

No. Duba/Prop/872/5/2020
Consulate General of India
Dubai

NOTICE INVITING TENDER

Sub.: **Invitation for competitive Tender for Annual Maintenance Contract (AMC) for Landscape/Irrigation/Garden Maintenance (Outdoor and Indoor Plants) of Office Building of Consulate General of India, Dubai and Consul General of India's Residence Villa No. R-21, Emirates Hills, Dubai, UAE.**

Consulate General of India, Dubai invites sealed quotations from reputed and experienced maintenance Companies registered under relevant UAE Companies Law who can provide Annual Maintenance Contract (AMC) for Landscape/Irrigation/Garden Maintenance (Outdoor and Indoor Plants) of **(I)** Office Building of Consulate General of India, Dubai AND **(II)** Consul General of India's Residence Villa No. R-21, Emirates Hills, Dubai, UAE as has been defined in 'Scope of work' in this tender document. Bids/quotations may be submitted to 'Head of Chancery, Consulate General of India, Al Hamriya, Diplomatic Enclave, P.O. Box No.737, Dubai, U.A.E.' by Post or hand delivered latest by **1700 hrs of 07.10.2020**. The schedule for bidding would be as follows:

Bid submission (start date) :	16.09.2020 (1000 hrs)
Pre bid meeting date :	28.09.2020 (1000 hrs)
Bid submission (end date) :	07.10.2020 (1700 hrs)
Bid Opening date (Technical):	08.10.2020 (1000 hrs)
Bid Opening date (Financial):	08.10.2020 (1100 hrs)

SCOPE OF WORK for Office Building of the Consulate General of India, Dubai

(A) Landscape/Irrigation/Garden Maintenance (Outdoor & Indoor Plants) Service. Area of Garden 650 Sq. Mtr. approximately scattered in various areas.

- Visit thrice a week and also whenever considered necessary;
- Maintenance and monitoring of the irrigation system;
- Periodical maintenance and cleaning of fountains.
- Periodical cutting of grass of ground covers and disposal of debris.
- Periodical application of Manuring and NPK (Nitrogen, Phosphorous, Potassium) Fertilizers;
- Maintenance of Shrubs and hedges/Maintenance of ground covers i.e. Supply of Rockery and seasonal flowering plants as and when necessary;
- Supply of Fertilizers, Pesticide and Chemicals, Periodical spraying of pesticides for Pests such as Mites, Thrips Mealy Bugs, Rats and Rat traps, Leaf curl caterpillars, leaf miners, Spraying of fungicides against diseases such as Damping off, Root wilt, Grey blight & root rot/weed free garden by manually or by application of weedicide as per the nature of weeds.

- Supply and maintenance of horticultural equipment i.e. Lawn Mowers, Ladders, Hedge trimmers, Hedge cutters, Lawn edge trimmers, Hand shovel, big shovel, Pruning shears, Secateurs, Garden rake, Wheelbarrow, Hand rake, Sprayers etc.
- Supply of new seasonal plants/flowering plants to give asthetic look.
- Replacement of seasonal flowering plants and dead & diseased plant as and when necessary.
- Maintenance of Pop up sprinklers/Drip Nozzles/emitters/solenoid valves and Drip pipelines etc.
- Maintenance of Indoor Plants with watering, fertilizing, General care of the plants, Pest and disease control, Cleaning, trimming and pruning, Periodical soil reclamation, Free replacement of falling plants.
- Maintenance of trees in the outside vicinity of the Consulate, pruning shrubs etc.

SCOPE OF WORK for Consul General of India's Residence Villa No. R-21, Emirates Hills, Dubai, UAE.

(A) Landscape/Irrigation/Garden Maintenance (Outdoor & Indoor Plants) Service. Area of Garden 250 Sq. Mtr. approximately scattered in various areas.

