

**No Pre/Estt/871/01/2024
High Commission of India
Pretoria

Subject: Tender invitation for annual maintenance contract for upkeep of gardens and ground maintenance at the High Commission of India, Pretoria (Office Premises) and High Commissioner Residence(India House).

Tender No. Pre/Estt/871/01/2024

Last date of submission of bids : 19th March ,2023.

Web site: <http://www.hcipretoria.gov.in/tenders.php>

Section-I : Invitation for Tenders

Section-II: Terms & Conditions

Section-III: Technical Detail/Job Description

Section-IV: Technical Bid proforma

Section-V: Price Schedule

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High Commission of India
Pretoria

Subject: Tender invitation for Annual Maintenance Contract for upkeep of Gardens, Swimming Pool and Ground maintenance at the High Commission of India, Pretoria(Office Premises) and High Commissioner residence(India House).

The High Commission of India, Pretoria invites sealed tenders for Annual Maintenance contract (AMC) for upkeep of garden and swimming pool and ground maintenance of its Chancery Complex at 852, Francis Baard Street, Arcadia 0083, Pretoria and the High Commissioner Residence at 298, Mons Road, Waterkloof Ridge, 0181, Pretoria.

2. The tenders are invited under two bid system viz. Technical Bid and Financial Bid from reputed and experienced firms having regular office preferably in Pretoria for upkeep of gardens and swimming pool and ground maintenance at its Chancery complex and the High Commissioner residence.
3. The Tender document can be downloaded from the following websites:
<http://www.hcipretoria.gov.in/tenders.php>
www.http://eprocure.gov.in/cppp
(Period of bid validity should be **120 days** minimum)

Bidders are requested to go through the terms & conditions contained in the bid document.

4. The Tender should be submitted in two sealed envelopes as below:
 - (a) The first sealed cover superscripted as **“Technical Bid”** should contain details of technical capabilities of the firm(with documentary evidence) as per Section-III.
 - (b) The second sealed envelope superscripted **“Financial Bid”** should contain rates only for AMC as per **Section -IV** of the Tender document.
 - (c)Both the sealed covers should be placed in the main sealed envelope superscripted **“Tender for Annual Maintenance contract for Gardening Services”** addressed to the Head of Chancery, High Commission of India at 852, Francis Baard Street,Arcadia 0083, Pretoria and must reach on or before **19th March, 2024 by 1100hrs**. Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Mission will not be responsible for any postal delay.

5. The Mission reserves the right to amend any of the terms and conditions contained in the Tender Document or reject any or all applications/offers without giving any notice or

assigning any reason thereof. The decision of the Mission in this regard will be final and binding upon the bidders.

6. The important schedules and dates are as under:

	Key Event	Dates
1.	Last date for submission of bids	19 th March, 2024
2.	Date and time of opening of Technical Bids(participant bidders may wish to be present) Date & time for opening of financial bids of technically qualified bidders.	22 th March, 2024 at 11 am 26 th March, 2024 at 11am

7. For any Tender related enquiry/clarification/site visit, please contact Mr. Jitendra Kumar Sinha, Attache(Estt) by E-mail : estt.pretoria@mea.gov.in or by Phone No. 012-3425392-5.

8. All bidder are requested to read and understand the terms and conditions of the contract before submitting their bids No change or violation of the aforementioned terms and conditions is permissible once the quotation is accepted by the Mission.



(Devendra Kumar)
Head of Chancery

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SECTION II: TERMS AND CONDITIONS

1. At any time prior to the deadline for submission of bids, HCI, Pretoria may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.
2. HCI, Pretoria shall award the contract to the eligible bidder whose technical tender has been accepted and determined as the lowest evaluated commercial tender. The lowest price criteria shall be applied on the total.
3. Interpretation of the clauses in the Tender Document/Contract Document. In case of any ambiguity /dispute in the interpretation of any of the clauses in this Tender Document, HCI, Pretoria interpretation of the clauses shall be final and binding on all parties.
4. The successful bidder, on award of contract, must send the contract/acceptance in writing, within 7 days of award of contract; otherwise the contract will be awarded to the next successful bidder ie L-2.
5. Mission reserves the right to terminate the contract at any point of time during the tenure of contract, if the service are not found satisfactory or the contractor dishonours the contract. Decision of the Mission in this regard shall be final and binding upon the contractor. The Contract may be terminated by either party by giving one month's notice.
6. No request for revision/increase of approved rates during the period of the AMC will be entertained. No other charges like transportation fare etc will be payable for providing the services.
7. The Contractor shall be responsible for minimum wages payment to his employees as per local laws. Besides, workmen compensation policy shall be taken for all workers by the Contractor at his cost. The High commission of India shall be kept immune from any mishappening at site.
8. The gardening staff provided should be on the permanent roll of the service provider. The service provider must obtain prior approval of High Commission of India, Pretoria before replace the gardening staff.
9. All workers must wear uniform of the company at all times. The dresses should not be untidy. Workers should be give sufficient uniforms.
10. The workers should not be allowed to bring any of their personal belongings except mobile phones. They should deposit their personal belongings at Security Gate.
11. The service provider shall provide only such gardening staff who have been vetted by local government's security departments in terms of past record, character and antecedents. It shall ensure that no person of doubtful antecedents is, in any way, associated with the gardening work at the Office Premises and India House.

