

Consulate General of India
Hong Kong



1/12
16-A, United Centre,
95 Queensway, Hong Kong
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E-mail: hoc.hongkong@mea.gov.in
property.hongkong@mea.gov.in

TENDER NOTICE

Subject: Annual Maintenance Contract for (i) Garden and Green Areas Upkeep at Bharat Bhawan (22 Black's Link, Link Estate) (ii) Supply and Upkeep of Plants at Consulate General of India premises (16-A,B, D Units, United Centre, 95 Queensway, Admiralty, Hong Kong)

No. Hon/ADM/586/13/96

14 June 2021

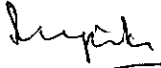
The Consulate General of India, Hong Kong, invites sealed bids from eligible entities/ companies based and registered under relevant HKSAR laws in Hong Kong for **Annual Maintenance Contract for (i) Garden and Green Areas Upkeep at Bharat Bhawan (22 Black's Link, Link Estate) (ii) Supply and Upkeep of Plants at Consulate General of India premises (16-A,B, D Units, United Centre, 95 Queensway, Admiralty, Hong Kong).**

Sr No.	Key Event	Dates
1.	Period of Contract	1 years
2.	Date of e-publishing on CPP Portal	14 June 2021
3.	Date of receiving the bids(Start)	15 June 2021
4.	Date of clarification (start)	15 June 2021
5.	Date of clarification (end)	05 July 2021 (1100 hrs)
6.	Bid Submission Closing Date	05 July 2021 (1700 hrs)
7.	Technical Bid opening Date (Date and time for opening of financial bids of technically qualified bidders will be communicated separately)	06 July 2021 (1500 hrs)

Earnest Money HK\$ 5000

The bid forms and other details can be obtained from the website <https://eprocure.gov.in/epublish/app> -> Tenders by Location -> Hong Kong.

Detailed Notice Inviting Tender is also available on www.cgihk.gov.in or the bid forms can be obtained from the Consulate without any fee/charges.


(Deepika Mishra)
Consul (Head of Chancery)
Consulate General of India
hoc.hongkong@mea.gov.in
Tel: 39709922

Consulate General of India
Hong Kong



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The Consulate General of India, Hong Kong, invites sealed bids from eligible entities/ companies based and registered under relevant HKSAR laws in Hong Kong for **Annual Maintenance Contract for (i) Garden and Green Areas Upkeep at Bharat Bhawan (22 Black's Link, Link Estate) (ii) Supply and Upkeep of Plants at Consulate General of India premises (16-A,B, D Units, United Centre, 95 Queensway, Admiralty, Hong Kong)**. The broad details of works required is in Scope of Work (Section IV).

2. Last date for submission of bids: 5 July 2021 (1700 hrs)


Tender Documents

Tender Contents

Document I	: Invitation to Tender
Document I – S-I	: Instruction to Bidders (Section-I)
Document I – S-II*	: Introduction and Credentials of Bidder (Section-II)*
Document I – S-III	: Terms and Conditions of contract (Section-III)
Document I – S-IV	: Scope of Work (Section-IV)
Document I - S-V	: Standard formats for Earnest Money Deposit / Bid Security / Guarantee, etc.
Document I - S-VI#	: Earnest Money Declaration#
Document I - S-VII	: Form of Tender-- Financial Bid Letter

*Section-II - Documents about the bidders, experience, name of other offices/residences where he is working/ has worked experience, etc. and any other information about bidder – These documents can be supplied and attached by bidders.

If the bidder submit Earnest Money (EMD) in form of Bankers cheque or Bank Guarantee (Proforma attached) from any commercial bank in Hong Kong in favour of "Consulate General of India, Hong Kong", no need of Section V and Section VI.


(Deepika Mishra)
Consul (Head of Chancery)

3/12

No. Hon/ADM/586/13/96
Consulate General of India
Hong Kong

Instruction to Bidders (Section-I)

Subject: Annual Maintenance Contract for (i) Garden and Green Areas Upkeep at Bharat Bhawan (22 Black's Link, Link Estate) (ii) Supply and Upkeep of Plants at Consulate General of India premises (16-A,B, D Units, United Centre, 95 Queensway, Admiralty, Hong Kong)

The Consulate General of India, Hong Kong invites sealed tenders for **Annual Maintenance Contract for (i) Garden and Green Areas Upkeep at Bharat Bhawan (22 Black's Link, Link Estate) (ii) Supply and Upkeep of Plants at Consulate General of India premises (16-A,B, D Units, United Centre, 95 Queensway, Admiralty, Hong Kong)**. The broad details of works required is in Scope of Work (Section IV).