- Visit twice a week or whenever considered necessary;
- Maintenance and monitoring of the irrigation system;
- Periodical maintenance and cleaning of fountains.
- Periodical cutting of grass of ground covers and disposal of debris.
- Periodical application of Manuring and NPK (Nitrogen, Phosphorous, Potassium) Fertilizers;
- Maintenance of Shrubs and hedges/Maintenance of ground covers i.e. Supply of Rockery and seasonal flowering plants as and when necessary;
- Supply of Fertilizers, Pesticide and Chemicals, Periodical spraying of pesticides for Pests such as Mites, Thrips Mealy Bugs, Rats and Rat traps, Leaf curl caterpillars, leaf miners, Spraying of fungicides against diseases such as Damping off, Root wilt, Grey blight & root rot/weed free garden by manually or by application of weedicide as per the nature of weeds.
- Supply and maintenance of horticultural equipment i.e. Lawn Mowers, Ladders, Hedge trimmers, Hedge cutters, Lawn edge trimmers, Hand shovel, big shovel, Pruning shears, Secateurs, Garden rake, Wheelbarrow, Hand rake, Sprayers etc.
- Supply of new seasonal plants/flowering plants to give asthetic look.
- Replacement of seasonal flowering plants and dead & diseased plant as and when necessary.
- Maintenance of Pop up sprinklers/Drip Nozzles/emitters/solenoid valves and Drip pipelines etc.
- Maintenance of Indoor Plants with watering, fertilizing, General care of the plants, Pest and disease control, Cleaning, trimming and pruning, Periodical soil reclamation, Free replacement of falling plants.

- Maintenance of Trees and Date Palm Trees/Pruning to the required shape/pruning of the dried leaves in the case of Date Palm on annual basis.

Eligibility Criteria

1. The bidder must be registered with the relevant department of UAE Government and should have all applicable/appropriate licenses to operate in their name. (A copy of valid trade license to be enclosed with the technical bid).
2. The bidders should have ample experience in the field and must have done similar work. The company should submit precise profile of its key clients along with details of services provided in past.

Terms & Conditions

1. The bidder will have to ensure compliance of all mandatory Labour Laws/regulations laid down by the Government of the UAE and any other relevant Acts and regulations enforceable from time to time without any liability on the Consulate General of India, Dubai or without any responsibility for statutory compliance by the Consulate.
2. The workers provided should be on the permanent roll of the company with valid working visas and should preferably be **Indian nationals**. A copy of the Labour card of each worker shall be submitted to the Consulate before deployment for work.
3. The bidder must have modern equipments, latest technical expertise for management of Maintenance and related facilities, as has been defined in 'scope of work'.
4. **Duration of Contract:** The contract will be for TWO year duration from the date of award.
5. **Right to accept any bid and to reject any or all bids:** The Consulate General of India, Dubai, at its own discretion, accept or reject any bid/quotation without assigning any reasons thereof. The decision of the Consulate shall be final and binding on all.
6. **Change Orders:** The agreement may be amended or modified with consent of both parties in writing signed by the duly authorized representatives of the respective parties. No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties i.e., the bidder and Consulate General of India, Dubai.
7. **Site Visits:** The bidders shall visit the work place, understand the scope thoroughly (even if it is not mentioned in this tender) and then quote for. The bidder shall in coordination with Vice Consul

(Property), Consulate General of India, Dubai, visit the site on **28.09.2020**.

9. Termination of Contract: The Consulate may terminate this contract, by giving a written notice of minimum 30 days to the service provider being unable to perform a particular portion of the services for a period of more than 10 days. The Consulate may, by written notice sent to the service provider, terminate the contract, in whole or in part at any time without assigning any reasons for its convenience. The notice of termination shall specify that termination is for the Consulate's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.

10. The service provider shall pay the expenses of applicable duties for execution of agreement.

11. If the service provider imposes condition, which is in condition to or in conflict with the conditions mentioned herein, his tender is liable to summary rejection. In any case, none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the Consulate.

12. Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the service provider.

13. The service provider shall be deemed to have visited the site(s) and made themselves familiar with the working condition whether they actually inspect the site(s) or not.

14. The service provider shall employ as its representatives, servants and workmen after verifying their antecedents and loyalty before employing them for the works. It shall ensure that no person of doubtful antecedents and nationality is, in any way, associated with works.

15. The rates quoted by the service provider shall be deemed to include all taxes and duties including VAT etc. as applicable. Liability, if any, towards staff and employees from principal employer's end shall be deemed to be included in the offer. VAT etc. to be specified clearly in the quoted price.

