

**No. JAF/ADM/578/03/2022**  
**Consulate General of India,**  
**Jaffna, Sri Lanka**

**Dated 24<sup>th</sup> November, 2022**

**TENDER NOTICE**

**Name of the work: Invitation for competitive tender for maintenance of garden at residence of Consul General of India, Jaffna, Sri Lanka.**

Consulate General of India, Jaffna, Sri Lanka invites sealed tenders from reputed and experienced garden maintaining agencies/nurseries registered with appropriate authority as per law, for proper maintenance of garden at the residence of the Consul General at the above address consisting an area of around ½ acre for the period of 1 year.

The bids in sealed covers should reach office of Head of Chancery, Consulate General of India, Jaffna, Sri Lanka on or before 16.12.2022 by 1500 hours. A prebid site visit will be held at the premises on 01.12.2022.

The tender documents containing eligibility criteria, scope of work, terms and conditions can be accessed on website of Central Public Procurement Portal <http://eprocure.gov.in/cppp> or from Consulate's website <https://www.cgijaffna.gov.in/>

Sd/-  
(Ram Mahesh)  
Consul and Head of Chancery  
Consulate General of India,  
Jaffna  
Tel 21-2220504 & 21-2220505  
Fax 21-2220503  
Email : hoc.jaffna@mea.gov.in

**Consulate General of India,  
Jaffna, Sri Lanka**  
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**Tender Notice**

**No. JAF/ADM/578/03/2022**

**Dated 24<sup>th</sup> November, 2022**

**Name of the work: Invitation of competitive tender for proper maintenance of garden at residence of Consul General of India, Jaffna, Sri Lanka.**

Sealed tenders are invited from reputed and experienced garden maintaining agencies/nurseries for providing a 'Part-time Gardener' for maintenance of garden at the Consulate General of India, Jaffna, residence premises consisting of an area of around ½ acre for the period of one year. The eligibility criteria and scope of the work will be as follows:-

**I. Eligibility Criteria:**

- The garden maintaining agencies / nurseries should have been in existence for not less than three years.
- The garden maintaining agencies / nurseries should not have been blacklisted since inception.
- Due weightage may be given to garden maintaining agencies/nurseries having provided satisfactory gardening services in government offices / schools / financial institutes / reputed organizations.
- Garden maintaining agencies / nurseries having gardening work experience of not less than two years will be preferred.
- The agency should submit the Income Tax/Vat registration certificates at the time of submitting tender
- The bidder should have the capability of providing a service replacement at the premises if due to any circumstances the regular gardener cannot not report for work.
- All statutory obligations such as social security, health insurance, Minimum Wages, etc. in respect of employees are to be met by the contractor/Company.

**II. SCOPE OF WORK:**

All work pertaining to proper maintenance of gardens at the residence of the Consul General of India, Jaffna. There are two lawns spread over an area of approximately ½ acre.

Following broadly will be the schedule of work:

1. It is necessary to maintain the greenery and beauty of the garden situated at the premises of residence of Consul General by planting suitable plants and seeds of good quality in the flower beds as per the seasons.

2. The plants and trees of permanent nature planted at the residence premises should be well fertilized, pruned and cared properly.
3. The grass lawns in the residence should be cared carefully. Unnecessary grass and plants should be weeded out and disposed off properly. The grass should be cut by lawn mower.
4. The hedge around the grass lawns should be cut regularly to maintain a proper and neat shape.
5. The residence premises should be decorated with seasonal flower pots at different places as per the requirement. The pots available with the residence will be used for this purpose. The location of the flower pots can be changed as per the direction of Chancery.
6. The garden near the main gate of the Residence should be made more attractive and additional attractive flowers and trees should be planted there.
7. The agency is responsible to manage and provide the necessary manpower, flower and seeds of plants, mud, pots, fertilizer, agricultural tools and other necessary materials.
8. All plants/trees should be watered daily. All uprooted/fallen leaves/trimmed part of plants should be disposed off properly on daily basis.
9. Plastic shed should be made as per the necessity for the protection of plants and trees.
10. The provision should be made to sow and grow the seeds of seasonal flower in the Green House. The soil of garden should be ploughed properly.
11. The unnecessary plants should be managed and uprooted timely and should be disposed off at designated place. The proper facility for the irrigation of garden and flower pots should be managed. Timely sprinkling of insecticide/pesticides to be done.
12. Every morning in office day, flower bouquet should be decorated in the flower vase in the office of CG.
13. The flower pots should be cleaned and colored every 6 months.
14. The agency should provide sufficient manpower to attend to the daily requirement of garden work as well as additional work at the end of the season.
15. The bids are being invited for providing gardening services at the Consulate General of India, Jaffna. Goods like pesticides, fertilizers, soil, manure, seeds and flowers will be provided by the Agency. The lawn mower and petrol for running it will be provided by the Consulate.
16. All gardening tools for the gardener, requisite pesticide, manure, fertilizers etc. should be provided by the company for the maintenance of the garden.

### **III. Specific Terms and conditions:**

(i) The agency should provide experienced gardeners having proper identity documents issued by government authorities.

(ii) The gardeners should be provided with proper working uniforms while working.

(iii) The agency is to present monthly work progress report and Sri Lankan Rupees 1000/- would be charged as fine, if the work as stated in the report is not done. Besides, the contractor would need to complete the work as per report within seven days. If the work is not completed within given fixed period, the performance fund or deposit money would be seized. It would be kept under black list for at least two years.

(iv) The work regarding garden should be done under the supervision of staff employed by the Chancery. The contractor is to follow the direction and suggestion given by the Chancery or employee of the Chancery.

(v) The agency needs to take the permission of the Chancery while adding or removing the plants and trees planted inside the Chancery premises.

