

**Mel/872/1/2022**  
**Consulate General of India**  
**Melbourne**

**TENDER NOTICE**

**Subject : Tender for Providing Garden Maintenance Services at the various properties leased by the Consulate General of India, Melbourne**

The Consulate General of India, Melbourne (hereinafter referred as CGI) invites sealed tenders from professional companies/firms for providing Garden Maintenance Services at the various properties leased by the Consulate General of India, Melbourne

2. The tenders are invited under two bid system viz. Technical Bid and Financial Bid from reputed and experienced firms having regular office preferably in Melbourne.

3. The tender document can be downloaded from the following websites: [www.cgimelbourne.gov.in](http://www.cgimelbourne.gov.in)  
[www.http://eprocure.gov.in/cppp](http://www.http://eprocure.gov.in/cppp)

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

4. The tender should be submitted in two sealed envelopes as below:

(a) The first sealed cover superscripted as "Technical Bid" should contain details of technical capabilities of the firm (*with documentary evidence*) as per Section-IV.

(b) The second sealed envelope superscripted "Financial Bid" should contain rates only for the contract as per Section-V of the Tender Document.

(c) Both the sealed covers, should be placed in the main sealed envelope superscripted "Tender for Garden Maintenance" addressed to the Head of Chancery, Consulate General of India, Melbourne, 344 St. Kilda Road, Melbourne-3004 and must reach on or before 20<sup>th</sup> May, 2022 by 1700 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. CGI will not be responsible for any postal delay.

5. CGI 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 Consulate in this regard will be final and binding upon the bidders.

6. The important schedules and dates are as under:

S. No.	Key Event	Dates
1	Date of publication of bids	18 <sup>th</sup> April, 2022
2	Last date for submission of bids	20 <sup>th</sup> May, 2022
3	Date of opening of Bids ( <i>Participant bidders may wish to be present</i> )	23 <sup>rd</sup> May, 2022 at 1130 hrs (AEST)
4	Venue for pre-bid and opening of bids	Consulate General of India, Melbourne, 344 St. Kilda Road, Melbourne-3004

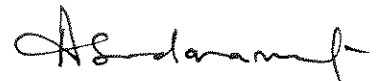
7. Evaluation criteria: The tender will be evaluated on the Technical information individually using the following criteria:

- a) The organization's relevant experience for the Assignment.
- b) Quality of work plan and methodology for undertaking the job.
- c) Qualification and experience of the staff proposed.
- d) Past track record.

The decision of CGI, Melbourne in this regard would be final.

8. All bidders are requested to read and understand the terms & conditions of the contract before submitting their bids. No change or violation of the aforementioned terms and conditions is permissible once the quotation is accepted by the Mission.

9. Any enquiry/clarification/request for the site visit may be sought by sending email on [hoc.melbourne@mea.gov.in](mailto:hoc.melbourne@mea.gov.in).



(Anuradha Sundaramurthy)

Head of Chancery

18<sup>th</sup> April, 2022

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**Section-II**

**Scope of work**

Upkeep of gardens of the various properties leased by Consulate General of India, Melbourne. This would inter alia, include the following:-

1. Grass cutting, cleaning, aerating, watering, fertilizing of the green grass.
2. Landscaping of the gardens.
3. Disposal of organic garbage including leaves.
4. Trimming, manual watering, fertilizing, de-weeding of all areas including hedges, flower beds and plants.
5. Spraying against disease and pests (by using bio-pesticides) with included materials at the company's cost.
6. The contractor shall edge (wherever applicable) all sidewalks, driveways, walls, boundary and curbs each time when the adjacent grass is cut.
7. The contractor shall deliver standard services (including maintenance of plants/seasonal plants and flowers and replacement of dead flowers/bushes) twice a month for the maintenance of the garden attached to the following properties:

1	34 Peate Avenue, Glen Iris, 3146
2	16A, Charles Street, St. Kilda, 3182
3	18 Luckins Road, Bentleigh, 3204
4	344 St. Kilda Road( supply and maintenance of indoor plants)

The Consulate General of India reserves the right to add or delete any property and to change the rate proportionately or revise the rate on mutual consent between Consulate General of India and the service provider company.

8. The main gardener must be a qualified person with requisite qualification. The workers attached with the Gardener must be familiar with gardening work.
9. The firm shall provide materials/consumables in the garden, plants, pots, tools and other items for the gardening work at its own cost.

## SECTION III

### TERMS AND CONDITIONS

1. At any time prior to the deadline for submission of bids, CGI may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.
2. In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document, CGI's interpretation of the clauses shall be final and binding on all parties.
3. The successful bidder, on award of contract, must send the contract/acceptance in writing, within 15 days of award of contract; otherwise the contract will be awarded to the next successful bidder i.e. L-2.
4. CGI shall have the right to impose such penalty as it deems fit on the firms for unsatisfactory or partial/defective services. The maximum penalty will be restricted to one month's charges. CGI also reserves the right to terminate the contract at any point of time during the tenure of the contract, if the services are not found satisfactory or the contractor dishonors the contract. Decision of CGI in this regard shall be final and binding upon the contractor.
5. 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.
6. Bidders may quote prices strictly on monthly basis only. Price quoted should be on all-inclusive basis and must include the cost of all services, personnel, materials, plants, transportation etc.
7. A brief report (on a fortnight basis) may be submitted on the works to be undertaken that fortnight and those completed the previous fortnight.
8. The firm shall be required to furnish an undertaking to strictly abide by good management practices, various labour regulations/laws, if any, in force in Melbourne including payment of minimum wages, social security etc. The contractor will also be responsible for any mishap/accident, if any that may happen at the site. The firm would be responsible for its workers in terms of their antecedents and conduct, service performance and behaviors, as also to the payment of salaries, compensation etc.
9. Bidders would be required to furnish the information and submit documents, as per the attached proforma, and would quote prices strictly on monthly basis only. Prices quoted should be on all-inclusive basis and shall include the cost of all services, personnel, material, transportation etc. Technical information should be given in a separate envelope.
10. The company would submit monthly invoice (s) for payment supported with certificates of completion of requisite jobs from the resident of concerned houses.

#### Section -IV

##### TECHNICAL INFORMATION (Proforma to be submitted with Technical Bid)

(a) Name of firm:

(b) Address of the Registered Office:

(c) Correspondence address:

(d) Contact details:

Telephone:

E-mail:

S. No.	Requirements*	Response
01	Brief introduction of the company	
02	Previous experience in the field	
03	Total number of regular employees with the firm	
04	Turnover of the firm for the last two years	
05	Company Registration Number	
06	GST Registration Number	
	Other Consualtes or reputed organization/ companies where you are providing services of similar nature	

\* Bidder should submit relevant certificates and detailed information separately.

2. Detail work plan and Methodology for undertaking the job:

3. Qualification and experience of the workers proposed to be deployed for the job:

**Section - V**

**Format for submitting the Price for Maintenance of Garden attached to Various Prosperities of Govt. of India.**

Tender No. Mel/872/1/2022

Date:

Price Schedule (item-wise) (excluding GST)

S. No	Job/Item	Price quoted (in AUD)
01	Gardening services	
02	Cost of plants and flowers (Number and type of proposed plants and flowers against each property must be mentioned)	

\*Consulate General of India reserves the right to change the type and quantity of plants and flowers.

Name of firm

Address for correspondence

Contact

Note: 1. The above quoted prices are complete in all respects as per technical specifications but exclusive of VAT, if any.

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

Yours faithfully,

(Signature of Authorized Signatory) Name &  
Designation:

Company seal