

TENDER NOTICE

Subject: Invitation for competitive tender for providing Gardening Services at the Residence of Ambassador of India, Bogota (Colombia)

Sealed tenders are invited for providing Gardening Services at Embassy of India, Bogota from professional companies/firms with a minimum experience of three years in Gardening and having provided service to the Diplomatic Missions / hotels / Convention Centre's / Corporate Houses for at least one year during the last three years.

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

1. The work involves gardening and maintenance of gardening area in and around the Ambassador's residence.
2. The firm shall employ a professional gardener for 12 days a month, from 0800 hours to 1700 hours
3. Interested parties/individual firms may submit their bids for providing gardening services.
4. The firm shall be required to furnish an undertaking to strictly abide by good management practices, various labour regulations/ laws, if any, in force in Bogota including payment of minimum wages, social security etc..
5. The firm would be responsible for its worker in terms of his clean antecedents and conduct, service performance & behaviour, payment of salaries, compensation etc.
6. The Embassy of India will not be responsible for any dues other than the agreed contract amount. The gardener shall not have any claim for regularization of his services or enhancement of wages with the Embassy of India. Sworn affidavits to these effects from the workers deployed on the premises by the company will have to be furnished.
7. Contract amount, once agreed to by the firm, will not be increased during the period of the contract.
8. The tender document will be required to submit a certified cheque for Colombian Pesos 20,000 (**non-refundable**) payable to "The Embassy of India, Bogota."

9. Bidder would be required to furnish the information and submit documents, as per attached Technical Bid.
10. Prices quoted (strictly on monthly basis only) should be given in the attached Financial Bid.
11. The bidding firm will have to submit 'Technical Bid' along with 'Financial Bid'. Financial bids of only technically qualified bidders would be opened to award the contract.
12. A Bid shall be treated as successful only after the competent authority of the Government of India has approved it in accordance with the terms of the Tender Notice. The Embassy of India shall send the notice to acceptance of the successful lowest Bidder. Subsequent to the notice, a contract shall be signed between the Embassy of India and the successful lowest Bidder.
13. The Embassy of India reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of contract.
14. The Embassy of India shall also have the right to impose such penalty as it deems fit on the firm if the Embassy of India 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 deployed by it on the premises of the Ambassador.
15. Experienced & registered firms are invited to submit bids in sealed covers to the office of the undersigned by 9 A.M. on 08th October, 2018.
16. Technical Bids will be opened at 10.00 A.M. on 08th October, 2018 in Conference Hall, Embassy of India, Bogota.

For site visit, please contact the undersigned during office hours from 9 a.m. hours to 3.30 p.m.

(Vishnu Kumar Sharma)
First Secretary & Head of Chancery
Tel. No. 6373259/6373279
E-mail:hoc.bogota@mea.gov.in

TECHNICAL BID

1.	Name of the firm	
2.	Address of the Registered Office	
3.	Correspondence address	
4.	Contact details: Telephone: Fax: E-mail	
REQUIREMENTS		
1.	Previous gardening experience (minimum three years)	
2.	Total number of regular employees with the firm	
3.	Registration Certificate & license for the services Enclosed /Not enclosed	
4.	Current contracts of Cleaning / gardening services and testimonials being undertaken by the firm (clients' letters / certificates etc.) Enclosed / Not enclosed	

FINANCIAL BID

1	Name of the firm	
2	Address of the Registered Office:	
3.	Correspondence address	
4.	Contact details: Telephone: Fax: E-mail	
5.	Labour charges (one gardener) for 8 hours duty for 3 or 4 days in a week	

CONTRACT AGREEMENT

CONTRACT AGREEMENT NO:

This Agreement made on _____ between Embassy of India, Bogota through its authorized signatory _____ (which expression shall include its administrators, successors, executors) on the one part and M/s _____ (hereinafter referred to as contractor) which expression shall include its administrators, successors, executors and permitted assigns on the other part.

Whereas, Embassy of India, Bogota is desirous of getting the work of Gardening at Ambassador of India's Residence at as mentioned in detailed document and has invited tenders for this work as per tender document issued for this purpose. And whereas M/s _____ had participated in the above referred bidding vide their proposal dated _____ and Embassy of India, Bogota accepted their aforesaid proposal and awarded the work to M/s _____ vide its award letter No. _____ dated _____ and the documents referred to therein which have been accepted by M/s _____, resulting into a contract.

NOW THEREFORE THIS DEED WITNESSETH AS UNDER Embassy of India, Bogota has awarded contract to M/s _____ herein after on the Terms and Conditions contained in acceptance letter dated _____ and the documents to therein. The award has been taken with effect as per the aforesaid award letter w.e.f. _____. The terms and expressions used in this agreement shall have the meanings as are assigned to them in the Contract Documents.

Name of Documents

1. Award letter dated _____

2. Set of tender documents and quotations submitted by the contractor.

The above contract documents are serially numbered from 1 to ____ and are initialed by both the parties through their representatives.

All the aforesaid contract documents shall form an integral part of this agreement. The contract shall be performed by the contractor strictly and faithfully in accordance with the terms of the agreement. Any modification of the agreement shall be effected only by a written instrument signed by the authorized representatives of both the parties.

It is specifically agreed by and between the parties that all the differences or disputes arising out of the agreement or touching the subject matter of the agreement shall be decided by process of settlement & arbitration as per provision of the Indian Arbitration Act and Delhi shall have exclusive jurisdiction over the same.