

INVITATION FOR QUOTATION



Government of India

High Commission of India Colombo, Sri Lanka

Invites quotations from reputed service providers for maintenance of Garden at India House, Deputy High Commissioner's Residence and High Commission Premises.

The High Commission proposes to hire Garden maintenance services at India House, DHC residence and High Commission premises for a period of two years. You are requested to quote your competitive rates for providing garden maintenance services.

The specifications & rates in sealed cover may be sent to the office of the undersigned at 36-38, Galle Road, Colombo 03 latest by 12 September 2014 at 15.00 Hrs, which shall be opened at 15.30 Hrs on the same day by the purchase committee of the High Commission of India duly constituted for the purpose.

The envelope should contain the rates in respect of the details/specifications given in the tender notice, Refundable deposit, brochure if any, for providing Garden maintenance at India House, DHC Residence and High Commission premises.

A refundable deposit of SLR. 10,000.00 (Rupees Ten Thousand Only) in the form of Banker's Cheque/Bank Guarantee in favour of "High Commission of India, Colombo" is required to be deposited along with the quotation. No interest will be payable on this account.

The High Commission reserves the right to accept or reject any of the bid(s). No correspondence in this regard will be entertained.

The successful bidder on the receipt of an Order shall sign & execute an agreement with High Commission of India.

Details and the Scope of Work For Garden Maintenance Contract

<u>Daily</u>	
1	Sweeping the garden, removal of leaves, flowers, litter etc. from the ground of the premises.
2	Upkeep of all flower beds, removal of weeds etc.
3	Removal of litter outside of the main gates, every morning before commencement of the working day.
4	Removal of all garden debris from the premises and keep all drains, outlets free of any debris, dirt & weeds.
<u>Periodically</u>	
1	Mowing all grass lawns
2	To ensure that <u>where all lawns/grasses meet a paving stone curb/flower bed are kept tidy/inform</u>
3	Provision & upkeep of all plants/flowering plants within the planter troughs and plant pots.
4	To apply agro chemicals, fertilizer, Soil improvements etc.
5	Cutting, trimming of any branches/trees when deemed necessary & removal of debris.
6	The company should make arrangements to remove all the debris from the premises once a week.
7	To plant seasonal flowering plants & maintaining the same

All the gardeners should be **well trained** in their profession.

On special occasions, the company **should be able to respond within the given time frame.** (Supplying of flower pots for functions, cutting/trimming of branches etc.).

All the garden equipment need to be provided by the company.

The gardening services should be provided as follows:

India House/DHC Residence - Monday-Friday (Full day)
Saturday (Half Day)

High Commission premises - Monday-Friday (Full day)