



CONSULATE GENERAL OF INDIA
No. 4, Myin Pying Kwin Street
Pyi Daw Thar Quarter
Sittwe Township, Myanmar
Tel: (0095) 43 2022918/19, 2022076
Fax: (0095) 43 2022917
Email: hoc.sittwe@mea.gov.in
adm.sittwe@mea.gov.in
Website: www.cgisittwe.gov.in

No. Sit/861/04/2017

April 26, 2023

Notice Inviting Tender

Subject: Garden Maintenance contract for Consulate General of India, Sittwe

The Consulate General of India, Sittwe invites quotation from interested companies/agencies/ individuals for award of contract for Garden Maintenance at the Chancery premises and two residential properties hired by the Consulate General of India, Sittwe.

2. The scope of work includes complete maintenance of the gardens at Chancery and residences of Consul General and Consul, including sweeping of lawns, pruning of hedges, watering of plants, lawn mowing, garden waste removal, etc. for two-man hours per day. In addition, the contractor will also undertake any other work related to maintenance of gardens. The cost of manure, fertilisers, seeds, plants, flower-pots, etc. if required, and garden maintenance related equipment will be borne/ supplied by the Consulate. Interested parties, individual may visit the Consulate prior to submission of proposal for any clarification and location of the residential properties hired by the Consulate. A contract will be signed between the selected firm and the Consulate General of India, Sittwe in the format of agreement given at Annexure- I.

3. Tender documents can be downloaded from the Consulate website: www.cgisittwe.gov.in/ CPP Portal: www.eprocure.gov.in.

| | | |
|--|---|------------------------------|
| Date of publishing NIT | : | 26.04.2023 |
| Last date of submission of Tender | : | 18.05.2023 (1300 hrs) |
| Opening of Bid | : | 18.05.2023 (1500 hrs) |

4. The quotation must be submitted in the prescribed format for Technical Bid (Annexure – II) and Financial Bid (Annexure – III) in separate sealed envelop clearly superscribed “TECHNICAL BID FOR GARDEN MAINTENANCE CONTRACT OF CGI, SITTWE” and “FINANCIAL BID FOR GARDEN MAINTENANCE CONTRACT OF CGI, SITTWE” respectively addressed to Head of Chancery, Consulate General of India, No. 4, Myin Pying Kwin Street, Pyi Daw Thar Quarter, Sittwe, Myanmar – 07011.

5. The bidder or its representative, who wish to be present, may attend the bid opening on the date and time specified.

6. The Consulate General of India, Sittwe reserves the right to reject any or all the bids without assigning any reason. The decision of the Consulate shall be final and binding.

(Jay Krishna)
Consul & Head of Chancery

AGREEMENT

Signed

BETWEEN

CONSULATE GENERAL OF INDIA, SITTWE

("Consulate" on one part)

AND

.....

("Company" on the other part)

AND given that the Contract offers such service at different places.

1. INTRODUCTION

- 1.1 The introduction of this contract, the price offer and the attached annexes are an inseparable part of this contract.
- 1.2 The contractor declares and confirms with his signature of this contract.
- 1.3 This contract is valid for one (01) year from the date of contract. The agreement will automatically be renewed for similar one (01) year period at a time, at the same rates, terms and conditions subject to satisfactory service provided by the contractor.
- 1.4 Consulate will be at liberty to terminate the contract by giving 30 days prior notice for unsatisfactory performance or even without showing any reason.

2. SCOPE OF WORK

- 2.1 The scope of work includes complete maintenance of the gardens including sweeping of lawns, pruning of hedges, watering of plants, lawn mowing, garden waste removal, etc. at:

| Sl. No. | Address/ Particulars | Total Garden Area |
|---------|-----------------------------|-------------------|
| 1. | Chancery | 1016 sq. m |
| 2. | Residence of Consul General | |
| 3. | Residence of Consul | |

- 2.2 The contractor will also undertake any other work related to maintenance of gardens.
- 2.3 The contractor will be required to provide one (01) gardener for two-man hours per day.
- 2.4 The cost of manure, fertilisers, seeds, plants, flower-pots, etc. if required, and garden maintenance related equipment will be borne/supplied by the Consulate.

3. DECLARATION OF THE CONTRACTOR

- 3.1 The contractor declares that he knows all the details of the contract and has the knowledge, the capacity, the skills and the means to provide all of the required services as given in the Tender notice.
- 3.2 The contractor will provide for the services as per the contract and Tender notice.

3.3 The employees of the contractor have the knowledge and experiences and the skill to provide the service required as per the contract and the Tender notice.

4. EMPLOYEES

4.1 The contractor will submit identity document (NRC / PRC) of the employees provided for garden maintenance services.

4.2 The employees should be physically / mentally fit and should not suffer from an apparent disability.

4.3 The workers who are found unsatisfactory by the client should be substituted.

4.4 The company undertakes to follow prevalent Myanmar Labour laws in determining terms and service conditions of its employees.

5. RESPONSIBILITY

5.1 The contractor will take responsibility regarding his employees including damages/ loss of property and or damages caused by the employees of the company and any injury of the employees during work.

5.2 The Consulate's only responsibility would be limited to paying monthly contract amount subject to satisfactory work.

6. PAYMENTS

6.1 The Consulate will pay a fixed amount in Myanmar Kyat per month for Garden Maintenance services as per the contract and Tender notice.

6.2 The payment will be made within 10 working days after producing the Invoice from the company.

COMPANY

CONSULATE

M/s.....

Address

.....

(Head of Chancery)

Consulate General of India

No. 4, Myin Pying Kwin Street

Pyi Daw Thar Quarter, Sittwe

Quotation for Garden Maintenance Contract at Consulate General of India, Sittwe

A. TECHNICAL BID

| | | |
|----|---|--|
| 1. | Name of the Company/ Agency | |
| 2. | Name of the contact person | |
| 3. | Contact details Phone No. E-mail ID Postal Address | |
| 4. | The company agrees to all the terms of the Garden Maintenance Contract Agreement (Annexure – I) (Write Yes or No) | |

Date:
Place:

(Signature)
Name:
Name of Company:
Designation:

Quotation for Garden Maintenance Contract at Consulate General of India, Sittwe

B. FINANCIAL BID

| Sl. No. | Particulars | Rate per month (in Kyats) |
|------------------------|--|----------------------------------|
| 1. | Rate Quote for Garden Maintenance Contract | |
| Amount in words | | |

Declaration:

- a) I/ we hereby declare that the information given above are true to the best of my/ our knowledge.
- b) I/ we agree that there will be no mid-term escalation in the rate quoted above during the contract period.
- c) I/we agree that the Garden Maintenance Contract will be valid for initial one (01) year period and thereafter, it will automatically be renewed for similar one (01) year period at a time, at the same rates, terms and conditions subject to satisfactory service provided by us.

Date:

Place:

(Signature)

Name:

Name of Company:

Designation: