

TENDER NOTICE

Bids for Annual Maintenance Contract (AMC) for Garden maintenance at Embassy premises and Embassy Residence.

The Embassy of India, Mexico City invites bids from reputed professional companies for Annual Maintenance Contract (AMC) for Garden maintenance at the Chancery and the Embassy Residence (India House), as per the scope of work mentioned in Annexure A.

2. The quotes in a sealed double cover should reach Embassy of India, Mexico City at the following address not later than 30th May, 2018. The outer cover/envelop should clearly indicate “Annual Maintenance Contract (AMC) for Garden maintenance” quoting reference number MEX/ADM/872/1/2018 and should be sent by post or hand delivered to the following address:

Head of Chancery
Embassy of India, Mexico City
325, Alfredo de Musset,
Colonia Polanco, Mexico DF 11550

3. Quotations must separately indicate the number of visits and details of work which would be carried out, including the details of fertilizers used for maintenance of the garden. All materials to be used should be of superior quality and must be as per specification prescribed by the Government. The Bids should remain valid for a period of 60 days.

4. The Embassy expects the start of Contract/work to be effected within 15 days of confirming with the short-listed company.

5. The companies/bidders should be a well-established & reputed with specialization in providing regular and good maintenance service and should be a registered company with necessary permission to provide the service in Mexico.

6. Terms and conditions of payment are subject to negotiations, if the quotation is accepted.

7. The Embassy of India reserves the right to reject any or all quotations and/or cancel the tender any time without prior notice.

8. For further enquiries Embassy of India, Mexico City may be contacted at telephone Nos. (00521) 55 5531 1050 (ext. 112, 103 and 109) and email: hoc.mexico@mea.gov.in or admin.mexico@mea.gov.in

**Embassy of India
Mexico City**

**GARDEN MAINTENANCE CONTRACT FOR EMBASSY PREMISES AND
EMBASSY RESIDENCE (INDIA HOUSE).**

1. GENERAL REQUIREMENTS:

Maintenance and appearance of the grass, shrubbery, garden areas, trees, flowers and related landscape elements are an important part of the representational obligations of Embassy of India, Mexico City (hereafter referred as EOI) and its various premises including India House. The Companies/firms (hereafter referred as Contractor) shall perform complete gardening and landscape maintenance as described in this contract for all properties listed above. The Contractor shall include all planning, administration and management necessary to assure that all services comply with the contract and all applicable laws and regulations. The Contractor shall meet all the standards of the performance identified below.

2. MAINTENANCE AND SUPERVISION :

2.1 **SUPERVISION:** The Contractor shall designate a representative who shall be responsible for onsite supervision of the Contractor's workforce at all times. This supervisor shall be the focal point for the Contractor and also the point of contact with Embassy. He should present at least once a week in the Embassy of India for discussion and reporting of issues.

2.2 **SCHEDULES:** The contractor shall deliver standard services between 0900 hours to 1700 hours from Monday to Saturday. The deployment of qualified manpower is required as follows:

Chancery, Alfred de Musset, 325, Col. Polanco Secc IV	} One full time Gardener may be provided for the work and Embassy would deploy them at any of the premises according to requirement.
India House, Juan O Donoju 120, Col. Lomas Virreyes	

2.3 **QUALITY CONTROL:** The Contractor shall be responsible for quality control, The contractor shall perform inspection visits to the work site on a regular basis. These visits shall be surprise inspections to those working on the contract. The record of such inspection visits shall be maintained by Contractor and countersigned by authorized representative of EOI.

2.4 **GARDEN MAINTENANCE PLAN:** The contractor shall submit monthly schedule for maintenance keeping in view of local conditions, types of vegetation and climate factors. The plan should also indicate weekly fogging. Only plant based insecticides and pesticides would be used. This schedule will be approved by EOI and any changes requested by EOI should be acceptable to the Contractor.

3. GARDEN/LAWN CARE:

3.1 GRASS CUTTING: The Contractor shall maintain the height of the grass between 4 and 6 centimetres. The contractor is responsible for all equipment and fuels needed to complete this task.

3.2 EDGING: The contractor shall edge all sidewalks, driveways and curbs each time the adjacent grass is cut.

3.3 TRIMMING: The Contractor shall trim grass around trees, shrubs, cultivated areas, sprinkler heads, valves, fences, buildings, poles and structures so that grass height does not exceed the adjacent grass.

3.4 WEEDING: The contractor shall weed the grounds and gardens on a continuous basis to prevent the growth of weeds into lawns and landscapes. The contractor should manually remove the growth of weeds to eliminate grass and weeds in the cracks and joints within or along sidewalks and curbs.

3.5 TURF REPAIR AND RE-ESTABLISHMENT: The contractor shall, whenever necessary, repair areas damaged by vehicular traffic, oil and gas, building repairs, and normal foot traffic. The damaged areas shall be filled in and levelled and then seeded or sodded and maintained to conform to adjacent areas.

3.6 The method, frequencies and dates of grass cutting, hedging, trimming, weeding and turf repair shall be part of the contractor's monthly plan.

3.7 The Contractor shall, on daily basis, remove leaves and other waste from the properties including terrace/roof top and staircases.

4. PRUNING:

The contractor shall maintain trees, shrubs, hedges, vines, ground cover and flowers. The contractor shall prune all shrubs, vines, bushes, ground cover and trees to direct and encourage plant growth in directions desired. At no additional cost to the EOI, the Contractor shall replace any tree, bush or shrub that is killed or rendered unusable for its intended purpose. The replacement should be by same plant species.

5. REMOVAL AND RECYCLING OF WASTE:

The Contractor shall remove all debris and equipment from the work site before the end of each workday. The contractor is responsible to all expenses incurred in collection and disposal of debris. The Contractor shall promote recycled uses for lawn and tree debris in meeting other gardening needs, such as mulch and compost. This should be done regularly and approval of local authorities, if required, shall be obtained by the contractor.

6. WATERING:

The contractor shall water lawns, flowers, shrubs and trees as desired for plants. The contractor shall provide all hoses, portable sprinklers and other similar irrigation equipment, if required. The EOI shall furnish supply of water only.

7. FERTILIZERS:

The Contractor shall fertilize soil to promote health, growth and appearance of the cultivated vegetation. The Contractor shall fertilize the garden areas a minimum of three times a year. The contractor shall fertilize trees, shrubs, bushes, hedges and plants a minimum of two times a Year. This should be done with the prior knowledge to representative of Embassy of India.

8. PEST AND DISEASE CONTROL:

The Contractor shall ensure controlling of pests and plant disease using bio-pesticides so as to maintain flowers, shrubs, vines, trees and other planted areas in a healthy and vigorous condition at contractor's own cost. The contractor shall ensure safe handling, application, removal and environmentally sound disposal of all hazardous or potentially hazardous fertilizers, weed killers and pest control Products.

9. PERSONNEL REQUIREMENTS:

The contractor shall maintain discipline at the site and shall take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by Contractor employees at the site. The EOI reserves the right to direct the Contractor to remove an employee for the worksite for failure to comply with the standards of conduct. The contractor shall immediately replace such an employee to maintain continuity of services at no additional costs to the EOI. The Contractor's employees shall wear clean, neat and complete uniforms when on duty. Access to the premises at all times should be with the approval of Security Guard/Caretaker or residents of the building/property. The contractor shall comply with all labour laws and relevant rules and regulations as per local laws. After award of contract, the Contractor shall provide the list of date of each employee who will be working under this contract including the details of supervisors.

10. MATERIAL AND EQUIPMENT:

The contractor shall provide all necessary gardening supplies and equipment, including rakes, lawn mowers, hoe, pitchfork, punning sheers, and fertilizers to perform the work.

11. TYPE OF CONTRACT:

The period of contract initially shall be for a period of one year which can be extended by another one year on same terms and conditions with mutual consent of both parties. Both parties have the option to terminate the contract by giving two months' notice in writing. The bidders are requested to quote the unit rates in Mexican Peso.
