

High Commission of India

Suva

No. SUV/551/05/2023

15 January 2024

NOTICE INVITING TENDER

Subject: Tender for Maintenance Services for pot-plants at Chancery (Level 5 & 7, LICI Building, Butt Street, Suva) and Garden/Pot-plants at India House, 72 Princess Road, Tamavua, Suva.

High Commission of India, Suva invites sealed tenders for maintenance of pot-plants at the Chancery (Level 5&7, LICI Building, Butt Street, Suva) and garden (including pot-plants) at India House, 72 Princess Road, Tamavua, Suva from reputed & experienced companies with a minimum experience of three years in this area and having provided such services to other international organisations in the past. The maintenance contract shall be initially valid for a period of ONE YEAR (01 year) from the date of award of contract and extendable for a further period of two year on annual basis, on the same terms and conditions and same rates, subject to satisfactory services provided by the Service Provider.

2. GENERAL INSTRUCTIONS:

- (i) The gardener(s) deployed by the company should have requisite experience and skills for carrying out the assigned maintenance task using appropriate materials and tools / equipment.
- (ii) The company should have sufficient employees on its rolls specifically trained for gardening services.
- (iii) The company should quote the number of manpower required for garden maintenance with the Charges per month including overtime (if applicable).
- (iv) All other charges for providing fertilizers, seeds, plants, equipment, etc. should also be quoted on monthly basis.
- (v) Rates quoted shall be firm and fixed. No escalation of whatsoever nature shall be payable.
- (vi) 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.
- (vii) Physical visit to the sites is advisable to have a general idea about the extent of works required at the Chancery as well as at India House. Interested bidders can visit the site by prior appointment (contact person: Mr. Santosh Kumar Singh, Accountant, E-mail: accts.suva@mea.gov.in) before submitting sealed bids.
- (viii) At first, the Technical Bids will be opened and the companies whose technical bids will be found up to the mark, will be eligible for comparison of Financial

Bids. The company quoting the lowest Financial Bid will be considered for award of the contract.

- (ix) The final decision would rest with High Commission of India, Suva owing no explanation to anyone about the selection process of the company for the job.

3. **SCOPE OF WORK:** The work involves maintenance of pot-plants at Chancery and the garden & pot-plants at India House in Suva. The following is the description of jobs to be carried out:

(a) **For pot-plants at Chancery and India House:-**

- (i) Weekly cleaning of the plants. This will include removal of dust on the leaves and removal of dead leaves.
- (ii) Weekly watering of plants;
- (iii) Weekly cleaning of all pots;
- (iv) Weekly removal of weeds around the plants;
- (v) Monthly application of insecticides;
- (vi) Quarterly fertilizing the plants;
- (vii) Replacement of any plants that are considered to be below acceptable standard.
- (viii) Replacement of soil from plants on requirement basis.

(b) **For garden at India House:-**

- (i) Maintenance and upkeep of all green areas, including lawns;
- (ii) Regular trimming of the grass in lawns;
- (iii) Regular pruning of trees and shrubs;
- (iv) Regular cleaning of garden including removal weeds, broken branches, dry leaves, rotten fruits, flowers, etc.;
- (v) Provision of flowering plants/ herbs/ seeds, bulbs, etc. on seasonal basis;
- (v) Provision of fertilizers, pesticides, etc. as needed plus composting on site as feasible.
- (vi) Provide all necessary equipment (sprinklers, hose, etc.) for watering, lawn mowing, pruning, etc.;
- (vii) Proper maintenance of the aesthetic of the garden (front & back);
- (ix) Full time gardener(s) for five days a week.

4. **SUBMISSION OF BIDS:** The bidder shall submit their bids in separate sealed envelopes which are to be placed inside one big envelope as mentioned in the following points, which may be submitted physically or through courier / post on or before 5th February 2024 (1730 hours):

- a) Envelope A: This envelope should contain the documents establishing the technical eligibility of the company and other documents required to establish sound financial condition in accordance with Annexure-I. The envelope is to be super- scribed as "Technical Bid".
- b) Envelope B: The monthly rates of the bidder should be on an all-inclusive basis, including the number of working hours in a month and cost of all services, personnel, transportation and other applicable taxes, etc. The monthly rates for Chancery (Annexure II) and India House (Annexure III) should be submitted separately in a sealed envelope. The envelope is to be super-scribed as "Financial Bid".
- c) Envelope C: This envelope should contain both the envelope A and envelope B super-scribed with "Bids for providing Gardening Services at High Commission of India, Suva".
- d) The Tender Notice would be published on the Central Public Procurement Portal (CPPP), Mission's website, social media pages and bids in sealed cover should be submitted in Administration Section (Tele – 00679-3301125,) at Level-5, Butt Street, Suva.

5. **OPENING OF TECHNICAL & FINANCIAL BIDS:**

- (i) Envelope A will be opened on 7th February 2024 at 1100 hrs in the Office of Head of Chancery, High Commission of India, Suva. The bidders may send their representative to be present during opening of bids. The technical eligibility credentials of all the bidders shall be evaluated first. Failure to submit requisite documents will render the bidder as ineligible.
- (ii) A list of technically qualified bidders shall be prepared, who shall be informed and invited for opening of the financial bids at a prescribed date and time intimated later by the High Commission of India, Suva. Financial Bids of those bidders who do not qualify at Technical Bid stage will be returned to the respective bidders un-opened.
- (iii) High Commission of India, Suva reserves the right to accept or reject proof of credentials at its sole discretion without having to furnish reasons thereof, to the bidders. Submission of false information/document shall render the bidder as ineligible.
- (iv) The selected bidder shall be formally informed about the selection by High Commission of India, Suva, who shall then be required to sign an agreement with the High Commission within 10 days of issuance of such information.
- (v) The charges quoted in Financial Bid must remain unchanged for at least a period of one year from signing of the agreement.



(Neerupma S. Kararha)
Head of Chancery

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Suva

Introduction and Credential of Bidder / TECHNICAL INFORMATION PROFORMA
(To be submitted by the bidder)

1.	Name of the firm and Organization number	
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.)	

Date:
Place:

Signature and seal of the company

FINANCIAL BID(1/2)
{For Chancery}

S. No.	Item description	Rates in FJ\$
1.	Wage of Gardener (s) (per month)	
2.	One-time cost for repair/renovation of degraded plants including provision of necessary plants, seeds, fertilizers and other items	
3.	Charges for fertilizers/seeds etc. (per month)	
4.	Charges for provision of necessary equipment (per month)	
5.	Agency/Management Charges (per month)	

Date:
Place:

Signature and seal of the company

FINANCIAL BID(2/2)
{For India House}

S. No.	Item description	Rates
1.	Wage of Gardener (s) (per month)	
2.	One-time cost for repair/renovation of degraded garden areas/lawns including provision of necessary plants, seeds, fertilizers and other items	
3.	Charges for fertilizers/seeds etc. (per month)	
4.	Charges for provision of gardening equipment including sprinklers, lawn mowers, etc. (per month)	
5.	Agency/Management Charges (per month)	

Date:
Place:

Signature and seal of the company