

Consulate General of India  
Saint Denis, Reunion Island

No. RUN/872/1/2018

04 April, 2025

**NOTICE INVITING TENDER**

Consulate General of India, Saint Denis invites sealed tender from professional gardening services companies/firms based in Saint Denis, Reunion Island for Annual Maintenance Contract for hiring of garden maintenance services at the Chancery Premises and the Consul General Residence at the following locations:

- A) Chancery Premises : 111 Rue Leopold Rambaud, 97490, Sainte Clotilde
- B) Consul General Residence: 24 rue Constellation Duparc, 97438 Sainte Marie

**2. Last date of submission of bids: 09 May, 2025**

**Tender Documents**

**A. Technical Bid Documents:**

- Annexure I : Instructions to bidders
- Annexure II : Scope of work
- Annexure III : Terms and Conditions of the contract
- Annexure IV : Technical Bid (Part-I)
- Annexure V : Technical Bid (Part-II)

**Financial Bid Documents:**

- Annexure VI : Financial Bid Proforma

## Instructions to Bidders (Annexure-I)

Tenders are invited under two bid system viz. Technical Bid and Financial bid from professional gardening services companies/firms on the subject.

2. Tender Document can be downloaded from <https://www.cgireunion.gov.in/Tender>

3. The Tender document should be submitted in two sealed envelopes as below:

a) The first sealed cover superscripted as “Technical Bid” should contain details of technical capabilities of the firm (with documentary evidences as per Annexure-IV & V).

b) The second envelope superscripted “Financial Bid” should contain rates only for Annual contract as per Annexure-VI.

c) Both sealed covers, along with Bid Security Declaration (Annexure-VII), should be placed in the main sealed envelope superscripted “Tender Notice for Annual Maintenance Contract for hiring of garden maintenance services at the Chancery Premises and the Consul General Residence” addressed to the **Head of Chancery, Consulate General of India, Saint Denis, Reunion Island, 111 Rue Leopold Rambaud, 97490, Sainte Clotilde** and **must reach on or before 09th May 2025 by 1730 hrs.** Bids may be hand delivered or sent by courier/post at the aforementioned address so as to reach on or before the prescribed date and time. CGI Saint Denis will not be responsible for any postal delay.

4. CGI Saint Denis reserves the right to amend any of the terms and conditions contained in the tender document or reject bids without giving any notice of assigning any reason thereof. The decision of the CGI Saint Denis in this regard will be final and binding upon all the bidders.

5 Bidders are requested to go through the terms & condition of the contract (Annexure-III).

The important schedule and dates are given below:

S. No.	Key event	Dates
1.	Tender publish date	04 April, 2025
2.	Bid submission start date	07 April, 2025

3.	Bid submission end date	09 May 2025 at 1730 hrs.
4.	Opening of technical bids	12 May 2025 at 10.30 hrs
5.	Opening of financial bids	13 May 2025 at 10.30 hrs

6. For any tender related enquiry/clarification/site visit, please contact by email at [inf.reunion@mea.gov.in](mailto:inf.reunion@mea.gov.in) [hoc.reunion@mea.gov.in](mailto:hoc.reunion@mea.gov.in).

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

(Bhupendra Singh)  
Consul General

**Scope of work (Chancery)**

- I. Maintenance of Garden (Green area and courtyard) for 02 man-hours a day on Monday, Wednesday, Friday
- II. Watering of plants, pruning of the plants and low hanging branches / leaves from trees
- III. Removal and disposal of Garden waste, removal of weeds, ploughing of soil
- IV. Applying soil, fertilizer and pesticides when needed
- V. Advising the office regarding improvement of the garden
- VI. Karcher cleaning of concrete floor in the garden (courtyard area) once every three months and before National Days events

**Scope of work (CG Residence)**

- I. Maintenance of garden (green area and courtyard) for 01 man hour a day on Tuesday and Thursday.
- II. Watering of plants, pruning of the plants and low hanging branches / leaves from trees
- III. Removal and disposal of Garden waste, removal of weeds, ploughing of soil
- IV. Applying soil, fertilizer and pesticides when needed
- V. Advising the office regarding improvement of the garden
- VI. Karcher cleaning of courtyard once in two months.

**Terms and Conditions**

1. At any time prior to the deadline of submission of bids, CGI Saint Denis 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 Saint Denis's interpretation of the clauses shall be final and binding on all parties.
3. No request for revision/increase of approved rates during the currency of the contract will be entertained.
4. The gardening staff should be physically and mentally fit and should be able to perform normal gardening work.
5. The company shall be responsible for the conduct/integrity of persons deputed for gardening works at the premises. The company shall vouch for their character and integrity and shall ensure that no person of doubtful antecedents, in anyway, as associated with the gardening work.
6. The company shall not pay wages which are lower than minimum wages fixed by the local authorities. Payment of other admissible benefits, if any, like bonus, leave etc. to the employees deputed shall solely be the liability of the bidding company and not that of the CGI Saint Denis. Medical facility/health insurance for the gardening staff will be sole responsibility of the company.
7. The bid will remain valid for a period of 180 days from date of opening of the bids.
8. The contract will be valid for a period Two year from the date of acceptance by the CGI Saint Denis and it could be extended for one more year on same terms and conditions, subject to satisfactory services by the Company.
9. The bills for the services for a month must be prepared on the basis of approved rates and submitted to the Chancery by the 10th of the succeeding month for effecting payment.
10. 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.
11. The Company must be registered under the relevant laws of the French Government and should have all applicable/appropriate licenses in its name, compliance with relevant law and regulations.
12. The company shall at all-time follow the lawful instructions as given by the CGI Saint Denis or its authorized representatives with regard to functioning of the gardening staff.

13. The company is prohibited from subletting/outsourcing the job to any other agency.
14. The company is hereby clearly informed that fulfillment 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.
15. The CGI Saint Denis reserves the right to accept/reject any gardening staff deployed by the company. As far as possible, the company shall not frequently change the gardener deployed. An attendance sheet will be signed by workers.
16. The CGI Saint Denis reserves the right to terminate the contract at any time by giving one month's advance notice. In case of deficiencies in the quality of services or for any violation of the provisions in the contract, or under exceptional circumstances as determined by the CGI Saint Denis, it reserves the right to terminate the contract without notice. The Service Provider may terminate the contract by giving three months advance notice with justification for termination of services.
17. The Bidder must sign and affix his seal on every page of the Tender Document and submit the complete Signed Tender Document.
18. If any information or document submitted is found to be false/incorrect, The Post may cancel the Tender and can take any action as deemed fit including termination of the contract etc.
19. After successful bidding, The following provision would be applicable in respect of settlement of disputes:
  - a. If any dispute of any kind whatsoever shall arise between the Parties (i.e., the Consulate General of India and the agency) in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination of the Contract - whether before or after the termination, abandonment or breach of the Contract - the Parties shall seek to resolve any such dispute or difference by Mutual consultation, failing which, through third party arbitration.
  - b. During the pendency of Mutual Consultation, Conciliation or Arbitration, both the parties shall continue to perform their Contractual obligations in so far as practicable.

**Signature of bidder**

**Stamp of bidder/Company\_\_**

**Annexure-IV (To be submitted as part of Technical Bid)**

(QUALITY PARAMETERS FOR GARDENERS TO BE PROVIDED  
AT CHANCERY PREMISES AND CONSUL GENERAL RESIDENCE)

The bidder is required to write 'Yes' or 'No' in the column REMARKS. In case of partial fulfilment, the bidder requires to mention which conditions cannot be fulfilled.

S. No.	Item/ Description	REMARKS
1	Gardeners should not be more than age of 55 years.	d not be more than
2.	Gardeners should be physically and mentally fit. The company should submit Medical Fitness Certificate in respect of every gardener from an Authorized Hospital/Medical practitioner.	
3.	Gardeners should be thoroughly proficient and trained in handling of gardening work	

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

**(Signature of the authorized  
signatory) Dated\_\_\_\_**

**Name and address of the Agency/Company\_\_\_\_\_**

**Seal of the firm**

**Annexure-V (To be submitted as part of Technical Bid)**

**QUALITY PARAMETERS FOR SERVICE PROVIDER COMPANIES**

In case of partial fulfilment, the bidder is required to mention which conditions cannot be fulfilled.

s. No.	Item/ Description	Response*
1.	Provide the list of other clients (for example other Embassies, International Organizations etc.) to whom the company is serving in Saint Denis, Reunion Island	
2.	Submit a brief of past experience, service history and achievements of the company.	
3.	Submit evidence of registration of the company under relevant statutory regulations such as labour laws etc.	

\* Responses shall be filled in the given column and relevant documents shall be enclosed with the technical bid.

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

**(Signature of the authorized**

**signatory) Date:\_\_\_\_\_**

**Name and address of the Agency/Company:\_\_\_\_\_**

**Seal of the firm:**



**Annexure-VI**

**FINANCIAL BID**

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID (IN ENGLISH)

1.	Name of the Bidding Agency/Company	
2.	Address of the Bidding Agency/Company	
3.	Contact details of the Bidding Agency/ Company	

Break-up of the total cost:

Sr. No.	Duty Point	Price (monthly in Euros)
01	<b><u>Chancery:</u></b> 111 Rue Leopold Rambaud, 97490, Sainte Clotilde	
02	<b>Consul General Residence:</b> 24 rue Constellation Duparc, 97438 Sainte Marie	

**Total monthly amount in Euros**

\_\_\_\_\_ (including / excluding taxes)

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

**(Signature of the authorized signatory)**

**Dated**

\_\_\_\_\_

**Name and address of the Agency/Company** \_\_\_\_\_

**Seal of the firm**