

No. GEN/PMI/872/02/2023
Permanent Mission of India
Geneva

Dated: 26 September 2023

Annual Maintenance Contract (AMC) for the Maintenance of Garden at Permanent Mission of India to the United Nations and Other International Organizations located at Avenue Appia 21, 1292 Chambesy.

1. Permanent Mission of India, Geneva invites sealed tenders/quotations from interested, registered firms/agencies specialized in maintenance of Gardens at diplomatic offices for the Annual Maintenance Contract (AMC) for the Maintenance of Garden at its premises at Avenue Appia 21, 1292 Chambesy.
2. Instructions to the bidders: Tender documents are to be submitted in two bid system (i) Technical Bid & (ii) Financial Bid for AMC for the Maintenance of Garden at the premises of PMI Geneva, as detailed in **Scope of Work**.
3. The Technical Bid should contain full information as required in **Annexure-I** in a sealed cover super-scribed as **"Envelope A: Technical Bid for AMC for the Maintenance of Garden at the premises of PMI Geneva"**.
4. The Financial Bid should contain full information as required in **Annexure-II** in a sealed cover super-scribed as **"Envelope B: Financial Bid for AMC for the Maintenance of Garden at the premises of PMI Geneva"**.
5. Bidders are requested to submit their quotations for the above-mentioned work (completed in all respect) in sealed covers at the reception of PMI, Geneva at 21, Avenue Appia, 1292 Chambesy by **05:30 P.M. of 16 October 2023**.
6. All bidders are required to survey the garden area of Chancery to get fair idea about man-power required for maintenance and up-keeping of green area, plants and trees. The garden area to be maintained will be available for survey, with prior appointment only between 2:00 P.M. to 5:00 P.M. from **26 September 2023 to 06 October 2023** (except Saturdays/Sundays). **No discussion about rates/charges shall be done during such visits**. To schedule such visits, the contact details are given below:

Mr. Amit Kumar,
Head of Chancery, PMI Geneva
21, Avenue Appia, 1292 Chambesy
Tel : 022 7170628, 0786044519
Email: hoc.genevapmi@mea.gov.in

7. The bidders must be registered as a commercial entity in Switzerland. The applicant should also furnish a copy of the Registration along with Experience Certificate of at least 03 years in the relevant field in Government Departments/leading Corporate Offices/Diplomatic Missions while submitting their quotations. Annual Turn Over should not be less than CHF 100,000 during each of the last three years. Proof of annual turnover

should be submitted. The company should have its own establishment comprising of manpower and equipment, etc. required to carry out such work.

8. The Mission reserves the right to reject any or all quotations without assigning any reasons thereof.

9. Technical Bids (Envelope A) shall be opened in the presence of Bidders or their authorized representatives. After evaluation of Technical Bids, a list of qualified Bidders will be prepared. Only technically qualified Bidders will be informed and Financial Bids (Envelope B) of technically qualified Bidders shall then be opened as per schedule at the notified time, date and place in the presence of Bidders or their representatives.

The important schedule of tender is given below:

Sr. No.	Key Event	Date
1.	Date of Publishing	26.09.2023 (0900 hrs)
2.	Bid submission start date	26.09.2023 (0900 hrs)
3.	Survey of the Garden Area Start date	26.09.2023 (1400 hrs)
4.	Survey of the Garden Area End date	06.10.2023 (1700 hrs)
5.	Bid submission end date	16.10.2023 (1730 hrs)
6.	Technical Bids Opening Date	20.10.2023 (1100 hrs)
7.	Financial Bids Opening Date	25.10.2023 (1400 hrs)

Place/Venue : 21, Avenue Appia, 1292 Chambesy

10. The terms & conditions of the tender/contract will be as follows: -

- i. All pages of the tender document should be signed with stamp by the authorized signatory of the firm before submitting, as a token of acceptance of all the terms and conditions mentioned in the tender documents.
- ii. The tender document should be submitted in a sealed cover.
- iii. The firm/agency shall indicate the lump sum rates for the said job (as Annexure-II). The rates should be filled up neatly (in both figures and in words). Firms are also advised not to erase or mutilate the figures, etc. otherwise the quotation may be ignored. Any overwriting will not be allowed. **All rates and sum inserted against items of works shall be exclusive of Value Added Tax (TVA).**
- iv. The Firms/Agencies should be based in Switzerland, preferably Geneva.
- v. The submission of bid will not place the PMI, Geneva under any obligation to place the order with the Firm/Agency and no expenses incurred by the contractor in this regard will be payable by PMI, Geneva.

