

Consulate General of India
Hambantota

TENDER NOTICE

Subject: Tender for Providing Garden Maintenance Services

The Consulate General of India, Hambantota (Sri Lanka) (hereafter referred as CGI, Hambantota) invites sealed bids from reputed, professional and experienced companies/firms (hereafter referred as Contractor) for providing their services for the comprehensive maintenance of Gardens and landscape maintenance as described in this contract for rented properties of CGI at 107-B, New Road, Hambantota and Consul General's residence at House No. 112, Beddawala, Hambantota.

2. SCOPE OF WORK:

Daily	
1	Sweeping the garden, removal of dry, fallen and dead leaves, flowers, litter etc. from the garden premises.
2	To maintain and upkeep of all flower beds, removal of weeds etc.
3	Removal of litter outside of the main gates, every morning before commencement of the working day.
4	Removal of all garden debris from the premises and keep all drains, outlets free of any debris, dirt & weeds.
5	The gardener shall water lawns, flowers, shrubs and trees to provide for moisture penetration. If natural precipitation is sufficient to fulfill this requirement, the Contractor may suspend watering to avoid too much water in the soil.
6	To sweep and clean pedestrian paths by broom or mechanical blower.
Periodically (Every 15 days / Bi-monthly)	
1	Mowing all grass lawns
2	To ensure that <u>where all lawns/grasses meet a paving stone curb/flower bed are kept tidy.</u>
3	Provision & upkeep of all plants/flowering plants within the planter troughs and plant pots.
4	To apply agro chemicals, fertilizer, Soil improvements etc.
5	Cutting, trimming of any branches/trees when deemed necessary & removal of debris.
6	The company should make arrangements to remove all the debris from the premises once a week.
7	To plant seasonal flowering plants & maintaining the same.
8	Procuring and spraying of insecticides; pesticides; weedicides and agro chemicals on the plants as and when required, removing the waste to the proper place.

NOTE : The CGI may review the above scope of work and if need be may add/delete items in this Scope.

3. MAINTENANCE OF GARDENS AND SUPERVISION:

A. The gardening services rates should be provided for both half days and full days as follows:

Consul General Residence	-	Full day - 08:00 am to 04:00 pm Half Day - 08:00 am to 12:00pm
Consulate premises	-	Full day - 08:00 am to 04:00 pm Half Day - 08:00 am to 12:00pm

- i. The Contractor shall designate a representative who shall be responsible for on-site supervision of the Contractor's workforce.
- ii. The Contractor shall deploy adequate manpower, and resources to ensure completion of work as per stipulated operational timings.
- iii. No over time shall be allowed to the Contractor in this regard.
- iv. He should be present at least once a week in CGI for discussion and/or reporting of maintenance issues.
- v. The Contractor shall deliver standard services between 0800 AM to 0400 PM from Monday to Saturday and shall submit monthly schedule for maintenance keeping in view of local conditions, types of vegetation and climate factors.

- B.**
- i. The contractor shall maintain seasonal plants and flowers and other standard services.
 - ii. The Maintenance will be done by uprooting the old dead plants, providing and sowing of new seedlings(seasonal and perennial both) and different types of cutting including earth work, spreading and mixing of manure and fertilizers and levelling etc.
 - iii. To prepare and maintain flowers and plant pots with new flowers and plants as and when required and necessary.
 - iv. The firm shall provide materials/consumables in the garden, plants, pots, tools and other items for the gardening work at its own cost.

4. PERSONNEL REQUIREMENTS:

- i. The Contractor shall maintain discipline at the site and shall take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by Contractor employees at the site.
- ii. The CGI reserves the right to direct the Contractor to remove an employee from the workforce for failure to comply with the standards of conduct.
- iii. The Contractor shall immediately replace such an employee to maintain continuity of the services at no additional costs to the CGI.
- iv. The Contractor's employees shall wear clean, neat uniforms when on duty. The Contractor shall not allow its employees while on duty to possess, sell, consume or be under influence of intoxicants, drugs or substances that produce similar effects.
- v. Contractor employees may be subject to criminal actions as allowed by law in Hambantota/Sri Lanka.
- vi. Access to the premises at all times should be with approval of the Indian Security Assistants on duty during the working timings.
- vii. After Award of Contract, the Contractor shall provide the list of each employee who will be working under this Contract including the details of supervisors:
 - Full Name
 - Place and Date of Birth
 - Current Address
 - Identification Number

5. GENERAL LIABILITY / LOCAL LAWS AND REGULATIONS:

The Contractor agrees that the CGI shall not be responsible for personal injuries or for damages to:

- i. Any property of the Contractor
- ii. His employees or any other person
- iii. Arising from and incident to the Contractor's performance of this contract.

- iv. The Contractor would be responsible for its workers in terms of their antecedents and conduct, service performance and behaviors as also to the payment of salaries, compensation, insurance, medical facilities etc.
- v. The Contractor shall comply with all local laws, regulations, customs and practices pertaining to labor, safety and similar matters.

6. QUOTATIONS AND GENERAL CONDITIONS:

- i. The bids in sealed cover may be sent to the office of the undersigned at No. 107 - B, New Road, Hambantota, Sri Lanka latest by **27th February 2020 at 14:00 Hrs**, which shall be opened at 15:30 Hrs on the same day by the purchase committee of the Consulate General of India, Hambantota duly constituted for the purpose.
- ii. The envelope should contain the rates in respect of the details/specifications given in this tender notice, along with brochure, if any, for providing Garden maintenance at Consul General's Residence and Consulate Premises.
- iii. Before, sending the quotations Bidding company may inspect the area and nature of Garden at Chancery premises and CG Residence with prior appointment for the purpose of their bids.
- iv. The Consulate reserves the right to accept or reject any of the bid(s). No correspondence in this regard will be entertained.
- v. The successful bidder on the receipt of an Order shall sign & execute an agreement with The Consulate General of India, Hambantota.

For any clarification/enquiry/site visit on this tender please contact

Ms. H.A.Thanuja S. Gunasekara
Receptionist
CGI, Hambantota
Tel : 047-2222500/503
Email: adm.hambantota@mea.gov.in

OR

Ms. Preeti Karotiya
Assistant Section Officer (Administration)
CGI, Hambantota
Tel : 047-2222500/503
Email : adm.hambantota@mea.gov.in

The important schedules and dates are as under:

S.No.	Key Event	Date	Time
1	Notice inviting Tender/Publication of Tender	06.02.2020	1000 hrs
2	Start date for site visit	06.02.2020	1000 hrs
	Last date for site visit	25.02.2020	1000 hrs
2	Bid submission start date	06.02.2020	1100 hrs
3	Bid submission end date	27.02.2020	1400 hrs
4	Bid Opening date (participant bidders may wish to be present)	27.02.2020	1530 hrs
5	Venue for opening of Bids	CGI, Hambantota 107 B, New Road	

The contract, if awarded shall be valid for a period of ONE YEAR(01 year) from the date of the award. It may be extended for further 02 years (tenure of 03 years from the date of start of work initially) on year to year basis on the same terms and conditions and same rates, subject to satisfactory services provided by the Contractor. No other charges like transportation fare etc. will be payable for providing the services.

7. **Termination of Contract:**

Both parties have the option to terminate the contract by giving one months' notice in writing.

8. Exceptions, if any, to the conditions mentioned in the tender may be mentioned clearly while quoting the rates.

BID SUBMISSION FORM

Consulate General of India
Hambantota

Subject: Tender for Providing Garden Maintenance Services at various leased properties of Consulate General of India, Hambantota

To be submitted in sealed envelope

Bid for Maintenance of Garden attached to various leased Properties of Government of India.

Tender No. HAMB/PROP/867/02/2012

Price schedule (item wise) excluding VAT charges:

S.NO.	Job/Item	Price Quoted (In LKR) per month for Half Days	Price Quoted (In LKR) per month for Full Days
1	Gardening services at CGI premises		
2	Gardening services at CG residence		
	TOTAL		

- (a) Name of the Firm:
- (b) Address of the Registered Office
- (c) Correspondence address
- (d) Contact Details
- (e) No. of gardeners (at Chancery and CG Residence)

Note 1: The above quoted prices are complete in all respects but exclusive of all taxes and duties, if any.

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

Yours faithfully

(Company seal)

(Signature of Authorized signatory)

Name :

Designation: