High Commission of India  
London

TENDER NOTICE

Subject: Tender for Providing Garden Maintenance Services for GOI Property

The High Commission of India, London (hereinafter referred as HCI) invites sealed tenders from professional companies/firms for providing their services for maintenance of gardens attached to 9 Kensington Palace Gardens, London W8 4QP.

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 London.

3. The tender document can be downloaded from the following websites:  
   www.hcilondon.gov.in  

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-IV.

   (b) The second sealed envelope superscripted "Financial Bid" should contain rates only for the contract as per Section-V of the Tender Document.

   (c) Both the sealed covers, should be placed in the main sealed envelope superscripted "Tender for Garden Maintenance" addressed to the Head of Chancery, High Commission of India, India House, Aldwych, London SW16 3EU and must reach on or before 13th September, 2019 by 1700 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. HCI will not be responsible for any postal delay.

5. HCI 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:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Key Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date of publication of bids</td>
<td>20 August, 2019</td>
</tr>
<tr>
<td>2</td>
<td>Bid Submission Start date</td>
<td>20 August, 2019</td>
</tr>
<tr>
<td>3</td>
<td>Bid Submission End date</td>
<td>13 September, 2019</td>
</tr>
<tr>
<td>4</td>
<td>Bid Opening date (Participant bidders may wish to be present)</td>
<td>17 September, 2019</td>
</tr>
<tr>
<td>5</td>
<td>Venue for opening of bids</td>
<td>High Commission of India, India House, Aldwych, London SW16 3EU</td>
</tr>
</tbody>
</table>
7. Evaluation criteria: The tender Evaluation Committee will evaluate the Technical information individually using the selection criteria which include but not be limited to the following:

   a) The organization's relevant qualification and experience for the Assignment.
   b) Quality of work plan and methodology for undertaking the job.
   c) Qualification and experience of the staff proposed.
   d) References from previous clients
   e) Proof of Insurance. The company should certify that it has adequate liability coverage and workers’ compensation insurance.

8. All bidders are requested to read and understand the terms & 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.

9. For any tender related enquiry/clarification/site visit, please contact Ms. Kiran Khatri, Second Secretary/Mr. Ravi Shankar, Attache by email at fseco.london@mea.gov.in/attpnm.london@mea.gov.in or by phone 020 7632 3069/020 7632 3012.

   (Manoj Sharma)
   Head of Chancery
High Commission of India  
London  

Section-II  

Subject: Tender for Providing Garden Maintenance Services at  
9 Kensington Palace Gardens, London W8 4QP  

Scope of work  

Upkeep of gardens (front and back) and ground maintenance at the 9 Kensington Palace Gardens, London W8 4QP. The measurement of the area is approximately 2361 square meters including back garden, front lawn and sides. This would inter alia, include the following: -

1. **Lawns Mowing:** - Once per week during the growing seasons. Cut to 35 mm during April to October. Cut to 50 mm from November to March by using a rotary mower and equivalent equipment. Removal of broadleaf weeds regularly.

2. **Plants and flowers:** - The contractor shall maintain seasonal plants and flowers and other standard services but not limited to regular weeding, pruning, fertilizing and cleanup. Seasonal Plants and flowers should be changed at every three months period according to the season making the garden blooming and pleasant. The contractor must provide/install adequate plants and flowers at front garden as well as two rock gardens at back side. Replacement of dead flowers and bushes. This shall be done in consultation with the residence / Project & Maintenance Wing.

3. **Hedges:** - Installation and maintenance of the hedges. Trimming & Shaping back to desired height. Repositioning of the hedges, whenever required.

4. **Trees:** - The contractor shall stake and tie for new plants and immature trees upto 4 meters in height.

5. **Edges:** - The contractor shall edge all sidewalks, driveways, walls, boundary and curbs each time the adjacent grass is cut.

6. **Fertilizer:** - Spraying against disease (by using bio-pesticides) with included materials at the company’s cost. Fertilizer shall be used in Spring, Autumn and at other required stage.

7. **Pest Control:** - Pest Control in the area for ants, spiders and other pests.

8. **Weed Control:** - At least four times in a year, or as necessary, by spraying a herbicide to treat all kerb lines, car park areas, pathways and any joints or cracks with a herbicide. The contractor shall carry out spot treatments throughout the year.

9. The contractor shall sweep Pedestrian Paths by broom or mechanical blower at least three times in a week.
10. Clearing of fallen leaves/dead leaves at each visit. Cleaning of snow, if any. Disposal of organic garbage including leaves.

