



Government of India

High Commission of India

Colombo

Tender for

Annual Maintenance Contract

for

Garden Maintenance at
India House, DHC Residence and Chancery

No. Col/Prop/872/09/2025
dated 25 July 2025

**Tender for “Annual Maintenance Contract”
for
Gardening Maintenance
at
India House, DHC Residence and Chancery**

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Tender schedule

S. No.	Particulars	Date	
1	Bid Document Download Start date	25.07.2025	1400 hrs
2	Clarification start date	25.07.2025	1400 hrs
3	Clarification last date	12.08.2025	1400 hrs
5	Bid submission start date	25.07.2025	1400 hrs
6	Bid submission last date	18.08.2025	1400 hrs
7	Technical bids opening date	18.08.2025	1500 hrs
8	Financial bids opening date	<i>To be decided later</i>	



**High Commission of India
Colombo**

Notice Inviting Bids

High Commission of India, Colombo invites sealed bids under two bid system (Technical and Financial Bid) from established/reputed agencies for Garden Maintenance services at India House, DHC Residence and Chancery.

The last date for receipt of bids in sealed envelope is 18 August 2025 upto 1400 hrs. Tender documents are available on our website www.hcicolombo.gov.in under the Tender section and on www.eprocure.gov.in. Details can also be collected from ASO (Property) through email at estt.colombo@mea.gov.in or Tel No. 0112436570.

The bids shall remain valid for 180 days from the date of opening of technical bids. Any future clarification and/or corrigendum(s) shall be communicated through “Tender” section on the High Commission’s website www.hcicolombo.gov.in.

The High Commission reserves the right to reject/cancel any or all bids without assigning any reason.

Col/Prop/872/09/2025 dated 25.07.2025

Sd/-
Head of Chancery
HCI Colombo

Bidder Details

A.	Name of the Agency	
B.	Address of the Agency	
C.	Registration's details with date	
D.	VAT Registration No.	
E.	Owners Name Contact No. Email Id	
F.	Details of authorized contact person: Telephone No. (O) Mobile No. Email Id	
G.	Annual turnover for last three financial years FY 2022-23 FY 2023-24 FY 2024-25	
H.	List of major clients where providing similar services	
I.	Any other information/documents which may help in assessing bidder's abilities	

Bidder's Signature with Stamp

Instructions to bidders

Tender should be submitted in two parts, Part-I (Technical Bid) & Part-II (Financial Bid). The **technical and financial bids shall be kept in separate envelopes** superscribing as 'Technical Bid' and 'Financial Bid' on the respective covers. Thereafter, both these envelopes shall be sealed in a third bigger envelope and it should be superscribed as "Tender for AMC for Garden Maintenance Services at India House, DHC Residence and Chancery". **Bidders must mention their complete contact details on each envelope.**

1. Eligibility Criteria:

- 1.1 Interested bidders may please ensure that they fulfill the pre-qualification criteria before submitting their bids.
- 1.2 The bid of any bidder who has not complied with one or more of the conditions of eligibility criteria and/or fail to submit the required documents as mentioned in tender document are liable to be summarily rejected.
- 1.3 The High Commission reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to the award of contract without assigning any reason whatsoever.
- 1.4 Conditional bids will not be considered.
- 1.5 The bidder shall have minimum 2 years experience in Garden maintenance services for Embassies/ High Commissions/ Government Departments/ Public Sector Companies/ reputed corporate organization / multinational companies.

2. Local Conditions :

It shall be the responsibility on part of each bidder to be fully informed/acquainted/familiarize itself with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract. All bidder(s) intending to bid may visit and make themselves thoroughly acquainted with the local site conditions.

The High Commission shall presume that the bidder has understood and agreed that all the relevant factors have been kept in view while submitting the bid. No financial adjustment arising thereof shall be permitted by High Commission, on the basis of any non-clarity of information about local conditions being pleaded by the bidder. Further, no claim for financial adjustment being made by the contract awarded on these tender documents will be entertained by the High Commission.

