



**Embassy of India  
Rabat**

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**Notice Inviting Tender**

**Subject: Providing Gardening Services at Chancery premises of Embassy of India, Rabat**

Sealed e-tenders in the form of two bid systems (Technical and Financial), are invited from reputed & interested companies/firms/contractors for maintenance of Horticulture/Gardening Services on all working days at Chancery premises of Embassy of India, Rabat for the period of three years.

**Criteria**

1. The Agency must have experience of handling similar kind of work in reputed organizations.
2. The contract, if awarded, will be for three years from the date of award of contract.
3. Sealed quotations are invited from the reputed agencies for providing gardening services on contract basis for a period of three years.
4. The persons deployed by the contractor should have requisite experience and skills for carrying out the assigned maintenance task using appropriate materials and tools /equipments. The contractor must employ adult and skilled labour only.
5. The tenderer should have sufficient employees on its rolls specifically trained for gardening services.
6. The agency should quote the number of manpower (manpower should be including reliever) required for Garden maintenance with the Charges per month.
7. **The charges should be quoted on monthly basis for providing manpower for gardening and charges for fertilizers, seeds etc.**
8. Rates quoted shall be firm and fixed. No escalation of whatsoever nature shall be payable.
9. The competent authority reserves the right to withdraw/relax any of the terms and conditions mentioned in the tender document.
10. For finalization of contract, the tender whose rates are the lowest in comparison to other tenderers will be considered as the lowest Tenderer.
11. This Mission reserves the right to terminate this contract in any eventuality, without any notice and without explaining any reasons to the Contractor. The Contractor shall not have claim for any compensation in such event of discontinuation of the Contract.

**Scope of Work:**

1. The maintenance of lawn includes, weeding, trimming and pruning of grass by mowing with grass cutting machines, top dressing, using

of manure, fertilizers, spraying of insecticides, pesticides, fungicides, weedicides, sweeping and watering etc. and patch work by planting the grass where dead.

2. The maintenance of trees, shrubs and creepers include and the maintenance of all trees, shrubs and creepers by their manuring, watering hoeing, pruning and trimming, replacement of old dead one by one and to ensure enough supply of air and water.
3. The maintenance of hedges includes their watering, hoeing of channels, pruning and trimming and replacing old dead planting the new saplings/cuttings dead/up-rooted plants etc.
4. The Potted Plants are to be maintained at least at the present level of maintenance in the building, on all floors and around the building.



(Raj Kumar)

Head of Chancery

Embassy of India

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**TECHNICAL BID**

1.	Name of the firm	
2.	Address of the firm	
3.	Mobile phone No.	
4.	Telephone No.	
5.	E-mail id	
6.	Name of the Contact person to whom all reference shall be made regarding this tender	
7.	Any other information which you consider necessary to furnish	

## UNDERTAKING

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period contract.
- c) I hereby had undertaken to render the service as per direction given in the tender document.

Date:  
Place:

Signature and seal of the  
company

**ANNEXURE-II****FINANCIAL BID**

Sl. No.	Item description	Rates
1.	Charges for Garden maintenance services (per month)	
2.	Charges for fertilizers/ seeds etc.	
3.	Taxes (if any)	

Date:  
Place:

Signature and seal of the  
company