

No.Jak/Estt/867/01/2023
Embassy of India
Jakarta

The Embassy of India, Jakarta invites financial bids from reputed Garden Maintenance companies/firms for maintenance of Gardens attached to Residence of Ambassador (Jalan Taman Surapati No.6, Menteng, Jakarta Pusat 10310), Embassy Residence Complex (Jalan H.R. Rasuna Said Kav. S-1, Kuningan Timur, Jakarta Selatan 12950).

1. Scope of work

1. Landscape maintenance at the premises including of all the extended areas, surrounding compound, main lobby, areas around residential complexes mentioned in above locations.
2. Cutting of grass including sweeping and clearing of grass clippings regularly
3. Sweeping the pathway, driveway and cleaning the drainage for proper flow of water inside the premises
4. All weeds and dry leaves found on the landscape and planting needs to be removed manually on a regular basis.
5. Watering of all the potted plants and landscape daily.
6. Fertilizing the shrubs, flowerbeds and trees to ensure health growth as and when necessary.
7. Loosening of soil to provide aeration and to promote plants growth as and when necessary/
8. Regular pruning of shrubs and hedges to encourage healthy growth.
9. Overgrowth of overhanging of trees branches below 4 meters has to be pruned off and when necessary.
10. Spraying of appropriate insecticide and fungicide to control pest and disease as and when necessary.
11. Replacement of dead plants and topping up of soil as and when necessary
12. Overall maintenance of all the plants in optimum growth condition and appearance.
13. Checking of palm trees and other trees by an Arborist as and when necessary

2. General Requirement:

Labour deployment	4 cleaners for Chancery and Residence Complex (Jalan H.R. Rasuna Said Kav. S-1, Kuningan Timur, Jakarta Selatan 12950) & 01 cleaner for Common Area of Embassy Residence (Menteng, No. 6, Jalan Taman Suropati). One Supervisor who will supervise the work at both places on alternate days.
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Timing & Working	
Monday to Friday	0700 AM to 0500 PM
Saturday	0700 AM to 01.00 PM
Sundays & public holidays	If required (not more than twice a month)
Validity of contract	One year from the date of commencement of Service
Penalty Clause	In the event of breach of any clause agreed upon contract, an amount of 10% of the monthly payment will be deducted from the contract for each breach noticed
Terms of payment	Payment will be made on monthly post-paid basis upon Receipt of invoice
Extension of Contract	The contract can be extended by mutual Agreement of both parties on same terms and Conditions for the further period of two years on year to year basis.

(3) The value of Earnest Money Deposit (Tender Bond/bid security) will be 2% of the bid amount and the Tenderer must submit with his Tender an Earnest Money Deposit (EMD) / Tender security to Employer in the form of a demand draft drawn on any acceptable Bank or a Bank guarantee in favour of Embassy of India, Jakarta. The EMD of unsuccessful bidder will be returned after the award of work while EMD of successfully bidder can be adjusted against the payment of first month.

(4) The Employer will not be bound to accept the lowest or any tender nor to give a reason for the rejection of any Tender. The tender issuing Authority reserves the Right to withdraw/cancel the Tender for any reason whatsoever after publication/award of contract.

(5) The attention of Bidders is drawn as to compliance with all labour laws, local laws and regulations concerning safety and health, labour regulations, social insurance, labour taxes, and tax deduction. The Contractor shall be liable to provide whatever insurance is legally necessary. The contractor shall, at its own expense, provide and maintain during the entire performance period the required insurance, if required by the local laws.

(6) **Supervision:** The contractor shall designate a representative who shall be responsible for onsite supervision of the Contractor's workforce at all times. This supervisor shall be the focal point for the Contractor and also the point of contact with Embassy of India. He should present at least once a week in the Embassy for discussion and reporting of issues.

(7) **Personnel Requirements:**

The contractor shall maintain discipline at the site and shall take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by Contractor employees at the site. The contractor shall preserve peace and protect persons and property at site. The Embassy of India reserves the right to direct the Contractor to remove an employee for the worksite for failure to comply with the standards of conduct. The contractor shall immediately replace such an employee to maintain continuity of services at no additional costs to the Embassy of India. The Contractor's employees shall wear clean, neat and complete uniforms when on duty.

Access Control: Access to the premises at all times should be with the approval of Security Guard/Caretaker or residents of the building/property.

After award of contract the contractor shall provide the list of date of each employee working under this contract including the details of supervisors.

(8) **Eligibility Criteria:**

The applicant should have valid permit / registration from a competent local authority for carrying out the work in Jakarta. The applicant should have satisfactorily completed similar works in the past. List of establishments/diplomatic Missions where the company is presently working may be mentioned. Copy of Company Profile may also be attached in the Tender.

(9) The premises may be inspected on a working day from 11th February, 2023 to 25th February, 2023 from 0900 hrs to 1200hrs. Any further information or clarification which the Tenderer may require in order to complete his tender or fixing appointment for viewing the premises, Mr. Danang, (Mobile: 085951562011) may be contacted.

(10) Submit two separate bids for India House and for Embassy residence complex in one envelope. Financial bids may be sent in sealed covers super scribed "Tender for Garden Maintenance" addressed to "Head of Chancery, Embassy of India, 28th Floor, GAMA TOWER FI 33, Jl. H. R. Rasuna Said No.2, Karet Kuningan, Kecamatan Setiabudi, Daerah Khusus Ibukota Jakarta 12940 latest by 01st March, 2023. Any Tender received after this date will not be considered. The Tender shall remain valid for a period of six months. The price should be quoted in monthly rates on lump sum basis. Any taxes/levies should be indicated separately. If the bidder fails to quote separately for VAT in the Main Summary of the bidding document, his bid price shall be deemed to be inclusive of VAT and no adjustment will be made to his quoted price later. Commencement of the gardening work shall be

effected within Five (05) days from the date of issue of acceptance letter of intent or signing of contract.

(11) General conditions:

The contractor agrees that the Embassy of India, Jakarta shall not be responsible for personal injuries or for damages to:

- Any property of the contractor
- Its employees, agents, servants, employees or any other person
- Arising from and incident to the contractor's performance of this contract.

The contractor shall hold harmless and indemnify the Embassy of India, Jakarta from any and all claims.



(Birendra Kumar)
Second Secretary &
Head of Chancery
09.02.2023