3. Validity:

- 3.1 Quoted rates must be valid for a period not less than **180 days** from the date of opening of Technical Bids. However, the bidder shall have no objection to extend it, if required. *Bids with less validity will not be considered.*
- 3.2 The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. There should be no alteration after submission of bids.

4. **Estimated Cost :** The Estimated Cost Put to Tender (ECPT) is SLR 43,00,000/- for the one-year contract.

5. Earnest Money Deposit:

- 5.1 (i) Each Technical Bid must be accompanied with an Earnest Money Deposit (EMD) of **SLR 175,000/-** (Sri Lankan Rupees One Lakh and Seventy Five Thousand only) or in equivalent Indian Rupees in the form of a **Bank Guarantee/Demand Draft only**, drawn on any Nationalized/Scheduled Bank in favour of High Commission of India, Colombo. Rate of exchange may be taken as INR 1 = SLR 3.4617 for conversion of EMD in Indian Rupees, if required.
- (ii) The Bank Guarantee/Demand Draft should be valid for a period of 180 days from the date of opening of Technical bids.
- (iii) The Bank Guarantee/Demand Draft should be payable at High Commission of India, Colombo only.
- (iv) EMD must be contained in Envelope 1 along with Technical bid only, without which tender shall not be considered for opening of financial bid.

5.2 Earnest Money will be forfeited:

- (i) If the bidder withdraws his bid during the period of bid validity.
- (ii) In case of the successful bidder, if the bidder fails to sign the contract.

5.3 Refund of Earnest Money Deposit (EMD):

- (i) Refund of EMD to the unsuccessful bidders (without interest) shall be made within 30 days of award of contract to the successful bidder (L1).
- (ii) EMD of successful bidder (L1) shall be refunded after award of the contract and deposit of Performance security.

6. Performance Security:

The successful bidder shall deposit Performance Security @ 5% of the total annual contract value in the form of Bank Guarantee/Demand Draft in the name of High Commission of India, Colombo at the time of signing of contract agreement. The Performance Security should be valid till 60 days beyond the contract period. After successful completion of all contractual obligations, the Performance Security (without any interest) shall be refunded.

7. Commencement of work:

After finalization of the tender, a letter of acceptance will be issued to the successful bidder who shall sign the formal agreement within seven days from the date of issue of the letter of acceptance. After signing of the contract agreement, the agency shall start executing the assigned work with immediate effect.

8. Payment Terms and Conditions:

Payment shall be made on monthly basis after completion of the particular month and receipt of a valid tax invoice.

9. Contract Period:

- 9.1 The contract period would initially be for **one year**, extendable for a further period of two years, on yearly basis year at the same terms, conditions and charges and subject to satisfactory services and mutual consent.

- 9.2 The High Commission reserves the right to cancel the agreement with prior notice of one month with or without specifying any reason thereof.
- 9.3 The agreed price would be applicable throughout the contract period. No hike in price would be admissible during the period of contract.

10. Tender Preparation Expenses:

All costs incurred by the bidder in the preparation of the tender, presentation and site visits etc. will be borne by the bidder themselves and in no case will be reimbursable by the High Commission.

11. Financial Bid:

The rates should be quoted in Sri Lankan Rupees (SLR) inclusive of all taxes, service charge and duties in the prescribed format (Annexure-I) only otherwise it will not be considered. The bidder must quote according to the scope of work mentioned in this tender document.

12. Tender Evaluation:

The High Commission will evaluate the entire tenders, strictly on the basis of the terms & conditions incorporated in the tender documents and requirement of the High Commission. The High Commission may seek clarification which shall be replied by the bidder properly and timely. Just quoting the lowest amount does not entitle the bidder to get the contract.

13. Award of Contract:

After due evaluation of the financial bid(s), the High Commission will award the contract to the lowest evaluated responsive bidder.

14. Obligations of contractor : Please see "Scope of Work" (Pg-12).

The contractor shall furnish full details, as may be required, of all personnel deployed for the execution of Annual Maintenance Contract to the High Commission of India, Colombo, to facilitate background checks. He/She may further undertake to immediately intimate the High Commission of any information that may come to the knowledge of the 'Contractor', which may have a security implication for the High Commission.

