

**Embassy of India
Doha**

Dated 23.08.2021

Notice Inviting Tender

Subject : Maintenance of Garden at Embassy Residence.

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 twice per year.
- vi. Maintenance of potted 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 the full company 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, should have 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 attached.

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.

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 **30th August, 2021 at 2:00 pm** to understand the scope of work thoroughly. The bidders should give the names of their authorized representatives for the site visit to Attache(Estt), 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 Financial Bid for Garden Maintenance of Embassy Residence 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 15th September, 2021.**

5.02 Embassy may, at its discretion, extend the deadline 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 Embassy will not accept delivery of bids by fax or e-mail. Bids received by fax or e-mail shall be treated as defective, invalid and rejected.

5.04 No Proposal will be accepted after the deadline 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. All bids should be in the English language only.

5.06 The original proposals (Financial Bid) shall be prepared in indelible ink. They shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be authenticated by the person or persons who sign(s) the proposals.

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

5.08 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 **05 September, 2021**. Any query received beyond the specified timeline will not be entertained.

7. Tendering Process

7.01 The bidders who wish their representatives to be present at the time of opening of bids should give the names their authorized representatives to Attache (Establishment), Embassy of India, Doha at admn.doha@mea.gov.in

7.02 The bids will be opened on **15 September 2021 at 3:00 pm** in the presence of the representatives of the bidding companies, and L1 will be announced based on the lowest financial quote. The bids will be examined and evaluated by the Embassy, and final decision of the Embassy on award of contract will be communicated in due course.

7.03 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 Embassy reserves the right 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.

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.

Annexure A

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]