

**Dur/872/3/2008**  
**Consulate General of India**  
**Durban**

**Notice seeking quotations for hiring of gardening agencies for gardening and maintenance of services at the lawns and garden at India House, 408 Innes Road, Morningside, Durban**

The Consulate General of India, Durban invites quotations for hiring of gardening agencies for gardening and maintenance of the lawns and garden at India House, 408 Innes Road, Morningside, Durban. Area of garden is approximately more than 6000 sq.m.

**2. Scope of Work**

- Sweeping of all hard surfaces every day
- Cutting of grass regularly
- Laying grass and plants in the lawns, as required
- Maintenance of flower beds in the front area
- Treatment of weeds every month
- Supply of fertilizer and compost every two months
- Watering lawns of garden regularly
- Clearing of garden refuse every Friday
- Trim all edges and banks
- Cleaning the outside area
- Gardener(s) on site 5 days/week for regular upkeep & maintenance for 6 man-hours/day.
- Pruning the trees and plants where necessary, on regular basis
- All equipment, labour and other inputs (plants, seeds, plant food and fertilizer,compost, weed treatment etc.) are to be provided by the Contractor.

**3. Technical Eligibility Criteria**

The Bidders should mandatory fulfill all the following technical criterias to become eligible for next stage of financial bidding:

- a. The company should have valid registration number from a competent local government authority.
- b. A detailed company profile should be submitted
- c. Name of the clients should be mentioned to whom the company is providing the similar services of gardening and maintenance.
- d. The company should be in operation for more than five (5) years. Undertaking for the same should be attached along with Annexure 1
- e. The company should have experience of minimum three years in providing the services of gardening and maintenance. Undertaking for the same should be attached along with Annexure 1.
- f. All the technical quotations should be submitted in the prescribed format (Annexure 1) along with all the relevant documents/attachments. The bidder will be disqualified if technical quotation is not submitted in the prescribed format.

**4. Financial Eligibility Criteria**

The Bidders who will successfully fulfill all the criterias mentioned in the technical bidding round will qualify to bid in the Financial Bidding round. The criterias to successfully bid in financial bidding round are as follows :

- a. The rates will be fixed during the contract period. There will be no change in rates and no escalation in rates will be acceptable during the contract period. The service provider has to submit a declaration regarding acceptance of the same as per Annexure 2.
- b. The Bidder has to submit an undertaking to deposit a performance security deposit (PSD) amounting 3% of the total contract value if awarded the contract as per Annexure 2.
- c. All the final quotes mentioned in the quotation should be excluding VAT. VAT (if any) should be mentioned separately. The quotes should be based on the scope of work and 6 man-hours/day.
- d. The validity period of quotation should be minimum of 120 days.
- e. All the financial quotations should be submitted in the prescribed format (Annexure 2). The bidder will be disqualified if financial quotation is not submitted in the prescribed format.

## 5. Other Terms and Conditions

The bidder company shall submit its offer in an envelope, superscripted as “Tender Quotation for hiring of gardening agencies for gardening and maintenance of services at the lawns and garden at India House, 408 Innes Road, Morningside, Durban”

1. The sealed bid shall be submitted to the Head of Chancery, Consulate General of India, 1 Kingsmead Boulevard, 2<sup>nd</sup> Floor, Kingsmead Office Park, Durban, South Africa.
2. Contact Person Mrs Kajari Biswas, Head of Chancery, Phone: 0313350300 and email id : hoc.durban@mea.gov.in
3. The bid may be submitted by hand in person or by courier. Bid submitted by Fax or Email will not be accepted. The site can be inspected on any working day with prior appointment with the representative of Consulate General of India, Durban between 0900hrs-1700hrs.
4. Bids received after closing date and time as prescribed in the tender notice, shall not be accepted under any circumstances.
5. Period of bid validity should be 120 days minimum.
6. Bid shall be opened on the date and time as given in critical date sheet in tender document at Consulate General of India, Durban, 1 Kingsmead Boulevard, 2<sup>nd</sup> Floor, Kingsmead Office Park, Durban-4001, South Africa, in presence of authorized representatives of the service provider.
7. The bid has to be submitted as per the format mentioned in Annexure 1 and Annexure 2. The technical bid is to be submitted along with the attachments in the format at Annexure 1. Those bids who qualify the technical bidding round will be eligible to become part of financial bidding round. Therefore, only those financial bids will be opened which will qualify technical bidding round. Thus it is important to ensure that Technical and Financial bids are kept in separate sealed envelopes and then submitted together in one single envelope.
8. The decision of Consulate General of India, Durban in this regard will be final. All proposals shall be confidential and will remain with Consulate General of India, Durban. Consulate General of India, Durban reserves its right to reject any offer without assigning any reasons.

9. The Consulate reserves the right to terminate the agreement by giving one month's advance notice to the contractor.
10. The contract shall be valid for a period of 1 year from the date of award. However, it may be extended for further period of 2 years on year to year basis subject to the condition that the services have been found satisfactory . **This shall be done on the same rates and same terms and conditions.**
11. The service provider shall provide only such gardening staff who have been vetted by local government's security departments in terms of past record, character and antecedents. It shall ensure that no person of doubtful antecedents is , in any way, associated with the gardening work at India House, 408 Innes Road, Morningside, Durban.
12. The gardening staff provided should be on the permanent roll of the service provider. The service provider must obtain prior approval of Consulate General of India, Durban before replace the gardening staff.
13. The gardening staff shall perform their duties in smart uniforms and their overall appearance shall be neat and clean.
14. The service provider should not pay wages lower than minimum wages of labor as fixed by the local authorities. The service provider shall be responsible for dropping and picking up the gardening staff to/from India House, 408 Innes Road, Morningside, Durban.
15. The service provider is obliged to replace, without unreasonable delay and at no cost to Consulate General of India, Durban, any personnel whom this Consulate considers lacking necessary competence.
16. The Consulate will pay only for the monthly garden maintenance fee as quoted in financial bid document. No other charges will be paid to the service provider.
17. One team from the service provider will also visit on weekly basis to assist the gardening work. The service provider will also provide their own tools and equipments.

**CRITICAL DATE SHEET**

1	Date of publishing of tender	27 June 2022
2	Bid submission start date	27 June 2022
3	Bid submission end date	19 July 2022
4	Date of opening of technical bid	20 July 2022
5	Date of opening of financial bid	22 July 2022

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**Annexure 1**

**Proforma for submission of technical bid**

<b>S.No</b>	<b>Criteria</b>	<b>Document attached</b>
1	Registration Number	YES / NO
2	Detailed company profile	YES / NO
3	Client details	YES / NO
4	Company in operation for more than 5 years	YES / NO
5	Company experience	YES / NO

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**Annexure 2**

**Proforma for submission of financial bid**

<b>S.No</b>	<b>Description</b>	<b>Details</b>
1	Name of the bidder agency/service provider	
2	Address of the bidder agency/service provider	
3	Contact details of the bidding agency/service provider	
4	Undertaking to submit Performance security deposit if awarded the contract	
5	Period of bid validity	
6	Undertaking to accept rates fixed for 1 year without any escalation	

**Format for submission of quotation of financial bid**

<b>S.No</b>	<b>Description</b>	<b>Qty</b>	<b>Rate (ex. VAT)</b>	<b>Total/month (ex. VAT)</b>
1	Garden maintenance charges per month	1		
Total				
VAT (if any)				
Total (including VAT)				