2. The tenders are invited under two bid system viz. technical Bid and Financial Bid from reputed and experienced firms in Gardening line for upkeep of gardens.
3. The tender document can be downloaded from the following websites:
 1. www.cgihk.gov.in
 2. <https://eprocure.gov.in/epublish/app> -> Tenders by Location -> Hong Kong
4. Bidders are requested to go through the terms & conditions of contract contained in the bid document (Section III). Bidder are required to deposit Earnest Money Deposit (EMD) HK\$ 5,000/- (HK\$ Five thousand only) in the form of Bankers cheque or Bank Guarantee (Proforma attached) from any commercial bank in Hong Kong in favour of "Consulate General of India, Hong Kong" OR Earnest Money Declaration at Section VI in lieu thereof.
5. The Tenders should be submitted in two sealed envelopes as below, along with prescribed EMD or Earnest Money Declaration:
 - (a) The first sealed cover superscripted as "Technical Bid" should contain details of technical capabilities of the firm (with documentary evidence i.e. company registration paper, gardening experience with other Consulate/ other reputed organization in Hong Kong (as per Section –II).
 - (b) The second envelope superscripted "Financial Bid" should contain Schedule of Items (Section VII).
 - (c) Both the sealed covers, along with EMD or Earnest Money Declaration should be placed in the main sealed envelope superscripted "**Annual Maintenance Contract for (i) Garden and Green Areas Upkeep at Bharat Bhawan (22 Black's Link, Link Estate) (ii) Supply and Upkeep of Plants at Consulate General of India premises (16-A,B, D Units, United Centre, 95 Queensway, Admiralty, Hong Kong)**," addressed to the Consul (Head of Chancery), Consulate General of India, Hong Kong at 16-A, United Centre, 95, Queensway, Admiralty, Hong Kong, and must reach on or before 05 July, 2021 (1700 hrs.). Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Consulate will not be responsible or any postal delay.


6. The Consulate reserves the right to amend any of the terms and conditions contained in the Tender document or reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of the Consulate in this regard will be final and binding upon the bidders.

7. The Important schedules and dates are given below:

Sr No.	Key Event	Dates
1.	Period of Contract	1 years
2.	Date of e-publishing on CPP Portal	14 June 2021
3.	Date of receiving the bids(Start)	15 June 2021
4.	Date of clarification (start)	15 June 2021
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7.	Technical Bid opening Date (Date and time for opening of financial bids of technically qualified bidders will be communicated separately)	06 July 2021 (1500 hrs)

8. For any tender related enquiry/clarification/site visit, please contact Mr. Hari Parkash, VC (Adm. & Prot.) by email protocol.hongkong@mea.gov.in or by phone + 852 39709933/ 60307890.

9. All bidders are requested to read and understand the terms & conditions of the contract before submitting their bids. No change or violation of aforementioned terms and conditions is permissible once the quotation is accepted by the Consulate.


(Deepika Mishra)
Consul (Head of Chancery)

Section-II

**Introduction and Credentials of Bidder/ Technical Information
(Proforma to be submitted with Technical Bid by the bidder)**

- 1. Name of firm :
- 2. Address of the Registered Office :
- 3. Correspondence address :
- 4. Contact details :
- Telephone No :
- Fax :
- E-mail :

SN.	Requirements	Response
1.	a) Brief introduction of the company.	
	b) Previous experience in the field (minimum of three years).	
	c) Total number of regular employees with the firm	
	d) Annual Turnover of the firm for the last two years	
	e) Whether the firm has suffered loss in any of previous 5 years	
	f) Registration Certificate & license for the services	
2.	Details work plan and methodology for undertaking the job	
3.	List: Other Consulate or reputed organization where you are providing services of similar nature	

Kindly submit supporting documents

Sign of authorized representative of Company:.....

Name of the authorized representative:

Seal of the Company.....

