



The Indira Gandhi Centre for Indian Culture
Phoenix

GENERAL TERMS & CONDITIONS

➤ The Contractor shall be responsible for the beautification/maintenance and development of lawn, flower bed, hedge, potted plants, pruning of trees, bush cutting and shrub clearance of the entire garden area inside the boundary of IGCIC.

➤ The successful tenderer will be decided based on total lowest rate quoted for the bid.

➤ It will be the responsibility of the tenderer for proper development & maintenance of the garden including tools, fertilizers, insecticide and pesticides, maintenance of compost pit, seeds, upkeep of nursery, plant rotation/breeding and clearance of all garden garbage etc

➤ The tenderer should ensure payment of minimum wages to the labourer, so deployed for the work, as per the notifications issued by the local authorities.

➤ In case of increase in minimum wages, the Centre shall not take responsibility towards payment of minimum wages to the labourer.

➤ The successful tenderer will have to enter into agreement which will be valid for one year and in the event of expiry of contract, the contract shall have to continue the work till an alternative arrangement is made.

➤ The contract can be mutually extended for further period of one year on same rate, terms and conditions.

➤ The payment will be made on monthly basis and on receipt of the bill in duplicate.

➤ No terms and conditions, other than as stipulated above, will be entertained. Tenders, without acceptance of the terms and conditions stipulated above, are liable to be rejected.

➤ Adequate arrangements for proper garden waste disposal shall be ensured at all times.

➤ The contractor shall employ five persons (1 Supervisor, 2 skilled head gardeners and 2 semi-skilled gardeners) for the maintenance of IGCIC Complex. These work force will be employed on all days for eight hours from Monday to Friday and half-day on Saturday to carry out the horticulture work but will be off on Sunday and Office holidays.

➤ The contractor shall ensure a uniform for all the horticulture staff.

Any issues not covered in the above terms and conditions shall normally be settled by mutual discussions between the Centre and the contractor. However, in case of dispute/s not settled by mutual discussion, the decision of the Director of the Centre shall be the final.

AGREEMENT

High Commission of India

Annual Maintenance works at Indira Gandhi Centre for Indian Culture, Phoenix for landscaping work.

Agreement made on this _____ at High Commission of India, LIC building, John Kennedy Street, Port Louis, Mauritius

Between

High Commission of India, Mauritius, whose registered office is situated at LIC building, John Kennedy Street, Port Louis, Mauritius (hereinafter call "Client" on one part.

And _____ whose registered office is situated at _____ (hereinafter called "the Contractor") on other part.

Whereas High Commission of India requires one year maintenance of landscaping work (hereinafter called "The works") to be carried out by the contractor in accordance with technical & commercial terms (enclosed here) for IGIC, Phoenix, Mauritius.

Now it is hereby agreed as follows

Contract Sum

Contract sum is _____ /-per month (VAT exempt) valid up to _____ starting from _____

Scope of Work

The scope of work is to carry maintenance of landscaping work as per standard practice and scope of work as mentioned below:

1. **METHOD STATEMENT/SCOPE OF WORK**

The scope of work and services to be provided are as follows:

- A. Periodic trimming of the lawns by using brush cutter at least twice every month as per requirement. During summer/rainy season, the lawn cutting shall be carried out as required to maintain the lawn in good shape.
- B. Irrigation of lawns, plants as required by using manual irrigation system.
- C. Manual irrigation of plants as required including indoor pots.
- D. Application of fertilizers for trees/plants, turfs, shrubs, groundcovers, annual flower plants once every month.
- E. Monthly application of insecticides for shrubs, groundcovers, turfs, annual flower plants, trees/palms etc.
- F. The treatment of plants with fungicide monthly for shrubs, groundcovers, turfs, annual flower plants, trees/plams etc. and the frequency shall be increased fortnightly during rainy seasons.
- G. Removal of dead and overhanging branches of existing trees, palms, shrubs and groundcovers.
- H. Removal of undesirable grass, weeds from the trees, plants, shrubs, turfs etc
Pruning and shaping of trees/palms, shrubs once every six months. Shaping of branches that are posing danger as required. Trimming of shrubs, groundcovers as and when required. Trimming of shrubs near to round about, road turning as per traffic rules.
- J. Removal of dead or dying plants, shrubs & replacement shall be carried out without any extra cost.
- K. Loosening of soil and plants will be carried out monthly.
- L. Mulching of trees, plants, shrubs once every months.

M. Maintenance record for manpower, fertilizers, pesticides, fungicides, description of tasks etc.

N. Removal and disposal of garbage from premises once in a month.

O. The scope of maintenance covers for indoor and outdoor plants in the premises.

P. Seasonal flowers shall be planted at the entrance roundabout, in front of the office area, the residential area and other side entrance of office, which shall be replaced quarterly.

2. **NUMBER OF PERSONNEL TO BE POSTED AT SITE**

Manpower – 7.30 am to 3.30 pm from Monday to Friday

7.30 am to 11.30 am on Saturday, except on Sundays & Public holidays

Note: Four full time skilled gardeners and a Supervisor (total five) will be posted at a site as per schedule mentioned above.

There shall be an attendance register indicating arrival and departure date and time of the contractual workers. The register has to be filled and signed by them.

3. **Workmen Compensation Policy**

All the workers shall be insured with the insurance policy. This will be done at the Contractor's cost.

4. **Mobilization of Work**

The work shall be mobilized at site immediately from the date of Letter of Award.

Terms of Payment

100% payable against submission of VAT exempted Invoice monthly for the maintenance of work carried out.

As a case where any of the five personnel do not report for duty, a deduction of MRs.500/- per person per day would be made from the contractual amount.

The duration of the contract will be for one year renewable upon satisfactory performance.

The contract could be terminated by the Client giving one month notice.

Made in duplicate on the
India, Port Louis, Mauritius.

at the High Commission of

Signature

Signature

Name.....

Name.....

High Commission of India

Contractor