



भारत का उच्चायोग  
निकोसिया (साइप्रस)

High Commission of India  
Nicosia (Cyprus)

No. NIC/ADM/872/01/2025

22 April 2025

### **TENDER NOTICE**

Sealed bids are invited for **Garden Maintenance Services** at Chancery/Embassy Residence of High Commission of India at No. 3, Indira Gandhi Street, Montparnasse Hill, P.O Box 25544, Engomi- 2413, Nicosia and Housing complex of High Commission of India at 10 Lidas Street, Engomi-2413. The total area of the Garden of the three buildings is approximately 2100 square ft. In addition to the land area, the garden also consist of fencing outside of the buildings, more than 500 potted plants as well as plants/ trees at the periphery of the buildings.

2. The bidding companies/firms should have the following requirements:

1. Having a registration in Cyprus.
2. Local representation in Nicosia, Cyprus.
3. Having minimum of 5 years' experience in garden maintenance services

3. **The scope of work includes, but is not limited to, the following tasks:** maintenance and flower bed preparation by uprooting the old dead plants, providing and sowing of new seedlings (seasonal and perennial both), different types of cutting/pruning/trimming including earth work, spreading and mixing of manure and fertilizers and levelling etc. To prepare and maintain flowers and plant pots with flowers and plants. Procuring and spraying of insecticides, pesticides, weedicides on the plants on need basis, appropriate disposal of green waste and general cleanup thereafter, cleaning of the pavement of inner as well as outer periphery of all three Buildings from leaves, garden wastes/ and bird droppings to ensure the upkeep and aesthetic appeal of the Buildings, ensuring good health of plants, lawns and trees through regular care, watering and irrigation system monitoring, pruning and shaping of hedges. In their bid, the bidders should mention the monthly cost of garden maintenance inclusive of wages of trained gardeners with modern equipment and fertilizers. The High Commission may also procure seasonal/ perennial plants from the selected company during their contract period on need basis for garden, therefore, an indicative price list of different type of locally available plants may also be provided with the bid document for reference. The contract shall be initially valid for a period of two years from the date of award. However, it may be extended for a further period of one year (total period not exceeding three years), subject to the conditions that the service provider has provided satisfactory services. This shall be done on the same rates and same terms & conditions.

4. Documentary evidence of the above qualifications may be submitted along with sealed bids.

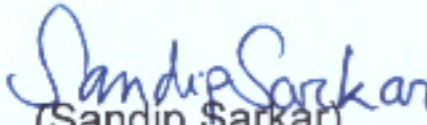
5. Enquiry, if any, may please be sent on the mail [hoc.nicosia@mea.gov.in](mailto:hoc.nicosia@mea.gov.in). Enquires shall be entertained only till 10 May 2025.



6. Site inspection relating to the work can be done on any working day till 10 May 2025 with prior appointment [Tel: 22351170].

7. Interested parties may send their bids/quotations in sealed envelopes to the Head of Chancery, High Commission of India, No 3, Indira Gandhi Street Montparnesse Hill, Engomi – 2413, by **15 May 2025 1700 hrs** superscribed **“Bid for Garden Maintenance Services at High Commission of India, Nicosia” on the cover.** The bids received would be opened at **1000 hrs on 23 May 2025**, by a Committee of Officers. Interested parties are welcome to send a representative for opening of the bids in the office of the Head of Chancery, High Commission of India, Nicosia.

8. The High Commission of India, Nicosia reserves the right to reject any bid at any stage of the bidding process without assigning any reasons whatsoever.

  
(Sandip Sarkar)

Second Secretary (Head of Chancery)

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## Section-1

### INSTRUCTIONS TO THE BIDDERS

#### 1. GENERAL INSTRUCTIONS

- 1.1 High Commission of India, Nicosia invites tender for **Garden Maintenance Services** for Chancery/Embassy Residence of High Commission of India at No. 3, Indira Gandhi Street, Montparnasse Hill, P.O Box 25544, Engomi- 2413, Nicosia and Housing complex of High Commission of India at 10 Lidas Street, Engomi-2413 from reputed contractors/firms/companies etc.
- 1.2 The details of terms and conditions, schedule of work/specifications and format for technical and financial bid are available in the tender document. The bidders are instructed to go through tender form thoroughly before quoting their rates. The tender documents can be obtained from <https://hci.gov.in/nicosia/>
- 1.3 The tender submission is liable to be rejected if complete information is not given therein.
- 1.4 All bidders and/or their representatives, if they so desire, may be present at the opening of the tender (Technical Bid) by the High Commission at the time and date as specified in the Schedule. Bids received after stipulated date & time shall not be entertained.
- 1.5 Price quoted should be in Euro and should be inclusive of all charges. In no case any enhancement in approved rate will be entertained during the currency period for which this tender is being considered.
- 1.6 The bids shall be submitted in two envelopes i.e. Technical Bids should be sealed in a separate cover while Financial Bids be sealed in other cover and superscribed as "Garden Maintenance Contract at High Commission of India, Nicosia". Format for the technical and financial bids are enclosed in the tender documents.
- 1.7 The bidders shall give full information with reference to the projects in-hand and shall facilitate inspection of the works executed by them and shall give full assistance and information as may be required in connection with this tender.
- 1.8 The bidders while submitting their bids, shall enclose self attested Photostat copies of experience, trade license essential for carrying out the activities under reference and all/ any other documents that is needed in support of permission from the Competent Authority for carrying out the activities may be submitted in the Technical bids.

#### 2. MINIMUM ELIGIBILITY CRITERIA

- 2.1 The following shall be the minimum eligibility criteria for selection of bidders at Technical Bid stage of the bidding process:-
  - (a) **Legally Valid Entity:** The Bidder/Bidding Firm shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the relevant Act or a firm having trade license granted by City Corporation to do business in Nicosia, Cyprus. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached with the bid.



- (b) **Registration:** The Bidder/Bidding Firm must have VAT registration with the concerned authority. The proof in support of the same shall be attached with the bid documents.
- (c) **Experience:** The Bidder shall have experience in garden maintenance services for Embassies /High Commissions /Government Ministries /Departments/Public Sector Companies / reputed corporate organization /multinational companies. The bidders shall have to provide all documentary proof in support of the above eligible criteria in the form of attested copies of certificates issued by the respective authority, copy of VAT registration certificate, Experience certificates for completed work / ongoing work issued by previous clients. Attested copy of manpower wages in respect of the previous four quarters may be attached with the bid documents.

### 3. VALIDITY OF BIDS

- 3.1 Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids.
- 3.2 In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
- 3.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

### 4. PREPARATION OF BIDS

- 4.1 **Language:** Bids and all accompanying documents shall be in English only.
- 4.2 **Technical Bid:** Technical Bid should be submitted as per the instructions given in this Tender Document along with all required information, documents in support of the minimum eligibility criteria, Bid security declaration as listed below;

S. No.	Document	Yes/No
1	Contact Details Form (Form-I)	
2	Certified copies of Registration/Incorporation particulars of Company/Firm from appropriate authorities	
3	Certified copies VAT registration	
4	Proof of minimum experience of completion of works of similar nature in any Foreign Embassies/High Commissions/Government Ministries/Departments/Public Sector Companies/reputed corporate organization/multinational companies.	
5	Power of Attorney/Authorization for signing the bid documents.	
6	Attested copy of manpower wages roll	
7	Bid Security declaration	



- 4.3 **Financial Bid:** Bidder shall prepare the financial Bid in the Price Schedule as provided in the Tender Document. Then the Financial Bid shall be sent in a separate sealed envelope along with the bid documents.

## 5. **SUBMISSION OF BIDS**

- 5.1 The Bidding firms have to submit the tenders in two bid system {i.e (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted to Head of Chancery, High Commission of India, Nicosia. All the documents in support of eligibility criteria etc. and other required documents are to be submitted along-with the Tender Documents. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

The tender shall be submitted in sealed envelopes as described below:

ENVELOPE 'A' Tender Documents (Technical bid)

ENVELOPE 'B' Financial Bid (Section-3)

Other enclosures as required in this tender.

The envelopes containing "A"& "B" of offers shall be duly superscribed with Name of Work and above Envelopes A and B to be put in another sealed envelope with the name of work written on top. Technical bids (Envelope A) of successful bidders shall be opened immediately. Technical bids envelopes shall be opened in presence of bidders or their representatives. After evaluation of Technical Bids on site, a list of qualified bidders will be prepared by the Employer. Financial bid (Envelope 'B') shall be open thereafter.

- 5.2 No Bid shall be accepted after the specified date and time.

## 6. **BID OPENING PROCEDURE**

- 6.1 The Technical Bids shall be opened in the office of Head of Chancery, High Commission of India, Nicosia on 23 May 2025 at 1000 Hrs before the Committee constituted by the Competent Authority of High Commission of India, Nicosia in the presence of such bidders, who may wish to be present themselves personally or through their representatives.
- 6.2 The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose.
- 6.3 A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.
- 6.4 Absence of bidder or their representative shall not impair the legality of the opening procedures.
- 6.5 After opening of the Technical Bids, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.
- 6.6 Bids shall be declared as valid or Invalid based on the preliminary scrutiny, i.e. on site verification of documents submitted by the bidders by the Tender Opening Committee. The financial bids will be opened on result of such scrutiny. However, in case any thing found false or forged in contrary to the documents submitted by the bidder, its bid will be rejected and suitable legal action may be taken.



- 6.7 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.

**7. CLARIFICATION ON TECHNICAL BID EVALUATION.**

- 7.1 The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.
- 7.2 If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.
- 7.3 Client also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder as per clause 2.2.

**8 VALIDITY OF CONTRACT**

The contract, if awarded, shall be valid for a period of TWO (02) YEAR , extendable, for further 01 year [maximum tenure 03 years from the date of start of work initially] on same terms and conditions and same rates, subject to satisfactory services provided by the vendor. In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, High Commission of India, Nicosia shall have the right at any time to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the Contractor and initiating administrative actions for black listing etc. solely at the discretion of the competent authority in Mission.

**9 PAYMENTS**

- 9.1 After award of work, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to agency appointed for the job on completion of this tendering process.
- 9.2 The prices in the Price Schedule shall be inclusive of all applicable taxes as may be levied by the Government from time to time.
- 9.3 The Agency shall be paid on a monthly basis for the services rendered in the preceding month. The billing cycle will be the 1<sup>st</sup> of every month to the last day of the month. The Agency shall submit correct invoice in terms of services provided within 10 days of the succeeding month.
- 9.4 All payments shall be made in Euro by means of cheque or bank transfer
- 9.5 The Client shall be entitled to deduct in accordance with applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Agency, and the amount so deducted shall be deemed to be a payment made to the Agency.



- 9.6 The payment to the workers in accordance to minimum wages prescribed by the Govt of Cyprus along with the statutory compliance Bonus is sole responsibility of the agency. In case of revision in minimum wages by the Govt of Cyprus, the same would be absorbed by the agency. Claim for any other escalation shall not be entertained by the Mission.

