

**Consulate General of India,  
Birgunj, Nepal**

No. Birg/576/03/2022

Dated: 13<sup>th</sup> January, 2022

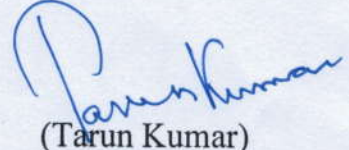
**OPEN-E-TENDER NOTICE**

**Name of the work: Invitation of competitive tender for maintenance of garden at Consulate General of India, Shreepur, Birgunj, Nepal.**

Consulate General of India, Birgunj, Nepal invites sealed tenders from reputed and experienced Nepali or Indian garden maintaining agencies/nurseries registered with appropriate authority as per law, for proper maintenance of garden at the chancery premises at the above address consisting of an area of around 11,000 sq. ft. for the period of one year i.e. 1<sup>st</sup> March, 2022 to 28<sup>th</sup> February, 2023.

2. The bids in sealed covers (both Financial & Technical Bids) should be in separate envelopes. The main envelope should inscribe "**Tender for maintenance of garden at Consulate General of India, Shreepur, Birgunj, Nepal**" and enclose both Financial Bid & Technical Bid. The EMD should be kept in the envelope containing documents for Technical Bids. Financial Bids will be opened only for those who qualify for technical bids. It should reach office of Head of Chancery, Consulate General of India, Birgunj, Shreepur, Birgunj, Nepal on or before **03.02.2022 by 1600 hours** and tender would be opened on **04.02.2022 at 1100 hrs.**

3. The tender documents containing eligibility criteria, scope of work, terms and conditions can be accessed on website of Central Public Procurement Portal <http://eprocure.gov.in/cppp> or Website of CGI, Birgunj [www.cgibirgunj.org](http://www.cgibirgunj.org).



(Tarun Kumar)

Consul (P&E) & HOC  
Consulate General of India, Birgunj  
Tel 00977 51 532211



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Birgunj, Nepal**

**Tender Notice**

No. Birg/576/03/2022

Dated: 13<sup>th</sup> January, 2022

**Name of the work: Invitation of competitive tender for proper maintenance of garden at Consulate General of India, Birgunj, Shreepur, Birgunj, Nepal.**

Sealed tenders are invited from reputed and experienced Nepali or Indian garden maintaining agencies/nurseries for proper maintenance of garden at the chancery premises consisting of an area of around 11,000 sq. ft. for the period of one year i.e. 1<sup>st</sup> March, 2022 to 28<sup>th</sup> February, 2023. The eligibility criteria and scope of the work will be as follows:-

**I. Eligibility Criteria:**

- (i) The garden maintaining agencies/ nurseries should have been in existence for not less than three years.
- (ii) The agency should not have been blacklisted since inception.
- (iii) Due weightage may be given to the agency having provided satisfactory gardening services in government offices/ schools/ financial institutes/ reputed organizations.
- (iv) Nepali / Indian agency having gardening work experience of not less than two years will be preferred.
- (v) Nepali /Indianagency should have proper registration with the concerned Government authorities.
- (vi) The agency should submit the following certificates at the time of submitting tender:
  - (a) Nepali/Indian citizenship certificate
  - (b) PAN/VAT registration certificate

**II. SCOPE OF WORK:**

All work pertaining to proper maintenance of garden at the Consulate General of India, Birgunj. There are five lawns spread over an area of approximately 11,000 sq. ft.

Following will be the schedule of work:

- (1) It is necessary to maintain the greenery and beauty of the garden situated at the premises of Chancery by planting suitable plants and seeds of good quality in the flower beds as per the seasons.
- (2) The plants and trees of permanent nature planted at the Chancery premises should be well fertilized, pruned and cared properly.
- (3) The grass lawns in the Chancery should be cared carefully. Unnecessary grass and plants should be weeded out and disposed off properly. The grass should be cut by lawn mower.



- (4) The hedge around the grass lawns should be cut regularly to maintain a proper and neat shape.
- (5) The Chancery premises should be decorated with 300 (three hundred) seasonal flower pots at different places as per the requirement. The pots available with the Chancery will be used for this purpose. The location of the flower pots can be changed as per the direction of the Chancery.
- (6) The garden near the main gate of the Chancery should be made more attractive and additional attractive flowers and trees should be planted there.
- (7) The agency is responsible to manage and provide the necessary manpower, flower and seeds of plants, mud, pots, fertilizer, agricultural tools and other necessary materials.
- (8) All plants/trees should be watered daily. All uprooted/fallen leaves/trimmed part of plants should be disposed off properly on daily basis.
- (9) Two Plastic sheds should be made as per the necessity for the protection of plants and trees.
- (10) The provision should be made to sow and grow the seeds of seasonal flower in the plastic shed/Green House. The soil of garden should ploughed properly.
- (11) The unnecessary plants should be managed and uprooted timely and should be disposed off at designated place. The proper facility for the irrigation of garden and flower pots should be managed. Sprinkling of insecticides/pesticides should be done timely.
- (12) Every morning in office day, flower bouquet should be decorated in the flower vase in the office of CG.
- (13) The flower pots should be cleaned and colored in every 6 months.
- (14) The agency should provide sufficient manpower to attend the daily requirement of garden work as well as additional work at the end of the season.
- (15) The bids are being invited for providing gardening services at the Consulate General of India, Birgunj. Goods like pesticides, fertilizers, soil, manure, seeds and flowers will be provided by the Agency. The lawn mower and petrol for running it, will be provided by the Consulate.

