

TENDER DOCUMENT

Tender For Horticulture & Gardening Services

Information about this e-Tender:-

Last Date for Submission of Bids:- On or before 14.30 Hrs of 1st February, 2018 at Consulate General of India, San Francisco, 540, Arguello Boulevard, San Francisco, CA, Zip- 94118.

1. This is an e-Tender and the Technical and Financial Bids are to be submitted on-line only.
2. The instructions for on-line Bids submission are given at Annex-III.
3. A Pro-forma for 'Tender Acceptance Letter' is given at Annex.IV which is also to be filled in and submitted with Technical Bid.

SUBMISSION & OPENING OF TENDERS:- The bid shall consist of two parts-Technical bid and Price Bid. All information sought under the head "Eligibility Criteria" and other related information and also information in Proforma at Annexure I is to be submitted with the Technical Bid. The Financial Bid should consists of information sought in prescribed format only. The Technical Bids and Financial Bids shall be opened on-line only. The Technical Bids will be opened on the last day for the submission of bids i.e., 1st February 2018 at 3:00 P.M. The Financial Bids of only those Bidder shall be opened which qualify the Technical Bid Evaluation Criteria. The Bidders who qualify the Technical Bid shall be informed about the date and time for opening of their Financial Bids and they can participate in the opening of their Financial Bids.

TENDER FOR HORTICULTURE/GARDENING SERVICES AT Residence of Consul General at 3435 Jackson Street, San Francisco, CA, 94118

Sealed e-tenders in the form of two bid systems (Technical and financial), are invited by Consulate General of India, San Francisco from reputed Contractors /firms /companies situated within San Francisco for maintenance of Horticulture/Gardening services at Residence of Consul General at 3435 Jackson Street, San Francisco, CA, 94118. The tender should be submitted in prescribed format as laid down in the tender document. The tender documents, duly filled in and complete in all respect should be addressed to the Head of Chancery, 540, Arguello Boulevard, San Francisco, CA 94118 and are to be submitted online only before 2:30 PM on 1st February 2018. The tenders thus received will be opened at 3:00 PM on 1/02/2018, itself. Tenders or their representatives, who wish to be present during the tender opening, may do so. Tender document can be obtained from the Vice Consul (Admin) , CGI, San Francisco on any working day between 11:00 AM to 4:00 PM and upto 1:00 PM of 1.02. 2018.

Alternatively, the tender document can be downloaded from the CGI, San Francisco website (www.cgisf.org) and from the Central Public Procurement Portal (CPPP) of Govt. of India at www.epublish.gov.in

CHAPTER-I

1. Instruction to Bidders

Consulate General of India, San Francisco invites tender for maintenance of “HORTICULTURE AND GARDENING” for Residence of Consul General from reputed contractors/firms/companies etc.

The details of terms and conditions, schedule of work/ Specifications and format for technical and financial bid are available in the tender document. The approximate area for providing the services is 1011 Sq.meters. The bidders are instructed to go through Tender form thoroughly before quoting their rates. The tender documents can be obtained from VC(Admin). Alternatively the tender document can be downloaded from CGI, San Francisco Website i.e. www.cgisf.org or from www.epublish.gov.in

1.1. The tender is liable to be ignored if complete information is not given therein.

1. 2. All bidders and/or their representatives, if they so desire, may be present at the opening of the tender (Technical Bids) by the constituted Committee at the time and date as specified in the schedule. It may be noted that under no circumstances tender received late shall be entertained.

1.3 Tenders are requested to submit their quotations /rates /individual job-wise, on per month basis (kindly refer to Annexure-II).

1.4 Price quoted should be in US\$ and should be inclusive of all charges. In no case any enhancement in approved rate will be entertained by CGI during the currency period of AMC. Tenders not complete in this respect are liable to be ignored. The quotations shall be furnished in two covers i.e. technical bids should be sealed in a separate cover while financial bids be sealed in other over and super scribed as tender "Tender for Maintenance of Horticulture and Gardening at residence of Consul General. Two

separate covers will be sealed in the following manner:

(i) One cover containing the technical documents (i.e. Annexure-I duly filled in) includes documentary proof etc. (Technical bid)

(ii) Second cover containing the Rates (i.e. Annexure-II dully filled in) of this offer. (Financial bid)

1.5 The bidders shall, wherever, called upon to do so, give full information with reference to the services in hand and shall also permit the nominated officer of Consulate to inspect the premises of the bidders at all reasonable times and shall give full assistance and information as may be required from him in connection with the contract.

1.6 The agency, while submitting their tender form, shall enclose self-attested Photostat copies of experience, trade license essential for carrying out the activities under reference, license under contract labour act, and any other documents in support of permission from the Competent Authority for carrying out the activities under reference. Tender form incomplete in any respect and not supported with Earnest Money and such requisite documents, will be rejected by CGI, San Francisco.

CHAPTER-II

2. Conditions of Contract

2.1 The contract, if awarded, will be initially for two years from the date of award and extendable for further one year subject to continuous satisfactory performance. However, on failure on this aspect by the contractor, the Consulate will have the right to terminate the contract forthwith. In such case of unsatisfactory performance on the part of Contractor in addition, to forfeiture of the performance guarantee deposited by the contractor,

2.2 The contractor shall not sublet, transfer or assign the contract or any part thereof. In the event of the contractor contravening this condition, in addition to forfeiture of Performance security, the firm can be blacklisted by this Consulate.

2.3 The Consulate may at any time, by notice in writing, summarily terminate the contract without compensation to the contractor in any form in case it is felt by this Consulate that the Bidder's work has not been satisfactory or in any other event where the firm is facing some legal problems which may affect their performance working in this Consulate. The decision of this Consulate shall be final in this regard.

2.4 In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party to the Arbitration.

2.5 The Competent Authority reserves the right to reject any or all tender without assigning any reason whatsoever.

2.6 After evaluation of the technical bids, the financial bids of only the technically qualified bidders shall be opened for arriving at L-1 bidder.

2.7 In case of failure of the Contractor/firm to comply with the provision of the terms and conditions mentioned in this Tender Document or the Agreement to be signed between Consulate and the Successful Bidder, the Competent Authority of this Consulate reserves the right to terminate the contract and to forfeit the performance security & to blacklist the firm.

2.8 The agency shall be responsible for beautification and proper maintenance of horticultural gardens, within the 3435 Jackson Street, San Francisco, CA, 94118 including new plantations of trees and saplings, time to time.

2.9 The contractor / agency will be responsible for compliance of all laws, acts and rules made there under, statutory orders issued from time to time in relation to the environment and man-power deployed by them for performance of the job under reference and the Consulate will have a right to be indemnified in respect of any

consequences resulting from any breach or violation by the contractor of such rules, statutory obligations etc.

2.10 Except supply of free water by the Consulate in the garden, all other inputs like fertilizer, sapling, seeds and all tools & implements used for growing flowers & plantation or for cutting grass & removing weeds, are to be supplied by the tenderer and disposing off the wastes are to be borne by the Consulate.

2.11 The contractor will be responsible for such conduct of the persons engaged by him in the Consulate, which will be conducive for maintaining as harmonious atmosphere as expected in the Consulate and will be responsible for any act & omission of such persons.

2.12 In the event of any violation of laws, rules, statutory provision by the contractor, this will amount to breach of contract and in such case, the Consulate will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.

2.13 Service provider will be required to maintain the entire area covered in the contract in best conditions throughout the year, irrespective of the weather conditions. Failure on the part of the contract to maintain the area in the desired condition shall invite a penalty of 1% (of the Tender value for one month) per week of the period during which the area remained out of the desired condition, subject to a maximum of 10%. Thereafter, this Consulate can consider termination of the Contract and forfeit the Performance Security. The Consulate can also consider blacklisting such firm.

2.14 For effective and efficient operation of the Horticulture/Gardening Services in the campus the agency will provide dedicated manpower who will remain at the premises during working hours.

2.15 This Consulate reserves the right to terminate this contract in any eventuality, without any notice and without explaining any reasons to the Contractor. The Contractor shall not have claim for any compensation in such event of discontinuation of the Contract.

CHAPTER-III

3. Eligibility Criteria

3.1 The bidder should have a permanent place of business in San Francisco and bay area the complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. should be provided, while submitting the completed tender form.

3.3 The firm should have relevant license like labour license etc for the purpose of taking up Horticulture/gardening work in San Francisco (Copies to be enclosed)

3.6 Experience in having successfully completed similar works during the last 3 years

Selection Criteria:-

The firm which Quotes the lowest overall rate (including taxes etc) shall be awarded the contract. In case 2 firms quotes the same rate, the firm which has got more experience in the relevant field shall be awarded the contract. The decision of the Tender Committee in this regard shall be final in this regard. It is also stated that the Bids which quote the amount of service charges of the firm as NIL shall be treated as unresponsive and will not be considered.

