

SANF/ESTT/862/02/2024
Consulate General of India
San Francisco

TENDER NOTICE

Sealed quotations are invited for Annual Maintenance Contract (AMC) for gardening services at diplomatic offices/officers and Chancery for 04 Years with a 02 Years extension. Detailed Scope of Work, qualification standards and other details are available at the following websites under the Head "Tender":

<https://pmindiaun.gov.in/>
<https://mea.gov.in>
<https://eprocure.gov.in/epp>

The last date for receipt of bids is **22-July-2024 till 1730 hrs.**

Consulate General of India
San Francisco

Dated: 03 JULY 2024

Annual Maintenance Contract (AMC) for the Maintenance of Garden at diplomatic offices/officers and Chancery

1. Consulate General of India San Francisco invites sealed tenders/quotations from interested, registered firms/agencies specialized in maintenance of Gardens at diplomatic offices/officers and Chancery for the Annual Maintenance Contract (AMC) for the Maintenance of Garden at its premises.
2. Instructions to the bidders: Tender documents are to be submitted in two bid systems (i) Technical Bid & (ii) Financial Bid for AMC for the Maintenance of Garden at the premises of CGI SF, as detailed in **Scope of Work**.
3. The Technical Bid should contain full information as required in **Annexure-I** in a sealed cover super-scribed as "**Envelope A: Technical Bid for AMC for the Maintenance of Garden at the premises of CGI SF**".

4. The Financial Bid should contain full information as required in **Annexure-II** in a sealed cover super-scribed as “**Envelope B: Financial Bid for AMC for the Maintenance of Garden at the premises of CGI SF**”.

5. Bidders are requested to submit their quotations for the above-mentioned work (completed in all respect) in sealed covers at 540 Arguello Blvd San Francisco CA 94118.

6. All bidders are required to survey the garden area of Premises to get a fair idea about man-power required for maintenance and up-keeping of green area, plants and trees. The garden area to be maintained will be available for survey, with prior appointment only between 2:00 P.M. to 5:00 P.M. from - (except Saturdays/Sundays). **No discussion about rates/charges shall be done during such visits.** To schedule such visits, the contact details are given below:

Mr. Jaswant Singh,
Head of Chancery, CGI SF 540
Arguello Blvd San Francisco
CA 94118

Tel : 628-280-8972

Email: hoc.sf@mea.gov.in

7. The bidders must be registered as a commercial entity in California. The applicant should also furnish a copy of the Registration along with Experience Certificate of at least 03 years in the relevant field in Government Departments/leading, Corporate Offices/Diplomatic Missions while submitting their quotations. Proof of annual turnover should be submitted. The company should have its own establishment of manpower and equipment, etc. required to carry out such work.

8. The Mission reserves the right to reject any or all quotations without assigning any reasons thereof.

9. Technical Bids (Envelope A) shall be opened in the presence of Bidders or their authorized representatives. After evaluation of Technical Bids, a list of qualified Bidders will be prepared. Only technically qualified Bidders will be informed and Financial Bids (Envelope B) of technically qualified Bidders shall then be opened as per schedule at the notified time, date and place in the presence of Bidders or their representatives.

The important schedule of tender is given below:

Sl. No.	Key Event	Date
1	Date of Publishing	03-July-2024
2	Bid submission start date	10-July-2024
3	Survey of the Garden Area Start date(on request basis)	05-July-2024
4	Survey of the Garden Area End date	17-July-2024
5	Bid submission end date	24-July-2024
6	Technical Bids Opening Date	26-July-2024
7	Financial Bids Opening Date	30-July-2024
8	Place/Venue	Consulate General of India, 540 Arguello Blvd San Francisco CA 94118.

10. The terms & conditions of the tender/contract will be as follows: -

- i. All pages of the tender document should be signed with a stamp by the authorized signatory of the firm before submitting, as a token of acceptance of all the terms and conditions mentioned in the tender documents.
- ii. The tender document should be submitted in a sealed cover.
- iii. The firm/agency shall indicate the lump sum rates for the said job (as Annexure-II). The rates should be filled up neatly (in both figures and in words). Bidders cannot raise rates for the entire contract with the exception of a 5 % increase when the contract is renewed for 2 years. otherwise the quotation may be ignored. Any overwriting will not be allowed. **All rates and sums inserted against items of works shall be exclusive of Value Added Tax (TVA).**
- iv. The Firms/Agencies should be based in California, preferably San Francisco.
- v. The submission of bid will not place the CGI, San Francisco under any obligation to place the order with the Firm/Agency and no expenses incurred by the contractor in this regard will be payable by CGI, San Francisco.
- vi. If any dispute arises between the Firm/Agency and its manpower in the matter of wages or any service conditions, the same will be settled by the

Firm/Agency and the workers engaged by it themselves. The CGI, San Francisco in no case shall be a party to such a dispute.

- vii. Evaluation of tender for deciding L-1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated in Annexure-II.
- viii. The payment shall be made Quarterly.
- ix. In case of any dispute, the decision of the CGI, San Francisco shall be final and binding on both parties.

11. The **Scope of Work** for upkeep of garden area at diplomatic offices/officers and Chancery premises of would inter alia, include the following:

- i. Grass cutting (by Lawn Mower), cleaning, Sweeping of dry leaves, aerating, Pruning, Loosening of Soil;
- ii. Disposal of organic garbage;
- iii. Trimming, watering, fertilizing (All fertilizers/nutrients, pesticides to be supplied by the vendor), de-weeding of all areas including bushes, hedges, trees, flower beds and plants;
- iv. Spraying against disease and pests with included materials at the company's cost;
- v. Planting of seasonal flowers;
- vi. Replacement of dead flowers and bushes;
- vii. Maintenance of automatic watering system installed in the garden area;
- viii. Maintenance of indoor plants.

12. The successful bidder must adhere to the following guidelines:

- i. The firm shall employ an adequate number of staff/Gardeners (as deemed fit by vendor) at diplomatic offices/officers and Chancery Monday to Friday (0900 hrs to 1630 hrs) and on Saturdays (1000 hrs to 1500 hrs).
- ii. The main gardener must be a qualified person (preferably English speaker) with requisite qualification. The workers attached with the Gardener must be familiar with gardening work.
- iii. The firm shall provide in all tools/ machines/ equipment/ material/ consumables/ pipes in the garden, and other items used for the gardening work at its own cost.
- iv. 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 San Francisco including payment of minimum wages, social security etc. The winning bidder would be required to dedicate one supervisor / manager who can be contacted for all queries / requirements in connection with the work awarded.

- v. The firm would be responsible for its workers in terms of their antecedents and conduct, service performance and behavior as also the payment of salaries, compensation etc.
 - vi. **Bidders would be required to furnish the information and submit documents, as per the attached proforma and would quote prices strictly on quarterly basis only.** Price quoted should be on an all inclusive basis and shall include the cost of all services, personnel, material, transportation etc. Technical information should be given in a separate envelope.
 - vii. The Contractor shall provide the coordinates (name, address, contact details) of the daily staff/gardeners along with their photographs to CGI. Besides, the bidder shall be responsible for verification of character and antecedents by the Police Authorities of the gardener and all its staff, which will be submitted within a month of award of contract.
 - viii. The services will need to be made operational within 30 days from the date of award of contract, failing which CGI reserves the right to cancel the contract and award it to any other service provider.
13. All the interested bidders are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotation.
14. The bids will remain valid for 90 days from tender closing for award of contract after obtaining approval of competent Indian authorities. No price escalation would be allowed.
15. The successful bidder has to sign a contract with the Consulate General of India in an appropriate form for execution of the contract with one month's notice period for termination of contract by either side.

(Jaswant Singh)
Head of Chancery
Consulate General of India

San Francisco

Annexure-I

Technical Bid for AMC for the Maintenance of Garden at the CG Residence, Chancery and other garden accommodation of RG Officers services at Consulate General of India.

Name _____ of _____ the _____ Firm:

Registered/Postal _____ Address _____

Telephone _____ No. _____

E-mail _____

_____ Registration _____ No. _____

VAT/TIN _____ NO. _____ (if _____ applicable)

Sl.No.	Criteria	Proof enclosed
1	Company registration as a commercial entity in California (enclose copy of Registration Certificate)	Yes / No
2	Three (3) years' experience in the relevant field in Government Departments/leading Corporate Offices/Diplomatic Missions.	Yes / No
3	The company should have its own establishment of manpower and equipment, etc. required to carry out such work.	Yes / No

SIGNATURE WITH SEAL

Annexure-II

Financial Bid for AMC for the Maintenance of Garden at the premises of CGI San Francisco

Name of the Firm:

Registered/Postal Address

Telephone No.

E-mail

_____ Registration _____ No.

VAT/TIN _____ NO. _____ (if _____ applicable)

Sl. No.	Work	Lumpsum quoted rate (in USD withoutTVA) Quarterly
1	Annual Maintenance Contract (AMC) for the Maintenance of Gardens at diplomatic offices/officers and Chancery	
	Total	

Note: Evaluation of tender for deciding L-1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated above subject to fulfilment of other conditions.

SIGNATURE WITH SEAL