15. Safety Regulations:

15.1 During the execution of work, the contractor shall ensure that their personnel follow essential security measures to carry out the assigned job. In case of any unfortunate event, High Commission shall not be liable to pay any compensation to the agency or its employees.

15.2 During execution of work, it shall also be ensured that no damage, injury or loss is caused or is likely to be caused to any person or property, otherwise the agency shall be liable for compensation.

16. Status of the Contractor and its Staff:

16.1 The contractor shall have the legal status of an independent contractor.

16.2 The High Commission of India, Colombo shall accept no liability for, nor any financial or other consequences arising from, sickness, injury, damages or death of the personnel of the contractor, of the staff members or of any sub-contractor or agent or of any

person performing on their behalf any work under the present contractor, nor for any damages which may arise by reason of the neglect or default of any of them.

16.3. The contractor shall indemnify and hold harmless the High Commission of India, Colombo in respect of any claim arising out by the contractor or its staff members negligent or unlawful performance under the present contract and brought against the High Commission of India, Colombo by any person for a liability as referred to in paragraphs 14.2 above, including their heirs and assigns, or by third parties. However, the contractor shall submit every month an ink signed certificate from the workers' side certifying the receipt of wages and other benefits as per local laws, in lieu of the gardening works performed by them at three locations of High Commission of India.

17. Penalty:

The High Commission reserves the right to impose penalty as deemed fit in the following circumstances:

- 17.1 The contractor does not comply to the provisions of the agreement or consistently fails to maintain the quality of services,
- 17.2 The wages as per financial bids are not paid to workers by 10th day of each month.
- 17.3 The workers are replaced frequently without consulting the High Commission.
- 17.4 The penalty shall be recovered from the subsequent bill of the contractor or performance security deposit with the High Commission.

18. Force Majeure:

Any delay due to Force Majeure will not be attributable to the bidder. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur; exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; epidemic or pandemic; Strikes or boycotts (other than those involving the Supplier or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Supplier for a period exceeding a continuous period of 7 (seven) days.

19. Arbitration:

In case of any dispute or difference arising out of or in connection with the tender conditions/order and Contract, the High Commission and the agency will address the dispute/difference on a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by consent of both parties. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at New Delhi only. The resolution of the Arbitrator shall be final and binding on both the parties.

20. Jurisdiction:

The courts at New Delhi alone will have the jurisdiction to try any matter, dispute or difference between parties arising out of this tender/contract.

21. Clarification:

The prospective bidder(s) requiring any clarification regarding the tender document are requested to contact the Attaché (Property) (Phone No.-0112436570 and email ID estt.colombo@mea.gov.in)

At any time prior to the deadline for submission of bids, the High Commission may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder(s), modify the tender document by amendment.

The amendment will be published on High Commission website. In order to afford prospective bidder(s) reasonable time in which to take the amendment into account in preparing their bid, the High Commission may, at its discretion extend the deadline for the submission of Tender.

Other Relevant Information, Terms and Conditions

1. Technical bids shall include following documents:

- i. Authority to sign bid on behalf of firm, if the bidder is a registered firm. In case of proprietor/owner of the firm, a certificate of the proprietorship/ownership from the competent authority may be submitted. In case of partnership firm, the partnership deed may be furnished and bid may be signed by all the partners of the firm. If only one partner or any other person signs the bid, the signing person must be duly authorized by all the remaining partners for signing the bid.
- ii. Earnest money deposit (EMD)
- iii. Proof of similar experience.
- iv. Copy of registration certificate.
- v. Proof of turnover for the last three financial years.
- vi. Compliance report.
- vii. Signed and stamped copy of the tender document.
- viii. Other documents which are relevant to assess the suitability of the agency.

