

**CONSULATE GENERAL OF INDIA  
MUNICH**

INVITES QUOTATIONS

FOR MAINTENANCE OF GARDEN AT CONSUL GENERAL'S RESIDENCE AT  
GRAF-SEYSSSEL STRASSE 3, GRUNWALD 82031, MUNICH

TENDER NO. MUN/ADM/866/1/2010

LAST DATE OF SUBMISSION OF BIDS

AUGUST 19, 2020 TILL 1600 HRS (MUNICH TIME)

DATE OF OPENING BID

AUGUST 20, 2020 AT 1600 HRS (MUNICH TIME)

PLACE OF OPENING OF BIDS:  
CONSULATE GENERAL OF INDIA,  
WIDENMAYERSTRASSE 15, 80538, MUNICH

## **Invitation for Bids**

Consulate General of India Munich invites Bids/Quotations from reputed agencies based in Germany with experience in maintenance of Garden at diplomatic offices and residence areas.

### **1. Eligibility criteria for bidders:**

- The Company should have valid permit/registration from a competent local authority in Munich for maintenance of Garden.
- The Company should have sufficient experience in handling the assigned work with number of good and experienced gardeners, technicians and staff for the proper execution of the contract.

### **Scope of Work:**

#### **Garden:**

Garden of 2000 Sq. mts. (CG's Residence) including kitchen garden/backyard in the residences inside the complex. The Scope of work includes:

- To manually water all garden areas (including inside house plants) as often to ensure that plants/trees do not dry out and to monitor automatic watering system when in use.
- Regular sweeping of dry & fallen leaves/dead branches of trees and plants and from the ground including areas surrounding Residence.
- Removal of weeds found on the landscape and planting beds on regular basis.
- Mowing of lawn to keep the garden floor trimmed.
- Trimming of overgrown shrubs regularly to make them look tidy at all time.
- To prune branches of low trees obstructing pedestrians and motorist and remove debris off site.
- Apply multi-micronutrient fertilizer on need basis.
- Cutting of long trees branches in CG residence compound once in year as well as cutting of damaged tree.

### **Operational Garden Maintenance (Planting):**

Replacements of plants, topping up of soil, provision of Fresh plants. Replacement should be done free of cost , if any plant or tree dies ultimately.

Planting of plants/trees and grow up grass as per requirements of the CG's residence.

Vendor needs to provide the best options and also the basic thematic diagrams for the landscaping and pattern of plants to be planted.

Decoration of flower patterns and arrangements to be done in the summer season (April-August) with seasonal flowers. Vendor needs to provide the best designs of flower patterns and also the basic thematic diagrams for the setting and arrangements of the above.

### **Guidelines for Preventive Maintenance (Non-planting):**

1. Preventive maintenance of the garden lawns in CG's residence to be covered.
2. Machines required to be provided by the vendor for the period of contract and always be kept in working condition.
3. Other input materials & transportation of material on site to be borne by the contractor

### **Requirements:**

Provide experienced and trained Gardeners. They should be responsible for all the onsite work as specified in the contract.

1 part-time bilingual (English/German) speaking Supervisor who is reachable via cell phone for all types of emergencies/req. The Supervisor will be in charge for the overall management of the onsite team of Gardeners and other helpers.

The bidder company shall submit its offer in an envelope, superscripted as "Tender Quotation for maintenance of Garden". It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder:

- i. The sealed bid shall be submitted to The Head of Chancery, Consulate General of India, Munich, Widenmayerstrasse 15, 80538, Munich;
- ii. Contact person Mr. Sangram Sahoo, Property Assistant, Phone No.0049 89 21023917 Email: admn.munich@mea.gov.in.

- iii. Bid received after the closing date and time as prescribed in the tender notice, shall NOT be accepted under any circumstances;
- v. Period of bid validity should be 120 days minimum (qualifying criteria).
- vi. Bid shall be opened on the date and time as given in the tender notice at Consulate General of India, Munich, Widenmayerstrasse 15, 80538, Munich, in the presence of the authorized representatives of the companies, who may wish to attend.
- vii. The bid has to be submitted as per the format specified at 'Annexure I. It is a one-part bid system.
- viii. Price can be quoted items wise or lump sum basis. The quotation has to be submission in a sealed envelope in Annexure-I

**Annexure- I**

**FINANCIAL BID PROFORMA TO BE FILLED UP AND SUBMITTED**

1. Name of the Bidder Agency/Company.
2. Address of the Bidder Agency/Company.
3. Contact details of the Bidding Agency/Company.
4. Period of Bid validity.
5. Scope of Work
6. Manpower to be provided
7. Number of working hours per day

S/no	Job item	Price quoted
1	Gardening Service	

Declaration I hereby certify that the information furnished above is full and correct to the best of my knowledge.

Note: 1. The above quoted prices are complete in all respects as per technical specifications inclusive of packing, forwarding, transit insurance, loading & unloading, transportation, installation but exclusive of all taxes & duties, if any.

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

Name of firm  
Address for correspondence  
Contact

Yours faithfully,  
(Signature of Authorized Signatory)  
Name & Designation:  
Company seal

## TECHNICAL INFORMATION

(Proforma to be submitted with Technical Bid)

1. Name of firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:
  - Telephone:
  - Fax:
  - E-mail:

S/no	Requirements	Response
1	a. Brief introduction of the company.	
	b. Previous experience in the field	
	c. Total number of regular employees with the firm	
2	e. Registration Certificate & licence for the services	
3	Detail work plan and methodology for undertaking the job	
4	Qualification and experience of the staff [including supervisory / managerial staff and gardening staff] proposed to be deployed for the job.	