

**No. WIN/872/16/2018**  
**High Commission of India**  
**Windhoek**

**Invitation of bids for Gardening services for a period of one year as per following details:**

- 1. High Commission of India (97, Nelson Mandela Avenue, Klein Windhoek).**
- 2. Embassy Residence (Anna Street, Ludwlgsdorf, Klein Windhoek).**
- 3. Others four residences (Quenta Street, Nelson Mandela Avenue, Klein Windhoek and two residence at Asuriet Street, Eros area).**

**Tender No. WIN/872/16/2018 dated 2<sup>nd</sup> January 2018**

**Last date for submission of bids: 28<sup>th</sup> January 2019 (by 1100 hrs)**

<b>Section - I</b>	<b>:</b>	<b>Invitation for Tender</b>
<b>Section - II</b>	<b>:</b>	<b>Scope of Works</b>
<b>Section - III</b>	<b>:</b>	<b>Terms and condition</b>
<b>Section - IV</b>	<b>:</b>	<b>Special Conditions of contract</b>
<b>Section - V</b>	<b>:</b>	<b>General Technical specifications</b>
<b>Section - VI</b>	<b>:</b>	<b>Price Schedule</b>

**No. WIN/872/16/2018**  
**High Commission of India**  
**Windhoek**

**Invitation of bids for Gardening services at High Commission of India (97, Nelson Mandela Avenue, Klein Windhoek), Embassy Residence (Anna Street, Ludwigsdorf, Klein Windhoek) and others four residences (Quenta Street, Nelson Mandela Avenue, Klein Windhoek and two residence at Asuriet Street, Eros area).**

The High Commission of India (HCI), Windhoek invites sealed tenders for providing gardening services at the above mentioned premises. The tenders are invited under two bid system viz. Technical Bid and Financial Bid from reputed and experienced gardening and landscaping firms having regular office in Windhoek for Gardening services at above mentioned premises.

2. The tender document can be downloaded from the following websites:  
[www.hciwindhoek.gov.in](http://www.hciwindhoek.gov.in)  
<http://eprocure.gov.in/cppp>

Bidders are requested to go through the terms and conditions contained in the bid document.

3. The tender should be submitted in two sealed envelopes as below.
  - (a) The first sealed cover superscribed as "Technical Bid" should contain relevant documents/information and as per Section-V.
  - (b) The second sealed envelope superscribed "Financial Bid" should contain only rates as per Section – VI of the Tender Document.
  - (c) Both the sealed covers, should be placed in the main sealed envelope superscribed "Tender for Gardening services to High Commission of India" addressed to the Head of Chancery, High Commission of India, 97, Nelson Mandela Avenue, Klein Windhoek, P.O. Box No.1209, Windhoek and must reach **on or before 28<sup>th</sup> January 2019 latest by 1100 hrs.** Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Mission will not be responsible for any postal delay.

4. The Mission 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 the Mission in this regard will be final and binding upon the bidders.

5. Inspection may be done for above mentioned sites by seeking prior appointments. Separate quotations are required for (i) High Commission of India,(ii) Embassy Residence and (iii) Four residences.

6. The important schedules and dates are as under:

Sl. No.	Key Event	Dates
1	Last date for submission of Bids	28 <sup>th</sup> January 2019 by 1100 hrs
2	Date of opening of Bids (Participant bidders may wish to be present)	28 <sup>th</sup> January 2019 at 1130 hrs
3	Venue for opening of Bids	Conference Room, High Commission of India 97, Nelson Mandela Ave. Klein Windhoek

6. All bidders are requested to read and understand the terms & conditions of the contract as detailed in the Section - II before sending their bids, as no change or violation of the aforementioned terms and conditions is permissible once the quotation is accepted by the HCI Windhoek.



**(Vinod Kumar Gulati)**  
**Attache (Admin)**

### **SECTION - III : SCOPE OF WORK**

**Gardening services at High Commission of India (97, Nelson Mandela Avenue, Klein Windhoek), Embassy Residence (Anna Street, Ludwlgsdorf, Klein Windhoek) and others four residences (Quenta Street, Nelson Mandela Avenue and two residence at Asuriet Street, Eros area).**

1. Regular maintenance of gardens and landscaped area.
2. Supply of plants, seasonal flowers etc from time to time.
3. Regular cutting of grass, trimming of trees and plants including the ones close to security/electric fence and cleaning of premises.
4. Operation and maintenance of sprinkler systems wherever installed.
5. Inputs of fertilizer, grass/Rundu grass, garden sand, stones/stepping stones, black underneath sheets, shades, pebbles, seasonal/evergreen plants, fruits plants, including tools and transportation etc.

**Gardening work etc. are required at the following sites:**

- i) High Commission of India (97, Nelson Mandela Avenue, Klein Windhoek).
- ii) Embassy Residence (Anna Street, Ludwlgsdorf, Klein Windhoek).
- iii) Four other residences located in different places in Windhoek (Quenta Street, Nelson Mandela Avenue, Klein Windhoek and two residence at Asuriet Street, Eros area).

### **SECTION – III : TERMS AND CONDITIONS**

1. The Tender shall be neatly arranged, plain and intelligible. Each page of the Tender should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Tender. The conditional tender will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.
2. The Bidders shall submit documentary evidence in respect of their technical capabilities.
3. At any time prior to the deadline for submission of bids, HCI Windhoek may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.
4. Tender shall be valid for 120 days from the date of submission of tenders.
5. Any tender received after the deadline for submission of tenders will not be accepted.
6. Interpretation of the clauses in the tender Document/Contract Document. In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document, HCI Windhoek's interpretation of the clauses shall be final and binding on all parties.
7. The successful bidder, on award of contract, must send the contract/acceptance in writing, within seven (7) days of award of contract, failing which HCI Windhoek reserves the right to place the contract to the next successful bidder.
8. HCI Windhoek reserves the right to terminate the contract at any point of the time during the tenure of contract, if the services are not found satisfactory or the contractor dishonours the contract. Decision of the HCI Windhoek in this regard shall be final and binding upon the contractor.
9. No request for revision/increase of approved rates during the currency of the contract will be entertained. No other charges like transportation fare etc will be payable for providing the services.
10. The tender is non transferable.
11. Payment will be made directly to service provider through bank transfer.

12. The contract shall be valid and effective for a period of one year from the date of acceptance of contract. The contract may be extended for a further period upto one year on same terms and conditions and rates subject to mutual consent.
13. Bidder shall not have been blacklisted by any of the Departments/Ministries, Organisation.
14. Quoted price by the bidder should be final inclusive of all taxes including VAT. Nothing extra is payable for such variation.

## **SECTION – IV : CONDITIONS OF CONTRACT**

### **1. Prices:**

- (a) Price quoted by the bidder and agreed by the HCI Windhoek shall be considered final and no price escalation will be permitted thereafter.
- (b) Bidders must quote the price in the format given in Contract Price Schedule at Section - V of this document.
- (c) All prices are to be quoted in Namibian Dollars (N\$) only.
- (d) The prices quoted should be inclusive of all taxes including VAT.

### **2. Taxes and Duties:**

Tax invoice should be printed in the name of High Commission of India, P. O. Box No. 1209, Windhoek.

## **SECTION – V: GENERAL TECHNICAL SPECIFICATIONS**

- 1. The Bidders should submit a brief introduction, background, company documents and details, credentials, VAT & other registration and references. They may attach any other documents such as company profile, company brochures, achievement of the company, social security and all risk insurance etc.
- 2. Bidder shall not have been blacklisted by any of the Departments/Ministries, Organisation. Details of gardening and landscaping work done in the past and currently may also be provided.
- 3. Technical queries if any may addressed to the email ID - [prop.windhoek@mea.gov.in](mailto:prop.windhoek@mea.gov.in)
- 4. Details of gardening services proceeded to at least three other organisations during the last 3 years may be provided. These organisations could be other Embassies/High Commissions or Organisations of similar or bigger size and responsibilities. The High Commission reserves the right to contact any of these references to ascertain feedback/confirm the details submitted.

## SECTION – VI : PRICE SCHEDULE

**Invitation of bids for Gardening services at High Commission of India (97, Nelson Mandela Avenue, Klein Windhoek), Embassy Residence (Anna Street, Ludwlgsdorf, Klein Windhoek) and others four residences (Quenta Street, Nelson Mandela Avenue and two residence at Asuriet Street, Eros area).**

### Form of Tender

(To be submitted by the Bidder in following format)

High Commission of India, Windhoek.

Tender No. WIN/872/16/2018

Date: 2nd January, 2019

We have examined tender conditions for the above named service and have inspected the sites and general conditions under which the services to be provided.

Sl No.	Name of premises	Amount including VAT	Labour charges including VAT	Total Amount in Namibian Dollar (N\$) including VAT & other taxes
1	2	3	4	5
1	High Commission of India (97, Nelson Mandela Avenue, Klein Windhoek).			
2	Embassy Residence (Anna Street, Ludwlgsdorf, Windhoek).			
3	Others four residences (Quenta Street, Nelson Mandela Avenue and two residence at Asuriet Street, Eros area).			
<b>Grand Total including VAT</b>				

2. We understand that the High Commission of India is not bound to accept the lowest or any tender it may receive.

3. Certified that rates quoted for the above items are as per specifications, terms & conditions mentioned in the tender document.

4. I/we have read and understood all terms and conditions of this tender document and agree to abide by the same.

Yours sincerely,

(Signature of Authorised Signatory)

Name & Designation:

Company Seal:

Date: