



EMBASSY OF INDIA

TEL AVIV

No. TEL/ADMN/872/02/2018

Date: 10.12.2021

Notice Inviting Tender

Subject: Providing Gardening Services at Embassy premises of Embassy of India, Tel Aviv and Embassy Residence in Herzliya.

Embassy of India, Tel Aviv invite tenders in the form of two bid system (Technical and Financial), from reputed companies/firms/contractors for Gardening Services for one visit in a month at Embassy premises of Embassy of India, Tel Aviv at 140, Hayorkon Street and two visits a week (preferably on Sunday and Wednesday) at Embassy Residence at 30, Galei Tchelet, Herzliya Pituach. The contract, if awarded, will be for one year from the date of award of contract and extendable for a further period of two year on annual basis, if the services of the company found satisfactory by the Mission.

IMPORTANT DATES

| S.No. | Events | Date |
|-------|---|-----------------------------|
| 1. | Tender Publish Date | 10.12.2021 (at 0900 hrs) |
| 2. | Bid Submission start date | 10.12.2021 |
| 3. | Bid Submission end date | 30.12.2021 (till 1730 hrs) |
| 4. | Opening of Technical Bids | 31.12.2021 (at 1100 hrs) |
| 5. | Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria) | Date to be intimated later* |

***Note: 'The bids will be opened in the O/o Head of Chancery, Embassy of India, Tel Aviv, Israel'**

Section I: Criteria for Selection

- 1.** The Agency must have experience of handling similar kind of work in reputed organizations.
- 2.** The contract, if awarded, will be for one year from the date of award of contract and extendable for a further period of two year on annual basis, if the services of the company found satisfactory by the Mission.
- 3.** Sealed quotations are invited from the reputed agencies for providing gardening services on contract basis initially for a period of one year.
- 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 /equipment. 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/gardener for gardening. Any services provided beyond those mentioned above would be charged additionally. Cost of the plants, fertilizers and pesticides etc., cutting large trees and parts for watering system repairs etc. will be charged on actuals on the basis of original receipts.**
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. Tender documents should have in bilingual Hebrew and English languages in both.
11. For finalization of contract, the tender whose rates are the lowest in comparison to other tenderers will be considered as the lowest Tenderer.
12. This Mission reserves the right to terminate this contract in any eventuality, with a notice of one month without explaining any reasons to the companies/firms/contractors. The companies/firms/contractors shall not have claim for any compensation in such event of discontinuation of the Contract (i) in case the service of the companies/firms/contractors is found not satisfactory or (ii) in case the Embassy of India, Tel Aviv premises and Embassy of India (Residence) are shifted to another location in Israel.
13. The interested companies should submit the bids in two separate sealed covers, superscribed as 'Technical Bid' containing duly filled in **Annexure-I** and 'Financial Bid' containing duly filled in **Annexure-II**. Both sealed covers should be put in a single envelope super scribed as "Tender No. TEL/ADMN/872/02/2018 for "**GARDENING SERVICES AT CHANCERY & ER, EOI, TEL AVIV**" and addressed to 'Head of Chancery, 140, Hayarkon Street, Tel Aviv, PO BOX 3368, Tel Aviv-6345103. The bid should be submitted to the Head of Chancery, Embassy of India, Tel Aviv, 140, Hayarkon Street, Tel Aviv, Israel. Please note that no tender documents will be accepted after the expiry of stipulated date and time for the purpose (December 30, 2021 till 1730 hrs) under any circumstances.
14. The Technical Bids will be opened on December 31, 2021 at 1100 hrs by a Committee duly constituted by the Competent Authority of the Embassy of India, Tel Aviv. The Financial Bids of only those bidders, whose Technical Bids are found responsive, shall be opened by the Committee authorized for the purpose.

Section II : Scope of Work

1. Employees of the companies/firms/contractors will render gardening services twice a weeks at Embassy Residence in Herzliya (preferably on Sunday and Wednesday) and once a month at the Embassy premises in Tel Aviv. The service will include:
 - Shaping of bushes
 - Shaping of trees
 - Trimming
 - Lawn mowing
 - Planting
 - Watering the plants and flowers,
 - Maintenance of watering system, e.g. spring cooler pipes,
 - Airing and turning the soil over routinely as and when required

- Separation line between the lawns and the beds
 - Applying fertilizers according to the season
 - Applying pesticides
 - Waste disposal
 - Cleaning of the garden
 - Pruning of Palm/Eucalyptus trees
2. Any services provided beyond those mentioned above would be charged additionally. Cost of the plants, fertilizers and pesticides etc., cutting large trees and parts for watering system repairs etc. will be charged on actuals on the basis of original receipts.

SECTION III : SUBMISSION OF PROPOSALS

Two bid system:

The two bid system will be followed for this tender. In this system, bidder must submit his offer in two separate sealed envelopes as explained below:

Envelope No. 1: “Technical Bid” shall contain:

- The company shall enclose the full company profile (Annexure-I) with details of its registered office, the name & designation of its contact person along with his telephone/mobile no. and email address. The company should have a valid Registration No. i.e. IF number and proof of the same is to be enclosed.
- The bidder should be a qualified and experienced company in gardening services for a minimum of 3 years. Details of similar nature of work done in other Embassies/Government offices/companies with proof should be attached.
- The company should have an established office with adequate number staff and infrastructure related to the concerned job in Israel.
- No advance payment will be admissible. Payment will be made only after satisfactory gardening services in a month.
- All necessary manpower, material and transport shall be the sole responsibility of the winning (L1) bidder.
- Duly filled in Technical Bid with proper seal and signature of authorized person on each page of the bid submitted.
- Self Attested copy of TVA Registration certificate, as applicable.

Envelope 2: “Financial Bid” shall contain:

Price Schedule (Annexure-II) complete in all respects with proper seal and signature of authorized person. Both the technical bid and financial bid envelopes should be sealed separately and clearly marked as “Envelope no. 1 - Technical Bid” and “Envelope no. 2 - Financial Bid”. Both the sealed envelopes should be placed in a third larger envelope clearly mentioning “Technical Bid & Financial Bid” for “**GARDENING SERVICES AT CHANCERY & EMBASSY RESIDENCE OF THE EOI, TEL AVIV, ISRAEL**” and addressed to “Head of Chancery” Embassy of India, Tel Aviv, Israel.

Note 1: Please write tender number on each envelope and seal all the envelopes.

Note 2: Please do not put "Financial Bid" (prices quoted) in the technical bid envelope. If the price quoted is submitted with technical bid, the tender will be rejected.

4. Opening of Technical Bids:

- a. All the technical bids received by the Embassy of India, Tel Aviv will be opened on December 31, 2021 at 1100 hrs in the O/o Head of Chancery, Embassy of India, Tel Aviv, Israel
- b. After being opened, the Technical Bids will be evaluated, by the Embassy of India, Tel Aviv, based on the available documents submitted by the bidder.
- c. After evaluation of the Technical Bids, the Embassy of India, Tel Aviv will intimate the date for opening of the Financial Bids of only those bidders who qualify at Technical Bid stage.
- d. Financial Bids of those bidders who do not qualify at Technical Bid stage will be returned to the respective bidders un-opened.

5. Opening of Financial bids :

- a. Financial bids of the short listed bidders only will be opened, in the presence of the bidders or their authorized representative, who choose to attend, date to be intimated later.
- b. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance sheet as a proof of having attended the financial bid opening.
- c. The bidders name, bid prices, discounts and such other details considered as appropriate by the Embassy of India, Tel Aviv will be announced at the time of the opening of the bids.
- d. Technically accepted competitive bids ONLY will be considered for the opening of Financial Bids.
- e. For any tender related enquiry/clarification/site visit, please contact by email hoc.telaviv@mea.gov.in / admn.telaviv@mea.gov.in / embassy.telaviv@mea.gov.in or by phone + 03-7620 -700 Extension No. 101/144/124/127
- f. The tender document can be downloaded from the following websites:

<https://www.indembassyisrael.gov.in/>

<https://eprocure.gov.in/eprocure/app>

Contact information:
Mr. Naveen Kr Ramakrishan
First Secretary and Head of Chancery
Embassy of India, Tel Aviv
140, Hayorkon Street
Tel Aviv, Israel
Tel. No. +972 3 5270 297
Email: hoc.telaviv@mea.gov.in

TECHNICAL BID

| | | |
|----|--|--|
| 1. | Name of the firm | |
| 2. | Address of the firm | |
| 3. | Mobile phone No. | |
| 4. | Telephone No. | |
| 5. | E-mail id | |
| 6. | Registration details, VAT registration details | |
| 7. | Experience details | |
| 8. | Name of the Contact person to whom all reference shall be made regarding this tender | |
| 9. | 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

FINANCIAL BID

Subject: Providing Gardening Services at Embassy Residence and Embassy premises of Embassy of India, Tel Aviv

| Sl. No. | Item description | Rates |
|----------------|--|--------------|
| 1. | Charges for Garden maintenance services(per month) | |
| 2. | Taxes (if any) | |

Date:
Place:

Signature and seal of the
company

Annex III
Declaration of Bona Fides

THIS DECLARATION, DULY COMPLETED, MUST BE SUBMITTED BY ALL TENDERERS.

Name of Tenderer: _____

Address: _____

We, the undersigned, hereby offer to provide the Embassy of India to Israel with professional gardening and grounds maintenance services in accordance with the Department's Request for Tenders, and the Department's Terms and Conditions of Contract as set out in the Request for Tenders which we have read, understood, and accept in their entirety.

We confirm that all information and commitments contained in or referred to in our tender are (i) accurate and correct, and (ii) accurately reflect our actual current operational and financial capability.

We confirm that the basic rates quoted by us in the Financial Schedule to our tender proposal will be binding on us for the full term of the contract.

We confirm that our tax affairs are in order and that, if selected, we will be in a position to provide the Embassy with a current valid Tax Clearance Certificate or Statement of Suitability from the Revenue Commissioners within 10 working days.

We acknowledge that no legally binding agreement exists between us unless and until our offer is accepted by you and at least 30 days have elapsed following formal written notification of our being selected as the most economically advantageous tender.

We understand that the Embassy of India to Israel is not bound to accept the lowest or indeed any tender it may receive and may abandon or terminate the tender process at any time.

Signature: _____

Printed Name: _____

Name of Tenderer: _____ **V.A.T. No:** _____

Postal Address: _____

Telephone: _____ **Fax:** _____

E-mail: _____