

Tender No.: JAK/ESTT/867/1/2023 dated 19.01.2024

**EMBASSY OF INDIA
JAKARTA**

Tender for Garden Maintenance Services at Embassy Residence (India House),
Embassy of India, Jakarta

Last date for submission of bids: 09/02/2024

Contact Person	Mr. Danang (+62-859-5156-2011)
Tender Inviting Authority	The HOC, Embassy of India, Jakarta, Gama Tower, 28th floor, Jl. HR. Rasuna Said Kav. C22, Karet Kuningan, Setiabudi, Kota Jakarta Selatan, Jakarta 12940

**Embassy of India
Jakarta**

Notice inviting tender for Garden maintenance

Sealed quotations are invited from reputed and experienced companies/firms for maintenance of Garden attached to the Embassy Residence (India House) at Jalan Taman Suropati No. 6, RTS/RWS, Menteng, Central Jakarta 10310.

CRITICAL DATES

(i)	Date of publishing tender	19.01.2024
(ii)	Bid Submission start date	19.01.2024
(iii)	Bid Submission End Date	09.02.2024
(iv)	Date of opening of Bid	12.02.2024

MINIMUM ELIGIBILITY CRITERIA

- (a) The Bidder/Bidding Firm shall necessarily be a legally valid entity with a certificate of incorporation mentioning nature of business as Landscaping/Horticulture/Gardening work (Attach proof with the bid).
- (b) The firm must have valid VAT registration (Attach proof with the bid).
- (c) The firm should submit a detailed company profile demonstrating its technical, professional and practical experience of having completed similar works costing not less than estimated work of this tender during last three years (Attach name of the clients).

VALIDITY OF BIDS

Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids. The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

EARNEST MONEY DEPOSIT: EMD of 3% in the form of Bankers Draft/Bank Guarantee having validity of six months drawn in favour of the Embassy of India, Jakarta has to be submitted along with tender bids. Bids not supported by EMD will not be considered. EMD is liable to be forfeited if the tenderer withdraws, impairs or derogates from this tender within the period of validity of this tender. EMD of unsuccessful bidder shall be returned soon after the completion of tendering process. No interest is payable on EMD

SUBMISSION OF BIDS

1. Prospective bidders are requested to submit their bids in two parts i.e. (I) Technical Bid and (ii) Financial Bid. Tenders are to be submitted to Head of Chancery (HOC), Embassy of India, Jakarta, by **17:00 hrs on 09.02.2024**.
2. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever. The tender shall be submitted in one

sealed envelope containing three envelopes (A,B,C) described below . The Envelop shall be properly sealed with “ Bid for Garden Maintenance Services” written on top.

A. Technical Bid: Technical bid will should contain details of technical capabilities of the firm. Documents about the bidders, resources, company brochures, experience, management techniques, list of employees (Gardeners who will be employed), working hours to be devoted and any other information about bidder in addition to details in Annexure I.

B. Financial Bid: The financial bid should be sent in a separate envelope. In financial bid, the bidder should quote monthly charges for maintenance of garden at India House as per Annexure II.

C. EMD.

The date and time of opening of technical bid(s) will be intimated to all the bidders. Financial bid(s) of only those bidders(s) will be opened who have submitted EMD and qualify the technical evaluation on the specified date and time. The date, time & place of opening of the financial bid(s) will be intimated in due course of time. The result of Financial Bid shall also be displayed on the same Web Site.

3. if a firm/bidder quotes NIL charges/ consideration, the bid shall be treated as unresponsive and will not be considered

PERFORMANCE GUARANTEE/SECURITY: At the time of award of contract, the companies shall be required to submit performance guarantee in the form of banker's cheque, bank draft or bank guarantee equal to 5% of the annual value of the contract. The Performance Guarantee shall remain valid for a period One year beyond the date of completion of all contractual obligations

VALIDITY OF CONTRACT

1. The contract shall be valid for a period of ONE YEAR (01 year) and may be extended annually on year to year basis, for further period of two years (maximum tenure 03 years from the date of award of work initially) as per the contract signed on same terms and conditions and rates.

2. There will be no mid-term escalation in the rate of contract during the full contract period of total 03 years (initially for a period of One Year, extendable on year to year basis for another two years on same rate.

PAYMENTS

Payments shall be made in IDR through bank transfer on a monthly basis for the services rendered in the preceding month on receipt of invoice. The billing cycle will be the 1st of every month to the last day of the month. No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work.

TERMINATION OF CONTRACT:

In case of breach of contract or in the event of not fulfilling the minimum requirements/statutory requirements, the client shall have the right at any time to terminate the contract forthwith and initiating administrative actions for black-listing etc. solely at the discretion of the competent authority in the Embassy. The Embassy reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract by giving a notice of one month to the service provider. Any wrong or misleading information will lead to disqualification.

SCOPE OF WORK & OTHER REQUIREMENTS:

Maintenance and appearance of the grass, shrubbery, garden areas, trees, flowers and related landscape elements. The Companies/firms (hereafter referred as Contractor) shall perform complete gardening and landscape maintenance as described in this contract for all properties listed above. The Contractor shall meet all the standards of the performance identified below.

