

**Consulate General of India
Cape Town**

...
NOTICE INVITING BIDS

The Consulate General of India, Cape town invites quotation/bids for maintenance of garden and swimming pool as per details given below :-

S.No	Building	Address	Garden Area	Swimming Pool
1.	Consul General's Residence	5, Avenue Beaumont, Constantia	4000 sq .ft.	Standard Size

2. Scope of Work:

Garden and pool maintenance services to be provided for 3 days a week (Monday, Wednesday and Friday) from 08.00 AM to 16.30 PM. It also includes.

The contract shall include wages of gardener, landscaping in consultation with the Consulate and thereafter its maintenance, trimming of the branches of the pine trees in the Garden once in a year in the normal course or as necessary in case of any emergency requirement, seasonal change of flowers (twice annually), removal of garden waste material including disposal of trimmed branches, weeding and turning open shrub areas, moving and trimming of grass areas, cleaning of open areas adjacent to green area, manure, disease control, clearing away dead foliage, unsightly litter in the garden area, watering, cleaning of swimming pool and attached Jacuzzi and with cleaning liquid etc by a certified company on weekly basis etc. Any other gardening related task not covered in the board categories as above shall also come within the scope of the contract.

Cost of plants, seeds, manure/compost, maintenance of garden implements, tools and pool chemicals will be the responsibility of the Consulate. Any other cost incurred within the scope of work as above will be the responsibility of the service provider.

3. Payment:

The payment will be made by the Consulate to the Agency latest by 25th day of each month towards maintenance of Garden and Pool services on receipt of invoice by 20th day of each month.

4. Period of Work.

The contract will be valid for a period of two years from February 01, 2024 to January 31, 2026, with a provision to extend it by one more year with mutual consent and on the same term and condition.

5. Inspection of site

The site can be inspected any time during working days with prior intimation to Mr. Prince Kumar (Mob. No. 062-511-0660) / Mr. Shailender Singh (Mob. No.084-290-8352).

6. Due date for submission of quotation

The quotation in two separate sealed envelopes (One containing 'Technical Bid' and another containing 'Financial Bid') addressed to Mr. B. Subba Rao, Consul & Head of Chancery, Consulate General of India, Cape Town should be delivered by hand at the Reception of the Consulate of India, The Terraces, 8th Floor, 34 Bree Street, Cape Town-8001 or could be sent by post latest by January 30, 2024.

No. CAP/815/01/2007
Consulate General of India
Cape Town

Subject: Notice seeking quotations for maintenance of Garden and Swimming Pool to Residence (Address: 5 Beaumont Avenue, Constantia, Cape Town)

The Consulate General of India (CGI), Cape Town, South Africa invites tenders from reliable companies in Cape Town to do the following services:

Garden and pool maintenance services to be provided for 3 days a week (Monday, Wednesday and Friday) from 08.00 AM to 16.30 PM. It also includes.

The contract shall include wages of gardener, landscaping in consultation with the Consulate and thereafter its maintenance, trimming of the branches of the pine trees in the Garden once in a year in the normal course or as necessary in case of any emergency requirement, seasonal change of flowers (twice annually), removal of garden waste material including disposal of trimmed branches, weeding and turning open shrub areas, moving and trimming of grass areas, cleaning of open areas adjacent to green area, manure, disease control, clearing away dead foliage, unsightly litter in the garden area, watering, cleaning of swimming pool and attached Jacuzzi and with cleaning liquid etc by a certified company on weekly basis etc. Any other gardening related task not covered in the board categories as above shall also come within the scope of the contract.

Cost of plants, seeds, manure/compost, maintenance of garden implements, tools and pool chemicals will be the responsibility of the Consulate. Any other cost incurred within the scope of work as above will be the responsibility of the service provider.

2. The tender document can be downloaded from the following websites:
www.cgicapetown.in
<http://eprocure.gov.in/cppp>
3. The bid should be submitted in two sealed envelopes as below:
 - a) The first sealed cover superscripted as "Technical Bid" should contain only relevant documents as prescribed in Appendix "A" of the Tender Document.
 - b) The second sealed envelope superscripted "Financial Bid" should contain only rates for providing Garden pool and maintenance to the house Appendix "B".
 - c) Both the sealed covers should be placed in the main sealed envelope superscripted "Maintenance of garden and swimming pool at Consul General Residence" addressed to the **Head of Chancery, Consulate General of India at The Terraces, 8th Floor, 34 Bree Street, Cape Town-8001** and must reach on or before 30th January, 2023 by 1700 hrs. Bids may be delivered by hand at the Reception or sent by post at the aforementioned address so as to reach on or before the prescribed date and time.
4. The Consulate reserves the right to reject any or all bids/offers without giving any notice or assigning any reasons thereof. The decision of the Consulate in this regard shall be final and binding upon the bidders.

5. Technical queries, if any, may be addressed to the Head of Chancery, Consulate General of India, Cape Town at email ID – hoc.capetown@mea.gov.in with a copy to cul.capetown@mea.gov.in.

6. The important schedules and dates are as under:

S.No.	Key Event	Dates
1.	Notice Inviting Tender	January, 10 2024
2.	Last date for submission of Bids	January 30, 2024 by 1730 hrs
3.	Date of Opening of Technical Bids (Participant bidders or their representatives may wish to be present)	January 31, 2024 by 1100 hrs
4.	Venue for Opening of Bids	Consulate General of India, 34, Bree Street, 8 th Floor, The Terraces Building, Cape Town, 8001, South Africa
5.	Opening of Financial Bids	To be communicated separately to the bidders whose Technical bids are found to be in order.

7. All bidders are requested to read and understand the terms & conditions of the contract as detailed in the Tender Document before submitting their bids. No change or violation of the aforementioned terms and conditions is permissible once the quotation is accepted by the Consulate.


(B. Subba Rao)
Consul & HOC

SECTION II: TERMS AND CONDITIONS

1. The contract for hiring of garden and pool maintenance services would be for two years w.e.f. 01.02.2024 to 31.01.2026. The contract may be further extended for one year or more with mutual consent of both parties subject to satisfactory performance report.
2. **Minimum Eligibility Criteria:** The following shall be the minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process:
 - i) **Legally valid Entity:** The Bidder/Bidding Firm shall necessarily be a legally valid entity registered under the relevant act in South Africa (Document proof shall be attached).
 - ii) **VAT registration:** The Bidder/Bidding Firm must have VAT registration (Document proof shall be attached).
 - iii) **Experience:** The Bidder shall have at least 3 years of experience in providing garden and pool maintenance services.
 - iv) Company profile and information regarding its key personnel.
3. The tender documents shall be neatly arranged and legible. Each page of the tender should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the tender.
4. At any time prior to the deadline for submission of bids, CGI, Cape Town may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document. Any tender received by CGI, Cape Town after the deadline for submission of tender will not be accepted.
5. In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender document, CGI, Cape Town's interpretation of the clauses shall be final and binding on all parties.
6. **Validity of Bids:** Bids shall remain valid and open for acceptance for a period of 60 days from the last date of submission of bids. In case, the Consulate call the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
7. **Bid opening procedure:** The technical Bids shall be opened in the Consulate General of India, Cape Town on 31st January, 2024 at 11 hrs in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the Consulate. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Consulate. The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose. Those bidders who qualify in the technical bid stage, will be intimated through mail/phone about the date for opening of the Financial Bids. Absence of bidder or their representative shall not impair the legality of the opening procedure.
8. The successful bidder, on award of the contract, must send the contract/acceptance in writing, within five (5) days from the date of award of the contract. No request for revision/increase of approved rates during the currency of the AMC will be entertained. No other charges like transportation fare etc, will be payable for providing the services.
9. The Consulate reserved the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory or the contractor dishonours the contract. Decision of the Consulate in this regard shall be final and binding upon the contractor.

