



EMBASSY OF INDIA

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No.YAN/ADM/872/01/2020

August 19, 2020

TENDER DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT FOR MAINTENANCE OF GARDENS AT FIVE BUNGALOWS AT PADONMAR STREET, YANGON

Embassy of India, Yangon invites Technical and financial bids from specialized agencies/firms for maintenance of gardens on contract basis.

The tender document can be download from Embassy's website: www.embassyofindiayangon.in or CPP Portal: <https://eprocure.gov.in>. **No fee will be charged for tender documents. Technical and Financial Bids** must be submitted in two sealed envelopes separately and then both sealed envelopes in one single sealed envelope clearly super scribed " **Bid for Annual maintenance contract of gardens**" along with all relevant documents to the "Head of Chancery, Embassy of India, 545-547 Merchant Street, Yangon, Myanmar".

Date of uploading tender	: August 20, 2020
Last date of submission of Tender	: September 08, 2020 (1000 Hrs.)
Opening of Technical Bid	: September 08, 2020 (1500 Hrs.)
Opening of financial Bid	: September 10, 2020 (1500 Hrs.)

An amount of Kyat 1,50,000/- (Myanmar Kyat One Lakh Fifty Thousand only) in the form of Pay order or Cash payable to "Embassy of India, Yangon" towards Earnest Money Deposit(EMD) should be enclosed with Bid, Embassy will issue a receipt for the EMD. In case the EMD is not submitted, the bid shall not be considered and shall be rejected summarily. The EMD will be refunded to the unsuccessful bidders after award of contract to successful bidder. For successful bidder the EMD will be refunded only after submission of Performance Guarantee.

1.0 QUALIFYING CRITERIA

- 1.1 The agency should be in garden maintenance business and should have been providing garden maintenance services to reputed customers like Embassies, UN Officers, NGOs and other multinational companies in Myanmar. The agency should submit documentary evidence.
- 1.2 The agency should be connected by Fax, e-mail and telephone facilities for 24x7 for customer service.
- 1.3 Preference will be given to those agencies who accept payment by Bank transfer rather than cash.

- 1.4 The company should be registered with relevant Myanmar Government authorities as is required under the local regulations for tax and other purposes.

2.0 SCOPE OF WORK

- 2.1 The scope of work includes providing the manpower, wages of Gardner(s), cost of plants, seeds, maintenance of garden implements and tools, materials like organic, in-organic manures and fertilizers, removal of Garden waste up to three trucks in a month (Medium size truck). Beyond the three trucks in a month the Embassy will pay separately for each truck. Before submitting their tenders, the agency should inspect the site, if required by intimating the Administration Wing (Ms. Mallika Banik-0973206159) of the Embassy in advance, and submit their quotations accordingly.

- 2.2 Approximate garden area of five bungalows at Padonmar Street is as below:

Sl. No.	Address	Total garden area
1	Bungalow No.75	2.5 acres (approx.)
2	Bungalow No.77	
3	Bungalow No.79	
4	Bungalow No.81	
5	Bungalow No.83	

- 2.3 The contractors/agencies are required to do the following works during the period of the Annual Maintenance Contract:

- (i) Lawn mowing and pruning of hedges etc.
- (ii) Tending of flower beds
- (iii) Cutting of trees and branches
- (iv) Manuring and fertilizers
- (v) Spraying of insecticides/pesticides
- (vi) Replacing of unhealthy and dead flowers/plants
- (vii) Regular watering and removal of useless weeds, wastes etc.
- (viii) Any other gardening related works.

- 2.4 The contractors/agencies should provide/supply the following during the period of the Annual Maintenance Contract without any extra cost:

- (i) Flower seeds, saplings, fertilizers, insecticides, manure etc.
- (ii) Tool, machineries and other gardening related materials required.

3.0 INSTRUCTIONS TO Bidders

- 3.1 Applicants are required to fill in all the details asked for Technical Bid document (Annexure-I) and Financial Bid document (Annexure-II).
- 3.2 All pages of the tender document should bear the signature and seal of the authorized representative of the applicant.
- 3.3 Copies of credentials/documents are to be annexed with the tender document with self-attestation by the Applicant with official seal.

- 3.4 The bidder shall also mention the minimum number of gardeners and details of garden supervisor to be deployed at site in their bid.
- 3.5 Validity of the tender should be for minimum period of 180 days.
- 3.6 The embassy shall not take any responsibility for the delay, loss or non-receipt of quotations/documents not submitted directly to the office of the undersigned.
- 3.7 Corrections, if any, must be attested. All rates shall be indicated in both figures and words. Where there is difference between rates quoted in figures and words, the rates quoted in words will prevail.
- 3.8 The service provider shall deploy maximum no. of gardeners possible to ensure best services.
- 3.9 Date-wise schedule of work of maintenance of gardens for the month should be submitted by the service provider.
- 3.10 The tender document is liable to rejection in the event of non-adherence to the instructions given herein.
- 3.11 The applications are liable for rejection due to incorporation of any false information and furnishing fake or truncated documents.
- 3.11 Tenders are invited under two bid system viz. Technical Bid and Financial bid from reputed and experienced firms. 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 i.e. firm registration paper, license, experience in gardening work with other offices/organizations.(as per annexure-I)**
- (b) The second envelope superscripted "Financial Bid" should contain rates only for Annual contract as per annexure II)**
- (c) Both sealed covers, should be placed in the main sealed envelope superscripted "Tender for Annual Maintenance Contract of Gardens" addressed to Head of Chancery, Embassy of India, 545-547, Merchant Street, Yangon, Myanmar and must reach on or before September 07, 2020 by 1000 Hrs. Bids may be submitted physically or by courier/post at the aforementioned address so as to reach on or before the prescribed date and time. The Embassy will not be responsible for any postal delay.**

4.0 PERFORMANCE GUARANTEE

- 4.1 Performance Guarantee of **Kyat. 3,00,000/- (Kyat Three Lakh only)** is required to be deposited by the successful bidder. Performance Guarantee will be refunded 2 months after the contract period or extended contract period.

