

**Embassy of India
Doha**

Dated 26.06.2024

Notice Inviting Tender

Subject : Maintenance of Garden at Embassy Residence (Villa E-60, Noor AL Waab, Al Tuwaim Street, Doha-Qatar).

Embassy of India, Doha invites sealed quotations from reputed, experienced and financially sound companies with valid CR number for Qatar to carry out the work given below in the “Brief Scope of Work.”

2. Brief Scope of Work

2.01 Area of the garden is more than one fourth of an acre.

2.02 Maintenance of Automatic Irrigation System:

- i. Checking the Irrigation system for uniform water distribution.
- ii. Repair of clogged and leaking emitters.
- iii. Scheduling of Automated Irrigation System.
- iv. Repair/replacement of damaged nozzles
- v. Maintenance and repair of Irrigation pump, controller and tank.
- vi. Pruning and Topiary of trees.

2.02 Soft Landscape:

- i. Edging and Trimming of Grass.
- ii. Weed Control & Pest Control for Landscape area.
- iii. Periodic Cultivation and Aeration of Soil.
- iv. Fertilizer, seeds and manures to be supplied at regular interval.
- v. Supply and installation of seasonal plants four times per year as per the area of garden and premise (inside/outside).
- vi. Upkeep and Maintenance of plants.

2.03 Schedule of Maintenance for twice a week (at least 40 man hours per week) .

3. General Conditions

3.01 The bidding company shall provide its complete profile with details of its registered office, the name & designation of its contact person along with his telephone / mobile no. and e-mail address.

3.02 The bidding company should be registered under the appropriate laws of the State of Qatar, and be in possession a valid CR number for Qatar and should have all applicable/appropriate licenses for undertaking and completing the job. The proof of the same should be enclosed.

3.03 The bidding company should be qualified with an experience of at least 3 years in the field. Details of similar nature of work done in other Embassies/ Government offices /Companies with proof should be provided.

3.04 The bidding company shall furnish an undertaking (self-certificate) that the company hasn't been blacklisted by any Government agency and there has been no litigation with any Government Department.

3.05 The bidding company shall ensure compliance of all mandatory labour laws/regulations laid down by the Government of the State of Qatar and any other relevant Acts and regulations enforceable from time to time without any liability to the Embassy of India, Doha or without any responsibility for statutory compliance of any kind by the Embassy.

3.06 The bidding company shall not utilize or publicize or disclose or part with any statistic, data or information collected due to the assignment/contract without the express written consent of Embassy of India, Doha.

3.07 No advance payment shall be admissible for the work. Payment will be made only after completing of one month to the Embassy's satisfaction.

3.08 The bidding company shall enclose an undertaking accepting all terms and conditions mentioned in this document, as given at Annexure B of this document and the company shall also submit the duly filled in Annexures A of this document.

3.09 The Embassy of India, Doha shall have the right to amend or cancel any part of the tender or the entire tender without assigning any reason whatsoever.

3.10 Embassy's decision on the pre-qualification of the bidders and selection shall be firm and final. No queries shall be entertained in this regard.

4. Inspection of site

4.01 The authorized representatives of the company should visit the Embassy Residence on **08th July, 2024 at 11:00 am** to understand the scope of work thoroughly. The bidders should send the names of their authorized representatives for the site visit to **Attache(Admin)**, Embassy of India, Doha at **admn.doha@mea.gov.in**. The bidders shall be deemed to have visited the site and made themselves familiar with the site and scope of work whether they actually inspected the site or not.

5. Submission of Bids

5.01 Tenders shall be submitted in two parts, i.e. (i) Technical Bid and (ii) Financial Bid, to the Embassy of India, Doha, Villa No 86 & 90, Street No. 941, Al Eithra Street, Zone 63, Onaiza PO Box Number 2788, Doha, Qatar, so as to reach the Embassy latest **by 1200 hrs of 25th July, 2024**

Note: Technical Bid shall be placed in one envelope, the Financial bid shall be placed in a second envelope and both the envelopes shall be placed in a third envelope, superscribed with

“Technical & Financial Bids for Maintenance of Garden at Embassy Residence.

5.02 Embassy may, at its discretion, extend the date for submission of bids by issuing an Addendum in which case all rights and obligations of the proposed project and the companies shall thereafter be subject to the deadlines as extended.

5.03 No open bids in any means like fax or email will be accepted as such open quotes will be treated as invalid and may leads to rejection.

5.04 No Proposal will be accepted after the last date for submission.

5.05 The validity of the bids must be for at least six months with effect from the date of opening of the bids. The bidder should be amenable to the revalidation of the quote as per the Embassy's requirement.

5.06 The language of the bids will be English only.

5.07 The original proposals (Financial Bid) shall be prepared in indelible ink. They shall contain no interlineations or overwriting.

5.08 All prices should be quoted in Qatari Riyals (QAR) and indicated both in figures and words. Figures in words will prevail.

5.09 The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

6. Pre- bid meeting

6.01 In no event will the Embassy be responsible for ensuring that bidder inquiries have been received by it. The Embassy will endeavour to provide a timely response to all questions and would provide information to the extent it is currently available to the best of its knowledge. The responses will be communicated through email or a Pre-Bid Meeting will be called, if deemed necessary. The last date for receiving queries for clarification is **16th July, 2024** Any query received beyond the specified timeline will not be entertained.

7. Tendering Process

7.01 In the first stage, only the envelope, containing the Technical Bid will be opened on **28th July, 2024 at 3:00 pm** in presence of the bidding companies (one representative each). The bidders desirous of attending shall give the names of their authorized representatives to Attache(Admin), Embassy of India, Doha at admn.doha@mea.gov.in in advance. The sealed envelope containing the Financial Bid will be shown to the members present, but will not be opened at this stage.

7.02 The Technical Bids will be examined and evaluated by the Embassy. Bidding companies who do not qualify in the technical evaluation will not be considered for qualification to the Financial Bid stage and their financial bids will be returned unopened.

7.03 Bidding companies who have qualified in the Technical Bid stage, will be informed by email to be present on the date and time fixed by the Embassy and the financial bids will be opened in their presence.

7.04 After opening of the financial bids, L1 will be announced based on the lowest financial quote. The final decision of the Embassy on award of contract will be communicated in due course. The notification of award will constitute the formation of contract.

7.05 Embassy shall reserve the right at all times to postpone or cancel the scheduled bid opening. In the event of the specified date of bid opening being declared a holiday, the bids shall be opened at the appointed time and location, preferably on the next working day.

8. Termination of Contract

8.01 The Embassy reserves all the rights to terminate the contract at any time by giving one month's advance notice. Embassy shall also have the right to terminate the contract by giving a lesser period of notice under special circumstances, such as security considerations, violation of privacy laws etc. or in case of non adherence to the directions in this regard.

8.02 The Service Provider may terminate the contract by giving three months advance notice with justification for termination of services. Embassy reserves the right to impose a financial penalty of Qatari Riyal equivalent to the service charges of one month, in case the latter terminates the contract without providing three months termination notice.

9. Period of Contract

9.01 The contract period will be for two years extendable up to three years (*Maximum period of contract will be three years*).

TECHNICAL BID PROFORMA

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:
 Telephone:
 Fax:
 E-mail:

SN	Requirements	Reply	Remarks, if any
1	(a) Brief introduction of the company (b) Previous experience in the field (minimum of three years) (c) Registration Certificate & license for the services (duly attested copies to be enclosed)		
3	(a) Details of current contracts of services undertaken by the firm (b) Details of past contracts of services undertaken by the firm (c) Testimonials [Clients' letters / certificates etc.]		
4	Copies of other documents sought in the Tender.		

[Signature(s) of the Tenderer(s) with Name, Designation, Date & Seal]

FINANCIAL BID PROFORMA

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:
Telephone:
Fax:
E-mail:

SN	Item	Charges in QAR	Remarks, if any
1	Total amount for providing services with details of expenditure like labour charges, cost of material, transportation, etc.		

Total Amount : QR _____.

[Signature(s) of the Tenderer(s) with Name, Designation, Date & Seal]

UNDERTAKING

I/We, _____, representative(s) of
M/s. _____ solemnly declare that:-

1. I/We are submitting my/our bid against the Tender Notice no. Doh/_____ dated _____ brought out by the Embassy of India, Doha for .
2. I/We or my/our partners do not have any relative working in any office of Embassy of India, Doha.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price – Bid submitted by me/us is “WITHOUT ANY CONDITION”.
6. I/We have not been banned/delisted by any Government or Quasi Government agencies or PSUs.
7. I/We accept all the terms and conditions of tender.
8. If any information or document submitted is found to be false/incorrect, Embassy may cancel my/our Tender and take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.

[Signature(s) of the Tenderer(s) with Name, Designation, Date & Seal]