Tender Notice

GOVT. OF INDIA
HIGH COMMISSION OF INDIA
ISLAMABAD, PAKISTAN

Date: August 3, 2017

PRESS NOTICE

The Head of Chancery, High Commission of India Islamabad on behalf of the President of India invites sealed tenders on Two-bid system (Part-I Technical Bid & Part-II Financial Bid) from reputed Horticultural Nurseries / Contractors for "Horticulture and Landscaping Maintenance Works" at the Residential Complex of the Indian High Commission, Islamabad, Pakistan, with the completion time of 3 years.

The bidding document can be downloaded directly from the High Commission of India, Islamabad website www.india.org.pk or http://eprocure.gov.in. The last date of receipt of bid in the prescribed format with all enclosures and supporting documents in the office of Head of Chancery (HOC), High Commission of India, G-5, Diplomatic Enclave, Islamabad will be on the August 24, 2017 up to 3 PM (1500 hrs).

For further clarification and information:
Tel: 0092-51-2833263, 0092-51-2833274
Email: project.islamabad@mea.gov.in, hoc.islamabad@mea.gov.in
GOVT. OF INDIA
HIGH COMMISSION OF INDIA
ISLAMABAD, PAKISTAN

INVITATION TO TENDER

The Head of Chancery, High Commission of India Islamabad on behalf of the President of India invites sealed tenders on Two-bid system (Part-I Technical Bid & Part-II Financial Bid) from reputed Horticultural Nurseries / Contractors in Pakistan for the work of following description at the Residential Complex of the High Commission of India, G-5, Diplomatic Enclave Islamabad, Pakistan.

1. Description of Work:

For the “Horticulture and Landscaping Maintenance Works” at the Residential Complex of the Indian High Commission, Islamabad, Pakistan, the following are the description of work:

(a) Daily watering and maintenance of indoor and outdoor plants and grass in the Residential Complex;

(b) Mowing of over grown grass/removing of wild growth/weeds from the grassy lawns of the Residential Complex premises routinely and as per requirements;

(c) Sowing of new grass on the baldy patches of the green lawns;

(d) Supply and Sowing of seeds of seasonal flowers/shrubs/hedges etc. from time to time;
ISL/PROJ/872/10/2007

(e) Supply of fertilizers, pesticides, insecticides, etc. as necessary;

(f) Cleaning of lawns, green belts/beds etc. of felled/dry leaves;

(g) Pruning of overgrown tree branches/shrubs etc.;

(h) Routine maintenance of sprinklers, drips and related irrigation system;

(i) Any other work relating/not relating to maintenance and upkeep of above items assigned from time to time;

(j) Attending any emergency call, if required.

2. **Time Schedule:** 03 years

3. **Earnest Money Deposit:** 100,000 PKRs

4. **Tenders to be addressed to:** The Head of Chancery, High Commission of India, G-5, Diplomatic Enclave, Islamabad (Pakistan).

5. **Last Date of Submission:** August 24, 2017 up to 3 PM (1500 hrs).

6. **Place of Receipt of Tender:** High Commission of India Islamabad Pakistan

7. **Date of Opening of Tender:** August 28, 2017 at 4 PM (1600 hrs).

8. **Tender Processing Fees:** 1000 PKR. / (Non-Refundable)

9. **Bid to remain valid:** 180 days from the date of opening of the Tender.
10. Interested Bidders may obtain further information from the Head of Chancery, High Commission of India at Islamabad.

11. The bidding document can be downloaded directly from the High Commission of India, Islamabad website www.india.org.pk or http://eprocure.gov.in. The Bids must be enclosed in two sealed envelopes (Part-I Technical Bid & Part-II Financial Bid) with all requisite documents duly authenticated. The Tender processing fees and the EMD as indicated above must also be enclosed in the above envelope containing bid. The bids must reach this office on or before last date of submission.

12. The technical bid(s) will be opened on August 28, 2017 at 4 PM (1600 hrs) in the High Commission of India, G-5, Diplomatic Enclave, Islamabad in the presence of the Tenderer(s) or their authorized representative(s) who are present at the scheduled date and time. The date and time of opening of financial bid(s) will be decided after technical bid(s) have been evaluated by the Client. Financial bid(s) of only those Tenderer(s) will be opened who qualify the technical evaluation on the specified date and time. The date, time & place of opening of the financial bid(s) will be intimated in due course of time.