MANPOWER REQUIREMENT & WORK SCHEDULE:

I) **MANPOWER REQUIREMENT:** The prospective bidders are requested to indicate projected manpower required to undertake the gardening work after doing physical survey of the property vis-à-vis the scope of work contained herein. Contractor shall be responsible for on-site supervision of the workforce at all times and shall provide a point of contact to Embassy for discussion/reporting of issues.

II) **WORK SCHEDULE:** The prospective bidders may indicate working days and hours that may be required, as per their assessment, for undertaking the work.

GARDEN LAWN CARE:

GRASS CUTTING: The contractor is responsible for all equipment and fuels needed to complete this task. The contractor shall edge all side-walks, driveways and curbs each time the adjacent grass is cut. The Contractor shall trim grass around trees, shrubs, cultivated areas, sprinkler heads, valves, fences, buildings, poles and structures so that grass height does not exceed the adjacent grass.

WEEDING: The contractor shall weed the grounds and gardens on a continuous basis to prevent the growth of weeds into lawns and landscapes. The weeds should also be removed in the cracks and joints within or along side-walks and curbs.

PRUNING & CUTTING: The contractor shall maintain trees, shrubs, hedges, vines, ground cover and flowers, including regular plucking of coconut fruits and removal of the debris daily. The contractor shall replace any tree, bush or shrub that is dead or rendered unusable at no additional cost to the Embassy. The contractor will regularly supply seasonal and flowering plants at no additional cost.

LEAF REMOVAL: The Contractor shall, on daily basis, remove leaves and other waste from the properties including terrace/roof top and staircases.

WATERING: Regular maintenance of the water bodies including filtration, chemical treatment and other treatment to maintain water quality as needed and refilling of the water bodies attached to the garden. The contractor shall water lawns, flowers, shrubs and trees. The contractor shall provide all hoses, portable sprinklers and other similar irrigation equipment, if required. The Embassy shall furnish supply of water.

FERTILIZER: The Contractor shall fertilize and lime the soil to promote proper healthy growth, colour and appearance of cultivated vegetation, following proper horticultural practice for the types of vegetation, soil, weather conditions etc.

PEST AND DISEASE CONTROL: The Contractor shall ensure controlling of pests so as to maintain flowers, shrubs, vines, trees and vigorous condition.

WORK ETHICS: 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 reserves the right to direct the Contractor to remove an employee for the work-site 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. 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. The contractor shall comply with all labour laws and relevant rules and regulations as per local laws. After award of contract the contractor shall provide the list of date of each employee working under this contract including the details of supervisors.

MATERIAL AND EQUIPMENT: The contractor shall provide all necessary gardening supplies and equipment, including rakes, lawn mowers, hoe, pitchfork, punning sheers, and fertilizers to perform the work.

INSURANCE AND GENERAL LIABILITY: 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.

The Contractor shall obtain insurance as required by local law or that are ordinarily or customarily obtained in the location of the work. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.

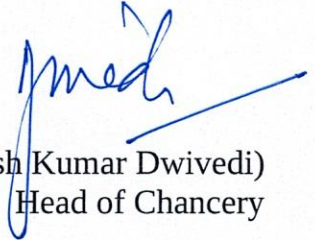
The Contractor agrees that the Embassy shall not be responsible for personal injuries or for damages to:

- 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 from any and all claims.

LAWS AND REGULATIONS: Without any additional expense to the Embassy, the Contractor shall comply with all laws, codes, ordinances and regulations required to perform this work. If there is a conflict between the contract and requirements of local

laws, the contractor shall promptly advise the Embassy through Head of chancery of the conflict and of the contractor's proposed course of action for resolution by Embassy. The Contractor shall comply with all local laws, regulations, customs and practices pertaining to labour, safety and similar matters.

A handwritten signature in blue ink, appearing to read 'R. Dwivedi', with a long horizontal stroke extending to the right.

(Rajesh Kumar Dwivedi)
Head of Chancery

TECHNICAL BID PROFORMA

(To be submitted by the bidder)

1.	Name of the Company	
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.)	

Company undertakes that it will provide services as per the Scope of Work (Annexure-II) of this Tender Document. In case of any deviation in the interpretation of the Scope of Work, decision of the Embassy will be final.

(Signature of the authorized signatory)

Full Name:

Designation:

Dated:

**Name and address of
the Company:**

(Seal of the Company)

FINANCIAL BID PROFORMA**(To be submitted by the bidder)**

1.	Name of the Bidding Agency/Company	
2.	Address of the Bidding Agency/Company	
3.	Contact details of the Bidding Agency/ Company	

S. No.	Item description	Rates (per month)
1.	Total Cost for Garden Maintenance Services as per the Scope of Work at Annexure-II of this Tender Document	
Total		

The undersigned undertakes that the rate quoted above is inclusive of the mandatory government social security contributions for the landscape maintenance specialist/Gardner and horticulturalist; admin cost; tools and equipment; supply of consumables and other related costs.

(Signature of the authorized signatory)**Full Name:****Designation:****Dated:****Name and address of
the Company:****(Seal of the Company)**