



सत्यमेव जयते

**Consulate General of India
Ho Chi Minh City**

INVITES BIDS FOR

**HIRING OF PART-TIME GARDEN MAINTENANCE SERVICES FOR INDIA
HOUSE AND CHANCERY**

TENDER NO. HCM/306/2/2023

Date: 01/09/2023

**LAST DATE FOR SUBMISSION OF BIDS
21 SEPTEMBER 2023 AT 1100 HRS**

**DATE OF OPENING BIDS
22 SEPTEMBER 2023 AT 1600 HRS**

214, Vo Thi Sau Street, Vo Thi Sau Ward, District 3, Ho Chi Minh City, Vietnam
Tel: +84-28-37442400

INVITATION FOR BIDS

Consulate General of India in Ho Chi Minh City invites Bids / Quotations from reputed agencies based in Ho Chi Minh City, Vietnam, providing Garden maintenance services.

Notice Inviting Tender: Consulate General of India in Ho Chi Minh City invites bids from reputed companies for 'Maintenance of Garden at India House (located at Cherry 6, An Phu Superior Villa Compound, 36, Thao Dien, District 2, HCMC) and flower pots at Chancery (located at 214, Vo Thi Sau Street, Vo Thi Sau Ward, District 3, HCMC)'.

1. Eligibility criteria for bidders: It is important to note that India House is the residence of Consul General of India in HCMC and thus it is pertinent to maintain its decorum and to keep the large garden (900-1100 sq mtrs) clean and beautiful. More than thirty engagements, receptions including national day celebrations have been hosted in the garden of India House. Further, the Chancery, being a diplomatic office has to be maintained at a high standard. Thus, the company providing the bids should have at least 03 years' experience of providing garden maintenance services at reputed companies / govt. offices / MNCs etc.

(ii) The company should also have valid permit / registration from a competent local authority in Ho Chi Minh City for providing the gardening services (A copy of English translation to be provided).

3. Bid system:- The bids shall be submitted in a sealed envelope superscripted as "Bids for providing part-time garden maintenance services for India House and Chancery". It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder.

(ii) The sealed quotations shall be submitted to the office of the **Consulate General of India at 214, Vo Thi Sau Street, Vo Thi Sau Ward, District 3, Ho Chi Minh City.**

(iii) The bids may be submitted by Hand in person or by courier. The bids by 'Fax / E- mail' shall not be accepted.

(iv) Bids received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances.

(v) The bid has to be submitted as per the format specified at the Annexes with all the supporting documents. The bid is to be submitted in English.

(vi) The bids shall be opened on the date and time as given in the tender notice on the first page at the below address:

Consulate General of India at 214, Vo Thi Sau Street, Vo Thi Sau Ward, District 3, Ho Chi Minh City, in the presence of the authorized representatives of the companies, who may wish to attend.

4. Pre-bid meeting: All bidders, if required, may visit the site as the area has its specific requirements. During the meeting, all bidders are welcome to clarify all their concerns regarding submission of bid, if any.

Validity of Bids: The bids shall have a minimum validity of ninety months (**90 DAYS**) from the date of opening of bids. A bid for a shorter period of validity shall be rejected.

Payment terms: The payment will be made to the service provider on monthly basis preferably on the last working day of the month as per the rate of the lowest bidder. This will be subject to satisfactory work.

SCOPE OF WORK

The selected bidder shall be required to provide a part-time gardener who will work for two hours per day from Monday to Saturday (effectively about 52-54 hours per month) and an additional 30 minutes for maintenance of flower pots at Chancery premises.

FINANCIAL BID PROFORMA

Description	Details / Amount (VND)
Name of the Bidder Agency/Company.	
Address of the Bidder Agency/Company.	
Contact details of the Bidding Agency/Company including Name, Mobile Number, Email.	
Whether the company agrees to the payment terms as mentioned in the Contract Document. In case of deviation, kindly write.	
FINANCIAL QUOTATION	
Hiring of Part-Time Gardening services for India House and Chancery	
Any other cost (please specify)	
Taxes (if any)	
Total	

BIDS SECURITY DECLARATION

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit Bids for contracts with the Government of India.

Date:
Name:

Place:
Signature:

DECLARATION

I certify that the information furnished above is full and correct to the best of my knowledge. **I hereby agree to all terms and conditions as per the tender document.**

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company

Seal of the firm