(vi) The Consulate will not be responsible for any dues other than agreed contract amount for gardening services. The gardeners hired would not have any claim for regularization of their services or enhancement of wages with the Chancery.

(vii) The Contract amount, once agreed to by the firm/agency would not be increased during the period of contract.

(viii) The Chancery reserves the right to terminate the contract with one month's notice in case the services rendered are not satisfactory.

(ix) The agency would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its staffs during working at Residence premises.

(x) No advance payment will be made. Payment will be made in the beginning of next month upon satisfactory completion of the work during the previous month.

(xi) The agency would be responsible to discharge all the statutory requirements under the Labour Act or any other Acts enforceable from time to time by the Government of Sri Lanka without any liability on Consulate General of India, Jaffna.

(xii) The agency needs to submit Affidavit as per attached proforma.

(xiii) The agency needs to submit tender as per attached ANNEXURE

### **IV. Grievance Redressal:**

In case any grievance is received it would be attended to within three days of registration of the complaint. If the complaint could not be redressed reasons will be recorded in writing by the agency explaining such an inability.

### **V. Terms and conditions for the bid would be as follows:-**

(a) The bidder should furnish the following:

- Documents of previous experience
- Agency's registration and /Income Tax/VAT number
- Number of places where working at present and number of gardeners working with the gardening agency / nursery.
- Affidavit as per format attached.

(b) Consulate General of India, Jaffna reserves the right to accept or reject any bid(s)/quotation(s) at its discretion without assigning any reasons thereof.

(c) Consulate General of India, Jaffna also reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of contract.

(d) The agency which is granted the contract will furnish the Performance Guarantee for an amount of 5% of the annual contract value at the time of award of the contract by issue of Demand Draft in favour of Consulate General of India, Jaffna or in the form of bank guarantee. The performance Guarantee would remain valid for entire duration of the contract.

(e) **Tenders is invited in two parts** i.e. (i) Technical bids and (ii) Financial bids.

- Technical Bid: Consisting of all details of the services being provided along with terms and conditions. Company details-registration, experience, financial status etc.
- Financial bid: Indicating the costs item-wise and service-wise for the services mentioned in technical bid. Offer should be in Sri Lankan Rupees without VAT and include all charges.

VI. Address for submission of quotations:

The quotation should be sealed in the official envelope of supplier (along with labels mentioning Technical and Financial bid) and delivered at reception of Consulate General of India, Jaffna or to be sent by post to Vice Consul (Admn), Consulate General of India, Jaffna. The bids will be accepted till 16<sup>th</sup> December, 2022 (17:00 hrs). For further clarification please write to [hoc.jaffna@mea.gov.in](mailto:hoc.jaffna@mea.gov.in).

11 Evaluation & Selections:

Bids will be opened on 19<sup>th</sup> December, 2022 at 10:00 hrs. First the technical bid will be opened and evaluated. At the second stage financial bids of only the technically qualified companies will be opened. The bid offering as per scope of work, technically qualified and best prices would be awarded the job. Bidding companies are requested to be present at the Chancery premises during the opening of bids. However, the final decision would remain with Consulate General of India, Jaffna. The Consulate committee reserves the right to accept or reject any of the bids. No further correspondence in this regard will be entertained.

12 Validity of Contract:

The contract, if awarded, shall be valid for a period of one year (01 year). The contract may be extended annually on year to year basis, for further 02 years (maximum tenure 03 years from the date of start of the work initially) as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the vendor. In case of breach of the contract or in event of not fulfilling the minimum requirements/statutory requirements, the Consulate shall have the right at any time to terminate the contract

immediately.

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**(On Non-Judicial Stamp paper of Rs. 10/-)**

**AFFIDAVIT**

I/We .....Partner(s) Legal Attorney/Proprietor(s)/Accredited Representative(s) of M/s .....solemnly declare that:

2. I/We are submitting tender for the work ..... against Tender Notice No.....
3. Myself or our partners do not have any relative working at Consulate General of India, Jaffna or in any office of Ministry of External Affairs, Government of India, New Delhi.
4. All information furnished by me / us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true.
5. All documents / credentials submitted along with this tender are genuine, authentic, true and valid.
6. The Price-Bid submitted by me / us is “WITHOUT ANY CONDITION”.
7. I/We have not been banned /delisted by any Government or Quasi Government agencies or PSUs.
8. If any information or document submitted is found to be false / incorrect, Consulate may cancel my /our Tender and can take any action as deemed fit including termination of the contract, forfeiting of all dues including Earnest Money and blacklisting of my / our firm and all partners of the firm etc.

**(Signature of the Tenderer with Seal)**  
**Seal of Notary**  
**Date:**



**Subject: Quotation for award of work for providing gardening services at  
Consulate General of India, Jaffna (Sri Lanka).**

**FINANCIAL BID**

**(In sealed cover addressed to Head of Chancery Consulate General of India, Jaffna (Sri Lanka))**

**Sl, No. Particulars Unit rate for deployment of gardener per month (in NRs.)**

**1. Wages for the gardeners (inclusive of all statutory charges/bonus/uniform etc.)**

**2. Cost of manure, fertilizer, pesticides, flower seeds, plants, Colour etc.**

**3. Agency charges**

**4. VAT (if applicable) {Refundable in due course to the Consulate}**

**5. Gross monthly Expenditure**

The agency would be responsible to discharge all the statutory requirements under the Labour Act or any other Acts enforceable from time to time by the Government of Sri Lanka.

**Declaration by the Bidder:**

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Seal:

(Signatures of the authorized signatory  
of the Tendered with Seal of the Firm)

Name:

Address:

Phone / contact no.

Date:

Note:- Tenders/bids by Interested agency may be submitted in a sealed envelope addressed to Head of Chancery, Consulate General of India, Jaffna, Sri Lanka.

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