

Bern/Admn/872/2/2018
Embassy of India
Berne

Dated ~~04~~ May, 2018

TENDER NOTICE

Subject: Tender for providing Gardening Services at the Embassy of India, Berne and at the Embassy Residence (ER).

The Embassy of India, Berne invites sealed tenders from professional companies/firms with a minimum experience of five years in Gardening works and having provided such services to Embassies/hotels/ Convention Centres for providing these services at the Embassy of India, Berne (Kirchenfeldstrasse 28, CH-3005) and at the Embassy Residence (Brunnadernrain 7, CH-3006, Berne).

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 Bern, Switzerland.

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

www.indembassybern.ch
<http://eprocure.gov.in/cppp>
www.mea.gov.in

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-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 providing Gardening Services" addressed to the **Head of Chancery, Embassy of India, Kirchenfeldstrasse 28, CH-3005, Berne** and must reach on or before ~~24~~ 25 May, 2018 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.

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:

S. No.	Key Event	Dates
1	Date of publication of bids	04 May, 2018
2	Last date for submission of bids	25 May, 2018
3	Date of opening of Technical Bids <i>(Participant bidders may wish to be present) *Date & time for opening of financial bids of technically qualified bidders will be communicated separately.</i>	29 May, 2018
4	Venue for pre-bid and opening of bids	Embassy of India, Kirchenfeldstrasse 28, CH-3005, Berne

7. Evaluation criteria: The tender Evaluation Committee will evaluate the Technical information individually using the following criteria:

- (a) The organization's relevant experience for the Assignment.
- (b) Quality of work plan and methodology for undertaking the job.
- (c) Qualification and experience of the staff proposed.
- (d) Past track record.

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 Mr. Abhishek Shukla by E-mail admn.berne@mea.gov.in or by phone (0313501138).


(Bhaskar Bhatt)
Head of Chancery

SECTION II: TERMS AND CONDITIONS

1. At any time prior to the deadline for submission of bids, Embassy of India (EOI), Berne 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. EOI, Berne shall award the contract to the eligible bidder whose technical bid 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, EOI, Berne'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 i.e. L-2.
5. EOI, Berne reserves the right to terminate the contract at any point of time during the tenure of the 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 contract 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. The contractor will also be responsible for any mishap/accident, if any that may happen at the site.
8. All workers must wear uniform of the company at all times. The dresses should not be untidy. Workers should be given sufficient 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.
10. Bidders may quote prices strictly on monthly basis only. Price quoted should be on all-inclusive basis and must include the cost of all

services, personnel, materials, plants, transportation, etc.

11. A brief report (on a fortnight basis) may be submitted on the works to be undertaken that fortnight and those completed the previous fortnight.
12. The Embassy of India, Berne 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.
13. 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 Berne 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.
14. The firm would be responsible for its workers in terms of their antecedents and conduct, service performance and behaviour, as also to the payment of salaries, compensation etc.
15. 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 a separate envelope.

SECTION III: JOB DESCRIPTION

Upkeep of gardens and ground maintenance at the Chancery premises of the Embassy of India 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. Landscaping of the entire garden;
3. Disposal of organic garbage;
4. Trimming, manual watering, fertilizing, de-weeding of all areas including hedges, flower beds and plants;
5. Spraying against disease and pests with included materials at the company's cost; Planting of seasonal flowers;
6. Replacement of dead flowers and bushes;
7. Cleaning of snow and dead leaves from the trees during the winter season.
8. The firm shall employ 3 gardeners (1 at the Chancery complex on Monday & Wednesday and 2 at the Embassy Residence during Monday to Friday) (0900 hrs to 1230 hrs).
9. The main gardener must be a qualified person with requisite qualification. The workers attached with the Gardener must be familiar with gardening work.
10. The firm shall provide materials / consumables in the garden, plants, pots, tools and other items used for the gardening work at its own cost.
11. Purchase of seasonal/indoor plants would be reimbursable on production of payment receipts.

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:

S. No.	Requirements	Response
01	Brief introduction of the company	
02	Previous experience in the field (minimum of five years)	
03	Total number of regular employees with the firm	
04	Turnover of the firm for the last two years	
05	Registration certificate & license for the services	

2. Detailed 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 at the Embassy of India, Berne (Kirchenfeldstrasse 28, CH-3005) and the Embassy Residence (Brunnadernrain 7, CH-3006, Berne).

Tender No. Bern/Admn/872/2/2018

Date:

Price Schedule (item-wise)

S. No	Job/Item	Price quoted/per month (in CHF)
01	Gardening Services (1 gardener at the Chancery Complex on Monday & Wednesday and 2 gardeners at the Embassy Residence during Monday to Friday) (0900 hrs to 1230 hrs).	

** VAT and other taxes should not be included as the Embassy of India is exempted from VAT.*

Name of firm

Address for correspondence

Contact

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