- 4.2 In case, during the contract period, the services of the agency are not found satisfactory, Performance Guarantee shall be forfeited. Performance Guarantee money will not fetch any interest.

5.0 GENERAL

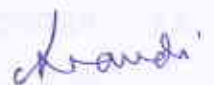
- 5.1 The contract will be for a period of **one (01) year** from the date of agreement. There should not be any change of rate during the contract period. The period of contract may be extended at the discretion of Embassy of India, Yangon for a further period of **two (02) years on year to year basis** at the same rate of contract subject to satisfactory performance by the agency.
- 5.2 Invitation of tender document does not bind the Embassy to select any agency for the contract.
- 5.3 Embassy of India, Yangon also reserves the right to accept or reject any or all the tenders and/or withdraw or cancel or suspend this notification without assigning any reasons.
- 5.4 In any area of landscape/garden is unattended or damaged, recovery will be made after examining the loss/damage.
- 5.5 The contractor/agency shall be responsible for all statutory/labour regulations applicable to the persons deputed for the maintenance of gardens.
- 5.6 In case of dispute the decisions of the Deputy Chief of Mission, Embassy of India, Yangon shall be final.

6.0 PAYMENT TERMS & MODE OF PAYMENT

- 6.1 The contractor has to submit the monthly bill/invoice as per contract rate on the last working day of the month. Payment shall be made within seven working days from the date of the submission of invoice. No extra amount will be payable in addition to the monthly rate of contract.
- 6.2 The payment will be made only in **Kyat** preferably through bank transfer for which bidders are requested to submit their Bank Details.

7.0 TERMINATION OF CONTRACT

- 7.1 The contract with the successful bidder may be terminated if bidder fails to perform its obligations specified in the contract agreement or if incase the service provided is found to be unsatisfactory.



(Sankar Nandi)

Second Secretary (E&C) & Head of Chancery

TECHNICAL BID FOR MAINTENANCE OF GARDENS

**Name of work: Maintenance of gardens at five bungalows at Padonmar Street,
Yangon**

Ref. No.YAN/ADM/872/01/2020

SI No.	Particulars	Details to be filled by the Agency
1	Name of the Tenderer	
2	Registered office/business address of the agency	
3	Name of Contact Person(s)	
4	Address with telephone, Fax numbers, Email and name(s) of the contact person (s)	
5.	Total no. of regular employee with the company	
6.	Whether EMD Kyat 1,50,000/- money is submitted	
7.	The company should sign and stamp each page of the tender documents. Is it done?	
8.	Enclose copy of Registration Certificate of the company.	
9	Whether the agency is prepared to provide the services on Sundays/Holidays besides normal working days also.	
10	Whether the firm is ready to accept payment through Bank Transfer. (Attach copy of Bank Details)	
11	Any other information in support of the case	

I/We _____ have fully understood the foregoing terms of the Annual Maintenance Contract of gardens at five bungalows at Padonmar Street, Yangon and having accepted the same, I/We have made my/our offer keeping in view of those terms. I/We do hereby declare that the entries made in the above form are true to the best of my/our knowledge and also we shall be bound by the acts of my/our duly constituted attorney. I/We hereby understand that the submission of application does not guarantee for award of contract as service provider of Embassy of India, Yangon. I/We further understand that in case of any information submitted by me/us are found to be incorrect either before or even after the contract, Embassy of India, Yangon will have the right to summarily reject the application/cancel the contract at any time without assigning any reasons whatsoever.

Date :

Place :

(Office Seal/Stamp)

Signature of authorized signatory

Name :

Designation :

FINANCIAL BID FOR MAINTENANCE OF GARDENS

Ref. No.YAN/ADM/872/01/2020

Date:

Subject: Quotation for Annual Maintenance Contract for maintenance of gardens at five bungalows at Padonmar Street, Yangon.

- (i) **Total monthly charges, including taxes, for maintenance of Gardens at Five Bangalows at Padonmar street, Yangon.**

In Myanmar Kyat _____

Total (In words, per month) : _____

- (ii) **Cost of removal of garden waste beyond three trucks in a month:**

In Myanmar Kyat _____ **Per truck.**

(In Words, Per Truck _____ **)**

Note: Please read instructions carefully and incorporate all necessary details.

Declaration

It is confirmed that I/We have fully understood the terms for the tender of the Annual Maintenance Contract of gardens at five bungalows at Padonmar Street, Yangon and are agreeable to me/us.

Date :

Place :

(Office Seal/Stamp)

Signature of authorized signatory

Name :

Designation :