



**EMBASSY OF INDIA**

**BEIJING**

**INVITES BIDS**

**FOR GARDEN MAINTENANCE CONTRACT OF EMBASSY OF INDIA BEIJING**

**TENDER NO. PEK/GEN/872/01/2024**

**LAST DATE FOR SUBMISSION OF BIDS**

**02 December, 2024 UP TO 1500 HRS (BEIJING TIME)**

**DATE OF OPENING BID**

**03 December, 2024 AT 1600HRS (BEIJING TIME)**

**EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE, CHAOYANG DISTRICT, BEIJING**

**100600 TEL-00-86-10-8531 2500/2501/2502/2503**

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## **Invitation for Bids**

Embassy of India, Beijing invites Bids / Quotations from reputed agencies based in China with experience in maintenance of Garden at diplomatic offices and residence area.

### **1. Eligibility criteria for bidders:**

The Company should have valid permit/registration from a competent local authority in Beijing for maintenance of Garden/Landscaping.

The Company should be in operation for more than 4 (four) years and should have performed threes similar works preferably in Embassies/International AGENCIES/COMPANIES IN Beijing with an individual cost of RMB 800,000 per year in the past 4 years or two such works at a cost of RMB 12,00,000 per year in the last 4 years

The Company should have sufficient number of good and experienced Gardeners, Landscaping technicians and staff for the proper execution of the contract. The applicant should submit a list of all their employees and specify those employees who are likely to be directly involved in the work of Garden Maintenance and highlight their qualifications .

The Company should have an annual turnover of 4 Million RMB.

### **Scope of Work:**

Garden area of 5,162.77 Sq. mts. (New Chancery) including kitchen garden/backyard/Lawn in the residences inside the Chancery complex.

### **A. Preventive Garden maintenance (Non-planting) :**

| <b>Work</b>             | <b>Schedule</b> | <b>Description</b>  |
|-------------------------|-----------------|---|
| Watering of Garden.     | Daily           | To manually water all landscape areas as often to ensure that plants/trees do not dry out and to monitor automatic watering system when in use.<br><br>(Including plants inside the main building also) |
| Sweeping of dry leaves. | Daily           | Sweeping of dry & fallen leaves and from the ground including areas surrounding Residence and Main Building twice in a week.<br><br>(Plants inside the main building also)                              |

|                                    |                       |  |
|------------------------------------|-----------------------|--|
| Picking up of dead branch.         | Daily                 | Picking up of dead branches of trees/plants should be done regularly to maintain all garden.   |
| Weeding                            | As and when necessary | All weeds found on the landscape and planting beds to be removed manually.   |
| Grass cutting                      | Fortnightly           | Mowing of lawn to keep the garden floor trimmed.   |
| Trimming                           | As and when necessary | Trimming of overgrown shrubs regularly to make them look tidy at all time.<br><br>(Plants inside the main building also)   |
| Pruning                            | As and when necessary | To prune branches of low trees obstructing pedestrians and motorist and remove debris off site.  |
| Loosening of Soil                  | Monthly               | Forking or loosen compact soil to provide aeration and to promote plant's growth on monthly basis or as and when required.   |
| Fertilizing                        | Monthly               | Apply multi-micro nutrient fertilizer on need basis. All fertilizers/nutrients, pesticides to be supplied by the vendor<br><br>(Plants inside the main building also)              |
| Spraying of insecticide/ fungicide | Monthly               | Approved insecticide to be sprayed on monthly basis or when required. Applying snail killer as and when necessary.<br><br>(Plants inside the main building also)                   |
| Cutting of dry leaves & collection | As and when necessary | Removal of yellow or dry leaves to maintain freshness effect to the plants and remove debris off site.<br><br>(Plants inside the main building also)                               |
| Cutting of long trees branches     | once in a year        | Cutting of long trees branches in Embassy compound once in year as well as cutting of damaged tree.  |
| Maintenance of Kitchen Garden      | Daily                 | Proper maintenance of the kitchen garden including regular watering, spraying of insecticide, trimming of plants and trees, Sweeping of dry leaves, Fertilizing, Loosening of Soil |

**\* Guidelines for Preventive Maintenance (Non-planting):**

1. Preventive maintenance of the garden lawns in Individual houses to be also covered.
2. Machines/equipment and other items/pots/ Planters required to be provided by the vendor for the period of contract and always be kept in working condition.
3. Other input materials & transportation of material on site to be borne by the contractor.