Section III

Terms and Conditions

1. At any time prior to the deadline of submission of bids, Consulate General of India, Hong Kong, may for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.
2. In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, CGI, Hong Kong's interpretation of the clauses shall be final and binding on all parties.
3. The successful bidder, on award of contract, must send the contract/acceptance in writing within 7 days of award of contract; otherwise the contract may be awarded to the next successful bidder i.e. L-2.
4. No request for revision/increase of approved rates during the currency of the contract will be entertained.
5. The gardening staff should be physically and mentally fit and should not be suffering from any apparent disability.
6. The contractor shall be responsible for the conduct/integrity of persons deputed for gardening works at the premises and will also be responsible for any act of omissions or commissions on their part. He will vouch for their character and integrity. It shall ensure that no person of doubtful antecedents is, in any way, associated with the gardening work at 22 Black's Link, Link Estate and 16-A,B and D Units, United Centre. The company should provide details of gardening staff to be engaged by the company for gardening work at above mentioned addresses.
7. Medical facility/health insurance for the gardening staff will be sole responsibility of the company.
8. The bid will remain valid for a period of 120 days from date of opening of the bids.
9. The contract will be valid for a period **One Year** from the date of acceptance by the Consulate and it could be extended for on annual basis on same terms and conditions subject to satisfactory services by the Company.
10. The bills for the services for a month must be prepared on the basis of approved rates and submitted to the Consulate by the 10th of the succeeding month for effecting payment. The payment will be made after receipt of invoice from the company and satisfactory completion of job.
11. The firm shall employ one gardener (having sound gardening skill) at the site from Monday to Friday for **two hours** at 22 Black's Link, Link Estate for Garden and Green Areas Upkeep and for **one hour** at 16-A,B, & D United Centre, Admiralty for Upkeep of Plants. The company shall arrange for suitable reserve personnel in lieu of leave period of the regular gardening staff. No separate payment shall be made for such arrangements.
12. The Company must be registered under the relevant laws of the HKSAR Government and should have all applicable/appropriate licenses in its name. Compliance with labour regulations/laws of HKSAR Government will be the sole responsibility of the company. They shall comply with all the requirements of taxes, fee and other statutory payment as are required by the concerned HKSAR authorities.

- 13. The company shall at all-time follow the lawful instructions as given by the Consulate General of India, Hong Kong or its authorized representatives with regard to functioning of the gardening staff.
- 14. The company is prohibited from subletting/outsourcing the job to any other agency.
- 15. The company is liable for penalty, as deemed fit by the Consulate General of India, Hong Kong, in case it fails to provide desired service or breaches of the contract or for loss or damage, if any, to property etc. due to negligence of the gardening staff or substandard of the company.
- 16. The company will use its own gardening materials. Bids should include the cost of all required material (like plants, pots, tools and other items used for the gardening work at its own cost, garbage bags, etc.) and gardening equipment (like lawn mower/garbage trolleys, etc.).
- 17. The service providers are hereby clearly informed that fulfilment of conditions, as mentioned in Technical bid, is mandatory and these are our critical minimum requirement and any inability to meet any or all of these would make them liable for rejection at the technical bid opening stage.
- 18. The Consulate General of India reserves the right to accept/reject any gardening staff deployed by the Vendor.
- 19. The Consulate reserves the right to terminate the contract at any time by giving one month's advance notice. However, Consulate shall also have the right to terminate the Contract by giving a shorter notice period under special circumstances, such as security considerations. The Service Provider may terminate the contract by giving three months advance notice with justification for termination of services.
- 20. The Bidder must sign and affix his seal on every page of the Tender Document and submit the complete Signed Tender Document.
- 21. If any information or document submitted is found to be false/incorrect, Consulate may cancel the Tender and can take any action as deemed fit including termination of the contract etc.

Signature of bidder _____

Stamp of bidder/Company _____

Date _____

Section-IV

Scope of Work

Annual Maintenance Contract for (i) Garden and Green Areas Upkeep at Bharat Bhawan (22 Black's Link, Link Estate) (ii) Supply and Upkeep of Plants at Consulate General of India premises (16-A,B,D Units, United Centre, 95 Queensway, Admiralty, Hong Kong)

Scope of work given below is tentative. The bidder may inspect the site and understand the full scope of work.

(A) Upkeep of Gardens and Green Areas at Bharat Bhawan (22 Black's Link, Link Estate)

1. Grass mowing, cleaning, aerating, watering, fertilizing of garden areas;
2. Disposal of organic garbage;
3. Trimming, manual watering, fertilizing, de-seeding of all garden and green areas including hedges, flower beds, and plants;
4. Spraying against disease and pests (materials included at company's cost);
5. Replacement of dead flowers and bushes; planting of seasonal flowers;
6. Provision of materials/consumables in the garden, plants, simple garden pots, tools and other items used for the gardening work at its own cost;
7. Supply of 12 units of seasonal flowers and/or plants each month.
8. Provision of one gardener (having sound gardening skills) at the site from Monday to Friday for **two hours** (preferably in the first half of the day)

(B) Supply and Upkeep of Plants in Consulate General of India premises (16-A, B, D Units, United Centre, 95 Queensway Road, Admiralty, Hong Kong)

Total Number of Plants: 13 to 15

1. Daily watering and upkeep of plants;
2. Spraying against diseases and pests/Fertilizing, as required;
3. Supply/Replacement, as required.
4. Provision of one gardener at the site from Monday to Friday for **one hour** (during Consulate's office hours).

