

Dated: 13th May, 2025

TENDER NOTICE

Subject: Tender for provision of Gardening Services

1. Sealed tenders are invited from professional companies / firms with a minimum experience of three years in Gardening works and having provided such services to Embassies / reputed hotels / Convention Centres/ Corporate Houses for at least one year during the last three years, for providing these services at High Commission of India, Port of Spain. The contract shall be initially valid for a period of 1 year from the date of the award. However, it may be extended for a further period of 2 years (total period not to exceed three years) on year to year basis, on mutual consent of both the parties in writing in the form of an amendment to this contract, subject to the condition that the Service Provider has provided satisfactory services. This extension would be done on the same rates and terms & conditions.
2. The detailed tender document along with annexure may be downloaded from Central Procurement Portal <https://eprocure.gov.in/cppp/> and also from the official website of the **High Commission of India, Port of Spain** <https://www.hcipo.gov.in>
3. The scope of the work, terms and conditions would be as follows:
 - (a) **Gardening:** The work involves gardening and complete maintenance of gardening area with maximum 20 hours per week (four hours per day from Monday to Friday) for the green area of 33,000 sq.ft. in the following premises:
 - (i) Chancery premises, # 6 Victoria Avenue, Port of Spain (Green area of Gol-owned Chancery premises is 2,000 sq.ft.);
 - (ii) Gol-owned Embassy Residence, 21-23 Federation Park, Port of Spain (Green area of Gol-owned Embassy Residence is 24,000 sq.ft.);
 - (iii) Hired Embassy Residence, 3 Mary Street, St. Clair, Port of Spain (Green area of hired Embassy Residence at 3 Mary Street, St. Clair is 6,000 sq.ft.); and
 - (iv) Gol-owned premises, Rookery Nook, Port of Spain (green area of Gol-owned premises at Rookery Nook is 1,000 sq.ft.)
 - (b) **Scope of Work.** The following is the description of jobs to be carried out :-
 - Grass cutting, cleaning, watering, weeding and fertilizing of the green areas;
 - Disposal of plant waste from the premises;
 - Trimming, fertilizing, de-weeding of all areas including hedges, flower beds and plants;
 - Spraying against diseases and pests (materials to be procured by company);
 - Planting of seasonal flowers and perennial plants in the garden area
 - Planting of trees (fruit/flower/ornamental);
 - Replacement of dead flowers and bushes;
 - Provision of materials/consumables for the garden, viz. tools and other items used for the gardening work at their own cost.
 - (c) **Validity:** Quoted rates must be valid for a period not less than 180 days from

10. Penalty:

The High Commission reserves the right to impose penalty in the following circumstances:

The contractor does not comply to (i) the provisions of the agreement or consistently fails to maintain the quality of services, (ii) the workers are replaced frequently without consulting the High Commission, and (iii) the penalty shall be recovered from the subsequent bill of the contractor or performance security deposit with the High Commission.

The penalty amounts to forfeiting 10% of the monthly salary which may go up to salary of the full month depending on the quantum of negligence.

11. Arbitration:

In case of any dispute or difference arising out of or in connection with the tender conditions/order and Contract, the High Commission and the agency will address the dispute/difference on a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by consent of both parties which will be conducted in accordance with be subject to the UNCITRAL (United Nations Commission on International Trade Laws) Arbitration Rules.

12. Site visit and Clarification: Physical visit to the site is advisable to have a general idea about the extent of works required. Interested bidders can visit the site from before submission of their tenders on any working day from Monday to Friday (**1000 hours to 1600 hours**) and any clarification if required, are requested to contact with the Attache (Administration), High Commission of India, # 6 Victoria Avenue, Port of Spain, Tel: +1 (868) 235-7600, E-mail: admn.pospain@mea.gov.in

Envelope of technical bid with supporting documents & EMD and financial bid in prescribed format as per Annexure-I should be signed and stamped in separate sealed envelopes and send **by 3rd June at 1700 hours** to the following addressed:

**Head of Chancery
High Commission of India
6 Victoria Avenue,
Port of Spain**

the date of opening of Technical Bids. However, the bidder shall have no objection to extend it, if required. Bids with less validity will not be considered. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. There should be no alteration after submission of bids.

2. Earnest Money Deposit:

Each Technical Bid must be accompanied with an Earnest Money Deposit (EMD) @ 2% of Bid Value through **Demand Draft only which should be valid for 180 days**, drawn on any in favour of High Commission of India, Port of Spain. Refund of EMD to the unsuccessful bidders (without interest) shall be made within 30 days of award of contract to the successful bidder (L1). EMD of successful bidder (L1) shall be refunded without interest after award of the contract and deposit of Performance security.

3. Performance Security:

The successful bidder shall deposit Performance Security @ 5% of the total annual contract value in the form of Demand Draft in the name of High Commission of India, Port of Spain at the time of signing of contract agreement. The Performance Security should be valid till 60 days beyond the contract period. After successful completion of all contractual obligations, the Performance Security (without any interest) shall be refunded.

4. Commencement of work:

After finalization of the tender, a letter will be issued to the successful bidder who shall sign the formal agreement within one week from the date of issue of this letter. After signing of the contract agreement, the agency shall start executing the assigned work with immediate effect.

5. Payment Terms and Conditions:

Payment shall be made by TT\$ (local currency) by cheque/bank transfer on monthly basis after completion of the particular month and receipt of a valid tax invoice.

6. Contract Period:

The contract period would initially be for **one year**, extendable for a further period of two years, on yearly basis year at the same terms, conditions and charges and subject to satisfactory services and mutual consent. The High Commission reserves the right to cancel the agreement with prior notice of one month with or without specifying any reason thereof. The agreed price would be applicable throughout the contract period. No hike in price would be admissible during the period of contract.

7. Financial Bid:

The rates should be quoted in Trinidad and Tobago Dollars (TT\$) inclusive of all taxes, service charge and duties in the prescribed format (Annexure-I) only otherwise it will not be considered. The total cost shall be inclusive of cost of cleaning materials, disinfection material and tools & machines etc.

8. Tender Evaluation:

The High Commission will evaluate the entire tenders, strictly on the basis of the terms & conditions incorporated in the tender documents and requirement of the High Commission. The High Commission may seek clarification which shall be replied by the bidder properly and timely. Just quoting the lowest amount does not entitle the bidder to get the contract.

9. Award of Contract: After due evaluation of the financial bid(s), the High Commission will award the contract to the lowest evaluated responsive bidder.

ANNEXURE - 1

1.	Name of the firm	
2.	Address of the registered office	
3.	Correspondence address	
4.	Contact details •Telephone: •E-mail:	
5.	Brief introduction of the company (a profile of the firm to be enclosed)	
6.	Previous experience in the field	
7.	Total number of regular employees with the firm	
8.	Registration certificate & license for the services (Copies of document to be enclosed)	
9.	Qualification and experience of the gardening staff) proposed to be deployed for the job	
10.	Testimonials (Clients' letters/ certificates etc.)	

Bidders Signature with official seal/stamp