- vi. If any dispute arises between the Firm/Agency and its manpower in the matter of wages or any service conditions, the same will be settled by the Firm/Agency and the workers engaged by it themselves. The PMI, Geneva in no case shall be a party to such a dispute.
 - vii. Evaluation of tender for deciding L-1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated in Annexure-II.
 - viii. The payment shall be made Quarterly.
 - ix. In case of any dispute, the decision of the PMI, Geneva shall be final and binding on both parties.
11. The **Scope of Work** for upkeep of garden area of 2775 Sq. M. (including the small green area on the front) at the premises of PMI Geneva would inter alia, include the following:
- i. Grass cutting (by Lawn Mower), cleaning, Sweeping of dry leaves, aerating, Pruning, Loosening of Soil;
 - ii. Disposal of organic garbage;
 - iii. Trimming, watering, fertilizing (All fertilizers/nutrients, pesticides to be supplied by the vendor), de-weeding of all areas including bushes, hedges, trees, flower beds and plants;
 - iv. Spraying against disease and pests with included materials at the company's cost;
 - v. Planting of seasonal flowers;
 - vi. Replacement of dead flowers and bushes;
 - vii. Maintenance of automatic watering system installed in the garden area;
 - viii. Maintenance of indoor plants.
12. The successful bidder must adhere to the following guidelines:
- i. The firm shall employ adequate number of staff/Gardeners (as deemed fit by vendor) at the Chancery complex during Monday to Friday (0900 hrs to 1630 hrs) and on Saturdays (1000 hrs to 1500 hrs).
 - ii. The main gardener must be a qualified person (preferably English speaker) with requisite qualification. The workers attached with the Gardener must be familiar with gardening work.
 - iii. The firm shall provide in all tools/ machines/ equipment/ material/ consumables/ pipes in the garden, and other items used for the gardening work at its own cost.
 - iv. The firm shall be required to furnish an undertaking to strictly abide by good management practices, various labour regulations / laws, if any, in force in Geneva including payment of minimum wages, social security etc. The winning bidder would be required to dedicate one supervisor / manager who can be contacted for all queries / requirements in connection with the work awarded.
 - v. The firm would be responsible for its workers in terms of their antecedents and conduct, service performance and behaviour as also the payment of salaries, compensation etc.

- vi. **Bidders would be required to furnish the information and submit documents, as per the attached proforma and would quote prices strictly on quarterly basis only.** Price quoted should be on all inclusive basis and shall include the cost of all services, personnel, material, transportation etc. Technical information should be given in separate envelope.
- vii. The Contractor shall provide the coordinates (name, address, contact details) of the daily staff/cleaners along with their photographs to PMI. Besides, the bidder shall be responsible for verification of character and antecedents by the Police Authorities of the gardener and all its staff, which to be submitted within a month of award of contract.
- viii. The services will need to be made operational within 30 days from the date of award of contract, failing which PMI reserves the right to cancel the contract and award it to any other service provider.

13. All the interested bidders are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotation.

-sd-
(Amit Kumar)
Head of Chancery
Permanent Mission of India in Geneva

**Technical Bid for AMC for the Maintenance of Garden at the premises of PMI
Geneva**

Name of the Firm: _____

Registered/Postal Address _____

Telephone No. _____

E-mail _____

Registration No. _____

VAT/TIN NO. (if applicable) _____

Sl. No.	Criteria	Proof enclosed
1	Company registration as a commercial entity in Switzerland (enclose copy of Registration certificate)	Yes / No
2	Three (3) years' experience in the relevant field in Government Departments/leading Corporate Offices/Diplomatic Missions	Yes / No
3	Annual Turn Over should not be less than CHF 100,000 during each of the last three years	Yes / No
4	The company should have its own establishment comprising of manpower and equipment, etc. required to carry out such work.	Yes / No

SIGNATURE WITH SEAL

Financial Bid for AMC for the Maintenance of Garden at the premises of PMI Geneva

Name of the Firm: _____

Registered/Postal Address _____

Telephone No. _____

E-mail _____

Registration No. _____

VAT/TIN NO. (if applicable) _____

Sl. No.	Work	Lumpsum quoted rate (in CHF withoutTVA) Quarterly
1	Annual Maintenance Contract (AMC) for the Maintenance of Garden at Permanent Mission of India to the United Nations and Other International Organizations located at Avenue Appia 21, 1292 Chambesy.	
	Total	

Note: Evaluation of tender for deciding L-1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated above subject to fulfilment of other conditions.

SIGNATURE WITH SEAL