

**Embassy of India
Lisbon**

No. Lis/866/1/2021

11 October, 2021

**TENDER NOTICE FOR ANNUAL MAINTENANCE CONTRACT FOR
MAINTENANCE OF GARDENS AT EMBASSY OF INDIA PROPERTIES IN LISBON**

Embassy of India, Lisbon invites Bids for maintenance of gardens at its following properties for annual contract from 01 January 2022 to 31 December 2022:

- Garden 1. Rua Pero de Covilha No. 16, Restelo, 1400-297 Lisbon.
Garden 2. Avenue da Torre de Belem 10, 1400-343 Lisbon.

Sealed tenders are invited from reputed & experienced companies/firms/contractors with a minimum experience of five years in Gardening works for providing these services at the above two properties. The contract shall be initially valid for a period of ONE YEAR (01 year) from the date of award of contract and extendable for a further period of two years on annual basis (total period not exceeding three years, subject to satisfactory services provided by the Service Provider. This shall be done on the same rates and same terms and conditions.

2. The detailed tender documents may be downloaded from the official website of the Embassy of India, Lisbon <https://www.eoilisbon.gov.in/> and also from Central Procurement Portal <https://eprocure.gov.in/>. Please note that any corrigendum/ addendum in the above tender documents, if required, will be hosted in the website of the Embassy of India, Lisbon, as given above.
3. Interested companies are requested to send their quotations in sealed envelopes superscribed **“Bid for Garden Maintenance Services”** on the cover, giving details of services to be offered by the company and the prices for the services. **The charges may be formulated on the basis of two half day visits in a week by a team of two gardeners.**
4. The bids are to be submitted latest by 5 pm on 03 November, 2021 addressed to Head of Chancery, Embassy of India, Rua Pero de Covilha No. 16, 1400-297 Restelo, Lisbon, Portugal.
5. The Embassy of India, Lisbon reserves the right to reject any bid at any stage of the bidding process without assigning any reasons whatsoever.

DATES TO REMEMBER

S. No.	Events	Date
1.	Tender Publish Date	11 October, 2021
2.	Bid Submission start date	11 October, 2021
3.	Bid Submission end date	03 November, 2021 (till 1700 hrs, Portuguese time)
4.	Opening of Technical Bids	05 November, 2021
5.	Opening of Financial Bids	05 November, 2021 (only technically qualified bidders)

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SCOPE OF WORK

The work involves upkeep and complete maintenance of gardens at the following two properties of the Embassy of India:

Garden 1 (approx. 450 sq. mtr): Rua Pero de Covilha No. 16, Restelo, 1400-297 Lisbon

Garden 2 (approx. 980 sq. mtr): Avenue da Torre de Belem 10, 1400-343 Lisbon.

The work will include the following:

1. Maintenance and upkeep of all green areas, including grass lawns, and potted plants.
2. Mowing of lawns at regular intervals or as required.
3. Maintenance of the sprinkler system; Ensure regular watering of all plants and the lawn area.
4. Pruning of trees, bushes, hedges and shrubs, etc. regularly to make it a presentable area.
5. Cutting and removal of dead or infected tree, as and when necessary.
6. Planting of flowering plants/herbs/seeds etc. in the pots/ flower bed and other garden area, on seasonal and perennial basis.
7. Replacement of broken pots/provide new pots, from time to time or as required.
8. Periodical manuring and fertilizing the plants and trees.
9. Provision of insecticides, pesticides, etc. as needed.
10. Monitoring health of plants and trees and chemical treatment against insects and plant diseases, if necessary, of plants and trees.
11. Cleaning the green spaces, removing and disposing of leftover trash/organic waste.
12. The cost of all necessary equipment, materials and products used in the maintenance and conservation of the gardens will be borne by the company.


Note : Mission may review the above and if need be may add / subtract items in this scope.

