

Government of India
High Commission of India
London

No. LON/P&M/872/17/2020

Dated : 06.01.2021

NOTICE INVITING TENDER

High Commission of India, London invites bids from professionally qualified and experienced Gardening Companies for Maintenance of garden at 9, Kensington Palace Gardens, Kensington, London W8 4QP.

2. Scope of work is detailed in Section II of this document.
3. Companies with at least **Five years of experience in the field of gardening, having an annual turnover of £ 500,000 with at least 10 employees and having garden maintenance contracts with 25 other clients** should submit their bids.
4. The bids should be submitted in two sealed envelopes {Envelop A – ‘Technical Bid Documents’, Envelop B – ‘Financial Bid Documents’}. The two envelopes containing ‘A’ & ‘B’ must be duly superscripted with above titles and put in another sealed envelope superscripted with the title ‘Proposal for maintenance of Garden at 9KPG’.
5. The Bids must be valid for 120 days.
6. Tender shall be submitted in a sealed cover containing two sealed envelopes before **1700 hrs on 28.01.2021** in the office of First Secretary, P&M Wing, India House, High Commission of India, Aldwych, London WC2B 4NA.
7. Envelopes should indicate the name and address of the Tenderer to identify the bid and to enable the bid to be returned unopened in case it is declared ‘late’ or ‘rejected’. Offers received through Fax/E-mail or through open letter shall be ignored.
8. Contract with selected company would be made for a period of one year w.e.f. 01.04.2021. However, it may be extended for a further period of two years on year to year basis subject to providing satisfactory gardening services.
9. Bidding company must submit the followings along with their bids:
 - A. Technical Bid**
 - Copy / undertaking of Company’s licence to carry out the work.
 - Copy of Company’s VAT registration.
 - Tenderer should demonstrate and explain their technical, professional and practical experience of having completed similar works costing not less than

estimated work of this Tender and will need to supply examples of similar works undertaken in the last 10 years.

- Introduction and Credentials of Tenderer: This should be a brief introduction, background, company details, credentials, and past performance of the Tenderer and may attach any other documents such as company profile, company brochures, achievement of the company etc.

- Bids must have date, signature and seal of authorized company representative.

B. Financial Bid

- Cost of supply and work.

- Form of Tender - to be printed on the letter Head of the Company and duly signed.

10. The Schedule of submission, opening etc of the Tender/Bid is as follows:

| | |
|---------------------------|------------|
| Bid Submission Start date | 08.01.2021 |
| Bid Submission End date | 28.01.2021 |
| Bid Opening date | 29.01.2021 |

11. Any further information or clarification which the Tenderer may require in order to complete Tender may be obtained from Mr. SDK Menon, Attache by email at attpnm.london@mea.gov.in.

12. The High Commission of India reserves the right to reject any or all bids without assigning any reasons, if not found suitable.

13. Terms of payment are subject to negotiations, if the estimates are accepted.

Sd/-
(Shitanshu Chaurasiya)
First Secretary

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Section II

Scope of work

- Area of garden is 0.30 Acre.
- General maintenance may include:
 - i. Mowing
 - ii. Edging
 - iii. Fertilising
 - iv. Broad leaf weeding
 - v. Stakes and ties of trees
 - vi. Pruning of shrubs
 - vii. Monitoring health of plants and trees
 - viii. Weed control
 - ix. Collection and disposal of garden waste and leaves
 - x. Maintaining high level of tidiness
 - xi. Shifting of plants as required and requested by the occupant.
- Supply of necessary chemicals and pesticides.
- Supply of seasonal plants 100 Perennials twice a year.
- Supply and planting of 500 following seasonal flower beddings such as :
 - Begoni,*
 - Chrysanthemum,*
 - Impatiens,*
 - Marigold & Nicotiana*
 - Geranium,*
 - Begonia Nonstop,*
 - Dhlietta & Osteospermum*
 - Viola,*
 - Pansy & Bellis etc*

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Section III
**Format for submitting Financial Bid for maintenance of garden at 9,
Kensington Palace Gardens**

Price Schedule (item-wise) excluding VAT

| Sl. No. | Job/Item | Quantity | Cost (GBP) | Total cost (GBP) |
|---------|--|------------------------------|------------|------------------|
| | Man/hour charges | (e.g. Weekly hours required) | | |
| | Supply of Seasonal Plants, flowers and chemicals etc | | | |
| | Any other item required (enclosure to Section III may be attached) | | | |
| | Total | | | |

**High Commission of India reserves the right to change the quantity and weekly man-hours*

Name of the Company:

Address :

Contact :

Note : Above quoted price are complete in all respects as per technical specifications but exclusive of VAT, if any.

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

Yours faithfully,

(Signature of Authorized Signatory) Name &
Designation

Company seal