Signature of Authorized Representative of Company:.....

Name of the Authorized Representative:

Seal of the Company.....

Section-V

Bank Guarantee Proforma for Earnest Money Deposit/Tender Security

Bank Guarantee No.....

Subject:- Annual Maintenance Contract for (i) Garden and Green Areas Upkeep at Bharat Bhawan (22 Black's Link, Link Estate) (ii) Supply and Upkeep of Plants at Consulate General of India premises (16-A,B, D Units, United Centre, 95 Queensway, Admiralty, Hong Kong)

Name and Address of Beneficiary:- Consulate General of India, Hong Kong.

Date :

Whereas M/s (Name of Contractor with address)_____ have submitted their tender for Name of work : **_ Annual Maintenance Contract for (i) Garden and Green Areas Upkeep at Bharat Bhawan (22 Black's Link, Link Estate) (ii) Supply and Upkeep of Plants at Consulate General of India premises (16-A,B, D Units, United Centre, 95 Queensway, Admiralty, Hong Kong)** for Consulate General of India in Hong Kong and one of the tender conditions is for the M/s (Name of Contractor with address)_____ to submit a Bank Guarantee for Earnest Money Deposit amounting to **5,000/- (HK\$ five thousand Only)**. In fulfilment of the tender conditions, we, (Name of Bank with address)_____ hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of HK\$ 5,000/- (HK\$ five thousand only).

This guarantee is valid for a period of **180 Days** and any claim and statement hereunder must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to **HK\$ 5000/-(HK\$ five thousand Only)**

Notwithstanding anything to the contrary contained herein above, this guarantee is valid from **(date of issue)** _____ up to the **(date after 180 days from date of issue)** _____ and claims under this guarantee should be submitted not later than **(date after 180 Days from date of issue)**_____.

This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

This guarantee shall be governed and construed in accordance with the laws of Hong Kong and is governed by the United Rule for Demand Guarantee (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the Hong Kong Courts.

Sign of authorized representative of Company:.....

Name of the authorized representative:

Seal of the Company.....

Section-VI (a)

Bid Security/Earnest Money Deposit/Bank Guarantee

To safeguard against a bidder's withdrawing or altering its bid during the bid validity period, Bid Security (also known as Earnest Money) is to be deposited by the bidder. The bidders should furnish bid security along with their bids. The bid security may be in the form of Account Payee Demand Draft, Banker's Cheque or Bank Guarantee (Proforma attached) from any of the commercial Bank, the Bid Security is to remain valid for a period of 180 days beyond the final bid validity period.

2. In place of Bid Security, the Bidders has option to sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for 5 years from being eligible to submit Bids for contracts with the Consulate General of India.

Sign of authorized representative of Company:.....

Name of the authorized representative:

Seal of the Company.....

Section-VI (b)

Earnest Money/Bids Securing Declaration

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for 5 years from being eligible to submit any bid for contracts with Consulate General of India, Hong Kong.

Sign of authorized representative of Company:.....

Name of the authorized representative:

Seal of the Company.....

Section-VII

Form of Tender

(To be submitted by the Bidder)

To: Consulate General of India, Hong Kong

We have examined and read the tender conditions for **Annual Maintenance Contract for (i) Garden and Green Areas Upkeep at Bharat Bhawan (22 Black's Link, Link Estate) (ii) Supply and Upkeep of Plants at Consulate General of India premises (16-A,B, D Units, United Centre, 95 Queensway, Admiralty, Hong Kong)** and have also inspected the site and general conditions under which the services are to be provided. We offer to execute and complete the services and remedy any shortcoming therein, in conformity with this tender, which includes all these documents for the fixed price of HK dollar..... per month.

If this offer is accepted, we will commence the services immediately on receipt of work order and signing of Service Agreement.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature _____

In the capacity of:

Duly authorized to sign tender for and on behalf of:

Address:

Date & Place: