

DUR/EST/872/06/2024
Consulate General of India, Durban

Notice seeking quotations for hiring of service provider for
Garden Maintenance services
at India House, Consulate General of India, Durban
[Site address: 408 Innes Road, Morningside, Durban - 4001]

The Consulate General of India, Durban invites bidders for hiring of service provider for garden maintenance at India House, Consulate General of India, Durban [Site address: 408 Innes Road, Morningside, Durban - 4001]. The area of the garden is approximately 2.1 acres, including the embankment/ verge around the property.

2. The tender is for awarding the contract of garden maintenance services at India House for an initial period of one (1) year which may be extended for another two (2) years at the same rate and on same terms and conditions.

3. Scope of Work

- i. Daily cleaning of organic debris (including strewn leaves, twigs, dry bushes) from the property. All garden refuse must be removed from the property on weekly basis;
- ii. Regular mowing of lawns and trimming of hedges and shrubs and weeding of garden beds and flower beds;
- iii. Sowing of grass and plants, as and when required. Seeds, grass etc. will be supplied by the Consulate;
- iv. Watering of grass, plants and flower beds on a regular basis;
- v. Treatment of weeds regularly and spraying against disease and pests. Weedicide, herbicide etc. will be supplied by the Consulate;
- vi. Application of fertilizers, as and when required. Fertilizer will be supplied by the Consulate;
- vii. Pruning of trees, its branches and plants near the security fence;
- viii. Loosen compacted soil and flower bed to provide aeration and to promote plant's growth on monthly basis or as and when required;
- ix. All necessary gardening tools such as lawn mower, brush-cutter, spade, shovel etc are to be provided by the service provider;
- x. All other necessary works required for proper upkeep of garden and lawn throughout the year;
- xi. The management team of the service provider should visit the property at least once a month or as-and-when requested by the Consulate, to supervise the work or sort out any issue that might crop up;
- xii. The service provider must provide 8 man-hours of garden maintenance services daily.

4. The bidding will be held in two rounds. The first round will be technical bidding round and second round will be financial bidding round. The bidders who qualify the technical bidding round will be allowed to participate in the financial bidding round. The eligibility criteria for technical and financial bidding round is detailed below.

(i) Technical Eligibility Criteria

The Bidders should mandatorily fulfil all the following technical criteria to become eligible for next stage of financial bidding:

- a) The company should have valid registration number from a competent local government authority.
- b) A detailed company profile should be submitted.
- c) References of clients should be submitted to whom the company is providing the similar services of garden maintenance.
- d) The company should have experience of minimum 5 years in providing garden maintenance services. Undertaking for the same should be attached along with **Annexure 1**.
- e) List of tools and equipments to be used for maintenance of the garden must be submitted with the bid as per **Annexure 1**.
- f) All the technical quotations should be submitted in the prescribed format (**Annexure 1**) along with all the relevant documents/ attachments. The bidder will be disqualified if Technical Bid is not submitted in the prescribed format.

(ii) Financial Eligibility Criteria

The Bidders who successfully fulfils all the criteria mentioned in the Technical Bidding round will qualify for bidding in the Financial round. The criteria for the Financial Bidding round are as follows:

- a) The rates will be fixed during the contract period. No escalation in rates will be acceptable during the contract period. The service provider must submit a declaration regarding acceptance of fixed rate during the contract period as per **Annexure 2**.
- b) All the amounts mentioned in the quotation should be excluding VAT. VAT (if any) should be mentioned separately.
- c) The Bidder has to submit an undertaking to deposit a performance security deposit (PSD) amounting 5% of the total contract value if awarded the contract as per **Annexure 2**.
- d) The validity period of quotation should be minimum of 120 days.
- e) The financial quotes submitted should be based on all the parameters mentioned in the scope of work of the tender document. The bidder must submit an undertaking that financial quote is covering all the parameters mentioned in the scope of work, as per **Annexure 2**.
- f) All the financial quotations should be submitted in the prescribed format (**Annexure 2**). The bidder will be disqualified if financial quotation is not submitted in the prescribed format.

