

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

Tender No. Trin/MGICC-Tenders/862/12/2023

29<sup>th</sup> December, 2023

**Notice Inviting Tender**

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 Gardening/ Landscaping Companies* for installation of a three (3) step Urn Fountain at the Mahatma Gandhi Institute for Cultural Co-operation, Max Richards Drive Uriah Butler Highway North West Mount Hope.

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

<https://www.hcipos.gov.in/>

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

3. Bidders are requested to go through the terms & conditions contained in the tender document. (Annexure-I)

4. The tender should be submitted in sealed envelopes as below: -

(a) The sealed envelope superscripted "Financial Bid" should contain rates only for the works as per annexure-II of the tender document.

(b) Completely filled-in affidavit as per annexure-III should also be submitted.

(c) The sealed cover along with affidavit should be addressed to **Director, 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 15<sup>th</sup> January, 2024 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.

5. 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.

6. 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.

7. 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.

8. 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. +1-868-226-7413 / 7414 or email [icc.pospain@mea.gov.in](mailto:icc.pospain@mea.gov.in).

  
(Ramya Ajay)  
Director

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

**A. Scope of Work:**

- Install a 3-step Urn Fountain at MGICC's complex (*Dimensions of small urn - 3ft, medium urn – 4ft and large urn – 5ft tall with a diameter of approximately 2.5ft*)
- Fountain must include a submersible pump of a capacity of 2500GPH
- Fountain should be surrounded by a rock garden sized 10ft x 15ft
- Fountain should include a hidden water basin below the rock garden sized height 2ft x length 8ft x width 8ft
- The supplier must supply ten (10) indoor plants
- The supplier will be required to install proper plumbing works for full functionality of the fountain
- The supplier must ensure all works are completed in a two-week span from the date of the award of work
- Warranty must be applied on fountain for a period of one (1) year from date of installation

**B. Miscellaneous**

- a) 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.
- b) The quoted cost 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 Ninety (90) business days.
- c) 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.
- d) 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.

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**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.	Company profile, if any	
4.	Past experience, if any	
5.	Size of the Fountain	
6.	Work plan/Methodology for undertaking the proposed job in detail as per the scope of works in terms of the plants, layout of fountain area & pump	
7.	Quoted cost of job inclusive of Equipment, Labour, Materials and VAT (in TT\$)	
8.	VAT, if any, (in TT\$)	
9.	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/MGICC-Tenders/892/12/2023 dated 28<sup>th</sup> December, 2023 brought out by High Commission of India, Port of Spain, for installation of a three (3) step Urn Fountain 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**