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GENERAL INSTRUCTIONS

1. The Agency must have a minimum of five years experience of handling similar kind of work in reputed organizations.
2. The contract, if awarded, shall be valid for a period of ONE YEAR from the date of award of contract and extendable for a further period of two year on annual basis, on the same terms and conditions and same rates, subject to satisfactory services provided by the company.
3. The persons deployed by the contractor should have requisite experience and skills for carrying out the assigned maintenance task using appropriate materials and tools/equipment. The contractor must employ adult and skilled labour only.
4. The agency should have sufficient employees on its rolls specifically trained for gardening services.
5. The agency should quote the number of manpower (manpower should be including reliever) required for Garden maintenance with the Charges per month.
6. The charges should be quoted on monthly basis for providing manpower/gardener for gardening, charges for fertilizers, seeds etc and requisite equipment. **The offer should remain valid for at least 90 days from the date of opening of the tender.**
7. Rates quoted shall be firm and fixed. No escalation of whatsoever nature shall be payable.
8. For finalization of contract, the tender whose rates are the lowest in comparison to other bidders will be considered as the lowest bidder.
9. The Mission reserves the right to terminate this contract in any eventuality by giving one month's notice in writing without explaining any reasons to the Contractor. The Contractor shall not have claim for any compensation in such event of discontinuation of the Contract.
10. Physical visit to the sites is advisable to have a general idea about the extent of works required. Interested bidders can visit the sites by prior appointment (contact person: Mr. Sandeep Kumar, Mob. 913052635, Email acct.lisbon@mea.gov.in) before submitting sealed bids.
11. The interested service providers have to submit the tenders in Two Bid System i.e (i) **Technical Bid** and (ii) **Financial Bid**, as mentioned below, which may be submitted physically or through courier/post before the deadline of 03 November, 2021 (1700 hours, Portuguese time). **Envelope A (Technical Bid):** This sealed envelope should contain the documents establishing the technical eligibility of the company and other documents required in accordance with Annexure-I. The envelope is to be superscribed as "Technical Bid". **Envelope B (Financial Bid):** This sealed envelop should contain the monthly rates of the bidder on an all-inclusive basis, including the no. of working hours in a month and cost of all services, personnel, transportation and other applicable taxes, VAT etc. The Envelope is to be superscribed as "Financial Bid". **Two separate Financial Bids shall be submitted for separate properties in 'Envelop B'.** **Envelope C:** This envelope should contain both Envelope A and Envelope B superscribed with "**Bids for providing Gardening Services at Embassy of India Properties in Lisbon**" addressed to the Head of Chancery, Rua Pero de Covilha No. 16, Restelo, Lisbon 1400-297. Financial Bid of a company disqualified at technical evaluation stage shall not be opened.

12. The selected bidder shall be formally informed about the selection by Embassy of India, Lisbon who shall be required to sign an agreement with the Embassy within 10 days of issuance of such information.



(JS Parmar)

Head of Chancery
Embassy of India, Lisbon
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Email: hoc.lisbon@mea.gov.in

TECHNICAL BID PROFORMA

1	Name of the firm	
2	Address of the registered office	
3	Correspondence address	
4	Mobile/Telephone No.	
5	Email	
6	Brief introduction of the company (Profile of the firm to be enclosed)	
7	Previous experience in the field (minimum of five years) Documentary evidence may be submitted.	
8	Period of Bid Validity (Minimum 90 days)	
9	Registration Certificate, License for the services,etc. (copies of documents to be enclosed, including for VAT Registration)	
10	Testimonials (Clients' letters,certificates, etc.)	

Note: Separate sheets may be attached wherever necessary.

Declaration

Certified that the information furnished above is full and correct to the best of our knowledge. The copies of required documents as mentioned above have been submitted. We understand that in case of non-submission of required documents, the bid shall stand rejected.

Date:
Place:Lisbon

(Signature of Authorized Signatory)
Name & Designation
Seal of the company

FINANCIAL BID PROFORMA

Subject: Garden Maintenance Services at Embassy of India Properties in Lisbon

S.No.	Item description	Cost
Garden I : Rua Pero de Covilha No. 16, Restelo, 1400-297 Lisbon		
1	Labour charges for garden maintenance works as defined in Scope of Work (per month)	
2	Cost of material e.g. seeds, plants, flower-bulbs, fertilizers, manure etc. (per month)	
3	Charges for provision of gardening equipment, etc. (per month)	
4	Other charges, if any (per month) (details may be provided)	
5	VAT/ other taxes	
	Total Cost for Maintenance of Garden as per scope of work	
Garden II: Avenue da Torre de Belem 10, 1400-343 Lisbon		
1	Labour charges for garden maintenance works as defined in Scope of Work (per month)	
2	Cost of material e.g. seeds, plants, flower-bulbs, fertilizers, manure etc. (per month)	
3	Charges for provision of gardening equipment, etc. (per month)	
4	Other charges, if any (per month) (details may be provided)	
5	VAT/ other taxes	
	Total Cost for Maintenance of Garden as per scope of work	

Declaration

Certified that above quoted price are complete in all respects and are as per scope of work, specifications, terms & conditions mentioned in the tender document.

Date:
Place: Lisbon

(Signature of Authorized Signatory)
Name & Designation
Seal of the company