11. Maintenance, pruning, and supporting frame in respect of climbers.

13. The contractor shall prune shrubs and reduce growth to encourage flower. Pruning shall be done to enhance site and kerb lines.

14. Trimming, manual watering, fertilizing, de-weeding of all areas including hedges, flower beds and plants.

15. The main gardener must be a qualified person with requisite qualification. The workers attached with the Gardener must be familiar with gardening work. The firm shall provide at least 16-man hours per week for maintenance of the gardens.

16. The firm shall provide materials/consumables in the garden, plants, pots, tools and other items for the gardening work at its own cost.

17. The firm shall plant and propose individual projects to refresh the plants beds on the property.

18. Building Renovation: The selected contractor shall be responsible for the maintaining the planting beds as they are added and changed as briefly outlined in the property information above.

19. Relaying of grass bed, if in irreparable condition, as per a pre-quoted price.
High Commission of India  
London

Subject: Tender for Providing Garden Maintenance Services at the various properties of Govt. of India, London

SECTION III

TERMS AND CONDITIONS

1. At any time prior to the deadline for submission of bids, High Commission of India, London (hereinafter referred as HCI) 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 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. In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document, HCI’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 15 days of award of contract; otherwise the contract will be awarded to the next successful bidder.

5. **Termination:**
   5.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other party.
   5.2 HCI reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor. Decision of the HCI in this regard shall be final and binding upon the contractor.
   5.3 In the event of any termination by HCI under this Article, no payment shall be due from HCI to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
   5.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the incidence.

6. No request for revision/increase of approved rates during the currency of the contract will be entertained. No other charges like transportation fare etc will be payable for providing the services.
7. All workers must wear uniform of the company at all times. The dresses should not be untidy. Workers should be given sufficient uniforms.

8. 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.

9. A brief report (on a fortnight basis) may be submitted on the works to be undertaken that fortnight and those completed the previous fortnight.

10. HCI shall have the right to impose such penalty as it deems fit on the firms if the services are found unsatisfactory or partial/defective services are rendered. The maximum penalty will be restricted to one month’s charges. Continuous default in providing services will also lead beside termination of contract, to automatic disqualification for tendering or quoting in future for any service for the Embassy. Clauses to this effect would be included in the agreement to be signed.

11. 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 London 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.

12. The firm would be responsible for its workers in terms of their antecedents and conduct, service performance and behaviors, as also to the payment of salaries, compensation, insurance, medical facilities etc.

13. 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. Prices 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 a separate envelope.

14. INSURANCE AND LIABILITIES TO THIRD PARTIES:

17.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

17.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

17.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

17.4 Except for the workmen’s compensation insurance, the insurance policies under this Article shall Name UNDP as additional insured.
High Commission of India
London

Subject: Tender for Providing Garden Maintenance Services at the various properties of Govt. of India, London

Section –IV

TECHNICAL INFORMATION (Proforma to be submitted with Technical Bid)

(a) Name of firm:

(b) Address of the Registered Office:

(c) Correspondence address:

(d) Contact details:

Telephone:

Fax:

E-mail:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Requirements</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Brief introduction of the company</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Qualification and experience in the field</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Total number of regular employees with the firm</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Turnover of the firm for the last two years</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Registration certificate / VAT Certificate</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Other Embassies or reputed organization/companies where you are providing services of similar nature</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Proof of insurance and adequate liability coverage and workers’ compensation insurance</td>
<td></td>
</tr>
</tbody>
</table>

2. Detail work plan and Methodology for undertaking the job:

3. Qualification and experience of the workers proposed to be deployed for the job:
High Commission of India  
London

**Subject : Tender for Providing Garden Maintenance Services at the various properties of Govt. of India, London**

Section – V  
(To be submitted in second sealed envelope superscripted "Financial Bid")

Format for submitting the Price for Maintenance of Garden attached to Various Prosperities of Govt. of India.

Tender No. Lon/P&M/903/1/2018  
Date:

Price Schedule (item-wise) (excluding VAT)

<table>
<thead>
<tr>
<th>S. No</th>
<th>Job/Item</th>
<th>Price quoted (in GBP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Gardening services</td>
<td></td>
</tr>
</tbody>
</table>

Name of firm

Address for correspondence

Contact

Note: 1. The above quoted prices are complete in all respects as per technical specifications 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