## 10 Other Conditions, Force Majeure & Penalty Clause

- 10.1 The workers so provided should be on the roll of the Agency and their antecedents should be pre-verified by the Police authorities. A copy of the verification of each worker shall be submitted to the Mission before deployment for work at High Commission.
- 10.2 The bidder must have satisfactory arrangements for training of its workers. Confirmation in this regard is to be given.
- 10.3 The Agency should submit precise profile of its key clients along with details of services provided.
- 10.4 If any worker is absent on a given day, the company will provide a substitute for him otherwise proportionate deductions will be made from the monthly payment.
- 10.5 In case the Agency fails in adhering to the daily Maintenance Services and Mission requires to make alternative arrangements for the same, then Agency would reimburse the cost of such arrangements.
- 10.6 The Agency would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at Mission's premises. The Agency would indemnify Mission against any compensation/claim and damages etc. due to accident or injury to its employees or death due to accident or otherwise, which may arise out of and during the course of their duties. Mission would not be liable to pay any damages or compensation to such workers or to any third party.
- 10.7 In case of any complaint, either as regards the nature of service or as regards the behaviors of worker on duty or otherwise, Agency would be intimated and would be required to take corrective measures promptly.
- 10.8 The Mission reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Mission in this regard shall be final and binding on all.
- 10.9 Quotation should be valid for four months (120 days) which would be opened by the authorized officers in the presence of representatives of the firms present at the time of opening of the tenders. The date, time and venue of opening of bids will be intimated to the bidders.
- 10.10 The Mission reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.
- 10.11 The Mission may, by written notice sent to Agency, terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Mission's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.
- 10.12 The bidder must use modern equipments, latest technical expertise for **Garden Maintenance Services**, as has been defined in brief scope of work. Machinery, equipment, implements, material and consumables proposed to be used should



be clearly indicated. List of equipments owned by the company may also be furnished with the bid.

- 10.13 The employees of the Agency deployed at Mission's premises should have bank accounts and the company should be ready to provide proof of payment of salary to each employee through these bank accounts. The Agency will have to ensure compliance of all mandatory labour laws/regulations laid down by Local Govt. This will include payment of minimum wages and other benefits like bonus, leave, cost of uniform etc to bidder's each employee will solely be the liability of the bidder only.
- 10.14 Any wrong or misleading information will lead to disqualification.
- 10.15 The bidder shall deploy adequate manpower, machinery and resources to ensure completion of work as per stipulated operational timings. No over timing shall be allowed to the Agency in this regard.
- 10.16 Should any new areas of work not envisaged as being part of this tender document are added, the prices for the new areas of work shall be mutually agreed upon between the Client and the bidder based on the actual rate analysis or as per the prevailing rates as agreed in this tender document.
- 10.17 Additional staff required other than specified shall be obtained on pro-rate basis.
- 10.18 The High Commission reserves the right to remove any person found unfit.
- 10.19 The bidder would be responsible for all mandatory compliance for social, safety and environmental issues related to the performance of the service provider in the Mission's premises as stated in the eligibility criteria.

### **Section-2: Scope of Work:**

Scope of work for **Comprehensive Garden Maintenance Services** should be defined by providing the details in respect of the total Landscaping area, ensuring the following;

General maintenance of Garden with following services:

- Watering of plants, as required.
- Flower bed preparation by uprooting the old dead plants, providing and sowing of new seedlings (seasonal and perennial both).
- Cutting/ pruning/trimming including earth work, spreading and mixing of manure and fertilizers and levelling etc.
- To prepare and maintain flowers and plant pots with flowers and plants.
- Provide and use fertilizers and manure, on need basis.
- Appropriate disposal of green waste and general cleanup thereafter.
- Cleaning of the pavement of inner as well as outer periphery of all three Buildings from leaves, garden wastes/ bird droppings to ensure the upkeep and aesthetic appeal of the Buildings.
- Ensuring good health of plants, lawns and trees through regular care.
- Watering and irrigation system monitoring.

**Note : (Mission may review the above and if need be may add / subtract items in this scope.)**



### Section-3: Financial Bid

#### FINANCIAL BID

S. No	Category	Minimum number of workers force required	Number of workforce quoted by Bidder	Price per worker/supervisor/manager/material & equipment per month	Total price
(a)	(b)	(c)	(d)		(d)x(e)
1	Labour charges for all garden maintenance works as defined in Scope of Work	2	Thrice a week, 2 hrs/ day (12 man hours a week i.e. 48 man hours per month)		
2	VAT/Other taxes	(as applicable)			
		Total{1+2+3}			

Annual costing for the above items (Monthly value X 12) = .....

- (i) Payments shall be made by the Client as per the terms and conditions of the Tender Documents,
- (ii) Prices shall be valid for a period of two years.
- (iii) The quoted consolidated monthly amount prices shall be inclusive of all charges and taxes. It shall also include cost of training and uniform etc.

**Note:**

1. Pricing break up for each of the above mentioned components must be given separately
2. Separate break ups are necessarily to be submitted for each part of the financial bid. If required, a separate sheet may be attached along with this Summary Sheet mentioning the break up for each type of service. However, the bids shall be decided on the basis of lumpsum cost of all the services (i.e. manpower, consumables, machinery, pest control, plantation etc.).



3. All the cost heads shall be inclusive of all applicable taxes as per Govt. Legislation. The amount quoted should constitute the landed cost of hiring an external agency towards **Garden Maintenance Services** in High Commission of India, Nicosia for a period of Twelve Months. All rates shall be quoted for the corrected value into clear Euro.

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To  
Head of Chancery,  
High Commission of India, Nicosia  
No. 3, Indira Gandhi Street, Montparnesse Hill, Engomi-2413

Ref: Invitation for Bid No. NIC/872/01/2025

Dated 17 April 2025

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including any Addendum issued in accordance with Instructions to Bidders,

2. We, in conformity with the Bidding Documents offer to provide Garden Maintenance Services for High Commission of India, Nicosia as per the scope of work defined in this tender.

3. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.

4. If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.

5. We also declare that M/s .....(Name of the bidder)..... has not been declared ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature by any Govt. agency of the Country.

6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,  
Authorised Signatory

(Authorised person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation



**CHECK LIST**

S. No.	Particulars	YES/NO
1	Have you filled and submitted all forms (i) Technical bid, (ii) Financial bid, (iii) Contact detail form and (iv) Checklist?	
2	Have you read and understood various conditions of the Contract and shall abide by them?	
	<b>TECHNICAL BID</b>	
3	Legal Valid Entity: Have you attached the certificate issued by competent authority?	
4	VAT Registration Certificate	
5	Experience: Have you attached the attested experience certificates issued by the Organizations / Government Deptts?	
6	Have you submitted the proof of authorization to sign on behalf of the bidder in the Technical Bid?	
7	Have your Technical Bid been prepared as per the Requirements of the Tender?	
	<b>FINANCIAL</b>	
8	Have your financial Bid proposal duly filled in as per Instructions?	
9	Have you quoted prices against each of the category, i.e. Manpower, material & equipment?	
10	Have you provided cost break ups for all components in the Financial bid?	
11	Have you attended pre-bid site visit/briefing?	

**Note :- The above must be filled, signed and submitted along with the bid.**

Signature of the authorized signatory of the Tenderer  
with seal of the firm/company

Name: \_ \_  
Mob No. \_ \_  
Date: \_ \_



**Suggested minimum Machinery & Equipment for gardening services**

S. No.	Machinery	Qty
1	Wheelbarrow	01
2	Trowel	02
3	Prune Shears	01
4	Lopper	01
5	Weeding knife	01
6	Garden hose	01
7	Hand Hoe (Digging, Manure and Spade)	01 each
8	Leaf rake	01
9	Shovel	01
10	Lawn mower	01



**CONTACT DETAILS FORM**

GENERAL DETAILS OF BIDDER

1. NAME OF THE COMPANY
2. NAME AND DESIGNATION OF  
AUTHORISED REPRESENTATIVE
3. COMMUNICATION ADDRESS .....
4. PHONE NO./MOBILE NO. ....
5. FAX E-MAIL I.D, .....

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE

1. NAME OF THE CONTACT PERSON
2. DESIGNATION
3. PHONE No
4. MOBILE No
5. E-MAIL ID