



सत्यमेव जयते

**Tender for Maintenance of Garden for Consulate Premises (107-B, New Road, Hambantota) and India House (112, Beddawala, Hambantota)**

**TENDER NO. Hamb/Prop/867/03/2024**

**Dated: 10.04.2024**

**Last date for submission of bid:**

**30.04.2024**

**Consulate General of India, No. 107 B**

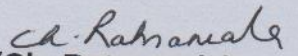
**New Road, Hambantota**

No.Hamb/Prop/867/03/2024  
Consulate General of India  
Hambantota

**NOTICE INVITING TENDER**

Consulate General of India, Hambantota, 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 Consulate Premises (107-B, New Road, Hambantota) and India House (112, Beddawala, Hambantota) consisting an area of around ½ acre each for a period of 1 year.

2. The interested agencies/nurseries should submit the bids in two separate sealed covers, superscribed as **"Technical Bid"** and **"Financial Bid"**. Both sealed covers should be put in a separate single envelope superscribed as "Tender No. **Hamb/Prop/867/03/2024** for Garden Maintenance services at "Consulate General of India, Hambantota" & "India House" and addressed to " Head of Chancery, Consulate General of India, No. 107 B, New Road, Hambantota". Please note that tender document will not be accepted after the expiry of stipulated date and time on **30.04.2024 by 5.00 pm** for the purpose under any circumstances.
3. The agency which is granted the contract will furnish the "Performance Guarantee" for **an amount of 2% 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, Hambantota or in the form of bank guarantee. **The performance Guarantee would remain valid for entire duration of the contract.**
4. The Technical Bids will be opened on **01.05.2024 (F/N)** by a Committee authorized by the Competent Authority of the Consulate General of India, Hambantota. The financial bids of only those bidders, whose Technical Bids are found responsive, shall be opened on **01.05.2024 (A/N)** by the Committee authorized for the purpose. The pre-bid site visit may be conducted on **16<sup>th</sup> & 18<sup>th</sup> April, 2024** on prior appointment basis to assess the job requirement / quantum of work involved. For any queries, please write to [vc.hambantota@mea.gov.in](mailto:vc.hambantota@mea.gov.in) or [hoc.hambantota@mea.gov.in](mailto:hoc.hambantota@mea.gov.in). Please call Ms. Thanuja at 047-2222500/2222503 for fixing appointment for inspection of work premises.
5. If a firm quotes '**NIL**' charges / consideration, the bid shall be treated as unresponsive and will not be considered.
6. The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason and the decision of the competent authority of Consulate General of India, Hambantota shall be final and binding.

  
(Ch. Ratnamala)  
VC (Admin)

Consulate General of India,  
Hambantota

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Tender Notice

No. Hamb/Prop/867/02/2019

Dated 10<sup>th</sup> April 2024

**Name of the work: Invitation of competitive tender for proper maintenance of garden at the Consulate Premises (107-B, New Road, Hambantota) and India House (112, Beddawala, Hambantota)**

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, Hambantota and India House premises consisting of an area of around ½ acre each for a 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 two years.
- The garden maintaining agencies / nurseries should not have been blacklisted since inception.
- Due weightage will 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 bidder should have the capability of providing a service replacement at the premises if due to any circumstances the regular gardener cannot 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 Consulate General of India, Hambantota and India House premises. There are lawns spread over an area of approximately ½ acre each.

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 Consulate and India House.
2. The plants and trees of permanent nature planted at the Consulate and India

*Ch. Ratnamale*

House premises should be well fertilized, pruned and cared properly.

3. The grass lawns in the residence should be cared. 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 premises will be used for this purpose. The location of the flower pots can be changed as per the direction of Consulate.
6. The garden near the main gate of the Residence should be made more attractive.
7. The agency is responsible to manage and provide the necessary manpower only. The tender will be excluding 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 and cost of plastic shed will be paid by Consulate.
10. Timely sprinkling of insecticide/pesticides to be done. Insecticide / pesticides will be provided by the Consulate.
11. The flower pots should be cleaned and colored every 6 months. Colors will be provided by the Consulate.
12. 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.
13. All gardening tools / goods for the gardener, requisite pesticide, manure, fertilizers, soil, manure, seeds and flowers etc. will be provided by the Consulate for the maintenance of the garden. The lawn mower and petrol for running it will be provided by the Consulate.

### **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 company shall have a visiting Supervisor to monitor the work schedule in the Consulate and India House premises once a week and should maintain highest standards of work to the satisfaction of the CGI, Hambantota.

*Ch. Ramamala*

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

(v) 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 Consulate.

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

(vii) The Consulate reserves the right to terminate the contract with one month's notice in case the services rendered are not satisfactory and agency may terminate the contract with two month's notice.

(viii) The agency would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its staffs while working with CGI, Hambantota.

(ix) 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.

(x) 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, Hambantota.

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

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

(xiii) Any grievance may be brought to the notice of Head of Chancery, CGI Hambantota in writing.

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

(a) The bidder should furnish the following:

- Documents of previous experience
- Number of places where working at present and number of gardeners employed with the gardening agency / nursery.
- Affidavit as per format attached.

(b) Consulate General of India, Hambantota 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, Hambantota 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 2% 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, Hambantota or in the form of bank guarantee. **The performance Guarantee would remain valid for entire duration of the contract.**

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- (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 charges for the services mentioned in technical bid. Offer should be in Sri Lankan Rupees without VAT and include all other charges, if any.

V. 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, Hambantota or to be sent by post to Head of Chancery, Consulate General of India, Hambantota. The bids will be accepted till **30<sup>th</sup> April 2024 (17:00 hrs)**. For further clarification please write to [vc.hambantota@mea.gov.in](mailto:vc.hambantota@mea.gov.in) & [hoc.hambantota@mea.gov.in](mailto:hoc.hambantota@mea.gov.in).

**11 Evaluation & Selections:**

Bids will be opened on **01<sup>st</sup> May 2024 (F/N)**. First the technical bid will be opened and evaluated. At the second stage financial bids of only the technically qualified companies will be opened on **01<sup>st</sup> May 2024 (A/N)**. 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 Consulate premises during the opening of bids. However, the final decision would remain with Consulate General of India, Hambantota. The Technical 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/-)**

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, Hambantota 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, and blacklisting of my / our firm and all partners of the firm etc.

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

*Ch. Lakshmanale*

**Annexure -1**  
**Format for Submitting the Technical Bid**  
**(To be submitted in a separate sealed cover superscribed as "Envelope A –  
Technical Bid")**

**BID No. Hamb/Prop/867/02/2019**

Date: .....

To,  
Head of Chancery  
Consulate General of India  
No. 107 B, New Road  
Hambantota

**TECHNICAL BID**

1. Number of years of experience in the field:  
(Please attach supporting documents)
  
2. Number of credentials of working with other companies:  
(Please give name & address of the companies)
  
3. Certificate of Business Registration of the Company: Attached/ Not Attached  
If attached, Certificate No:  
Date of registration:

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

**Company seal:**

*Ch. Ratnamale*



**Annexure -2**

(To be submitted in a separate sealed cover superscribed as "Envelope B – Financial Bid")

**Subject: Quotation for award of work for providing gardening services at Consulate Premises (107-B, New Road, Hambantota) and India House (112, Beddawala, Hambantota)**

**FINANCIAL BID**

(In sealed cover addressed to Head of Consulate Consulate General of India, Hambantota (Sri Lanka))

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

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

2. Agency charges

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

4. 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:

Name:

Address

:

Phone / contact

no. Date:

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

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

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