekly off or leave period of the regular garden maintenance. No separate payment shall be made for such arrangements.

TERMS AND CONDITIONS

1. The High Commission of India, Suva (hereinafter referred to as High Commission) shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated commercial tender. The lowest price criteria shall be applied on the total.
2. Price quoted by the bidder in their financial bid and agreed to by the High Commission shall be considered final and no price escalation will be permitted thereafter. Bidders must quote the price in the format given at **Annexure-V** of this document. All prices are to be quoted only in Fijian Dollar, exclusive of VAT.
3. The successful bidder, on award of contract, must send the contract/ acceptance in writing within 07 days of award of contract, otherwise the contract will be forfeited.
4. The contract, if awarded, shall be valid for a period of TWO YEAR (02 year) from the date of award of contract and extendable for a further period of one year on annual basis, on the same rate, terms and conditions, subject to satisfactory services provided by the company.
5. The High Commission of India reserves the right for premature termination of the contract at any time, if the services rendered are not found satisfactory during the period of contract, by giving one month notice period.
6. The High Commission of India 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.
7. Any deviation or deficiency concerning the quality of service provided by the agency or violation of the provisions in the contract shall be taken as violation by the contract and under such circumstances either party can end the agreement after giving two months' notice.
8. The company is liable for penalty, as deemed fit by the High Commission in case it fails to provide desired service or breaches the contract.
9. Compliance with labour regulations/laws of the Fiji Government will be the sole responsibility of the company. They shall comply with all the requirements of taxes, fee and other statutory payment as are required by the concerned authorities. The High Commission will have no responsibility, whatsoever, in this regard.
10. The company is prohibited from subletting/outsourcing the job to any other company.
11. The company must have experience of handling similar kind of work in reputed organizations/Embassies/ High Commissions/Embassies Residence.

12. The company should have sufficient employees on its rolls specifically trained for gardening services.
13. The company has to provide undertaking (**Annexure-V**) that it will provide services as per the Scope of Work (**Annexure-II**) of this Tender Document.
14. The company shall at all time follow the lawful instructions as given by the High Commission or its authorized representatives with regard to the assigned work.
15. The service providers are hereby clearly informed that fulfillment of terms and condition, as mentioned in this Annexure, is mandatory and these are our critical minimum requirement and any inability to meet any or all of these would make them liable for rejection at the technical bid stage itself.
16. In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, High Commission's interpretation of the clauses shall be final and binding on all parties.
17. The bid will remain valid for a period of 180 days.
18. The Earnest Money Deposit (EMD) of FJD 1,000/- (Fijian \$ One thousand only) in the form of Account Payee Demand Draft/Bank Guarantee/Pay Order drawn in favour of "High Commission of India, Suva" is required to be submitted along with tender bids. The EMD will be forfeited if the bidder withdraws, modifies, or impairs the bid within the validity period, or if the successful bidder fails to submit the performance security.
19. Certificate that the agency pays VAT regularly and their VAT dues are cleared (Vat clearance certificate for the last three financial years may be attached)
20. The Technical Bids (Envelope A) shall be opened at High Commission of India in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the High Commission of India. After evaluation of Technical Bids, a list of qualified bidders will be prepared. The Financial bids (Envelope 'C') will be opened on a subsequent date, which will be intimated to the shortlisted bidders, by mail/phone.
21. Bids shall be declared as valid or Invalid based on the preliminary scrutiny, i.e. on site verification of documents submitted by the bidders by the Tender Evaluation Committee. The financial bids will be opened on result of such scrutiny. However, in case any thing found false or forged in contrary to the documents submitted by the bidder, its bid will be rejected and suitable legal action may be taken.
22. The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose. Those bidders who qualify in the technical bid stage, will be intimated through mail/phone about the date for opening of the Financial Bids.
23. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.

24. A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.
25. Absence of bidder or their representative shall not impair the legality of the opening procedures.
26. After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.
27. After due evaluation of the financial bid(s), the High Commission will award the contract to the lowest evaluated responsive tenderer.

TECHNICAL BID PROFORMA

(To be submitted by the bidder)

1.	Name of the Company	
2.	Address of the registered office	
3.	Correspondence address	
4.	Contact details	
5.	Telephone/Fax	
6.	Email	
7.	Brief introduction of the company (a profile of the firm to be enclosed)	
8.	Previous experience in the field (minimum of three years)	
9.	Registration Certificate, License for the services, etc. (copies of documents to be enclosed)	
10.	Testimonials (Clients' letters, certificates, etc.)	
Company undertakes that it will provide services as per the Scope of Work (Annexure-II) of this Tender Document. In case of any deviation in the interpretation of the Scope of Work, decision of the Embassy will be final and binding to both the parties.		
(Signature of the authorized signatory) Full Name: Designation: Dated: Name and address of the Company: (Seal of the Company)		

FINANCIAL BID PROFORMA

(To be submitted by the bidder)

1.	Name of the Company	
2.	Address of the Company	
3.	Contact details of the Company	

S. No.	Item description	Rates per month (VAT excl.)
1.	Total Cost for Garden Maintenance Services as per the Scope of Work at Annexure-II of this Tender Document	
Total		

The undersigned undertakes that the rate quoted above is inclusive of the mandatory government social security contributions for the landscape maintenance specialist/Gardner and horticulturalist; admin cost; tools and equipment; supply of consumables and other related costs.

(Signature of the authorized signatory)

Full Name:

Designation:

Dated:

**Name and address
of the Company:**

(Seal of the Company)

-4-

LETTER OF BID

Dated: _____

To,

The Head of Chancery
High Commission of India,
Suva

Ref: Invitation for Bid No. _____ dated .

We, the undersigned, declare that: We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders,

2. We offer to execute in conformity with the Bidding Documents for AMC for hiring of gardening services) for maintenance of gardens at High Commission of India, Suva.

3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.

4. If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.

5. We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding Company)

Full Name and Designation (To be printed on Bidder's letterhead)