12. The HCI, Pretoria will pay only for the monthly garden maintenance fee as quoted in financial bid document. No other charges will be paid to the Service provider.

13. The Contract Agency to whom contract is awarded, shall be responsible for theft, damage etc. to the property of HCI, Pretoria, if such theft/damage is found to be taken place due to negligence of gardener on duty, and in such case the amount of damage/theft shall be recovered from the Agency concerned.

14. Bidders would be required to furnish the information and submit documents, as per the attached proforma and would quote prices strictly on monthly basis only. Price quoted should be on all -inclusive basis and shall include the cost of all services, personnel, material transportation etc. Technical information should be given in separate envelope.

15. One team from the service provider will also visit on monthly basis to assist the gardening work. The service provider will also provide their own tools and equipments.

INSPECTIONS

The client or any of its authorised representative shall have the right to inspect the garden/swimming pool to ensure that all the work is cut as per the contract.

SERVICE PERIOD

The agreement will commence on the 1st of April, 2024 for a period of (1) one year until 31 March, 2025. *The contract may be extended for further period of 02 years on year basis year on the same rate & terms and conditions subject to mutual consent of both the parties.*

EQUIPMENTS.

All the necessary equipment's and tools other than available with us for gardening & for cleaning and servicing of swimming pool will managed by the agency

TERMINATION OF CONTRACT:

The High Commission of India, Pretoria or the Contractor reserve the right to terminate the contract at any point of time during the tenure of the Contract, if the services are not found satisfactory. One month written notice to be given.

CONTRACT FEE

The contract fee is payable to the Contractor by the Client for The High Commission India, Pretoria. The invoice should be forwarded to the Chancery on the 20th of each month and receipt of payment shall be due within ten working days from the date the invoice is received at the High Commission.

This agreement is binding on the party's executors, heirs and/ or legal successors.

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SECTION III: TECHNICAL SPECIFICATION/JOB DESCRIPTION

Upkeep of gardens and swimming pool and ground maintenance services at its Chancery Complex and High Commissioner Residence(India House). This would inter alia, include the following:

1. Garden and swimming pool and ground maintenance services to be provided for 05 days a week (Monday to Friday) from 08:00 AM to 04:00PM.

Address	Garden area
852, Francis Baard Street, Arcadia 0083, Pretoria	7300 sqm.
298, Mons Road, Waterkloof Ridge, Pretoria 0181	4830 sqm and swimming pool is of standard size

2. **The scope of work will include :**

- Grass cutting (by Lawn Mower), cleaning, aerating, watering, fertilizing of the green areas, cleaning of swimming pool by the gardener and with cleaning liquate etc;
- Disposal of organic garbage;
- Trimming, manual watering, fertilizing, de-weeding of all areas including hedges, flower beds and plants;
- Spraying against disease and pests with included materials at the company's cost; Planting of seasonal flowers;
- Replacement of dead flowers and bushes;
- The firm shall provide in materials /consumables in the garden, plants, pots, tools and other items used for the gardening work at its own cost.
- Purchase of seasonal/indoor plants are reimbursable basis on production of payment receipts;

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SECTION- IV: TECHNICAL INFORMATION
(Proforma to be submitted with Technical Bid)

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

Telephone:

Fax:

E-mail:

S.No.	Requirements	Response
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 & licence for the services	
2.	Detail work plan and methodology for undertaking the job	
3.	Qualification and experience of the staff (including supervisory /managerial staff and gardening staff) proposed to be deployed for the job.	

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SECTION V : Proforma for submission of Financial Bid

S.No.	Description	Details
1.	Name of the bidder agency/service provider	
2.	Address of the bidder agency/service provider	
3.	Contract details of the bidding agency/service provider	
4.	Period of bid validity	
5.	Undertaking to accept rates fixed for 1 year without an escalation	

Format for submission of quotation of financial bid

S.No.	Description	Qty	Price Quoted per month (ex. VAT) (In Rand)
1.	Garden maintenance charges per month	03(Three) Gardeners {02 gardener for Chancery (Office Premises) and 01 gardener at High Commissioner Residence }	
VAT(if any)			
Total (including VAT)			