



EMBASSY OF INDIA BEIJING

**INVITES QUOTATIONS
FOR GARDEN MAINTENANCE CONTRACT OF NEW CHANCERY at No. 5
LIANG MA QIAO BEI JIE**

TENDER NO. PEK/GEN/867/2/2014

LAST DATE FOR SUBMISSION OF BIDS

May 30, 2016 UP TO 1500 HRS (BEIJING TIME)

DATE OF OPENING BID

May 30, 2016 AT 1600HRS (BEIJING TIME)

**EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE, CHAOYANG
DISTRICT, BEIJING 100600 TEL-00-86-10-8531 2500/2501/2502/2503**

Invitation for Bids

Embassy of India, Beijing invites Bids / Quotations from reputed agencies based in China with experience in maintenance of Garden at diplomatic offices and residence area.

1. Eligibility criteria for bidders:

- The Company should have valid permit/registration from a competent local authority for maintenance of Garden.
- The Company should be in operation for more than 5 (five) years.
- The Company should have sufficient number of good Gardener and staff for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how these would be involved in this work.

Scope of Work:

Garden area of 5,162.77 Sq. mts.

S.No.	Work	Schedule	Description
1.	Watering of Garden.	Daily	To manually water all landscape areas as often to ensure that plants/trees do not dry out and to monitor automatic watering system when in use. (plants inside the main building also)
2.	Sweeping of dry leaves.	Daily	Sweeping of dry & fallen leaves and from the ground including areas surrounding Residence and Main Building twice in a week.
3.	Picking up of dead branch.	Daily	Picking up of dead branches of trees/plants should be done regularly to maintain all garden.
4.	Weeding	As and when necessary	All weeds found on the landscape and planting beds to be removed manually.
5.	Grass	Fortnightly	Mowing of lawn to keep the garden floor trimmed.

	cutting		
6.	Trimming	As and when necessary	Trimming of overgrown or shrubs regularly to make them look tidy at all time. (Plants inside the main building also)
7.	Pruning	As and when necessary	To prune branches of low trees obstructing pedestrians and motorist and remove debris off site.
8.	Loosening of Soil	Monthly	Forking or loosen compact soil to provide aeration and to promote plants growth on monthly basis or as and when required.
9.	Fertilizing	Monthly	Apply multi-micronutrient fertilizer as and when necessary. (Plants inside the main building also)
10.	Spraying of insecticide/ fungicide	Monthly	Approved insecticide to be sprayed on monthly basis or when required. Applying snail killer as and when necessary. (Plants inside the main building also)
11.	Cutting of dry leaves collection	As and when necessary	Removal of yellow or dry leaves to maintain freshness effect to the plants and remove debris off site. (Plants inside the main building also)
12.	Replacement of plants	As and when necessary	Replacements of plants, topping up of soil, provision of fresh plants whenever necessary. Replacements would be done free if costs of any plant or tree dies untimely.
13.	Cutting of long trees branches	once in year	Cutting of long trees branches in Embassy compound once in year as well as cutting of damaged tree.
14.	Planting of Plants/trees and grow Grass	As and when necessary	Plating of plants/trees and grow grass as per requirement the Embassy.

2. Bid system:- The bidder shall submit offer in a envelope, superscripted as “Tender Quotation for Garden Maintenance Company”. It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;

- i. The sealed bid shall be submitted to **The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**
- ii. Contact person Mr. Jitendra Kumar, Property Assistant, Phone No.0086-10-85312548 Email: property@indianembassy.org.cn
- iii. The bid may be submitted by Hand in person or by courier. The bids by “Fax / E-mail” shall not be accepted;
- iv. Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
- v. Bid shall be opened on the date and time as given in the tender notice at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**, in the presence of the authorized representatives of the companies, who may wish to attend.
- vi. The bid has to be submitted as per the format specified at ‘Annexure I’;

3. Mode of Payment: Payment against bill/invoice shall be released on quarterly basis.

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Contact details of the Bidding Agency/Company.	
4.	Name of the Proprietor/Partners/Directors. of the Agency/Company.	
5.	Registration and incorporation particulars of the Agency/Company.	
6.	Period of Bid validity.	
7.	Experience in maintenance of garden.	
8.	No. of gardeners in the company	
7.	Any other information.	

Description	Amount incl. VAT (RMB)
Annual charges for maintenance of garden as per Scope of work.	
Total=	

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated_____

Name and address of the Agency/Company_____

Seal of the firm