2. Offer in the financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in ink pen or ball pen. Use of pencil will be ignored. All the pages of the Technical/Financial Bid shall be page numbered and all the relevant supporting documents as required must be enclosed.
3. Envelope of technical bid & financial bid should be separately sealed and then placed in a third envelope, to be sealed and superscribed with tender number & due date of submission, and addressed to:

Head of Chancery
High Commission of India
36-38, Galle Road,
Colombo-03

4. Sealed tender should reach the High Commission before the last date of submission. Tender(s) received beyond the last date of submission will be rejected. No tender will be entertained by e-mail or Fax.
5. Agencies may send their authorized representative at the time of opening of technical and financial bids.
6. Sub-contracting is not possible under this contract.
7. All pages of the bids should be signed & stamped.
8. The financial bid(s) of only those bidders will be opened, who qualifies in technical evaluation.
9. The financial bids must be in the prescribed format only (**Annexure-I**).

Pre-Qualification/Evaluation Criteria

Sl.	Particulars	Details
1	Experience	<p>a) The contractor must have successfully completed one work of same nature of an annual value of SLR 35 lakh OR two works of same nature of annual value of SLR 26 lakh each OR three works of same nature of annual value not less than SLR 18 lakh (or equivalent in Indian Rupees) each in any Government organization, Diplomatic Mission (Embassies/High Commissions or their field offices), reputed hotels or any other recognized private institutions during the last four years.</p> <p>b) Copy of work order for completed work/ongoing work issued by the concerned authority can be accepted in support of the experience.</p> <p>c) Copy of performance certificate, if any, should also be attached.</p>
2	Registration No.	The contractor should have a valid Tax Identification Number and or Registration Number of the agency. Documentary proof is to be attached.
3	Minimum Wages	The contractor will provide certificate/undertaking that he will pay not less than minimum wages fixed by the Government of Sri Lanka.
4	Turnover	The contractor should have a minimum turnover of Sri Lankan Rupees 22 lakh or more per year during last three financial years.

SCOPE OF WORK

<u>Daily</u>	
1	Sweeping the gardens, removal of leaves, flowers, and litter etc. from the gardens of the premises.
2	To water all flower beds, trees and flower pots on 3 days in a week or as per the requirement and upkeep of all flower beds, removal of weeds etc.
3	Removal of litter outside of the main gates every morning before commencement of the working day.
4	Removal of all garden debris from the premises and keep all drains, outlets free of any debris, dirt & weeds on daily basis.
<u>Periodically</u>	
1	Mowing all grass lawns once in every 10 days.
2	Ensuring all lawns/grasses which meet a paving stone curb/flower bed, are kept tidy.
3	Planting & maintaining plants in the planter troughs / plant pots, including supply of new plants and pots if and when required.
4	To apply agro chemicals, fertilizer, soil improvements etc.
5	Training/Pruning of plants when necessary & removal of debris (including dry leaves etc. once in a week)
6	To plant seasonal flowering plants & maintaining the same.
7	To maintain potted indoor plants and re-pot such plants as and when required.
8	To fertilize potted plants, trees regularly as per requirement.
9	To spray insecticide to the plants in gardens to prevent the infestation of insects and prune all shrubs as and when required.
10	To provide non-consumables like lawn mower, garden scissors, shovel, wheelbarrow, brush cutter, hedge cutter etc. to the gardeners.
<ul style="list-style-type: none"> ➤ All the gardeners/workers should be well trained in their profession. ➤ On special occasions, the Contractor should be able to respond within the given time frame. ➤ The contractor shall provide two sets of good quality uniforms, identity cards and headgear to the workers without which they will not be permitted to work in the High Commission premises. ➤ The total cost shall include the wages of gardeners and supervision/management charges of the company. Further, the cost of non-consumables such as machinery & equipment, and the cost of regular and proper disposal/transport of garden waste out of the premises shall be borne by the contractor and no reimbursement shall be made by High Commission of India towards such expenditure by the contractor. ➤ However, the bid shall not include cost of plants, seeds, manure, fertilizers, pesticides and all other gardening materials, tools and equipment. All these consumable materials shall be provided by High Commission of India to the contractor from time to time, as per the requirement. 	

