Yer/Estt/872/04/2022
Embassy of India
Yerevan
***

Subject: Hiring of a new Gardener for maintenance and cleaning of Gardens at Chancery Building of the Embassy of India and Residence.

1. **Background:**

This Request of Proposal is for hiring of gardeners for Embassy of India (Chancery) at 50/2, India Street, Yerevan and Embassy Residence at Aygedzor Street, 1st Lane, House No. 32, Yerevan.

2. **Scope of Work**

The broad and indicative, but not exhaustive, spectrum of works expected to be provided by the companies are listed below

(a) Gardener: 1(One) – Qualified gardener to maintain gardens at Embassy (Chancery) and Embassy Residence. The gardener should be well qualified and experienced in maintenance of garden. The gardener is expected to carry out works like trimming of trees, cutting of grass at regular intervals, apply/spraying insecticides, growing plants/ trees, cleaning grass/foliage etc.

(b) Working Schedule: Monday to Friday (0900 hrs to 1530 hrs working days only) and Saturday (0900 hrs to 1200 hrs) at both the places. The gardener would be required to come on holidays also for a few hours.

(c) Gardening tools, seeds, saplings, manure, pots, pesticides etc. will be provided by the Embassy as per requirement.

(d) During off seasons, gardeners will be required to work as snow cleaners and do other maintenance/petty work as decided by the Embassy and also look after indoor plants.

3. **Inviting bids from Companies**

In this context, the Embassy of India would like to invite offer(s) from companies in Yerevan dealing with gardening work through Limited Tender in **sealed cover**. Offer should be in Armenian Dram (AMD) only **at per month rate**, without VAT. Companies may send their

representatives to conduct the survey of the sites to take stock of work including measurement of area from 1400 hrs to 1600hrs on working days.

4. Important Notes

(i) Prospective bidders should submit a lump sum quote for both the gardens.

(ii) The quotation / envelope should have date and signatures of the authorized signatory of the service provider with stamp.

(iii) Bids in local language should be accompanied by certified English translation.

(iv) The payment will be made directly in the account of the Company.

5. Contact Person

The quotations should be submitted in sealed covers and be addressed to Mr. Manoranjan Sahu, Second Secretary & Head of Chancery, Embassy of India, Yerevan at 50/2, India Street, Yerevan – 0015, Armenia. His contact details are as under :-

Tel: +374-10 539173/74/75

Email: hoc.yerevan@mea.gov.in

The quotations will be accepted till 1700 hrs on 22nd July 2025.

6. Evaluation & Selection

Bids will be opened on 28 July **2025** at **1500 hrs.** The bidding companies are requested to be present at the Chancery premises during the opening of bids. The decision regarding award of work will be taken after due consideration of the bid, scope of work etc. The final decision would remain with Embassy of India, Yerevan and the Embassy owe no explanation to anyone about the selection process of the company for the job.

(Manoranjan Sahu)
Second Secretary & HOC
01.07.2025