**B. Operational Garden Maintenance (Planting):**

|  |   |   |
|--|---|---|
| Replacement of plants                          | When required   | Replacements of plants, topping up of soil, provision of fresh plants, seedlings, seed, grass etc and the required pots, planters, supporting gardening materials etc. Replacements should be done free of cost, if any plant or tree dies untimely. Updated List of plants should be submitted bimonthly.  |
| Planting of Plants/Hedges/trees and grow Grass | February, May, July, September or whenever required<br><br>Every Year | Planting of plants/trees and grow grass as per requirement of the Embassy upto <b>RMB 50,000/- per year</b> . Vendor needs to provide the best options and also the basic thematic diagrams for the landscaping and pattern of plants to be planted for the approval of the Embassy suitably in advance. A price list of all the plants and seeds proposed to be supplied during the year must be indicated in the bid document for the calculation of RMB 50,000/- annual expenditure. A Garden committee shall decide the garden plan for implementation and payment will be made on the approval of the proposal. <b>The unused amount out of this amount (i.e. RMB 50,00) for the first year will be carry forwarded to the next contract year and unused amount at(if any)the end of the contract will be deducted from the payment of the final installment. If the options are not provided in time or procurement is not done well in time, the Embassy will carry out the purchase from a third party vendor and in such cases an additional 10% amount will be deducted from the quarterly payment as processing charge along with the actual value of the goods.</b> |
| Flower Decoration                              | Parking area,   | Decoration of flower patterns and arrangements to be  |

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| & arrangement                                  | Auditorium and Flag Post area of New Chancery | <p>done in the spring / summer season with seasonal flowering plants which will include supply of flowers/plants for offices and meeting rooms <b>upto RMB 60,000/- per year</b>. Vendor needs to provide the best designs of flower patterns and also the basic thematic diagrams for the setting and arrangements of the above. Special types of flowers and flowering plants to be provided during national days / festivals of the Embassy. A price list of all the flowers and flowering plants proposed to be supplied during the year must be indicated in the bid document for the calculation of RMB 60,000/- /- annual expenditure. <b>The unused amount out of this amount (i.e. RMB 50,00) for the first year will be carry forwarded to the next contract year and unused amount at(if any) the end of the contract will be deducted from the payment of final installment. If the options are not provided in time or procurement is not done well in time, the Embassy will carry out the purchase from a third party vendor and in such cases an additional 10% amount will be deducted from the quarterly payment as processing charge along with the actual value of the goods.</b></p> <p>A Garden committee shall decide the flower arrangement plan for implementation.</p> |
| Maintenance of Green House Area                | When required                                 | Maintenance of existing Green House Area in the New Chancery Complex. Transfer of flower plants etc to green house during winter & maintenance.  |
| Leveling of Ground & Maintenance of lawn areas | When required                                 | Leveling and maintenance of the lawn areas of the Chancery and the Residential Complex. Vendor needs to maintain the lawn with appropriate grass hedges and to ensure that quality seeds to be used in the lawns so that weeding is prevented.   |
| Vertical Garden                                |   | Construction and Maintenance of vertical Garden in front of Gate No. 2. Vendor needs to provide the best designs of  |

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|   |   | <p>flower patterns and also the basic thematic diagrams for the setting and arrangements of the above. The approximate area of vertical garden is 25 sqm.</p> <p>A Garden committee shall decide the Vertical garden plan for implementation.</p> |
| List and Labeling of trees/Plants   |   | Vendor should label and maintains the list of all the trees and plants in the New Chancery Building.  |
| Maintenance of the central garden and lawns   |   | Ensure the symmetry of the central garden and recommend new plants/trees to be added as per seasonal requirements. Supply and plantation of plant / trees as per approved plan.   |
| Planting and maintenance of appropriate fruit trees/boulevard along the periphery of the complex and maintaining them |   | A proposal in this regard to be submitted for the consideration of the Embassy which is to be implemented in the duration of this contract  |
| Supply of flowers/plants as and when required and during official events  | <p>Events:</p> <ol style="list-style-type: none"> <li>1. Republic Day- 26th January</li> <li>2. Martyr's day- 30th January</li> <li>3. Holi - March</li> <li>4. Ambedkar Jayanti- April</li> <li>5. Tagore Jyanti- May</li> <li>6. Independence day- 15th August</li> </ol> | The supply of flowers/plants etc. during official events and on other occasions organized by the Embassy need to be provided out of the annual limit as indicated at B2 & B3 above.   |

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|   | 7. Gandhi Jayanti-<br>2nd October<br><br>8. Sardar V. Patel<br>Jayanti- 31st<br>October |   |
| Pruning of High<br>altitude trees in the<br>old Chancery<br>Complex of the<br>Mission | When required   | High altitude trees in the old Chancery Complex premises of<br>the Mission situated at No. 1, Ritan Dong Lu, Beijing. |

**\*\* Guidelines for Operational Maintenance (Planting):**

1. Garden Committee to agree for Work Plan on six monthly basis.
2. Proposals will be submitted four times a year as specified in CLAUSE B-2 on approval of which the payment will be processed by the Embassy. After the end of every quarter, a report outlining the expenditure statements, updated list of plants, list of activities undertaken outlined in B-2 and B-3 will be submitted by the Vendor for the Embassy approval based on which the payments will be processed.
3. All input materials to be procured & transported onsite by the contractor without additional cost to Embassy of India.
- 4. The unused amount out of the total amount set aside for Planting of plants/trees and grow grass (i.e. RMB 50,00) and Decoration of flower patterns and arrangements (RMB 60,000/-) for the first year will be carry forwarded to the next contract year and unused amount at(if any) at the end of the contract will be deducted from the payment of the final instalment.**
- 5. If the options are not provided in time or procurement is not done well in time, the Embassy will carry out the purchase from a third vendor and in such cases an additional 10% amount will be deducted from the quarterly payment as processing charge along with the actual value of the goods.**

**C. Man power requirement for Garden Maintenance : The company has to go through the scope of work as mentioned in Para A & B above, and has to quote optimal Man Power requirement for the same. The company also needs to provide an on-site English Speaking Manager/Supervisor.**

- 4. Bid system:-** The two bid system (Technical and Financial) filled only in ENGLISH LANGUAGE as detailed below shall be followed for this tender.

The bidder shall submit offer in **two separate sealed envelopes**, namely, (a) **First envelope**- superscripted "Technical Bid- for hiring of a Garden maintenance agency", (b) **Second envelope**- superscripted "Financial Bid- for hiring of a Garden maintenance agency". Both the sealed envelopes shall be kept inside a large sealed envelope, i.e. in a **Third envelope** superscripted as "Tender Quotation for hiring of a Garden maintenance agency". It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;

The sealed quotations shall be submitted to **The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**

For site visit please contact Ms. Gao Lisa, Property Clerk, Phone No.0086-10-85312598  
Email: ict.beijing@mea.gov.in;

The bids may be submitted by Hand in person or by courier. The bids by "Fax / E-mail" shall not be accepted;

Tenders received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;

Technical bid shall be opened on the date and time as given in the tender notice at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**, in the presence of the authorized representatives of the companies, who may wish to attend.

Financial bid shall be opened on the date and time, to be communicated later, at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**, in the presence of the authorized representatives of the companies, those who qualify in the technical bids and wish to attend.

- 5. Instruction to Bidders regarding submission of Technical Bid:**



Technical bid has to be submitted as per the format specified at 'Annexure I';  
Technical bid should consist of following documents. All the documents should be self-attested with the seal of the bidders. Unsigned quotations will not be considered;

Documents in support of fulfillment of eligibility criteria;

Profile and track record of the Agency;

**Pre Bid site visit:** Interested suppliers will be required to visit the site beforehand & understand the requirements on the designated date **15/11/2024.**

**6. Instruction to Bidders regarding submission of Financial Bid:**

The bidder shall quote the rate as per the proforma given at 'Annexure II';

Unsigned/overwritten quotation shall not be accepted;

Incomplete/conditional bids will be rejected.

**7. Selection Procedure**

i. Technical bids will be opened by a Constituted Committee which will screen them for eligibility as per Eligibility Criteria enumerated at 2 above; Financial bids of only those technically qualified companies whose bids are responsive to this tender will be opened and the financial bids evaluated on the basis of the Least Cost method of evaluation

**8. Term of the Contract:** The contract will be for a period of Two Years extendable to another term of two years on the same terms and conditions based on the satisfactory performance of the vendor as evaluated by the Embassy. The Embassy solely reserves the right for extension of the term of the contract

**9. Validity of Bids:** The bids shall be valid for a period of Six months from the date of opening of bids. A bid for a shorter period of validity shall be rejected.