5. Other Terms and Conditions

- i. The bidder company shall submit its offer in a sealed envelope, superscripted as "Garden maintenance services at India House".
- ii. The sealed bid shall be submitted to the Head of Chancery, Consulate General of India, Durban [Kingsmead Office Park, 1 Kingsmead Boulevard, Durban, 4001].
- iii. The contact Person will be Mr. Amit Kumar Mal, Assistant Vice Consul (Establishment), Phone: 0313350300 and email id: protocol.durban@mea.gov.in
- iv. The bid may be submitted by hand, in person, or by courier. Bid submitted by Fax or Email will not be accepted. The site can be inspected on 29.07.2024, 1000 hrs, with prior appointment with the representative of Consulate General of India, Durban.
- v. Bids received after closing date and time, as prescribed in the tender document, shall not be accepted under any circumstances.
- vi. Period of bid validity should be minimum 120 days.
- vii. Bid shall be opened on the date and time as given in critical date sheet in the tender document at the Consulate's Board Room, in presence of authorized representatives of the bidders.
- viii. The bid must be submitted as per the format mentioned in **Annexure 1** and **Annexure 2**. The technical bid is to be submitted along with the attachments in the format at **Annexure 1**. Those bidders who qualify the technical bidding round will be eligible to become part of financial bidding round. Therefore, only those financial bids will be opened, which will qualify technical bidding round. Thus, it is important to ensure that Technical and Financial bids are kept in separate sealed envelopes and then submitted together in one single bigger envelope.
- ix. The decision of Consulate General of India, Durban in this regard will be final. All proposals shall be confidential and will remain with Consulate General of India, Durban. Consulate General of India, Durban reserves its right to reject any offer without assigning any reasons.
- x. The Consulate reserves the right to terminate the agreement by giving one month's advance notice to the contractor.
- xi. The contract will be signed for an initial period of one (1) year. The contract may be extended for a further period of two (2) years, on yealy basis, subject to the condition that the services have been found satisfactory. This extension shall be done on the same rates and same terms and conditions.
- xii. The service provider shall provide only such staff who have been vetted by local government's security departments in terms of past record, character, and antecedents. It shall ensure that no person of doubtful antecedents is, in any way, associated with the garden maintenance work at India House, Consulate General of India, Durban.

- xiii. The staff provided should be on the permanent roll of the service provider. The service provider must obtain prior approval of Consulate General of India, Durban before replacing the staff.
- xiv. The staff shall perform their duties in smart uniforms and their overall appearance shall be neat and clean.
- xv. The service provider should not pay wages lower than minimum wages of labor, as fixed by the local authorities.
- xvi. The service provider is obliged to replace, without unreasonable delay and at no additional cost to Consulate General of India, Durban, any personnel whom this Consulate considers as lacking necessary competence.
- xvii. The Consulate will pay only the monthly fee as quoted in financial bid document after receiving monthly invoice. No other charges will be paid to the service provider.
- xviii. The service provider shall be responsible for dropping and picking up the gardening staff to and from India House, 408 Innes Road, Morningside, Durban.
- xix. Decision of Consulate General of India, Durban shall be final and binding on all the bidders. However, any dispute can be referred to an Arbitrator and will be settled according to the Government of India's rules and regulations and not according to the local laws of South Africa.
- xx. The successful bidder has to deposit Performance Security which will be a sum equivalent to 5% of the total contract value in favour of Consulate General of India, Durban in form of Bank Guarantee/ Fixed Deposit Receipt (FDR), within two weeks from the date of award of contract.
- xxi. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider. In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly. No interest shall be paid on Performance Security.
- xxii. The Performance Security will be forfeited by order of the Competent Authority in the Consulate in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance. On expiry of the contract, portion of the Performance Security, as may deemed fit by the Consulate sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained.
- xxiii.** On due performance and completion of the contract in all respects, the Performance Security will be returned to the Service Provider without any interest on presentation of an absolute 'No Demand Certificate' from the Service Provider.

CRITICAL DATE SHEET

1	Date of publication of tender	29.07.2024
2	Pre-bid meeting	29.07.2024
3	Site visit	29.07.2024
4	Bid submission start date	30.07.2024
5	Bid submission end date	20.08.2024
6	Date of opening of technical bid	21.08.2024
7	Date of opening of financial bid	23.08.2024

DUR/EST/872/06/2024
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Annexure 1

Proforma for submission of technical bid

S.No	Criteria	Details
1	Registration Number	Attach documents
2	Detailed company profile	Attach documents
3	Client details/ References	Attach documents
4	Company experience of minimum 5 years	Attach undertaking
5	List of tools and gardening equipment to be used	Attach documents
6	Company visit for inspection	Yes / No

DUR/EST/872/06/2024
Consulate General of India, Durban

Annexure 2

Proforma for submission of financial bid

Sl. No.	Description	Details
1	Name of the bidder agency	
2	Address of the bidder agency	
3	Contact details of the bidding agency	
4	Undertaking that financial quote submitted is covering all the parameters mentioned in the scope of work of the tender document	Attach undertaking
5	Period of bid validity	
6	Undertaking to accept fixed monthly charges throughout the contract period	Attach undertaking
7	Undertaking to submit Performance security deposit if awarded the contract	Attach undertaking

Format for submission of quotation of financial bid

Sl. No.	Description	Monthly Charges (excl. VAT)
1	Garden maintenance charges	
	VAT (if any)	
	Total monthly charges (including VAT) =	