### **III. Specific Terms and conditions:**

- (i) The agency should provide experienced gardeners having proper identity documents issued by government authorities.
- (ii) The gardeners should be provided proper working uniforms to be worn during working hours.
- (iii) The agency is to present monthly work progress report and NRs. 500/- would be charged as fine, if the work as stated in the report is not done. Besides, the contractor would need to complete the work as per report within seven days. If the work is not completed within given fixed period, the performance fund or deposit money would be seized. It would be kept under black list for at least two years.
- (iv) The work regarding garden should be done under the supervision of staff employed by the Chancery. The Contractor is to follow the direction and suggestion given by the Chancery or employee of the Chancery.



- (v) The agency needs to take the permission of the Chancery while adding or removing the plants and trees planted inside the Chancery premises.
- (vi) The Consulate will not be responsible for any dues other than agreed contract amount for gardening services. The gardeners hired would not have claim for regularization of their services or enhancement of wages with the Chancery.
- (vii) The Contract amount, once agreed to by the firm/agency would not be increased during the period of contract.
- (viii) The Chancery reserves the right to terminate the contract with one month's notice in case the services rendered are not satisfactory.
- (ix) The agency would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its staffs during working at Chancery.
- (x) No advance payment will be made. Payment will be made in the beginning of next month upon satisfactory completion of the work.
- (xi) The agency would be responsible to discharge all the statutory requirements under the Labour Act or any other Acts enforceable from time to time by the Government of Nepal without any liability on Consulate General of India, Birgunj.
- (xii) The agency needs to submit Affidavit as per attached proforma.
- (xiii) The agency needs to submit tender as per attached Annexure.

#### **IV. Grievance Redressal:**

In case any grievance is received it would be attended to within three days of registration of the complaint. If the complaint could not be redressed reasons will be recorded in writing by the agency explaining such an inability.

#### **V. Terms and conditions for the bid would be as follows:-**

- a) The bidder should furnish the following:
  - Documents of previous experience.
  - Agency's registration and / or PAN / VAT number.
  - Number of places where working at present and number of gardeners working with the gardening agency/nursery.
  - Affidavit as per format attached.
  - Earnest Money Deposit of NRs. 5000/= (Nepali Rupees Five thousand only) should be paid by Demand Draft / Pay Order in favour of Consulate General of India, Birgunj. Tenders not accompanied with EMD will be rejected outright. Bid Security (EMD) of the unsuccessful bidders would be returned to them and no claim for payment of interest on bid security would be entertained by the Consulate General of India, Birgunj. EMD of Tenderer will be forfeited, if the Tenderer withdraws or amends its tender within the period of validity of tender.



- b) Consulate General of India, Birgunj reserves the right to accept or reject any bid(s) / quotation(s) at its discretion without assigning any reasons thereof.
- c) Consulate General of India, Birgunj also reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of contract.
- d) The agency which is granted the contract will furnish the Performance Guarantee for an amount of 5% of the annual contract value at the time of award of the contract by issue of Demand Draft in favour of Consulate General of India, Birgunj or in the form of bank guarantee. The performance Guarantee would remain valid for entire duration of the contract.

**Declaration by the Tenderer:**

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of the authorized signatory of the Tenderer  
with Seal of the agency)

Name:

Seal:

Address:

Date:

Note:- Tender by Interested agency may be submitted in a sealed envelope addressed to Consul General, Consulate General of India, Shreepur, Birgunj, Parsa, Narayani zone, Nepal.



(On Non-Judicial Stamp paper of Rs. 10.)

**AFFIDAVIT**

I/We .....Partner(s) / Legal Attorney / Proprietor(s) / Accredited Representative(s) of M/s .....solemnly declare that:

2. I/We are submitting tender for the work ..... against Tender Notice No..... dated .....
3. Myself or our partners do not have any relative working at Consulate General of India, Birgunj or in any office of Ministry of External Affairs, Government of India, New Delhi.
4. All information furnished by me / us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true.
5. All documents / credentials submitted along with this tender are genuine, authentic, true and valid.
6. The Price-Bid submitted by me / us is "WITHOUT ANY CONDITION".
7. I/We have not been banned /delisted by any Government or Quasi Government agencies or PSUs.
8. If any information or document submitted is found to be false / incorrect, Consulate may cancel my /our Tender and can take any action as deemed fit including termination of the contract, forfeiting of all dues including Earnest Money and blacklisting of my / our firm and all partners of the firm etc.

**(Signature of the Tender with Seal)**

**Seal of Notary  
Date:**



**Subject: Quotation for award of work for providing services for maintenance of garden at Consulate General of India, Birgunj.**

**FINANCIAL BID**

**(In sealed cover addressed to Consul General of India, Birgunj)**

Sl. No.	Particulars	Unit rate for deployment @ per month in NRs.
1.	Wages for the gardeners (inclusive of all statutory charges/bonus/uniform etc.)	
2.	Total for two gardeners	
3.	Cost of manure, fertilizer, pesticides, flower seeds, plants, colour etc.	
4.	Any other charges {Specify}	
5.	Total amount due	
6.	Agency charges	
7.	VAT (as applicable) {Refundable in due course to the Consulate}	
8.	Gross monthly expenditure	

The agency would be responsible to discharge all the statutory requirements under the Labour Act or any other Acts enforceable from time to time by the Government of Nepal.

**Declaration by the Bidder:**

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them.

(Signatures of the authorized signatory of the Tendered with Seal of the Firm)

Name:

Seal:

Address:

Phone / contact no.

Date: