



**EMBASSY OF INDIA**

**Malabo**

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**No. MALA/867/02/2019**

**Date: 03st December 2019**

**Notice Inviting Tender**

**Subject: Providing Gardening Services at Chancery premises of Embassy of India, Malabo**

Embassy of India, Malabo invites tenders in the form of two bid system (Technical and Financial), from reputed & interested companies/firms/contractors for maintenance of Gardening Services on all working days at Chancery premises of Embassy of India, Malabo initially for the period of one year and the contract may be extended for a further period of two year 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**

<b>S.No.</b>	<b>Events</b>	<b>Date</b>
1.	Tender Publish Date	04.12.2019 (at 1800 hrs)
2.	Bid Submission start date	05.12.2019
3.	Bid Submission end date	27.12.2019 (till 1730 hrs)
4.	Opening of Bids	30.12.2019 (at 1100 hrs)
	Bids will be open in Sala Moka, Malabo Hotel Hilton	

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**Section I: Criteria for Selection**

1. The Agency 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 Mission.
3. Sealed quotations are invited from the reputed agencies for providing gardening services on contract basis initially for a period of one year.
4. The persons deployed by the contractor should have requisite experience and skills for carrying out the assigned maintenance task using appropriate materials and tools /equipment. The contractor must employ adult and skilled labour only.

5. The tenderer should have sufficient employees on its rolls specifically trained for gardening services.
6. The agency 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.
9. The competent authority reserves the right to withdraw/relax any of the terms and conditions mentioned in the tender document.
10. For finalization of contract, the tender whose rates are the lowest in comparison to other tenderers will be considered as the lowest Tenderer.
11. This Mission 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. **MALA/872/02/2019** for "**GARDENING SERVICES AT CHANCERY, EOI, MALABO**" and addressed to 'Sala Moka, Hotel Hilton Malabo. The bid should be submitted to the Head of Chancery, Embassy of India, Sala Moka, Hotel Hilton Malabo. Please note that no tender documents will be accepted after the expiry of stipulated date and time for the purpose (27 December, 2019 till 1730 hrs) under any circumstances.
13. The Bids will be opened on 30 December , 2019 at 1100 hrs by a Committee duly constituted by the Competent Authority of the Embassy of India, Malabo

### **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. Agency will procure require materials like seeds, fertilizers, pesticide and insecticides etc. Agency will also arrange the required tools and machine for the work. Area of Garden is approximately 400 square meters
2. The maintenance of trees, shrubs and creepers include and the maintenance of all 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

#### Two bid system:

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

#### 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 Malabo.
- 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.

#### 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 CHANCERY, EOI, MALABO**” and addressed to “Head of Chancery” Embassy of India, Malabo, Equatorial Guinea.

**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, Malabo will be opened on December 30, 2019 at 1100 hrs in the O/o Head of Chancery, Embassy of India, Malabo.

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

c. After evaluation of the Technical Bids, the Embassy of India, Malabo 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, Malabo 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:  
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Second Secretary  
Embassy of India  
Malabo, Equatorial Guinea  
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**TECHNICAL BID**

1.	Name of the firm	
2.	Address of the firm	
3.	Mobile phone No.	
4.	Telephone No.	
5.	E-mail id	
6. 7.	Registration details, VAT registration details	
7.	Experience details	
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	

**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:  
Place:

Signature and seal of the  
company

**FINANCIAL BID**

**Subject: Providing Gardening Services at Chancery premises of Embassy of India, Malabo**

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

Date:  
Place:

Signature and seal of the  
company