



सत्यमेव जयते

भारत का उच्चायोग

कंपाला

**High Commission of India
Kampala**

Kam/Admn/576/1/2017

Date – 28/11/2019

NOTICE INVITING TENDER/REQUEST FOR PROPOSAL

The **High Commission of India in Kampala (Uganda)** invites the interested firms/individuals dealing in garden maintenance to confirm interest and undertaking of works which are listed in the '**Scope of Work**' below, with the aim of being selected to competitively price the works in order to carry out the said work.

(A) **Scope of Work:**

1. Upkeep of the garden at the High Commission premises at 11 Kyadondo Road, Nakasero, Kampala, including:
 - (a) mowing of the grass,
 - (b) cleaning up any foliage,
 - (c) trimming of trees, bushes & grasses etc.,
 - (d) watering the plants, garden area, flowers etc. and
 - (e) weeding.
2. One gardener will be deployed at the High Commission premises on regular basis, i.e., from **Monday to Saturday** between **0800 hrs to 1700 hrs**.

(B) **Eligibility Criteria:**

1. Bidders should demonstrate and explain their technical, professional and practical experience of having undertaken similar works and will need to provide details of similar works undertaken in the last three years, including such works carried out in any of the Diplomatic Missions in Kampala.
2. Bidders may also indicate their experience of undertaking works detailed at (A) above.
3. Bidders may also submit, in brief, the history of their company with annual turnover.
4. Bidders should confirm that they can inspect the said property existing at 11, Kyadondo Road, Nakasero, Kampala.
5. To assist evaluation and comparison of the bids, the High Commission at its discretion, may ask the bidders for clarification on their bids. The clarifications and responses from the bidders shall be in writing.
6. If a bidder is asked to competitively quote for works, the High Commission is not bound to accept the lowest quote or any tender, and reserves the right to accept the

whole or any part of the tender and altering the quantities offered and the tenderer shall supply the same at the rate quoted.

7. Bidders should not have been barred/black-listed by the Governmental department/Organization in India/Uganda or elsewhere (The bidder is requested to submit a self-declaration to this effect).

8. Bidders may submit their bids on '**fixed price lump sum per month**' basis.

(C) **Inspection of the site**

Interested bidders can visit the said property between 10 am to 4 pm on any working day.

(D) **Submission of Bid:**

1. The sealed bids should be submitted and super-scribed with "**Quotation for Annual maintenance of garden at the premises of High Commission of India, Kampala**".

2. Sealed offers, addressed to the under mentioned, shall be submitted before 5 pm on or before :20/12/2019

**Head of Chancery
High Commission of India
Post Box No.7040
Plot No. 11, Kyadondo Road,
Nakasero, Kampala, Uganda**

3. The tender box shall be sealed at the stipulated deadline for submission.

4. Envelopes shall indicate the name and address of the bidders/senders to identify the bid and to enable the bid to be returned unopened in case it is declared 'late' or 'rejected'.

5. Offers received through Fax/E-mail or through open letters shall summarily be rejected/ignored.

6. All valid received bids will be opened on 26 /12/2019 at 1530 hrs. All bidder are welcome to participate.


(Sanjeev Kumar Goel)
Head of Chancery