

**PERMANENT MISSION OF INDIA
GENEVA**

* * *

No. GEN/PMI/872/02/2023

Dated: 07 March 2024

Tender for Annual Maintenance Contract of garden area of Permanent Mission of India, Avenue Appia 21, 1292 Chambésy, Geneva

1. The Permanent Mission of India, Avenue Appia 21, 1292 Chambésy, Geneva (hereinafter referred to as the 'Mission') invites sealed quotations from registered companies in Geneva for the Annual Maintenance Contract (AMC) of the garden area of the Mission.
2. The broad scope of work includes the following:
 - Upkeep and maintenance of approximately 2800 m² garden area of the Mission
 - All necessary operations for the said upkeep and maintenance including, but not limited to, regular cutting of grass, sweeping of dry leaves, pruning and trimming of all shrubs, trees, flowers, hedges and other elements, removal of weeds, and application of pesticides depending on the season and as warranted by weather conditions etc.
 - Watering, aeration, loosening and fertilization of soil
 - Planting and replacement of plants and flowers as per seasonal changes in consultation with the Mission
 - Maintenance of indoor plants in the Mission
 - Disposal of dead vegetation as per local guidelines
 - Undertaking specific gardening tasks for events organized by the Mission
3. The interested bidders must fulfil the following conditions:
 - (a) The company must be registered Switzerland and have its own establishment comprising of all necessary manpower and equipment required to carry out the work.
 - (b) The company must have a minimum experience of one year in similar work.
4. The bid documents would comprise of the following:
 - (a) Technical Bid containing information prescribed in Annexure-I and submitted in a sealed envelope titled 'Technical bid for Annual Maintenance Contract of garden area of Permanent Mission of India, Avenue Appia 21, 1292 Chambésy, Geneva'
 - (b) Financial Bid containing information prescribed in Annexure-II and submitted in a sealed envelope titled 'Financial bid for Annual Maintenance Contract of garden area of Permanent Mission of India, Avenue Appia 21, 1292 Chambésy, Geneva'
5. The bidders must quote a lumpsum price inclusive of all services, personnel, material, transportation and other involved costs, but exclusive of TVA. The Mission reserves the right to reject any or all quotations without assigning any reasons thereof; and no inquiries in this regard would be entertained. The decision of the Mission would be final and binding on both parties in case of any disagreement.
6. The bids would be processed as per the following schedule:

Date, Time, and Venue	Process
07 March 2024 at 0900 hrs	Publishing of tender on CPP Portal and www. pmindiaun.gov.in
07 to 22 March 2024 in Mission	Pre-bid meeting (with prior appointment)
27 March 2024 at 1730 hrs in Mission	Deadline for depositing tender documents
02 April 2024 at 1100 hrs in Mission	Opening of Technical Bids
05 April 2024 at 1600 hrs in Mission	Opening of Financial Bids
09 April 2024	Award of contract to the selected bidder

7. The terms and conditions of the contract are as follow:
- (a) The payment would be made quarterly. The company must provide detailed and itemized invoices for release of payments.
 - (b) The Mission would not accept any increase in the quoted price under any circumstances.
 - (c) The company must obtain any required permission(s) from concerned authorities for execution of work.
 - (d) The company is liable for all the insurance, damage, theft, or loss of goods besides any damage caused to the property of the Mission during the execution of the work.
 - (e) The company is responsible for the remuneration, insurance, safety and conduct of its staff assigned to the work and the Mission will not be involved or made party in any dispute of any nature arising between the company and its staff.
 - (f) The company must deploy adequate manpower trained to carry out the work as deemed necessary by the Mission from Monday to Friday from 0900 to 1630 hrs and on Saturdays from 1000 to 1500 hrs besides during events organized by the Mission.
 - (g) The company must provide all required tools, machines, equipment, material, consumables, pipes etc in the garden and all other items required for the work, at its own cost.
 - (h) The services must be made operational within three days from the date of award of contract.
8. Interested bidders may obtain clarifications regarding the tender from Mr. Tushar Lakra, Attaché at 0227170630/0789047943; or <property.genevapmi@mea.gov.in>.
9. The submission of bid does not place the Mission under any obligation to award the contract to the bidder, and therefore the Mission is not liable for any expense(s) incurred by the bidder in this connection. All interested bidders are requested to understand all terms and conditions of the contract before submitting their bids.

-Sd-
(Amit Kumar)
Head of Chancery
Permanent Mission of India, Geneva

* * *

Annexure-I

Technical bid for Annual Maintenance Contract of garden area of Permanent Mission of India,
Avenue Appia 21, 1292 Chambésy, Geneva

Name of company	
Address of company	
Phone and e-Mail address of company	
Registration details of company	Please enclose copy of certificate
TVA details of company	Please enclose copy of certificate
Undertaking that company has its own establishment comprising of all necessary manpower and equipment required to carry out the work.	Please enclose
Undertaking that company has minimum experience of one year in similar work	Please enclose

Signature of company representative

Name and designation of company representative

Official seal/stamp of company

Annexure-II

Financial bid for Annual Maintenance Contract of garden area of Permanent Mission of India,
Avenue Appia 21, 1292 Chambésy, Geneva

Name of company	
Address of company	
Phone and e-Mail address of company	
Price in CHF excluding TVA	

Signature of company representative

Name and designation of company representative

Official seal/stamp of company