**10. Mode and Conditions of Payment:** Payment against bill/invoice shall be released in 5 installments. The terms of payment is as follow:

| Sl. No. | Payment Installments | Percentage Amount | Remarks  |
|---------|----------------------|-------------------|--|
| 1.      | First Installment *  | 4% of Tendered    | Advance amount on signing the contract and submission of |

|    |                          |        |  |
|----|--------------------------|--------|--|
|    |                          | Amount | <b>Performance Bank Guarantee(5% of the Contract Value with a validity of 60 days beyond the expiry of the Contract Period)</b>  |
| 2. | Remaining Installments * | Four   | 24% of the Tended Amount.<br>After submission of proposal and reports(4 Times a Year as mentioned in B-2) and completion of Action Plan, Embassy will approve the report and release the payments. |

\* **In addition to the Performance Bank Guarantee, a Security Amount of 5% will be deducted from every installment and will be released after the completion of Contract.**

**11. Performance based penalty clause:** An appropriate amount as decided by the Garden Committee would be levied on the AMC vendor if the scope of work is not adhered in a time bound manner. The above scope of work will be a part of legal contract with selected AMC Vendor.

**12. Termination:** Embassy of India reserves the right to cancel/terminate the tender at any stage at its discretion.

**SPECIAL CONDITIONS OF CONTRACT:**

**Language:** The language in which the tender will be submitted and the contract will be executed and operated will be **English**

**Force Majeure:** Any shortfall in service or failure in fulfillment of obligations under contract due to *force majeure* like natural disasters of the nature of earthquake, floods, storm or man-made ones like war, civil strife shall be looked into in consideration of those extenuating circumstances by either side;

**PROFORMA TO BE FILLED UP AND SUBMITTED IN THE TECHNICAL BID**

|  |  |
|--|--|
| Name of the Bidder Agency/Company.   |  |
| Address of the Bidder Agency/Company.  |  |
| Contact details of the Bidding Agency/Company.   |  |
| Name of the Proprietor/Partners/Directors of the Agency/Company.                                   |  |
| Registration and incorporation particulars of the Agency/Company.                                  |  |
| Experience in providing maintenance of Garden.   |  |
| Total number of employees  |  |
| <b>Period of Bid validity.</b>   |  |
| Details of gardeners/supervisors in the company who will be directly involved with EOI Project.    |  |
| Details of the nodal person including mobile phone email in the company to be contacted by embassy |  |
| Any other information.   |  |

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| Adherence to scope of work                                | Comments (please write yes or No). In case of any deviations, please mention |
| <b>A. Preventive Maintenance of Garden (Non-Planting)</b> |  |
| Watering of Garden.                                       |  |
| Sweeping of dry leaves.                                   |  |
| Picking up of dead branch.                                |  |
| Weeding   |  |

|   |  |
|---|--|
| Grass cutting   |  |
| Trimming  |  |
| Pruning   |  |
| Loosening of Soil   |  |
| Fertilizing   |  |
| Spraying of insecticide/ fungicide  |  |
| Cutting of dry leaves & collection  |  |
| Cutting of long trees branches  |  |
| Maintenance of Kitchen Garden   |  |
| <b>B. Operational Garden Maintenance (Planting):</b>  |  |
| Replacement of plants   |  |
| Planting of Plants/Hedges/trees and grow Grass  |  |
| Flower Decoration & arrangement   |  |
| Maintenance of Green House Area   |  |
| Leveling of Ground & Maintenance of lawn areas  |  |
| Vertical Garden   |  |
| List and Labeling of trees/Plants   |  |
| Maintenance of the central garden and lawns   |  |
| Planting and maintenance of appropriate fruit trees/boulevard along the periphery of the complex and maintaining them |  |
| Supply of flowers/plants as and when required and during official events  |  |
| Pruning of High altitude tree in the old Chancery Complex of the Mission  |  |
| <b>C. Man power requirement for Garden Maintenance:</b>   |  |

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of our knowledge. The self-attested copies of required documents as mentioned in para 5 of the Tender notice have been submitted. We understand that in case of non-submission of required documents, the bid shall stand rejected.

**(Signature of the authorized signatory)**

**Dated** \_\_\_\_\_

**Name and address of the Agency/Company** \_\_\_\_\_

**Seal of the firm**

**Annexure- II**

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE FINANCIAL BID

| <b>Description</b>  | <b>Amount incl. VAT<br/>(RMB)</b> |
|---|-----------------------------------|
| Annual charges for input cost for Preventive maintenance of Scope of work Part A  |                                   |
| Annual charges for input work including flower/plants etc., as per Scope of work Part B<br>(A rate list of plants / trees and flowers / flowering plants to be enclosed separately) |                                   |
| Annual labour cost as per Scope of work Part C  |                                   |
| Miscellaneous charges, if any not covered under Part A, B, C in the scope of work   |                                   |
| Local Taxes   |                                   |
| <b>Total Cost for Maintenance of Garden as per scope of work</b>  |                                   |

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

**(Signature of the authorized signatory)**

**Dated** \_\_\_\_\_

**Name and address of the Agency/Company** \_\_\_\_\_

**Seal of the firm**