No. DJI/881/09/2019  
Embassy of India  
Djibouti  
***

Subject: Tender for providing Gardening Services at the Embassy of India, Djibouti and at the Embassy Residence (ER).

The Embassy of India, Djibouti invites sealed tenders from professional companies/firms with a minimum experience of five years in Gardening works and having provided such services to Diplomatic Missions/hotels/Convention Centres for providing these services at (i) Embassy of India, Djibouti, Building No.HB-2, in Lootah Village, Haramous, B.P. 1947, Djibouti; and (ii) at the Embassy Residence (Villa Duplex F 11, Haramous Lot 354 B).

2. The tenders are invited under two bid system viz. Technical Bid and Financial Bid from reputed and experienced firms with physical address and office in Djibouti.

3. The tender document can be downloaded from either of the following websites:  
   www.eoidjibouti.gov.in  
   http://eprocure.gov.in/epublish/app

   Bidders are requested to go through the terms & conditions contained in the bid document.

4. The tender should be submitted in two sealed envelopes as below:

   (a) The first sealed cover superscripted as “Technical Bid” should contain details of technical capabilities of the firm (with documentary evidence) as per Section-IV. The envelope for Technical Bid should mention (i) Technical Bid for Gardening Services at Chancery; and (ii) Technical Bids for Gardening Services at Embassy Residence.

   (b) The second sealed envelope superscripted “Financial Bid” should contain rates only for the contract as per Section-V of the Tender Document. The envelope for Financial Bid should mention (i) Financial Bid for Gardening Services at Chancery (it should mention separate rate for Initial setting up of the garden and regular monthly maintenance); and (ii) Financial Bids for Gardening Services at Embassy Residence. (it should mention separate rate for Initial setting up of the garden and regular monthly maintenance).

   (c) Both the sealed covers, should be placed in the main sealed envelope superscripted (i) “Tender for providing Gardening Services at Chancery”; and “Tender for providing Gardening Services at Embassy Residence” addressed to the Head of Chancery, Embassy of India, Djibouti and must reach on or before 13.02.2020 by 1100 hrs. Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Mission will not be responsible for any postal delay.
5. The Mission reserves the right to amend any of the terms and conditions in the Tender Document or reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of the Mission in this regard will be final and binding upon the bidders.

6. The important schedules and dates are as under:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Key Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date of publication of bids</td>
<td>23.01.2020</td>
</tr>
<tr>
<td>2</td>
<td>Last date for submission of bids</td>
<td>13.02.2020</td>
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<tr>
<td>3</td>
<td>Date of opening of Technical Bids (Participant bidders may wish to be represented) *Date &amp; time for opening of financial bids of technically qualified bidders will be communicated separately.</td>
<td>14.02.2020</td>
</tr>
<tr>
<td>4</td>
<td>Venue for pre-bid and opening of bids</td>
<td>Embassy of India, Djibouti, Building No.HB-2, in Lootah Village, Haramous, B.P. 1947, Djibouti</td>
</tr>
</tbody>
</table>

7. Evaluation criteria: The Tender Evaluation Committee will evaluate the Technical information using the following criteria:
   (a) The organization's relevant experience for the Assignment.
   (b) Quality of work plan and methodology for undertaking the job.
   (c) Qualification and experience of the staff proposed.
   (d) Past track record.

8. Terms & Conditions: All bidders are requested to read and understand the terms & conditions of the contract before submitting their bids. No change or violation of the aforementioned terms and conditions is permissible once the bid is accepted by the Mission.

9. For any tender related enquiry/clarification/site visit, please contact Mr. Rohtash Singh by E-mail admn.djibouti@mea.gov.in or by phone 00253-77483847).

(Sreejan Shandilya)
Head of Chancery

SECTION II: TERMS AND CONDITIONS

1. At any time prior to the deadline for submission of bids, Embassy of India (EOI), Djibouti may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.

2. EOI, Djibouti shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated financial tender. The lowest price criteria shall be applied on the total.
In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document, the interpretation of the clauses by EOI, Djibouti shall be final and binding on all parties.

The successful bidder, on award of contract, must send the contract/acceptance in writing, within 03 days of award of contract; otherwise the Contract will be awarded to the next successful bidder i.e. L-2.

EOI, Djibouti reserves the right to terminate the contract at any point of time during the tenure of the contract, if the services are not found satisfactory or the contractor dishonours the contract. Decision of the Mission in this regard shall be final and binding upon the contractor.

No request for revision/increase of approved rates during the currency of the contract will be entertained. No other charges like transportation fare etc will be payable for providing the services.

The Contractor shall be responsible for minimum wages payment to his employees as per local laws. The contractor will also be responsible for any mishap/accident or any payment of compensation to his workers, if any that may happen at the site.

All workers must wear uniform of the company at all times. The dresses should not be untidy. Workers should be given sufficient uniforms.

The workers should not be allowed to bring any of their personal belongings except mobile phones. They should deposit their personal belongings at Security Gate.

Bidders may submit their bids for (i) (a) one-time initial set up of the garden at Chancery, and (b) regular monthly maintenance of garden at Chancery; and (ii) (a) one-time initial set up of the garden at Embassy Residence, and (b) regular monthly maintenance of garden at Embassy Residence. Price quoted should be on all-inclusive basis and must include the cost of all services, personnel, materials, plants, transportation on the works.

The Incharge of Gardening company should remain in regular touch with the employer and keep him briefed on the garden works being done.

The Embassy of India, Djibouti shall have the right to impose such penalty as it deems fit on the firms if the services are found unsatisfactory or partial/defective services are rendered. The maximum penalty will be restricted to one month’s charges. Continuous default in providing services will also lead, beside termination of contract, to automatic disqualification for tendering or quoting in future for any service for the Embassy. Clauses to this effect would be included in the agreement to be signed.

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 Djibouti including payment of minimum wages, social security etc. The winning bidder would be contacted for all queries / requirements in connection with the work awarded.

The firm would be responsible for its workers in terms of their antecedents and conduct, service performance and behaviour, as also to the payment of salaries, compensation etc.

Bidders would be required to furnish the information and submit documents, as per the attached proforma, and would quote prices on one-time basis for the (i)
initial set up of the garden at Chancery and Embassy Residence; and strictly on monthly basis for (ii) regular monthly maintenance charges for Chancery garden and garden at Embassy Residence. Price quoted should be on all-inclusive basis and shall include the cost of all services, personnel, material, transportation etc. Technical information should be given in a separate envelope.

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SECTION III: JOB DESCRIPTION - (SCOPE OF WORK)

(A-I) Initial Set Up of the Garden at Chancery: (Area: 432 SM2)

(i) Remove old/dead the trees and take away the rubbish.
(ii) Treat the existing garden soil with insecticides
(iii) Add 5 cms of new top soil from Agriculturally rich region
(iv) Plant 07 trees 3-4-year tree saplings about 5 feet height inside Chancery garden. The trees should grow tall and should be green, dense, with wide leaves.
(v) Plant 07 trees 3-4-year tree saplings about 5 feet height outside Chancery's perimeter. The trees should grow tall and should be green, dense, with wide leaves.
(vi) Install 07 cages for the 07 trees planted outside the Chancery's perimeter
(vii) Install semi-automatic water irrigation system/drip irrigation system connecting both the inside Chancery garden and the outside trees.
(viii) Add soil where the 07 trees would be planted outside the Chancery.
(ix) Supply & plant 30 sacks of grass for Chancery garden. 10 kg per sack.
(x) Supply and plant 100 pieces of flower saplings of three kinds which should grow into high shrubs. The flowers should smell good.
(xi) Supply rubble of and lay narrow pathway of 40 CM in the Chancery garden.
(xii) All the garden trees, plants, flowers must remain alive for the next 02 months. If there are any damages, the vendor would make good the loss and only after which the payment would be released.

