

No. SOF/PROP/867/01/2018

Embassy of India

Sofia

Sofia, the 14th May 2019

TENDER NOTICE

Subject : Invitation for competitive tender for providing Gardening Services at Embassy of India, Sofia (at 21 Boina Slava Street, Boyana, Sofia).

1. Sealed tenders are invited from professional companies / firms with a minimum experience of three years in Gardening works and having provided such service to Embassies / Star hotels / Convention Centres / Corporate Houses for at least two years during the last three years, for providing these Services at Embassy Residence for a period of 2 years.

2. The scope of the work, terms and conditions would be as follows:

Gardening: The work involves gardening and complete maintenance of gardening area in the Embassy Residence at 21 Boina Slava Street, Boyana, Sofia. This would, inter alia, include the following:

- Grass cutting, cleaning, aerating, watering, seeding and fertilizing of the green areas;
- Disposal of organic garbage from the premises;
- Trimming, manual watering, fertilizing, de-weeding of all areas including hedges, flower beds and other plants;
- Spraying against diseases and pests (materials to be procured by the company);
- Planting of seasonal flowers and perennial plants in the garden area, the total number of flower/plants should be upto 1000 per year;
- Planting of some new trees (Fruit/flower/Ornamental);
- Placing of seasonal /indoor plants inside the Residence

- Landscaping of the entire garden
- Replacement of dead flowers and bushes;
- Disposal of organic garbage from the premises.
- The firm may provide in materials/consumables in the garden, plants, pots, tools and other items used for the gardening work at their own cost.

- Cleaning of snow and dead leaves from the trees will be performed during the winter season.

3. The firm shall be required to furnish an undertaking to strictly abide by good management practices, various labour regulations / laws, if any, in force in Bulgaria including payment of minimum wages, social security etc. the winning bidder would be required to dedicate one supervisor / manager who can be contacted for all queries / requirements in connection with the work awarded.

4. The firm would be responsible for its staff in terms of their antecedents and conduct, services performance and behaviour as also the payment of salaries, compensation etc. Embassy of India would not be responsible for any dues other than the agreed contract amount. The workers shall not have any claim for regularization of their services or enhancement of wages with the Embassy of India. Sworn affidavits to these effects from the workers deployed on the Chancery premises by the company will have to be furnished.

5. 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.

6. The firm shall employ staff as appropriate who will work during Monday to Friday for minimum two hours daily.

7. The head gardener must be a qualified person with requisite qualification of gardening works. The workers attached with the Gardener must be familiar with gardening work.

8. During winter months, the gardener will be required to clear the snow from the premises of the Residence and shall be required to come early in the morning in order to clear the snow.
9. A brief report (on a weekly basis)) may be submitted on the works to be undertaken that week and those completed the previous week.
10. Interested parties / firms may submit their financial bid in a sealed envelope for providing gardening services.
11. Contract amount, once agreed to by the firm, and shall not be increased during the period of the contract.
12. Prices quoted in the financial bids of the tender should remain valid for acceptance for 90 days from date of closing of tender, without any price escalation for whatever reason.
13. The bidding firm will have to submit 'Financial Bid' in a sealed cover. Financial bids of only those bidders who met the technical criterion in Para 1 above would be opened to award the contract. Financial bids of bidder [s] who do not meet the technical criterion will not be opened.
14. A Bid shall be treated as successful only after the competent authority in the Embassy of India has approved it in accordance with the terms of the Tender Notice. Embassy of India shall send the notice of acceptance of the successful lowest Bidder. Subsequent to the notice, a contract shall be signed between the Embassy of India and the successful lowest Bidder.
15. The Embassy of India reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of contract.
16. The Embassy of India shall have the right to impose such penalty as it deems fit on the firm if the services are found unsatisfactory or partial / defective services are rendered. The maximum penalty will be restricted to one month's charges. Continuous default in providing services will also lead, besides termination of contract, to automatic disqualification for tendering or quoting in future for any service for the Embassy. Clauses of this effect would be included in the agreement to be signed.

17. The Embassy of India shall also have the right to impose such penalty as it deems fit on the firm if the Mission is put to any financial loss directly or indirectly by any act of omission or commission on the part of the firm or the person (s) deployed by it on the premises of the chancery or withholding payment till the rectification of the omission.

18. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF:

1. LAST DATE FOR BID SUBMISSION: 1700 HRS, Tuesday, 21st May, 2019.
2. DATE OF OEPNING FINANCIAL BIDS: 1500 HRS, Wednesday 22nd May, 2019.
3. EVALUATION CRITERIA: The Tender Evaluation Committee [TEC] will evaluate the Technical information individually using the following criteria:
 - (a) The Organization's relevant experience for the Assignment.
 - (b) Quality of work plan and methodology for undertaking the job.
 - (c) Qualifications and experience of the staff proposed.
 - (d) Past track record.

19. Experienced & registered firms are invited to submit bids in sealed covers to the office of the undersigned by 1700 hrs. on Tuesday, the 21st May, 2019. Financial Bids will be opened at 1500 hrs. on Wednesday, the 22nd May 2019 in Reception Hall, Embassy of India, Sofia (at 4 Alfred Nobel Street, Geo Milev, Sofia-1113).

20. Bid may be submitted physically or by courier / post to:

Mr. P. Subhash Nair
Head of chancery
Embassy of India
4 Alfred Nobel Street, Geo Milev
Sofia 1113, Bulgaria

For site visit, please contact the undersigned during office hours.



(P. Subhash Nair)

Second Secretary & Head of Chancery

Tel. No. -02-963 5685

E-mail:prop.sofia@mea.gov.in

TECHNICAL INFORMATION

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

Telephone:

Fax:

E-mail:

Sl.No.	Requirements	Reply	Remarks, if any
1.	a. Brief introduction of the company		
	b. Previous experience in the field (minimum of three years)		
	c. Total number of regular employees with the firm		
	d. Turnover of the firm for the last two years		
	e. Registration Certificate & license for the services		
2.	Detailed work plan and methodology for undertaking the job		
3.	Qualification and experience of the staff [including supervisory / managerial staff and gardening/cleaning staff] proposed to be deployed for the job		
4.	a. Copies of Current contracts of Cleaning / gardening/ electrical services being undertaken by the firm		
	b. Copies of past contracts of Cleaning / gardening services undertaken by the firm		
	c. Testimonials [Clients' letters / certificates etc.]		

FINANCIAL BID

1. Name of the firm:

2. Address of the Registered Office:

3. Correspondence address:

4. Contact details:

Telephone:

Fax:

E-mail:

Sl.No.	Items	Charges (in Lev per month including VAT)	Remarks, if any
1	Monthly charges for gardening services	<p>Note : Prices should be quoted strictly on monthly basis only. Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, transportation, rentals taxes, VAT etc.</p>	