

No. Yer/Estt/586/01/2019
Embassy of India
Yerevan

(REQUEST FOR PROPOSAL)

Sub: Hiring of Gardeners for Chancery and Embassy Residence

1. Background: This RFP is for hiring of gardeners for Embassy of India (Chancery) Building at 50/2 India Street, Yerevan and Embassy Residence (ER) 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) Gardeners: 2(two) qualified gardeners to maintain Embassy (Chancery) and Embassy Residence. He/she should be well qualified and experienced in maintenance of garden. He is expected of carrying out works like trimming of trees and cutting of grass at regular intervals, applying/spraying insecticides, growing plants/trees, cleaning grass/foilage etc.
- b) Working schedule:
 - i) At Chancery : Monday to Friday (0900 hrs to 1730 hrs) (Working days only)
 - ii) At Embassy Residence : Monday to Friday (0900 hrs to 1730 hrs)
- c) Gardening Tools: All tools, whatsoever required for the gardening works should be provided by the company.
- d) Seeds/Saplings/Manure: Cost of plants, seeds, manure, fertilizers, medicines, etc should also be borne by the company providing the services.
- e) During off seasons, gardeners will also work as snow cleaner and other maintenance works of the Embassy Residence.

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 jobs through Limited Tender in sealed cover. Offer should be in Armenian Dram (AMD only; without VAT) and include all charges. Company can send their representative to conduct the survey of the sites to take stock of the work including measurement of area from **1400 hrs to 1600 hrs** on the dates **10 January 2020; 13 January 2020; 17 January 2020**.

4. Important Notes:

- a) Take home pay and allowances of the gardeners- It is mandatory that the bidders disclose the take home pay and other allowances including gratuity and leave facilities they give to their gardeners. They should also agree to allow perusal of pay slips/bank account statements to cross-check the claim. This information may please be incorporated in the bid. The Embassy would endeavor to provide desire confidentiality to these figures.
- b) Prospective bidders should quote for the unit price for each gardener separately, instead of giving a lump sum quote.
- c) Plants, Saplings, Seeds to be provided for proper maintenance/beautification of the gardens at both the addresses should be mentioned in the Bid document.
- d) The quotations/envelopes should have date and signature of the authorized signatory of the service proving company with stamp. Bids in local language should be accompanied by their English translations.

5. Contact Person: The quotations should be submitted in sealed covers and be addressed to **Mr. Shambhu Amitabh, Second Secretary & HOC, Embassy of India, Yerevan at 50/2 India Street, Yerevan (Armenia)-0015**. He can be contacted at:

Tel : (374-10) 539173/4/5;

Fax : (374-10) 533984.

E-mail: hoc.yerevan@mea.gov.in

Quotations will be accepted till 28th January, 2020 till 1700 hrs.

6. Evaluation & Selection: Bids will be opened on 31st January, 2020 at 1400hrs. The quotation offering as per scope of work, good credentials and best prices would be awarded the job. Bidding companies are requested to be present at the Chancery premises during the opening of bids. However, the final decision would remain with Embassy of India, Yerevan and the Embassy would owe no explanation to anyone about the selection process of the company for the job.



(Shambhu Amitabh)
Head of Chancery
Dated: 07.01.2020