16. Earnest Money Deposit: The bidder should furnish refundable Earnest Money Deposit (EMD) of **AED 500/-** in the form of a Demand Draft/Banker's cheque in favour of 'Consulate General of India, Dubai' along with the bid. The EMD of unsuccessful bidder will be returned within 30 days after the award of the contract. The EMD will be forfeited on account of one or more the following reasons:

- (i) The bidder withdraws his bid during the period of bid validity;
- (ii) In case of a successful bidder, the selected bidder fails to sign the agreement in time or furnish performance guarantee;

(iii) Furnishing of any wrong information.

17. Code of Conduct and Penalty for Non Performance: The service provider or an experienced supervisor engaged by the service provider shall personally visit the designated areas in office building of CGI, Dubai and as well as Consul General of India's Villa No. R-21, Emirates Hills, Dubai to ensure adherence to agreed scope of work.

The number of workers as agreed upon for work at the Office Building of Consulate General of India, Dubai and Consul General of India's Residence at Villa R-21, Emirates Hills, Dubai shall be available for work as per agreed schedule. If the number of the employees falls short of the agreement, proportionate wages shall be deducted from the bill for the respective month.

If any of the assigned work is not found satisfactory, an appropriate amount will be deducted for every major deficiency from the bill for the respective month. The decision of the Consulate will be final in this respect.

Smoking, chewing of pan, intoxication, sleeping on duty is forbidden in the building.

The service provider shall provide the details and schedule of maintenance of Landscape/cleaning and upkeep of garden areas, Cutting grass/provision of seasonal flowers /General cleaning outside villa and bushes/branches etc. of the work as listed in the scope of work.

All workers and staff employed by the company shall be employee of the company and will not have any claim of any nature on the Consulate. Any dispute arising between employee and company will be the responsibility of the company only.

18. Other conditions: The service provider shall ensure that all compliances governing the employment of labour under this contract are met in line with the requirement.

The service provider is also responsible for transfer and discharge of them. All personnel employed by the service provider shall at all times and for all purposes be solely in the employment of the service provider.

The service provider shall assign personnel of appropriate qualification and experience to perform and fulfill its obligation under this tender. The service provider shall take commercially reasonable steps to ensure the staff members performing services under this tender are qualified and suitable to perform such services. The service provider is obliged to replace, without unreasonable delay and at no cost to the Consulate, any personnel whom the Consulate considers lacking the necessary competence or with whom the Consulate finds it difficult to collaborate.

The service provider will have to ensure compliance with all Labour laws/regulations before a contract can be signed. This will include obtaining appropriate trade license, labour card of the employees,

appropriate insurance. The service provider will furnish details that all statutory dues have been paid in respect of the officials deployed in the Consulate. The service provider will ensure that the total number of staff deployed at any site is agreed with the Consulate beforehand and this number is not changed without mutual contract in writing.

The service provider shall ensure that all employees assigned by them to perform development of the services are employees of the service provider and that under no circumstances shall the relationship of employer and employee be deemed to arise between the Consulate and the service provider's personnel.

The service provider must know and follow their duties related to safety for all personnel. These guidelines are applicable to contractors as well as sub-contractors deployed by them at the suite.

All the staff deployed by the service provider should be provided with a Uniform and shall work within the Consulate premises and at Villa R-21, Emirates Hills, Dubai in their prescribed uniform.

The service provider must provide consumables, modern tools and equipment based on applicable regulations/codes/guidelines, required for maintenance of Landscape and other areas as defined in the scope of work.

The service provider should ensure that proper qualified/trained/licensed personnel carry out the jobs and that proper supervision is done for all jobs.

All workmen of the service provider must have valid identification cards issued by the Consulate to be displayed at all times during duty hours.

19. Taxes and Duties: The bidder must include in their bids all duties, royalties and sales/service taxes or any other taxes, fees, charges as applicable. The Consulate will entertain no extra claim on this amount at any stage of execution of work. In case of any variations in the taxes, the same shall be charged after producing the Government notification.

22. Employees: The contracting company must employ qualified/competent personnel on site for execution of the agreed tasks. The workers provided should be on the permanent roll of the company with valid working visas and should preferably be Indian nationals. A copy of the Labour card of each worker shall be submitted to the Consulate before deployment for work. The company shall comply with the provisions of all applicable labour and immigration legislations.