COMPLIANCE REPORT

To

Head of Chancery
High Commission of India
Colombo

Subject: Regarding tender for AMC for Garden Maintenance Services at India House, DHC Residence and Chancery

Dear Sir

We have gone through and understood complete scope of work, terms and conditions of this tender. It is confirmed that we will abide by all instructions as stipulated in the tender document and agreement.

We hereby declare that we, M/s are not ineligible to participate in the bid; we have no conflict of interest in the proposed tendering proceedings; and have not been punished for a profession or business-related offense. We also declare that we, M/s have not been blacklisted or debarred by any government or reputed private agency in Sri Lanka or in India.

We also confirm that we will not pay less than minimum wages as fixed by the Government of Sri Lanka to our workers and the rates have been quoted accordingly.

Place:

Date:

Signature of Bidder

Name:

DRAFT AGREEMENT

Garden Maintenance Contract at High Commission of India

This contract is entered into between the High Commission of India, Colombo and _____ of _____ (hereafter referred to as contractor) on this day of _____ 2025, for garden maintenance works at the High Commission of India (HCI), Colombo, India House and Deputy High Commissioner (DHC)'s Residence.

Article 1 (Purpose of Contract)

Under this contract, the contractor shall provide gardener maintenance services as per the table below:

Location	Number of gardeners	Days of the Week	Timings
India House at 86, Kumaratunga Munidasa Mawatha, Colombo-3	3	Monday- Friday	7:30 AM to 16:30 PM
	3	Saturday	7:30 AM to 13:00 PM
	2 or 1 (as per the requirement)	Sunday	7:30 Am to 13:00 PM
HCI Chancery at 36-38, Galle Road, Colombo-3	1	Monday- Friday	7:30 AM to 16:30 PM
DHC's residence at No. 1, Queens Avenue, Colombo-3	1	Monday- Friday	7:30 AM to 16:30 PM
	1	Saturday	7:30 AM to 13:00 PM

The contractor shall also provide a Supervisor (Horticulturist/Garden Consultant) who shall visit the above mentioned premises regularly for maintaining highest standards of gardens to the satisfaction of the High Commission of India authorities.

Article 2 (Cost of Contract)

High Commission will make a payment of SLR _____/- (Sri Lankan rupees _____ only) after the end of every month provided the satisfactory gardening work done by contractor. The monthly bill of SLR _____/- (Sri Lankan rupees _____ only) will be forwarded by the contractor to High Commission of India at the end of every month.

[Article 3 (Contract Period)]

The contract is valid for a period of one year from 10.10.2025 to 09.10.2026, extendable for a further period of two years, on yearly basis and on same terms, conditions, charges and subject to mutual consent of the both the parties and satisfactory work done by the contractor.

Article 4 (Performance of maintenance work) : The contractor shall arrange timely and efficient execution of the following works for proper maintenance of the gardens :

<u>Daily</u>	
1	Sweeping the gardens, removal of leaves, flowers, and litter etc. from the gardens of the premises.
2	To water all flower beds, trees and flower pots on 3 days in a week or as per the requirement and upkeep of all flower beds, removal of weeds etc.
3	Removal of litter outside of the main gates every morning before commencement of the working day.
4	Removal of all garden debris from the premises and keep all drains, outlets free of any debris, dirt & weeds on daily basis.
<u>Periodically</u>	
1	Mowing all grass lawns once in every 10 days.
2	Ensuring all lawns/grasses which meet a paving stone curb/flower bed, are kept tidy.
3	Planting & maintaining plants in the planter troughs / plant pots, including supply of new plants and pots if and when required.
4	To apply agro chemicals, fertilizer, soil improvements etc.
5	Training/Pruning of plants when necessary & removal of debris (including dry leaves etc. once in a week)
6	To plant seasonal flowering plants & maintaining the same.
7	To maintain potted indoor plants and re-pot such plants as and when required.
8	To fertilize potted plants, trees regularly as per requirement.
9	To spray insecticide to the plants in gardens to prevent the infestation of insects and prune all shrubs as and when required.
10	To provide non-consumables like lawn mower, garden scissors, shovel, wheelbarrow, brush cutter, hedge cutter etc. to the gardeners.
<ul style="list-style-type: none"> ➤ All the gardeners/workers should be well trained in their profession. ➤ On special occasions, the Contractor should be able to respond within the given time frame. ➤ The contractor shall provide two sets of good quality uniforms, identity cards and headgear to the workers without which they will not be permitted to work in the High Commission premises. ➤ The total cost shall include the wages of gardeners and supervision/management charges of the company. Further, the cost of non-consumables such as machinery & equipment, and the cost of regular and proper disposal/transport of garden waste out of the premises shall be borne by the contractor and no reimbursement shall be made by High Commission of India towards such expenditure by the contractor. ➤ However, the bid shall not include cost of plants, seeds, manure, fertilizers, pesticides and all other gardening materials, tools and equipment. All these consumable materials shall be provided by High Commission of India to the contractor from time to time, as per the requirement. 	