SECTION III: GENERAL CONDITIONS OF CONTRACT (GCC)

1. Price:

- a) Price quoted by the contractor and agreed to by Consulate General of India, Cape Town shall be considered final and no price escalation will be permitted thereafter during the currency of the contract.
- b) All prices are to be quoted only in Rand.
- c) Bidders must quote the price in the format given in contract Price Schedule at Section-V of this document.
- d) The prices quoted should be all inclusive of transportation charges, etc.

2. Taxes and Duties:

The rates quoted should be inclusive of VAT.

SECTION IV: TECHNICAL SPECIFICATIONS/DETAILS

1. The Gardner must be a qualified person with requisite qualifications. He must be well versed in English Communication.
2. The agency will submit the Character and Antecedents Certificate of the gardener before deployment.
3. Gardner deployment should be regular. In case of any change of regular gardener, it should be immediately reported to Resident and supervisory officer of the Consulate.
4. In the event of deployment of a lethargic gardener being negligent in his duties, at the request of the Consulate, the gardener should be replaced with a professional one.
5. The contract may be terminated by either party by giving one month's notice.
6. The agency should observe and conform to all rules, regulations and bye-laws of the local authority concerned and comply with all law and statutory regulations relating to gardener or gardening services.
7. The agency should comply at all times with all statutory and other requirements for ensuring the health, safety and welfare of the persons deployed for gardening.
8. The agency should indemnify and keep indemnified the Consulate against any loss, damages, fines, premium, levies, costs, charges and expenses that the Consulate may suffer or incur on account of breach of any law, rules and regulations of the Government or any local authority or breach of any term or covenant of the contract.
9. The Contract Agency to whom the contract is awarded, shall be responsible for theft, damage etc. to the property of CGI Cape Town, if such theft / damage is found to have taken place due to negligence of the gardener on duty, and in such case the amount of damage / theft shall be recovered from the Agency.
10. All workers must wear uniform of the company at all times. The uniform should not be untidy.
11. The workers should not be allowed to bring any of their personal belongings except mobile phone. They should deposit their personal belongings at the Security gate.

SECTION -V: FORMAT FOR SUBMITTING PRICE SCHEDULE FOR GARDEN AND POOL MAINTENANCE

Appendix A

TECHNICAL BID PROFORMA

Name of the firm:

Contact details :Tel:----- Email: -----

S. No.	Subject	Remarks
1.	Year(s) of experience in the field of garden maintenance and cleaning of pool	
2.	Detail of present contracts undertaken by the company.	
3.	Detail of past contracts undertaken by the company.	
4.	Name of Embassy/High Commission/Consulate, where services are being provided currently garden maintenance and cleaning of pool.	
5.	Name of Embassy/High Commission/Consulate, where garden maintenance and cleaning of pool all has been undertaken in the past	

(Signature of Authorized Signatory)

Name & Designation:

Company seal

Date:

Appendix B

FINANCIAL BID PROFORMA

Name of the firm:

Contact details : Tel:-----

Email:-----

S.No.	Subject	Details	Amount(ZAR)
1.	<p>Garden and pool maintenance services to be provided for 3 days a week (Monday, Wednesday and Friday) from 08.00 AM to 16.30 PM. It also includes,</p> <p>The contract shall include wages of gardener, landscaping in consultation with the Consulate and thereafter its maintenance, trimming of the branches of the pine trees in the Garden once in a year in the normal course or as necessary in case of any emergency requirement, seasonal change of flowers (twice annually), removal of garden waste material including disposal of trimmed branches, weeding and turning open shrub areas, moving and trimming of grass areas, cleaning of open areas adjacent to green area, manure, disease control, clearing away dead foliage, unsightly litter in the garden area, watering, cleaning of swimming pool and attached Jacuzzi and with cleaning liquid etc by a certified company on weekly basis etc. Any other gardening related task not covered in the board categories as above shall also come within the scope of the contract.</p> <p>Cost of plants, seeds, manure/compost, maintenance of garden implements, tools and pool chemicals will be the responsibility of the Consulate. Any other cost incurred within the scope of work as above will be the responsibility of the service provider.</p>		

(Signature of Authorized Signatory)

Name & Designation:

Company seal

Date: