

**Mahatma Gandhi Institute for Cultural Co-operation
High Commission of India
Trinidad and Tobago**

Tender No. Trin/ICC/872/02/2025

November 17, 2025

Notice Inviting Tender

The Mahatma Gandhi Institute for Cultural Co-operation, (hereinafter referred as MGICC) Cultural Wing of the High Commission of India, Port of Spain (hereinafter referred as HCI) invites sealed tenders from professional companies for providing Gardening Services at the Mahatma Gandhi Institute for Cultural Co-operation premises, located at Road Reserve, off Uriah Butler Highway, Max Richards Drive, Mt. Hope (Trinidad).

2. The tenders are invited under two-bid system viz. Technical Bid and Financial Bid from reputed and experienced companies.

3. The tender document(s) can be downloaded accessing the following links:

<https://www.hcipo.gov.in/>
<https://eprocure.gov.in/cppp/>

4. Bidders are requested to go through the scope of works, terms & conditions contained in the tender document. (Annexure-I)

5. The Contract would be valid for a period of **Two (2) years** initially which could be reduced or extended by HCI for further period on same cost, terms and conditions depending upon the performance of the company.

6. Consequent upon the scrutiny of all the valid quotations received and being fully satisfied on the basis of the above criteria, companies will be shortlisted. MGICC/HCI reserves the right to disqualify any company consequent upon scrutiny. MGICC/HCI does not bind itself to accept the lowest bid or any bid and can reject any or all of the bids or to scrap the Notice Inviting Tender in whole or in part.


7. MGICC/HCI reserves the right to amend any of the terms and conditions contained in the Tender Document or reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of MGICC/HCI in this regard will be final and binding upon the bidders.

8. All bidders are requested to read and understand the terms and conditions of the contract before submitting their bids. No change or violation of the aforementioned terms & conditions is allowed once the quotation is accepted by MGICC/HCI.

9. Important schedules and dates are enumerated below: -

S. No.	Key Events	Dates
1.	Date of publication of Tender Document	17 th November, 2025
2.	Site Visit	1 st December, 2025 at 1100hrs
3.	Last date of submission of bids	12 th December, 2025 at 1700hrs
4.	Date of opening of bids (<i>bidders or their representatives may wish to be present</i>)	15 th December, 2025 at 1100 hrs
5.	Venue for opening of bids	High Commission of India, #6, Victoria Avenue, Port of Spain (Trinidad)

10. For any tender related enquiry/clarification, please contact the Mahatma Gandhi Institute for Cultural Co-operation, Max Richards Drive, Uriah Butler Highway, Mt. Hope Tel. No. +1-868-235-7613 / 7614 or email icc.pospain@mea.gov.in.


(Mr. Amit Prakash Thakur)
In-Charge – MGICC

**Mahatma Gandhi Institute for Cultural Co-operation
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Terms & Conditions

A. Scope of Work:

Daily Tasks:

- Watering indoor and outdoor plants.
- Cleaning garden / lawn areas, removing visible debris, including fallen leaves and / or fruits;

Weekly Tasks:

- Trimming hedges, shrubs, and unwanted plants using manual or mechanical tools.
- Checking plant health for pests or disease

Fortnightly Tasks:

- Maintaining grass levels and trimming unwanted plants using manual or mechanical tools. The recommended grass height shall be maintained at approximately two - three centimetres (2-3 cm);
- Cleaning and maintaining garden areas; spraying pest control chemicals (*chemicals to be supplied by service provider*);
- Digging, planting, and weeding flower beds and borders.

Monthly Tasks:

- Raising plants from seeds or cuttings;
- Replenishment of unhealthy or dead plants (*plants to be supplied by service provider*);
- Applying nutrients, manure and fertilizers;
- Inspecting and maintaining gardening tools and equipment.
- Improving and maintaining plants located in the Flag Pole area to ensure optimal presentation and health.
- Pruning shrubs, branches, and removing dead flowers/plants, and maintaining plant health.
- Maintaining tools and equipment.
- Clearing drainage areas of any grass, moss, debris or undesirables from the drainage areas.
- Clean and clear paved surfaces (*Tank farm, Generator, Electrical storage rooms, Waste Disposal area and gateways*)

Miscellaneous tasks:

- Placing and removing indoor plants for events as required and removal completed within 24 hours after the event;
- Monitoring and controlling pest infestations, including snails, slugs, and other common pests, using environmentally safe and approved methods;

- Eradication of current Giant African Snail infestation.

Any other tasks related to gardening tasks as and when required

B. Service required:

- Minimum of one (1) gardener on-site daily on all working days as per the calendar of High Commission of India, Port of Spain
- If required, additional personnel may be requested to maintain the standard of service;
- Maintenance of gardens at the Mahatma Gandhi Institute premises. - Includes labour, transportation, equipment, consumables (*fertilizers, pest control chemicals, plants etc.*) and supervision. – The company shall provide a maintenance schedule.

C. Other terms and conditions which will be a part of the Service Agreement

- Penalty Clause: In case the Service Provider/Gardening Company fails to provide the desired services or breaches the contract and for loss or damage, injury, if any, to property, life of an individual due to negligence of the gardener/worker or substandard services of the Service Provider.
- Medical Facility: MGICC/HCI will not be liable for any medical facility to gardener/worker under any circumstance whatsoever.
- Arbitration: Mandatory local rules applicable to the contract of the country must also be specified in the bid document.

D. Miscellaneous

- a) The services of the gardener(s)/worker(s) deployed may be required temporarily at the events organised by MGICC/HCI on weekdays/holidays, if necessary.
- b) MGICC/HCI reserves the right to deny engagement gardener/worker of certain nationalities and of origin due to its security consideration.
- c) MGICC/HCI reserves the right to remove any gardener/worker through the company in case of his/her conduct/performance/behaviour/background is/are found unsatisfactory at any point of time. Service Provider should have reserve pool of a suitable professional gardener / worker for replacement.
- d) The Service provider should be in a position to provide Police Clearance Report/Certificate in respect of the gardener/worker /personnel deployed to work at the said properties.
- e) The contract could be terminated by MGICC/HCI at any time with one-month notice without assigning any reason.

- f) All data, information and any other material submitted by the bidders during the process of bidding and part of bidding documents shall remain exclusive property of MGICC/HCI all time.
- g) The quoted service charges by the bidders shall be in TT\$ only and inclusive of VAT, taxes, miscellaneous charges etc. However, VAT must be specified separately. The quoted price shall be open and valid for acceptance for a minimum period of One Hundred Eighty (180) business days. MGICC/HCI may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof;
- h) The bid shall contain no alteration, omission or addition, overwriting except those to comply with instructions issued by MGICC/HCI or as necessary to correct errors committed by the bidders in which case the person(s) signing the bid shall certify all such correction.
- i) The successful bidder should not sub-contract any part of the scope of work to be undertaken by them without written permission of MGICC/HCI. The bidder to whom the contract is awarded is solely responsible to MGICC/HCI for completion of the awarded contract.

E. Minimum Eligibility Criteria

- a) Should be registered/incorporated in Trinidad & Tobago;
- b) Should have an experience of at least 3 years in providing commercial gardening Services in the last 7 years;
- c) Should have at least one Government premises / Embassy / Diplomatic Organization / MNCs as its clients;
- d) Should not have been barred or blacklisted by any organization in the Trinidad & Tobago, or by Government of India;
- e) Should have an employee / staff strength of at least 10 persons.

F. Preparation of Bids

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 company (with documentary evidence).
- (b) The second sealed envelope superscripted "Financial Bid" should contain rates only for the contract as per annexure-II of the tender document.
- (c) Completely filled-in affidavit as per annexure-III should also be submitted.
- (d) Both the sealed covers along with affidavit should be placed in the main sealed envelope superscripted "*Tender for Gardening Services at MGICC*" addressed to **In-Charge, Mahatma Gandhi Institute for Cultural Co-operation, Mahatma Gandhi Institute Road Reserve, off Uriah Butler Highway, Max Richards Drive, Mt. Hope (Trinidad)** and must reach on

or before **Monday December 1, 2025 by 1700hrs**. Bids may be hand delivered or sent by post at the abovementioned address so as to reach on or before the stipulated date and time. MGICC / HCI will not be responsible for any delay in receipt of the bid.

