

No. BRU/872/1/13
Embassy of India
Brussels

217, Chaussee de Vleurgat
1050 Ixelles, Belgium
Email: admn.brussels@mea.gov.in
Tel: 02-6451854

Notice inviting tender

1. Embassy of India, Brussels invite bids from professionally qualified companies for Maintenance of the garden attached to the Chancery, Chaussee de Vleurgat 217, 1050 Ixelles and the garden attached to the Embassy Residence, Avenue des Erables 13, Rhode St. Genese, 1640.
2. Scope of work is detailed in Section II of this document for the maintenance of the garden attached to the Chancery and Section III for the maintenance of the garden attached to the Embassy Residence.
3. The bids should be submitted in two sealed envelopes (Envelope A – Technical Bid Document and Envelope B – Financial Bid Document). The two envelopes containing “A” and “B” must be duly superscripted with above-mentioned titles and put in another sealed envelope superscripted with the title “Proposal for Maintenance of the Garden”
4. The bids must be valid for a minimum period of 60 days.
5. Tenders shall be submitted in a sealed envelope before 1700 hrs on 29.09.2021.
6. Envelopes should indicate the name and address of the Tenderer to identify the bid and to enable the bid to be returned unopened in case it is declared “late” or “rejected”. Offers received through Fax/E-mail or through open letter shall be ignored.
7. Contract with the selected company would be made for a period of one year w.e.f. 01/01/2022. However, it may be extended for a further period of two years on year to year basis subject to providing satisfactory gardening services.
8. Bidding company must submit the followings along with their offer;
A. Technical Bid
 - Copy of licence to carry out work
 - Copy of VAT registration for the company
 - Tender should demonstrate and explain the company's technical qualification for the job
 - Bids must have date, signature and seal of authorized company representative.

B. Financial Bid

- Form of tender signed and attached to the bid

9. The schedule of submission, opening etc of the Tender /Bid is as follows:

Bid Submission Start date	01.09.2021
Bid Submission End date	22.09.2021
Bid Opening date	23.09.2021

10. Any further information or clarification which the Tenderer may require in order to complete the Tender may be obtained from Mr. Dharendra Kumar, Attache (Estt) by email at adm.brussels@mea.gov.in.

11. The Embassy of India, Brussels reserves the right to reject any or all bids without assigning any reasons.

12. Terms of payments are subject to negotiations, if the estimates are accepted.

Sd/-
(Mr. Vipra Panday)
First Secretary, Head of Chancery
Embassy of India, Brussels

No. BRU/872/1/13
Embassy of India
Brussels

Section II

Scope of work for the Garden attached to the Chancery

1. 60 visits a year during the 52 weeks of the year
2. Cleaning of corniches twice a year.
3. Cleaning of gutters and canopy
4. Mowing the lawn
5. Seasonal designing and maintenance of the flower beds
6. Pruning of hedges and bushes when required
7. Protecting trees from ivy plants
8. Spraying of the walkways
9. Watering the plants
10. Picking up the leaves and waste and its disposal
11. Fertilizer and antifoam lawn and fertilizer for flower beds
12. Pulverizing (spring time)
13. Regular cleaning of the paths
14. Maintenance of the garden at the front of the Chancery Building

No. BRU/872/1/13
Embassy of India
Brussels

Section III

Scope of work for the Garden attached to the Embassy Residence

1. 100 visits a year during the 52 weeks of the year
2. Cleaning of gutters, corniche and canopy
3. Mowing the lawn
4. Seasonal designing and maintenance of the flower beds
5. Pruning of hedges and bushes when required
6. Protecting trees from ivy plants
7. Spraying of the walkways
8. Watering the plants
9. Picking up the leaves and waste and its disposal
10. Fertilizer and antifoam lawn and fertilizer for flower beds
11. Pulverizing (spring time)
12. Regular cleaning of the paths