(A-II) Initial Set Up of the Garden at Embassy Residence: (Area: 721 SM2)

(i) Supply and plant 200 shrub saplings of flowers of 5 kinds which should grow into high shrubs. The flowers should smell good.
(ii) Install semi-automatic/drain water irrigation system for the garden, whatever appropriate
(iii) Supply & plant 10 sacks of grass for garden. 10 kg per sack.
(iv) Install partial shade of green mesh with steel support fibre/steel mesh at 04 places in the garden - area around 410m2 which should provide 25% sun only. Plant 25 trees/shrub of about 2-year-old in open areas
(v) Flower posts and plants for indoor purpose India House and Chancery Building 25 at each location.
(B-I & II) Regular Monthly Maintenance of the Chancery Garden & Embassy Residence:

Monthly garden and ground maintenance at the Chancery premises of the Embassy would inter alia, include the following:

1. Grass cutting (by Lawn Mower), cleaning, aerating, watering, fertilizing of the green areas;
2. Landscaping of organic garbage;
3. Disposal of organic garbage and making of organic compost
4. Trimming, manual watering, fertilizing, de-weeding of all areas including hedges, flower beds and plants;
5. Spraying against disease and pests with included materials at the company’s cost; Planting of seasonal flowers;
6. Replacement of dead flowers, bushes and dead leaves from the trees
7. The firm shall employ 03 full time gardening employees who would work six days a week. They would work as follows:

   (01 gardener) Saturday to Thursday in the Chancery from (0900 hrs to 1730 hrs).

   (02 gardener) Saturday to Thursday in Embassy Residence from (0700 hrs to 1200 hrs and 1600 hrs to 1800 hrs).

8. The main gardener must be a qualified person with requisite qualification. The workers attached with the Gardener must be familiar with gardening work.

9. The firm shall provide materials / consumables in the garden, plants, pots, tools, lawn mower, ladder, and other items used for the gardening work at its own cost.
10. Purchase of seasonal/indoor plants would be reimbursable on production of payment receipts, services, personnel, materials, plants, transportation, etc.

Section -IV: TECHNICAL INFORMATION (Proforma to be submitted with Technical Bid)

(a) Name of firm:
(b) Address of the Registered Office:
(c) Correspondence address:
(d) Contact details:
   Telephone:
   Fax:
   E-mail:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Requirements</th>
<th>Response</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>Brief introduction of the company</td>
<td></td>
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<tr>
<td>02</td>
<td>Previous experience in the field (minimum of three years)</td>
<td></td>
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<tr>
<td>03</td>
<td>Total number of regular employees with the firm</td>
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<tr>
<td>04</td>
<td>Turnover of the firm for the last two years</td>
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<tr>
<td>05</td>
<td>Registration certificate &amp; license for the services</td>
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</table>
2. Detailed work plan and Methodology for undertaking the job:

3. Qualification and experience of the staff [including supervisory / managerial staff and gardening staff] proposed to be deployed for the job:

Section – V

Format for submitting the Price Schedule for gardening services and at the Embassy of India, Djibouti (Building, No. HB-2, in Lootah Village, Haramous, B. P. 1947, Djibouti) and the Embassy Residence (Villa Duplex F 11, Haramous Lot 354 B).

Tender No. DJI/881/09/2019

Price Schedule (item-wise)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Job/Item</th>
<th>Price quoted/per month (In DJF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Gardening Services (The firm shall employ 01 full time gardening employees who would work six days a week. They would work Saturday to Thursday in the Chancery from (0900 hrs to 1730 hrs). (The firm shall employ 02 full time gardening employees who would work six days a week Saturday to Thursday in Embassy Residence from (0700 hrs to 1200 and 1600 hrs to 1800 hrs).</td>
<td></td>
</tr>
</tbody>
</table>

* Vat and other taxes should not be included as the Embassy of India is exempted from VAT.

Name of firm
Address for correspondence
Contact

Note: 1. The above quoted prices are complete in all respects as per technical specifications inclusive of all charges but exclusive of all taxes & duties, if any.

2. Certified that rates quoted for the above items are as per specifications, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorized Signatory)
Name & Designation:
Company Seal