G. Performance Security (PS):

- a) **The successful bidder has to deposit Performance Security which will be 8% of the Tender value** in favour of "High Commission of India" in form of Demand Draft / Pay Order / Bank Guarantee within fifteen days of the acceptance of the Letter of Award (LoA). Performance Security should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the service provider (SP). In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly by the SP. No interest shall be paid on Performance Security.
- b) The Performance Security will be forfeited by order of the Competent Authority in Mission / Post in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, portion of the Performance Security, as may deemed fit by the Client sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of Contractor's bill has been received and examined.
- c) If the Contractor fails to provide the Performance Security within fifteen (15) days of the acceptance of LoA, such failure shall constitute a breach of the contract and the Client shall be free to make other arrangements at the risk, cost and expense of the Contractor.
- d) On due performance and completion of the contract in all respects, the Performance Security will be returned to the SP without any interest on presentation of an absolute 'No Demand Certificate' from the SP and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued to the SP, for carrying out work stipulated in the contract.

**Mahatma Gandhi Institute for Cultural Co-operation
High Commission of India, Trinidad and Tobago**

Quotation

(To be submitted as a part of Bid)

1.	Name of the Bidder Company	
2.	Address of the Bidder Company with Landline No., Mobile No. & email ID	
3.	A copy of Company Registration under relevant statutory regularities such as labour laws applicable in the host country	
4.	Company Profile	
(a)	Staff Strength	
(b)	Audited financial Statement of last year	
5.	VAT Registration of the company	Yes/No
(a)	If VAT Registered, a copy of VAT Registration Certificate issued by the relevant authority	
(b)	If not VAT Registered, a copy of VAT Exemption Certificate issued by the relevant authority OR Declaration Certificate on the Company Letter Head	
6.	Reference Letters issued by the Past/Current Client(s)	
7.	Quality Control Certificate issued by relevant authority, if any	
8.	Number of years of experience in the field of Gardening / Lawn Maintenance	
9.	Quoted Service Charges inclusive of VAT (per month) (in TT\$)	
10.	VAT (per month), if applicable, (in TT\$)	
11.	If the Quoted Service Charges include any tax other than VAT, miscellaneous charges etc. the same may please be indicated with detailed break-up	
12.	Quoted Service Charges for two (2) year period inclusive of VAT (TTS)	
13.	Any other information/remarks	

Declaration

I, hereby, certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorised signatory)

Date:

Name & address of the company:

Seal of the company

AFFIDAVIT

I/We, _____, representative(s) _____ of
M/s _____ solemnly declare that: -

1 I/We are submitting my/our bid against the Tender Notice No. Trin/ICC/872/02/2025 dated November 17, 2025 brought out by High Commission of India, Port of Spain, for providing Gardening services at the Mahatma Gandhi Institute for Cultural Co-operation (MGICC), Cultural Wing of the High Commission of India (HCI).

2 I/We or my/our partners do not have any relative working in MGICC.

3 All information furnished by me/us in respect of fulfilment of eligibility criteria and other information given in this tender is complete, correct and true.

4 All documents/credentials submitted along with this tender are genuine, authentic, true and valid.

5 The price bid submitted me/us is "without any condition".

6 I/We have not been banned/delisted by any Government or any Government agency(ies) of Trinidad & Tobago.

7 I/We accept all the terms and conditions of the tender.

8 If any information or document submitted is found to be false/incorrect, MGICC and HCI may cancel my/our tender and take any action as deemed appropriate including termination of the contract, forfeiture of all dues and blacklisting of my/our company and all partners of the company etc.

Signature of the authorised signatory(ies)

Date:

Name & address of the company:

Seal of the company