

No. Q/HCD/474/7/2011
Government of India
Ministry of External Affairs
Housing Complex, Dwarka

New Delhi, the April 11, 2012

Tender Notice

Subject: Invitation for competitive tender for providing garden maintenance service at MEA Housing Complex, Sector- 2, Plot-1, Dwarka, New Delhi- 110075.

Sealed tenders are invited from professional Landscaping/Garden Maintenance companies/firms with a minimum experience of three years and an annual turnover of more than ten lakhs, for providing garden maintenance services in MEA Housing Complex, Sector-2, Plot-1, Dwarka, New Delhi for a period of one year.

The scope of the work, terms and conditions would be as follows:

1. Proper grooming, upkeep and further beautifying the green cover in the complex, its lawns, trees, plants, flower pots, etc.
2. The maintenance firm shall employ two full time professional gardeners plus one helper, six days a week, to carry out the job to the satisfaction of the Ministry.
3. The firm shall provide all gardening tools, lawn mower, pipes and any other machinery used for the gardening work. Water and electricity will be provided.
4. The firm shall be required to furnish an undertaking to strictly abide by various labour regulations/ laws in force in the NCR of Delhi including payment of minimum wages, ESI, EPF etc.
5. The firm would be responsible for its workers in terms of their clean antecedents and conduct, service performance & behaviour, payment of salaries, compensation etc. and the Ministry of External Affairs would not be responsible for any dues other than the agreed contract amount. The workers shall not have any claim for regularization of their services or enhancement of wages with the Ministry of External Affairs. Sworn affidavits to these effects from the workers deployed on the premises by the company will have to be furnished.
6. Contract amount, once agreed to by the firm, shall not be increased during the period of the contract.
7. Bidder would be required to furnish the information and submit documents, as per attached Qualification Proforma.

8. Prices quoted (strictly on monthly basis only) should be given in the attached Cost Proforma.

9. A Bid shall be treated as successful only after the competent authority in the Ministry of External Affairs has approved it in accordance with the terms of the Tender Notice. Ministry of External Affairs shall send the notice of acceptance of the successful lowest Bidder. Subsequent to the notice, a contract shall be signed between the Ministry of External Affairs and the successful lowest Bidder.

10. The Ministry of External Affairs reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of contract.

11. The Ministry of External Affairs shall have the right to impose such penalty as it deems fit on the firm if the services are found unsatisfactory or partial/defective services are rendered. Continuous default in providing services will also lead, besides termination of contract, to automatic disqualification for tendering or quoting in future for any service for the Ministry.

12. The Ministry of External Affairs shall also have the right to impose such penalty as it deems fit on the firm if the Ministry is put to any financial loss directly or indirectly by any act of omission or commission on the part of the firm or the person (s) deployed by it on the premises of the Complex.

13. Ten percent of the annual charges will be required to be deposited (in the form of an FDR) by the successful bidder for one year as performance guarantee to ensure quality of work and to cover any costs during the period.

14. Experienced & registered landscaping/ garden maintenance firms are invited to submit bids in sealed covers to the office of the undersigned by **11 A.M. on Friday, the 4th May 2012. Bids will be opened at 3 P.M. the same day i.e. 4th May 2012** in Room No. 4048, A-Block, Jawahar Lal Nehru Bhawan, 23-D, Janpath, Opposite National Museum, New Delhi.

For site visit, please contact the undersigned during office hours.

(Veena Aggarwal)
Administrative Officer (MEA HCD)
Tel: 011- 25085310

QUALIFICATION PROFORMA

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details
 Telephone:
 Fax:
 E-mail:

Sl. No.	Requirements	Reply	Remarks, if any
1.	Previous experience in the field (minimum of three years)		
2.	Total number of regular employees with the firm		
3.	Registration Certificate & licence for the services	Enclosed / Not enclosed	
4.	PF Registration Certificate	Enclosed / Not enclosed	
5.	ESIC Registration Certificate	Enclosed / Not enclosed	
6.	Service Tax Registration Certificate	Enclosed / Not enclosed	
7.	Income Tax clearance certificate	Enclosed / Not enclosed	
8.	Current contracts of garden maintenance work being undertaken by the firm (clients' letters/certificates etc.)	Enclosed / Not enclosed	

COST PROFORMA

Sl. No.	Items	Charges (per month)	Remarks, if any
	LABOUR CHARGES (A) for two Gardeners & one helper		
1.	Wages*(8 hours/6 days) per Gardener/helper		
2.	EPF*		
3.	ESI*		
4.	Service charges**		
5.	Service Tax		
6.	Sub-total (A)		
	MATERIAL CHARGES (B)		
7.	Cost of Mud Pots (200 a year)		
8.	Cost of Seeds (twice in a year)		
9.	Cost of Plants & Saplings (twice in a year)		
10.	Cost of Manure (twice in a year)		
11.	Cost of Fertilizers (four times in a year)		
12.	Cost of Pesticides (twice in a year)		
13.	Sub-total (B)		
14	TOTAL (A+B)		

* Refer Sl. No. 4 of Tender Notice

** Bidders quoting no Service Charges are liable to be rejected