

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

**Tender No. Trin/MGICC-Tenders/872/10/2021**

**1<sup>st</sup> November, 2021**

**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 Companies* for providing Contract Services of maintenance of gardens located 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.hcipo.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 contract as per annexure-II of the tender document.

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

(c) The sealed covers along with affidavit should be placed in the main sealed envelope superscripted "Tender for Contract Services for Garden Maintenance" addressed to **Head of Chancery, High Commission of India, #6, Victoria Avenue, Port of Spain (Trinidad)** and must reach **on or before 19<sup>th</sup> November, 2021 by 1700 hrs.** 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. HCI will not be responsible for any delay in receipt of the bid.

5. The Contract would be valid for a period of One year initially which could be reduced or extended by MGICC/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. Important schedules and dates are enumerated below: -

<b>S. No.</b>	<b>Key Events</b>	<b>Dates</b>
1.	Date of publication of Tender Document	<i>1<sup>st</sup> November, 2021</i>
2.	Last date of submission of bids	<i>19<sup>th</sup> November, 2021</i>
3.	Date of opening of Financial bids ( <i>bidders or their representatives may wish to be present</i> )	<i>22<sup>nd</sup> November, 2021 at 1000 hrs</i>
4.	Venue for opening of bids	<i>High Commission of India, #6, Victoria Avenue, Port of Spain (Trinidad)</i>

9. 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.

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. +1-868-226-7410 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:**

- Cleaning the garden and spraying pests controlling chemicals.
- Watering the indoor/outdoor plants
- Maintenance of the grass level and trimming unwanted plants manually or by using machinery such as lawn mowers, hedge trimmers
- Pruning shrubs, branches and removing spoiled/dead flowers and plants
- Checking the health of plants by identifying any pest or disease and controlling them
- Raising plants from seeds or cuttings
- Digging, planting and weeding flower beds and borders
- Applying nutrients/manure/fertilisers to plants and maintaining moisture levels as and when required
- Maintaining tools and equipment like lawn mowers, Grass cutters, hedge trimmers etc.

**B. Service required:**

- Maintenance of the gardens located at (i) the Mahatma Gandhi Institute for Cultural Co-operation, Champ Fleur.
- Service includes labour, transportation and supervision
- The company is required to chalk out schedule for maintenance of gardens at MGICC premises.

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

- Penalty Clause: In case the Garden maintenance 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 or substandard services of the Service Provider.
- Medical Facility: MGICC/HCI will not be liable for any medical facility to gardener 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/landscaper deployed may be required temporarily at the events organised by MGICC/HCI, the Cultural Centre on weekdays/holidays, if necessary.
- b) MGICC/HCI reserves the right to deny engagement gardener/landscaper of certain nationalities and of origin due to its security consideration.
- c) MGICC/HCI reserves the right to remove any gardener/landscaper in case of his/her conduct/performance/behaviour/background is/are found unsatisfactory as any point of time. Service Provider should have reserve pool of manpower for replacement.

- d) The Service provider should provide Police Clearance Report/Certificate in respect of the gardener/landscaper/personnel deployed to work at the said properties.
- e) The contract could be terminated by MGICC/HCI at any time without assigning any reason after giving notice.
- 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 rate 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.
- 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.

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**Quotation**

***(To be submitted as a part of Bid)***

<b>1.</b>	<b>Name of the Bidder Company</b>	
<b>2.</b>	<b>Address of the Bidder Company with Landline No., Mobile No. &amp; email ID</b>	
<b>3.</b>	<b>Company profile, if any</b>	
<b>4.</b>	<b>Past experience, if any</b>	
<b>5.</b>	<b>Work plan/Methodology for undertaking the proposed job</b>	
<b>6.</b>	<b>Quoted rate inclusive of VAT (per month) (in TT\$)</b>	
<b>7.</b>	<b>VAT (per month), if any, (in TT\$)</b>	
<b>8.</b>	<b>Any other information/remarks</b>	

**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. \_\_\_\_\_ dated \_\_\_\_\_ 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 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**