CHAPTER -IV

4. Specification and allied technical details

4.1 Scope of Work:

(i) The maintenance of lawn includes, weeding, trimming and pruning of grass by mowing with grass cutting machines, top dressing, using of manure, fertilizers, spraying of insecticides, pesticides, fungicides, weedicides, sweeping and watering etc and patch work by planting the dob grass where dead.

(ii) The maintenance of trees, shrubs and creepers include the maintenance of all trees, shrubs and creepers by their manuring, watering hoeing, pruning and trimming, replacement of old dead one by one and to ensure enough supply of air and water.

(iii) The maintenance of hedges includes their watering, hoeing of channels, pruning and trimming and replacing old and dead plants by planting the new saplings/cuttings dead/uprooted plants etc.

(iv) The curb stones along with roads and decorable pots in the residence shall be washed at least once a month.

v) The Potted Plants are to be maintained at least at the present level of maintenance in the building, both inside the Corridors on all floors and around the building.

vi) For having an estimate of the work involved, the interested parties should visit the building on any working day to know the amount of work involved, before submitting their bids, with prior appointment.

CHAPTER-V

5. Price Schedule

5.1 The Bidder(s) shall quote price in clear terms. Break up should abide by the Format for Financial Bid described in Financial Bid format in Annexure-II. The taxes applicable should be shown separately and clearly. Any change in taxes or levies made by the Consulate after finalization of Tender will be applicable at the time of billing. The Financial Bids should strictly conform prescribed Financial bid format to enable evaluation of bids. Bids having any hidden costs or conditional costs are liable to be rejected.

5.2 Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances except that of change in tax rates.

5.3 Prices shall be quoted in US Dollar.

5.4 Payment: The contractor will be required to submit his bill on monthly basis along with service report duly signed by authorized person. The payment will be released by the Consulate by cheque as per the terms & conditions.

5.5 The rates once accepted by Consulate shall remain unaltered throughout the period of contract.

5.6 The tenderer will quote the rates in respect of job /services described above in various paras and will fill Annexure-II appended herewith.

ANNEXURE-I

TECHNICAL BID

1. Name of the firm
- 2 a. Full Postal Address of office
- b. Mobile Phone No.
- c. Telephone No.
- d. Fax No.
3. Date of Establishment of Firm
4. Name of the Contract person to whom all reference shall be made regarding this tender
8. Service Tax details
9. Labour License Licence to carry out horticulture/Gardening work.
10. Total numbers of Employees.
11. Experience as required in the Tender Document (proof to be enclosed)
12. Annual Turnover during the last 3 years
13. Any other information which you consider necessary to furnish

UNDERTAKING

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period contract
- c) I hereby had undertaken to render the service as per direction given in the tender document
- d) I shall be vacating any space that may be provided to me by the Competent Authority to carry out the job or otherwise, before I put up the last bill of the contract period for payment.

Date: - Signature of the Bidder: -

Place: - Full Name: -

Designation: -

(Office seal of the Bidder)

ANNEXURE-II

FINANCIAL BID

QUOTE YOUR RATES

The tender should quote rates on monthly basis, which shall be inclusive of all the charges Viz. Labour Charges, Input cost, Materials Charges, Services Charges etc. and any other statutory obligations as the case may be.

Sl. No. Detail of Scope of work Price for jobs against each

S.L. No. (in US\$)/per month

1. Deployment of trained gardeners' for day-to-day Maintenance & development of the specified Garden of the CG residence with flowers & flowering plants as well as decorative plants in the garden, laying of grass in the open space of the garden wherever required any time, beautification including new plantation of trees and sapling, time to time. Maintenance of grass laden lawns inside the garden. The entire area of the garden is to be kept covered with seasonal flowers / small and decorative plants throughout the year, with proper arrangement of gullies & channels & suitable spacing and landscaping including painting etc.

2. Day to day Maintenance and replacement of Indoor plants/Potted Plants (inside corridor on all floors and around the Building) with material like fertilizer, sapling, seeds etc.

3. Service charge of the firm, if any

Signature and Seal of the bidder/contractor

Date

Place