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No.YAN/ADM/872/02/2017

May 08, 2017

TENDER DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT FOR MAINTENANCE OF GARDENS AT FIVE BUNGALOWS AT BUDD ROAD, YANGON

Specialized agencies are invited to submit their tenders for maintenance of gardens on contract basis.

| Reference No. | Brief description of work | Performance Guarantee |
|------------------------|---|-----------------------|
| No.YAN/ADM/872/02/2017 | Annual maintenance contract of gardens at five bungalows at Budd Road, Yangon | USD 200/- |

The tender document, complete in all respects, should be sent to Head of Chancery, Embassy of India, 545-547, Merchant Street, Yangon in a sealed cover super-scribing "**Tender document for annual maintenance contract of gardens**" before 1200 Hours on **31.05.2017**. The tender documents will be opened on the same date at 1500 hrs at the above mentioned office in the presence of participant's representatives who choose to attend.

1.0 QUALIFYING CRITERIA

- 1.1 The agency should be in garden maintenance business and should have been providing garden maintenance services to reputed customers like Embassies, UN Officers, NGOs and other multinational companies in Myanmar. The agency should submit documentary evidence.
- 1.2 The agency should be connected by Fax, e-mail and telephone facilities for 24x7 for customer service.
- 1.3 Preference will be given to those agencies who accept payment by Bank transfer rather than cash.

2.0 SCOPE OF WORK

- 2.1 The scope of work includes providing the manpower, materials like organic, inorganic manures and fertilizers etc. Before submitting their tenders, the agency should inspect the site, if required by intimating the Administration Wing of the Embassy in advance, and submit their quotations accordingly.

2.2 Approximate garden area of five bungalows at Budd Road is as below:

| Sl. No. | Address | Total garden area |
|---------|----------------|---------------------|
| 1 | Bungalow No.75 | 2.5 acres (approx.) |
| 2 | Bungalow No.77 | |
| 3 | Bungalow No.79 | |
| 4 | Bungalow No.81 | |
| 5 | Bungalow No.83 | |

2.3 The contractors/agencies are required to do the following works during the period of the Annual Maintenance Contract:

- (i) Lawn mowing and pruning of hedges etc.
- (ii) Tending of flower beds
- (iii) Cutting of trees and branches
- (iv) Manuring and fertilizers
- (v) Spraying of insecticides/pesticides
- (vi) Replacing of unhealthy and dead flowers/plants
- (vii) Regular watering and removal of useless weeds, wastes etc.
- (viii) Any other gardening related works.

2.4 The contractors/agencies should provide/supply the following during the period of the Annual Maintenance Contract without any extra cost:

- (i) Flower seeds, saplings, fertilizers, insecticides, manure etc.
- (ii) Tool, machineries and other gardening related materials required.

3.0 INSTRUCTIONS TO APPLICANTS

- 3.1 Applicants are required to fill in all the details asked for Technical Bid document (Annexue-I) and Financial Bid document (Annexure-II).
- 3.2 All pages of the tender document should bear the signature and seal of the authorized representative of the applicant.
- 3.3 Copies of credentials/documents are to be annexed with the tender document with self-attestation by the Applicant with official seal.
- 3.4 The bidder shall also mention the minimum number of gardeners and details of garden supervisor to be deployed at site in their bid.
- 3.5 Validity of the tender should be for minimum period of 180 days.
- 3.6 The embassy shall not take any responsibility for the delay, loss or non-receipt of quotations/documents not submitted directly to the office of the undersigned.
- 3.7 Corrections, if any, must be attested. All rates shall be indicated in both figures and words. Where there is difference between rates quoted in figures and words, the rates quoted in words will prevail.

- 3.8 The service provider shall deploy maximum no. of gardeners possible to ensure best services.
- 3.9 Date-wise schedule of work of maintenance of gardens for the month should be submitted by the service provider.
- 3.10 The tender document is liable to rejection in the event of non-adherence to the instructions given herein.
- 3.11 The applications are liable for rejection due to incorporation of any false information and furnishing fake or truncated documents.
- 3.12 Last date of submission of the tender documents is **31.05.2017 (1200 Hours)**.

4.0 PERFORMANCE GUARANTEE

- 4.1 Performance Guarantee of **USD\$ 200.00 (US Dollars Two Hundred only)** is required to be deposited by the successful bidder.
- 4.2 In case, during the contract period, the services of the agency are not found satisfactory, Performance Guarantee shall be forfeited. Performance Guarantee money will not fetch any interest.

5.0 GENERAL

- 5.1 The contract will be for a period of ~~one (01) year~~ ^{TWO} from the date of agreement. There should not be any change of rate during the contract period. The period of contract may be extended at the discretion of Embassy of India, Yangon for a further period of **one (01) year** at the same rate of contract subject to satisfactory performance by the agency.
- 5.2 Invitation of tender document does not bind the Embassy to select any agency for the contract.
- 5.3 Embassy of India, Yangon also reserves the right to accept or reject any or all the tenders and/or withdraw or cancel or suspend this notification without assigning any reasons.
- 5.4 In any area of landscape/garden is unattended or damaged, recovery will be made after examining the loss/damage.
- 5.5 The contractor/agency shall be responsible for all statutory/labour regulations applicable to the persons deputed for the maintenance of gardens.
- 5.6 In case of dispute the decisions of the Deputy Chief of Mission, Embassy of India, Yangon shall be final.

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6.0 PAYMENT TERMS & MODE OF PAYMENT

- 6.1 The contractor has to submit the monthly bill/invoice as per contract rate on the last working day of the month. Payment shall be made within seven working days from the date of the submission of invoice. No extra amount will be payable in addition to the monthly rate of contract.
- 6.2 The payment will be made only in **United States Dollar** currency preferably through bank transfer for which bidders are requested to submit their Bank Details.

7.0 TERMINATION OF CONTRACT

- 7.1 The contract with the successful bidder may be terminated if bidder fails to perform its obligations specified in the contract agreement or if incase the service provided is found to be unsatisfactory.



(Shweta Singh)
First Secretary (E&C) & Head of Chancery

5/6

ANNEXURE-II

FINANCIAL BID FOR MAINTENANCE OF GARDENS
Ref. No. YAN/ADM/872/02/2017

Date:

Subject: Quotation for Annual Maintenance Contract for maintenance of gardens at five bungalows at Budd Road, Yangon.

| Sl. No. | Description | Amount (in USD) |
|----------------|--------------------|------------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| | | |
| | | |
| | Total | |

Note: Please read instructions carefully and incorporate all necessary details.

It is confirmed that I/We have fully understood the terms for the tender of the Annual Maintenance Contract of gardens at five bungalows at Budd Road, Yangon and are agreeable to me/us.

Date :

Place :

(Office Seal/Stamp)

Signature of authorized signatory

Name :

Designation :

TECHNICAL BID FOR MAINTENANCE OF GARDENS

Name of work: Maintenance of gardens at five bungalows at Budd Road, Yangon
Ref. No. YAN/ADM/872/02/2017

| SI No. | Particulars | Details to be filled by the Agency |
|--------|--|------------------------------------|
| 1 | Name of the Tenderer | |
| 2 | Registered office/business address of the agency | |
| 3 | Name of Contact Person(s) | |
| 4 | Address with telephone, Fax numbers, Email and name(s) of the contact person (s) | |
| 5 | Whether the agency is prepared to provide the services on Sundays/Holidays besides normal working days also. | |
| 6 | Whether the firm is ready to accept payment through Bank Transfer. (Attach copy of Bank Details) | |
| 7 | Any other information in support of the case | |

I/We _____ have fully understood the foregoing terms of the Annual Maintenance Contract of gardens at five bungalows at Budd Road, Yangon and having accepted the same, I/We have made my/our offer keeping in view of those terms. I/We do hereby declare that the entries made in the above form are true to the best of my/our knowledge and also we shall be bound by the acts of my/our duly constituted attorney. I/We hereby understand that the submission of application does not guarantee for award of contract as service provider of Embassy of India, Yangon. I/We further understand that in case of any information submitted by me/us are found to be incorrect either before or even after the contract, Embassy of India, Yangon will have the right to summarily reject the application/cancel the contract at any time without assigning any reasons whatsoever.

Date :

Place :

(Office Seal/Stamp)

Signature of authorized signatory

Name :

Designation :