Article 5 (Wages)

The contractor shall pay to the workers their monthly wages, bonus and other benefits and it shall, in no way, be less than minimum wages as fixed by the Government of Sri Lanka. The wages and allowances shall be released by the contractor to its workers by 10th of each month irrespective of the fact whether the High Commission has released the payment to the contractor or not.

Article 6 (Assignment)

The rights and obligations under this contract shall not be transferred or granted to a third party.

Article 7 (Liability)

The contractor shall engage only those workers who are physically, medically and mentally fit and whose antecedents have been verified by him. The workers will be employees of the contractor and the High Commission will not, in any way, be responsible for any liability/compensation on account of accident, injury or death of worker(s) while performing their work inside the premises of High Commission. The contractor shall be liable for all actions of contractor's supervisors/gardeners/workers and other personnel while working on High Commission's premises.

Article 8 (Protecting confidentiality)

Contractor and contractor's Supervisors/Gardeners/workers must not divulge any confidential information related to High Commission acquired in the course of performing services under this contract, nor use such information for any other purposes.

Article 9 (Modification)

Should the need to modify this contract arise during the contract period, the contract may be modified through consultations between High Commission of India and contractor.

Article 10 (Cancellation rights and compensation for damages)

1. High Commission of India, Colombo is entitled to cancel this contract should contractor fail to perform its duties under this contract for reasons attributable to contractor.
2. High Commission reserves the right to impose penalty should the contractor fails to comply to the provisions of the contract, unable to maintain the quality of the services, wages are not paid as per the contract, workers are replaced frequently without consulting High Commission.

Article 11 (Resolution of Disputes)

Any conflict or disputes over the interpretation of the provisions of this contract shall be resolved through consultations between High Commission and contractor.

Any matters not covered under this contract shall be resolved through consultations between High Commission and contractor.

In witness whereof, the parties hereto have caused this contract to be executed in two originals, one original to be retained by each party.

Executed this ____ day of ____, 2025.

Authorized representative of Contractor
M/s
Colombo

Head of Chancery
High Commission of India
Colombo

FINANCIAL BID

Subject: Tender for “Annual Maintenance Contract” for Gardening Maintenance at India House, DHC Residence and Chancery.

Name of the Firm	
Details of authorized representative with contact details	

A	Total monthly wages of gardeners	
B	Agency and other charges :	
	Agency's service charges	
	Other charges, if any (Plz specify)	
C	<i>Total monthly charges (A+B)</i>	
	VAT is exempted for Diplomatic Organizations	N/A
D	Other Taxes/Duties, if any	
E	<i>Grand Total per month (C+D)</i>	
	Total Cost per annum = E X 12 months	

Note:

1. Above rates are final and inclusive of all taxes/duties. The **High Commission shall not be liable to pay any additional charges for providing the enlisted services.**
2. The monthly wages must not be less than minimum wage as fixed by Government of Sri Lanka.
3. **A separate sheet must be attached with the Financial Bid bifurcating the details of wages of the workers.**

Bidders Signature with official
Seal/Stamp