13. The High Commission of India reserves the right to accept or reject any or all tenders either in part or in full without assigning any reasons thereof.

14. This INVITATION TO TENDER will form part of the Tender Documents

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INSTRUCTIONS TO TENDERER

1. Eligibility Criteria:

The Horticultural Nurseries / Contractors that fulfill the following requirements shall be eligible to apply. All documents required in support of eligibility along
with Tender Document Fee and EMD shall constitute the bid and will be submitted as such.

**i) Experience:** The Tenderer should have an experience of at least five (05) years in maintenance of Landscaping and Horticulture works.

**ii) The Tenderer should be a reputed Horticultural Nursery / Contractor who have worked with reputed organizations on such scale of work.**

**iii) The Tenderer should have facilities and staff required in Islamabad to fulfill the requirements of the contract.**

**iv) The bid of any Tenderer(s) who has not complied with one or more of the conditions of eligibility criteria are liable to be summarily rejected.**

**v) Financial Eligibility:** The Tenderer should have sound financial background to take up the assignment. The average annual turnover of the tenderer for last three financial years ending June 30, 2017 shall not be less than `PKR 17, 10,000/- . The financial statements with net profit, duly audited / certified by a Chartered Accountant of the last three years shall be enclosed with the bid in support thereof along with the copies of Income Tax return.

**vi) The Tenderer should not have suffered financial loss in any of the previous five financial years ending June 30, 2017.**

**2. Earnest Money Deposit**

**i) The bidder shall be required to deposit the earnest money (EMD) for an amount of PKR 100,000 (refundable) by way of demand draft made in favor of High Commission of India, Islamabad.**

**ii) The Earnest Money Deposit may be forfeited:**
(a) If a Bidder withdraws, modifies, revises, deviates, its bid during the period of bid validity specified by the Bidder on the Bid Form; or
(b) In case of a successful Bidder, if the Bidder fails to furnish order acceptance within 14 days.

iii) The EMD should be valid for a period of 180 days from date of opening of tenders.

iv) The Client is not liable to pay any interest on such an amount submitted as EMD.

v) The demand drafts for earnest money deposit and tender processing fee must be enclosed in the envelope containing bid. Any bid without the demand drafts of earnest money deposit and tender processing fee would be rejected.

vi) After the award of contract to the successful tenderer, the earnest money deposit of all other Bidders shall be returned within 30 days.

3. Tender Processing Fee
i) The Tender fee is PKR 1,000.

ii) The Tender Fee is non-refundable and is payable in the form of a demand draft drawn in favour of "High Commission of India, Islamabad."

iii) The Tender Fee must be enclosed in the Bid Package failing which the bid will be rejected.

4. Settlement of disputes
If any dispute arise out of the contract with regard to interpretation, meaning and breach of terms of the contract, the matter shall be resolved by the Head of Chancery, High Commission of India, Islamabad.
5. Payment

The payment for "Horticulture and Landscaping Maintenance Works" cost will be made monthly based on the running bills submitted at the end of month by the Horticulture Nursery/Contractor. The monthly payments will be made subject to the satisfactory performance of the maintenance tasks and services as per the satisfaction of the employer.

Content of the Bidding Documents:

The goods and services required, bidding procedures and contract terms are prescribed in this bid document which includes the following:

PART – 1 TECHNICAL BID:
1. PRESS NOTICE
2. INVITATIONS TO TENDER
3. INSTRUCTIONS TO TENDERERS

PART – II FINANCIAL BID

1 FINANCIAL BID LETTER

PERFORMA OF CONTRACT AGREEMENT

This Agreement made at _____ on the ____ of ____20___.

Between the President of India represented through INDIAN HIGH COMMISSIONER OF INDIA IN ISLAMABAD, PAKISTAN hereinafter called 'the Employer') of the one part, And ____________ (hereinafter called 'the Contractor') of the other part,

Whereas the Employer desires that for "Horticulture and Landscaping Maintenance Works" at the Indian High Commission, Residential Complex, G-5 Diplomatic Enclave, Islamabad, Pakistan should be executed by the Contractor, and has accepted a Tender by the Contractor for the "Horticulture
and Landscaping Maintenance Works” and the remedying of any defects therein as per the terms and conditions of this Contract.

The Employer and the Contractor agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement:
   PART – I TECHNICAL BID
   1. TENDER NOTICE
   2. INVITATIONS TO TENDER
   3. INSTRUCTIONS TO TENDERERS
   PART – II FINANCIAL BID
   1 FINANCIAL BID LETTER

2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein, in conformity with the provisions of the Contract.

3. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price at the times and in the manner prescribed by the Contract.

In Witness whereof the parties hereto have caused this Agreement to be executed the day and year first before written in accordance with their respective laws.

SIGNED by: 
for and on behalf of the 
Employer in the presence of 
Witness:
Name: 
Address: 
Date: 

SIGNED by: 
for and on behalf of the 
Contractor in the presence of 
Witness:
Name: 
Address: 
Date:
Part - II

FINANCIAL BID LETTER
Head of Chancery
Indian High Commission Islamabad

Ref. Tender No..................

Sub.: “Horticulture and Landscaping Maintenance Works” at Indian High Commission Residential Complex, Diplomatic Enclave, Islamabad, Pakistan

Dear Sir,

We declare:

That we are equipped with infrastructure/expertise and other facilities required for the for “Horticulture and Landscaping Maintenance Works” at Indian High Commission Residential Complex, G-5 Diplomatic Enclave, Islamabad, Pakistan.

We do hereby undertake, that, In the event of acceptance of our bid, the shall be made as stipulated in the work order and the tender terms and conditions to the Bid. Our Tender Offer Price for the above “Horticulture and Landscaping Maintenance Works” at Islamabad, Pakistan and other services as required by the contract is PKR “__________” (Pakistani Rupees________________________only).

We enclose here with the complete Financial Bid as required by you. We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake the “Horticulture and Landscaping Maintenance Works” at Indian High Commission Residential Complex, G-5 Diplomatic Enclave, Islamabad as per these terms and condition.

All prices mentioned in our proposal are in accordance with the terms and condition specified in the bidding document and extant statutes/rules etc.
ISL/PROJ/872/10/2007

All the prices and other terms and conditions of this proposal are valid for a period of 180 calendar days from the opening of the bids. We hereby confirm that our bid prices are all inclusive.

1. Certified that we are a sole proprietorship firm and the person signing the tender is the sole proprietor / constituted attorney of the sole proprietor,
   Or
   a partnership firm, and the person signing the tender is the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,
   Or
   a company and the person signing the tender is the constituted attorney.

   *(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.)*

2. We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated: Signature of authorized representative

Name of Agency :
Full Address :
Company Seal :
Detail of enclosures :
TECHNICAL SPECIFICATIONS

1. SCHEDULE OF QUANTITY
A.) TREES Qty.
1 Chukarasia tabularis 8 Nos.
2 Erythrina varigated 0 Nos.
3 Saraca indica 26 Nos.
4 Jacaranda mimosaefolia 30 Nos.
5 Mitragyna parviflora 7 Nos.
6 Bauhinia blackenina 44 Nos.
7 Azadirachta indica 1 Nos.
8 Koelreuteria elegans 9 Nos.
9 Plumeria alba 33 Nos.
10 Schleichera trijuga 12 Nos.
11 Michellia champaca 13 Nos.
12 Alstonia scholaris 0 Nos.
13 Gravillia robusta 0 Nos.
14 Tabebuia rosea 0 Nos.
15 Albezzia lebbek 5 Nos.
16 Espalier trees 25 Nos.

B.) SHRUBS Qty.
1 Calliandra brivipes 164 Nos.
2 Plumbago Capensis 500 Sqm. 6 plants
3 Ficus Benjamina 400 Nos.
4 Raphis Excelsa 247 Sqm.
5 Ixora Singaporeensis 500 Nos.
6 Alpinia speciosa 149 Nos.
7 Ixora chinensis 183 Nos.
8 Hibiscus Pink 143 Nos.
9 Lagerstroemia indica 54 Nos.
10 Lagerstroemia candida 55 Nos.
11 Euphorbia pulcherrima 20 Nos.
12 Durenta repens Var. 230 Sqm. 9 plants per sqm
13 Durenta repens 'Golden' 150 Sqm. 9 plants per sqm
14 Jatropha pandurifolia 68 Nos.
15 Hamelia dwarf 245 Sqm.
16 Hamelia patens 4 Nos.
17 Tecoma capensis 140 Nos.
18 Altenanthera red 75 Sqm. 6 plants per sqm
19 Tabernaemontana varigated 5 Nos.
20 Pachystachys lutea 80 Sqm.
21 Mussanda philippica 75 Sqm.

C.) GROUND COVERS Qty.
1 Wadelia trilobata 195 Sqm.
2 Cholorophyutm comosum 140 Sqm.

D.) LAWN (Grassing)
Cynedon Dactyelon Grass (American Grass) (plugging method)- 11239 Sq.meter.

E.) Approximate area of work- 12991 Sq. meter.

2. Maintenance
A). Maintenance period 12 months (Total 3 years) by regular watering, weeding replacing dead non performing plants and applying pestisides , insecticides fertilizers etc as per technical specifications.

B.) DETAILS OF PERIODIC MAINTENANCE ACTIVITIES
<table>
<thead>
<tr>
<th>S.no</th>
<th>Operation</th>
<th>Frequency/ Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Weeding</td>
<td>Every 14 days</td>
</tr>
<tr>
<td>2.</td>
<td>Edging</td>
<td>Every 30 days</td>
</tr>
<tr>
<td>3.</td>
<td>Forking of the Plants &amp; Shrubs</td>
<td>Every 14 days</td>
</tr>
<tr>
<td>4.</td>
<td>Grass Cutting</td>
<td>Every 14 days</td>
</tr>
<tr>
<td>5.</td>
<td>Trimming of Shrubs/Ground Covers</td>
<td>Every 30 days or as per instruction</td>
</tr>
<tr>
<td>6.</td>
<td>Pruning of Big Trees</td>
<td>Every 6 months</td>
</tr>
<tr>
<td>7.</td>
<td>Mulching i.e., 50mm thick layer fine powdered FYM or Cocopit /vermincompost</td>
<td>Every 3 months</td>
</tr>
<tr>
<td>9.</td>
<td>Fertilizing- Shrubs &amp; Ground Covers etc @ 50 grm per sq.mt with enough watering</td>
<td>Every 3 months</td>
</tr>
<tr>
<td>10.</td>
<td>Fertilizing - Trees @ 50 grams per Tree Gypsum+ Sulphur for maintaining pH Value at 7 to 7.5 @ 200 grm/sq.mt or as per instructions</td>
<td>Every 3 months</td>
</tr>
<tr>
<td>11.</td>
<td>Site Cleaning &amp; maintenance of General Appeal of the Site</td>
<td>Daily</td>
</tr>
</tbody>
</table>

3. **Manpower Description**
   One Supervisor once in a week and 10 trained Gardeners+ laborers daily full time.

4. **Disposal of Waste- General Cleanliness of Landscape Site**
   The arrangement of transport for disposal of waste, shifting of plants, etc. has to be made by the contractor. The generated waste has to be disposed off within 48 hrs of generation or as instructed. It is the contractor’s responsibility
to keep the garden in green, healthy and in proper condition all the time. Vermicomposting to be compulsorily adopted by the Contractor.

5. Provision for Water
A.) For Trees-@ 20 ltrs/every alternate day of watering should be provided to each of the tree planted.
B.) For Shrubs-@15 ltrs/sq.mt/every alternate day of watering should be provided by the contractor
C.) For Lawns-@ 25 ltrs/sq.mt/weekly requirement of watering should be provided by the contractor
D.) Water will be provided by owner free of cost. Wherever irrigation tap connection is not available watering should be done with water tankers or appropriate methodology. The maintenance of tankers or any appropriate system shall be integral responsibility of the Contractor to meet the watering requirements of the Trees, shrubs and lawns under any circumstances.

6. Electricity
Owner shall provide point electrical connection wherever possible but in case of un-availability of the same it will be Contractor's responsibility to make arrangement for Diesel Genset to meet their requirement. The use of electricity shall be on chargeable basis. The contractor shall install electricity meter and shall pay for the metered readings as per the rates settled with the owner.