

**No. Abuj/Admn/872/02/2019
High Commission of India
No. 364, Cadastral Zone,
Central Business District (CBD)
Abuja, Nigeria

www.hcindia-abuja.org

Date: 04 April 2019

Tender invitation for annual maintenance contract for upkeep of gardens at the Chancery complex and the Embassy Residence (ER) of the High Commission of India.

Tender No. No. Abuj/Admn/872/02/2019 dated 04 April 2019

Last date for submission of bids: 29 April 2019

Section- I : Invitation for Tenders

Section - II : Terms & Conditions

Section-III : Technical Details/Job Description

Section-IV : Price Schedule

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High Commission of India
No. 364, Cadastral Zone,
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**Subject: Tender invitation for annual maintenance contract for
upkeep of gardens at the Chancery complex and the
Embassy Residence (ER).**

The High Commission of India (HCI), Abuja invites sealed tenders for Annual Maintenance Contract (AMC) for upkeep of gardens at its Chancery complex at 364, Cadastral Zone, Central Business District (CBD), FCT, Abuja, and the Embassy Residence at Maitama, Abuja.

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 Abuja, Nigeria for upkeep of gardens and ground maintenance at its Chancery complex and the Embassy Residence (*as per details given at Section-IV*).

3. The tender document can be downloaded from the following websites:

www.hcindia-abuja.org

[www.http://eprocure.gov.in/cppp](http://eprocure.gov.in/cppp)

www.mea.gov.in

Bidders are requested to go through the terms & conditions contained in the bid document. Bidders are also required to deposit Earnest Money Deposit (EMD) of ₦100,000.00 (One hundred thousand naira only) in the form of "*Pay Order/Demand Draft or Bank Guarantee from any Scheduled bank of Nigeria*" in favour of "High Commission of India, Abuja". **Bids received without EMD will not be considered and rejected summarily.**

3. The tender should be submitted in two sealed envelopes as below, along with prescribed EMD.

- (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-V of the Tender Document.
- (c) Both the sealed covers, along with EMD 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 364, Cadastral Zone, Central Business District (CBD), FCT, Abuja, Nigeria**, and must reach on or before 29 April 2019 by 1100 hrs. 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.

4. 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.

5. The important schedules and dates are as under:

	<i>Key Event</i>	<i>Dates</i>
1.	Pre-bid Meeting	12 April 2019 by 1200 hrs
2.	Last date for submission of bids	29 April 2019 at 1100 hrs
3.	Date of Opening of Technical Bids (<i>Participant bidders may wish to be present</i>) <i>*Date & time for opening of financial bids of technically qualified bidders will be communicated separately.</i>	29 April 2019 at 1530 hrs
4.	Venue for pre-bid and opening of bids	Conference Room High Commission of India, Abuja Nigeria

5. For any tender related enquiry/clarification/site visit, please contact the Establishment Section in the High Commission by E-mail info.abuja@mea.gov.in or by phone (078622800-04).

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

(Subhash Chand)
DHC/HOC

SECTION II: TERMS AND CONDITIONS

1. At any time prior to the deadline for submission of bids, HCI, Abuja 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, Abuja 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, Abuja's 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 i.e. L-2.
5. Mission reserves the right to terminate the contract at any point of time during the tenure of contract, if the services 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.
6. No request for revision/increase of approved rates during the currency 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. All workers must always wear uniform of the company. The dresses should not be untidy. Workers should be given enough uniforms.
9. 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.

SECTION III: TECHNICAL SPECIFICATIONS/JOB DESCRIPTION

Upkeep of gardens and ground maintenance at its Chancery complex and the Embassy Residence. This would inter alia, include the following:

1. Grass cutting (*by Lawn Mower*), cleaning, aerating, watering, fertilizing of the green areas;
2. Disposal of organic garbage;
3. Trimming, manual watering, fertilizing, de-weeding of all areas including hedges, flower beds and plants;
4. Spraying against disease and pests with included materials at the company's cost; Planting of seasonal flowers;
5. Replacement of dead flowers and bushes;
6. The firm shall employ one Supervisor and 6 gardeners (4 at the Chancery complex and 2 at the Embassy Residence) during Monday to Friday (0900 hrs to 1630 hrs) and on Saturdays (1000 hrs to 1500 hrs).
7. The main gardener (*one each at the Chancery complex and the Embassy Residence*) must be a qualified person with requisite qualification. The workers attached with the Gardener must be familiar with gardening work.
8. 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.
9. Purchase of seasonal/indoor plants are reimbursable basis on production of payment receipts.
10. The firm shall be required to furnish an undertaking to strictly abide by good management practices, various labour regulations / laws, if any, in force in Nigeria including payment of minimum wages, social security etc. the winning bidder would be required to dedicate one supervisor / manager who can be contacted for all queries / requirements in connection with the work awarded.
11. The firm would be responsible for its workers in terms of their antecedents and conduct, services performance and behaviour as also the payment of salaries, compensation etc.
12. 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.

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
	a. Brief introduction of the company.	
	b. Previous experience in the field (<i>minimum of three years</i>)	
	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.	

Section – V

Format for submitting the Price Schedule for gardening services and ground maintenance at Chancery-cum- Residential Complex at Cadastral Zone, Central Business District, FCT, Abuja, the Embassy Residence at Maitama, Abuja.

High Commission of India, Abuja

Tender No. Abuj/Admn/872/02/19-Tender 2/2019

Date:

Price Schedule (item-wise)

Sr. No.	Job/Item	Price quoted/per month (in Naira)
1.	Gardening Services (by 1 Supervisor, and 6 gardeners)	

* VAT and other taxes should not be included as the High Commission of India is exempted from VAT under the Vienna Convention.

Name of firm

Address for correspondence

Contact

Note: 1. The above quoted prices are complete in all respects as per technical specifications inclusive of packing, forwarding, transit insurance, loading & unloading, transportation, installation but exclusive of all taxes & duties, if any.

2. Certified that rates quoted for the above items are as per specifications, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorized Signatory)

Name & Designation:

Company seal