Sealed Bids are invited from firms for engaging an agency for upkeep of garden and clearing of snow at Chancery at Tungata-7, 101 Reykjavik and Upkeep of garden of Embassy Residence at Laugarasvegur 46, 104 Reykjavik. The brief scope of work is as follows:

I Description of jobs to be undertaken at Embassy (Chancery),

1. Cutting of grass all around the garden premises to be done every three weeks in summer months (April - October);
2. Pruning of the big trees and removal of dead leaves every month from the trees in summer months and Removal of leaves in the autumn/fall.
3. Upkeep of the garden on an ongoing basis so as to improve the site and add/remove decorative plants as and when necessary;
4. Special cleaning before January 26 & August 15, every year as per instructions of the Embassy;
5. Clearing of snow in and around chancery premises whenever there is snow in winter months;

II Description of jobs to be undertaken at Embassy Residence,

1. Cutting of grass and clearing of weeds all around the garden premises to be done every three weeks in summer months (April - October);
2. All hedges to be trimmed every month.
3. Pruning of the big trees and removal of dead leaves every month from the trees in summer months;
4. Upkeep of the garden on an ongoing basis so as to improve the site and tend the existing flowering plants and add/remove decorative plants as and when necessary;
5. watering of plants lawns whenever necessary.
III  Maintenance:
The firm shall provide all the skilled personnel, equipment, tools, machines, plants, seeds, manure and other materials as required to perform the maintenance.

IV  Other terms and conditions:
1. The transportation of the workforce and the materials and equipment will be the responsibility of the Firm at its own cost.
2. The contract shall be initially valid for a period of one year from the date of award. However, it may be extended for a further period of two years on year to year basis, subject to the condition that the firm has provided satisfactory services. This shall be done on the same rates and same terms and conditions.
3. If the work entrusted to the cleaning and maintenance staff, as per contract is not performed to the satisfaction of the Embassy, the Embassy reserves the right to get the work done by a third party and deduct the expenditure so incurred from the Firm.

V  The Company/firm applying for the job should note and provide in the technical bid (i) brief profile of their company along with terms and conditions, (ii) evidence of experience of two years working in garden maintenance, (iii) number of person proposed to be deployed.

VI  A separate sealed envelope should be submitted providing the financial bid/quote for the work at Chancery (Embassy) and the Residence.

VII  The Bids may be delivered in original; signed and sealed by the company / firm representative to:

Mrs. Alka Sarkar
Second Secretary & Head of Chancery,
Embassy of India,
Tungata-7, 101 Reykjavik,
Iceland.

(Ainka Sarkar)
Head of Chancery
25.09.2018