20. Execution Method: The successful bidders shall get the following documents approved by the Consulate Management for effective performance of tasks:

- Standard operation procedure for all service categories,

- Daily/Weekly/Monthly/Quarterly/Yearly Maintenance Schedules, for Garden/Landscaping maintenance
- Down time scheduling of various services.

21. Terms of Payment: The payments shall be made on monthly basis. Billing cycle will be 1st day following the completion of month.

General Instructions for Compliance

1. The tenders should be submitted in two sealed covers - the first sealed cover should be superscribed "Technical Bid" and second sealed cover superscribed "Financial Bid". Both the sealed covers should be placed in the main sealed envelope superscribed "Tender for Annual Maintenance Contract (AMC) for Landscape/Garden Maintenance of Indian Consulate as well as Residence of Consul General at Emirates Hills, Dubai UAE" and addressed to 'Head of Chancery, Consulate General of India, Al Hamriya, Diplomatic Enclave, P.O. Box No.737, Dubai, UAE'.
2. The 'Technical Bid' should contain:
 - The requisite information duly filled in as per Proforma at Annexure-I;
 - Agency profile including previous experience of maintenance of Landscaping/garden etc. to Government Departments, total number of staff/worker/gardeners permanently working with the company,
 - Demand Draft/Banker's cheque for Earnest Money Deposits;
 - Copy of Local Common Registration number/permission to carrying out actively as pr Scope of Work defined in the Tender Document.
 - Audited Financial Statement of Last 3 years
3. The 'Financial Bid' should contain rates which are to be quoted on monthly basis as proforma at Annexure-II. The quote should be including of all applicable taxes.
4. **Late Bids:** The bidders are advised, in their own interest, to ensure that the tender document reaches the Consulate well before the closing date and time of the bid submission. Any bid received after the deadline shall be rejected and returned unopened.
5. **Modifications and withdrawals:** No documents may be modified after submission. In case of any changes the bidder may write the corrections and send the same and it is at the discretion of the tender inviting authority to accept the same or reject it, and no changes shall be accepted once the bids are opened. In case of withdrawal, the bidder will lose his Earnest Money Deposit and will be blacklisted.

Part-I: Technical Bid**Bidder's description format summary**

Name of the Bidding Firm	
Name of Partner(s) & Nationality	
Name of the Authorized Signatory Nationality Passport No.	
E Mail ID	
Telephone No.	
Fax No.	
Year of Incorporation	
Registration No.	
Service tax no.	
Registered Office & Address	
Branch offices in UAE (with address and Contact details) if any	
Total turnover in the latest financial year	
Total Staff Strength	
Total Technical staff percentage	
Nationality of Staff deputed for work (in case of getting bid)	

Part-II: Financial Bid

Consulate General of India, Dubai
REQUEST FOR PROPOSAL(TENDER)
GARDEN MAINTENANCE SERVICES
FOR
**CONSULATE BUILDING OF CGI, DUBAI & RESIDENCE OF CONSUL
GENERAL R21, EMIRATES HILLS
[PART 2 - Financial Bid]**

To:

**Head of Chancery
Consulate General of India
Al Hamriya, Diplomatic Enclave,
P.O. Box No. 737
Dubai, U.A.E.
PHONE NO: 00971 4 3971222, 3971333**

Dear Sir,

Sub: Financial Bid for Annual Maintenance Contract (AMC) for Landscape/Irrigation/Garden Maintenance (Outdoor and Indoor Plants) of Office Building of Consulate General of India, Dubai AND Landscaping/Irrigation/Garden Maintenance (Outdoor and Indoor Plants) of Consul General of India's Residence Villa No. R-21, Emirates Hills, Dubai, UAE.

As part of the Bid, we hereby offer AED for providing Annual Maintenance Contract (AMC) of the above (inclusive of all taxes).

The above is inclusive of all the applicable taxes; fees, as per regulations.

We have read these conditions carefully and will comply strictly. We agree to bind by this offer if we are selected as the preferred bidder.

NOTE: All the above work will conform to Dubai Municipality Norms.

The C.R. number of the company registered with Dubai Chamber of Commerce is _____.

For and on Behalf of:

Signature (Authorized Signatory)
Designation: