



Indira Gandhi Centre for Indian Culture
High Commission of India
Phoenix

The Indira Gandhi Centre for Indian Culture, High Commission of India invites quotations from the reputed companies for the Landscaping and upkeep/maintenance of IGCIC garden area.

2. The bidder should be a VAT registered company with a minimum of 5 (five) years of experience in Gardening service and must have provided/providing Gardening services to reputed organizations including governmental establishments and/ or diplomatic entities. The bidders are required to provide documents evidencing the above conditions.

3. The companies fulfilling the above conditions may send their representatives to ascertain the scope of work and to obtain the copy of terms and conditions and format for submission of quotes between 1000 to 1700hrs hrs. (Tel: 6973437 or 52503970 for appointment).

4. Companies may submit their best quote superscripting “**Bids for the Landscaping & maintenance of IGCIC Garden**”, Phoenix in a sealed envelope not later than 1700 hrs on 29th October, 2019 addressed to The Director, Indira Gandhi Centre for Indian Culture , Swami Sivananda Avenue, Phoenix.

FORMAT FOR SUBMISSION OF QUOTATION

1.	Name of Company with Full address	
2.	Experience in the field, No. of years	
3.	List of the Clients where cleaning services is being provided	
4.	Terms and conditions studies well and are fully acceptable	
5.	Rates to be charged per month VAT & other charges if any Total : MUR----- pm <u>VAT No. :</u>	



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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.