

No.PAR/ADM/872/03/2021

**Embassy of India
Paris**

TENDER NOTICE

Sealed bids are invited for **Comprehensive Garden Maintenance Services** measuring approx. 1000 sq meters at Chancery, 13-15 Rue Alfred Dehodencq, 75016 Paris and approx. 300 sq meters at Embassy Residence, 2 Rue du Général Lambert, 75007 Paris.

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

- A. Having a registration in France including Siret Number and VAT account in France.
- B. Local representation in Paris, France.
- C. Having minimum of 5 years' experience in gardening services

3. The scope of work includes (both for Chancery and Embassy Residence):

(I) Mowing of lawn; Trimming of trees, shrubs, and hedges; Weeding the garden; Turning over the soil; Phytosanitary treatment and use of fertilizers as and when required; Clearing of leaves from October to December; Cleaning of garden; general maintenance and replacement of dead plants.

(II) Plantation of flowers :

- Chancery : 300 seasonal flowers in May and 300 in November.
- Embassy Residence : 300 seasonal flowers in May and 300 in November.
- 100 flowering plants for 26th January and 100 flowering plants for 15th August.

4. The bidders, in their bids must mention all the details viz. wages of gardeners, type and cost of plants, seeds, manure etc. The bids have to be submitted exactly in the format as annexed with this notice. Bids submitted not as per the format can be rejected by the Mission. 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 (total period not exceeding three years) on year to year basis, subject to the conditions that the service provider has provided satisfactory services. This shall be done on the same rates and same terms and conditions. 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.paris@mea.gov.in. Enquires shall be entertained only till **15th September, 2026**. Site inspection relating to the work can be done on any

Embassy of India

Paris

No. PAR/ADM/872/03/2021

NOTICE INVITING TENDER

Embassy of India, Paris invites Tender in *Two Bid System* from registered and authorized firms/agencies for **Comprehensive Garden Maintenance Services** as per details given in the tender documents and Tender Notice.

2. The tender documents can be downloaded free of cost from the websites (www.eoiparis.gov.in) from **28.08.2026 to 17.09.2026**.

3. The interested service providers/firms have to submit the tenders in *Two Bid System* {i.e (i) Technical Bid and (ii) Financial Bid}. Tenders are to be submitted to *E/I Paris, 13-15 Rue Alfred Delahaye*. All the necessary documents including those in support of eligibility criteria etc. (except the Financial Bid) are to be submitted along with the Technical bid in a sealed envelope. The Financial Bid will be submitted in a separate sealed envelope. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances.

4. The Technical Bids will be opened on **18.09.2026** by the Committee authorized by the Competent Authority of the Mission. The Financial Bids of only those bidders, whose Technical Bids are accepted, shall be opened by the Committee. The pre-bid site visit for all probable bidders may be conducted between **01.09.26 to 15.09.26 from 1400 hrs to 1600 hrs** on prior appointment basis to assess the job requirement / quantum of work involved.

6. The Competent Authority reserves the right to reject any or all the bids without assigning any reason and shall be final and binding.



(Naveen Kumar)
Head of Chancery
27.08.2026

8. CLARIFICATION ON TECHNICAL BID EVALUATION.

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.

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.

Client also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

9. PERFORMANCE SECURITY (PS):

The successful bidder has to deposit Performance Security which will be 3 to 5% of the total cost in favour of 'Embassy of India, Paris' in form of Demand Draft / Pay Order/Bank Guarantee within fifteen days of the acceptance of the **Letter of Award (LoA)**. Performance Security should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the **service provider (SP)**. In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly by the SP. No interest shall be paid on Performance Security. If the successful bidder does not want to deposit the performance security, specific penalties will be stipulated in the contracts that will be levied on the bidder in case of dereliction of duties on his part of failure to complete the job satisfactorily.

The Performance Security will be forfeited by order of the Competent Authority in Embassy of India, Paris in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, portion of the Performance Security, as may be deemed fit by the Client sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of Contractor's bill has been received and examined.

On due performance and completion of the contract in all respects, the Performance Security will be returned to the SP without any interest on presentation of an absolute 'No Demand Certificate' from the SP and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued to the SP, for carrying out work stipulated in the contract.

4.2 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.

4.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

4.4 PRE-BID MEETING/SITE VISIT: Interested bidders can visit the site situated at 2 rue du General Lambert, 75007 Paris on 1st March, 2026 before submitting the bid.

5. **PREPARATION OF BIDS**

Language: Bids and all accompanying documents shall be in **English** only. The technical as well as the financial bids should be submitted in two sets – one original and one copy.

Technical Bid: Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria. **All the documents comprising the Technical Bid shall be put in a separate sealed envelope superscribed as “Envelope A – Technical Bid”.**

Documents comprising the Bid:

Technical Bid Submission Form duly signed and printed on Company's letterhead.

Contact Details Form, duly filled and signed & stamped.

All attested supporting documents in proof of having fully adhered to minimum eligibility criteria as referred in Section-3 above.

Financial Bid: Bidder shall prepare the Financial Bid in the Price Schedule as provided in the Tender Document. Financial Bid shall be put in a separate sealed envelope superscribed as **“Envelope B- Financial Bid”**.

6. **SUBMISSION OF BIDS**

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 Mr. Naveen Kumar, Head of Chancery, Embassy of India, 13-15 Rue Alfred Dehodencq, 75016 Paris. 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 whatsoever.

1. GENERAL INSTRUCTIONS

1.1 For the Bidding / Tender Document Purposes, the Embassy of India, Paris shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Contractor and / or Bidder or interchangeably.

1.2 The tender document can be downloaded from the websites of <http://www.eprocure.gov.in> , {Embassy of India, Paris website} from 28.08.2026 onwards. The last date of submission of bids is 16.09.2026.

1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

1.4 The bidder shall submit the copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the Bidder.

1.5 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied by EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.

1.6 The Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, Embassy of India, Paris.

1.7 For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter handed over personally/courier or by email to the Embassy of India, Paris. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.

1.8 The bidders are required to visit the site to assess the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved.

Section-3: Financial Bid

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Embassy of India, Paris

FINANCIAL BID

S. No.	Category	Minimum number of workfor	Number of workforce quoted by Bidder	Price per worker/ supervisor/manager /material & equipment per month	Total price
(a)	(b)	(c)	(d)	(e)	(d)x(e)
1	Labour charges for all garden maintenance works as defined in Scope of Work	1			
2	Cost of material(Seeds, plants, flower-bulbs, fertilizers, manure etc.	(Lump Sum)			
3	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 one year. However, on revision of minimum wages, Contractor may request in writing for enhancement of minimum-wages accordingly to the Client, which shall be considered and agreed, if found reasonable by the Client,
- (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 Comprehensive Garden Maintenance Services in Embassy of India, Paris for a period of Twelve Months. All rates shall be quoted for the corrected value of Euro.

Annexure-I

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?	
	TECHNICAL BID	
3	Have you enclosed the draft/pay order for EMD?	
4	Legal Valid Entity: Have you attached the certificate issued by competent authority?	
5	VAT Registration Certificate	
6	Experience: Have you attached the attested experience certificates issued by the Organizations / Government Depts?	
7	Have you submitted the proof of authorization to sign on behalf of the bidder in the Technical Bid?	
9	Have your Technical Bid been prepared as per the Requirements of the Tender?	
	FINANCIAL	
10	Have your financial Bid proposal duly filled in as per Instructions?	
11	Have you quoted prices against each of the category, i.e. Manpower, material & equipment?	
12	Have you provided cost break ups for all components in the Financial bid?	
13	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: _ _

Annexure-II

Suggested minimum Machinery & Equipment for gardening services

S. No.	Machinery	Qty
1.	Lawn Mower	1
2.	Branch/leaf cutting tools	As required
3.	Blowers	As required
4.	Leaf Rakes	6
5.	Other gardening equipments	As required

Annexure-III

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

Annexure-IV

Contract Agreement

CONTRACT/AGREEMENT NO

DATED.....

THIS AGREEMENT is made onbetween ... (Mission)... (hereinafter referred to as "Client" which expression unless excluded or repugnant to the context be deemed to include his successors and assigns), and whose principal place of office is at (address of the Mission)

AND M/s..... having its registered office at..... (Hereinafter referred to as "the Agency") which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing manpower services to Client.

NOW THIS AGREEMENT WITNESSTH as follows:

WHEREAS the Client invited bids through open tender, vide Notice Inviting Tender dated ____ for "providing Comprehensive Garden Maintenance Services required at(of India under Tender No. _____ dates _____

AND WHEREAS the Agency submitted his bid in accordance with the procedure mentioned along with the bid documents and represented therein that it fulfills all the requirements and has resources and competence to provide the requisite services to the Client.

AND WHEREAS the Client has selected M/s.....as the successful bidder ("the Agency") pursuant to the bidding process and negotiation of contract prices, awarded the Letter of Acceptance (LoA) No....., to the Agency on.....for a total sum of..... [BDT.....Only] for providing required by the Mission.

AND WHEREAS the Client desires that the Comprehensive Garden Maintenance Services (as defined in the Bidding Document) be provided, performed, executed and completed by the Agency, and wishes to appoint the Agency for carrying out such services.

AND WHEREAS the Agency acknowledges that the Client shall enter into contracts with other contractors / parties for the housekeeping services of its premises in case it falls into breach of

the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard.

AND WHEREAS the terms and conditions of this Contract have been fully negotiated between the Client and the Agency as parties of competent capacity and equal standing.

AND WHEREAS the Agency has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing housekeeping services in the

AND WHEREAS the terms and conditions of this Contract have been fully negotiated between the Client and the Agency as parties of competent capacity and equal standing.

AND WHEREAS the Agency has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing garden maintenance services in the Client's premises, failing which the Contract is liable to be terminated at any time, without assigning any reasons by the Client.

AND WHEREAS the Agency shall be responsible for payment of VAT/other taxes. The documentary proof of the same must be submitted within one month of payment of particular bill for the amount of Service Tax Charged in the said bill.

AND WHEREAS the Client and the Agency agree as follows:

In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement. (This Agreement shall prevail over all other Contract documents) :-

The Letter of Acceptance (LoA) issued by the Client;
Notice to Proceed (NTP) issued by the Client;
The complete Bid, as submitted by the Agency;
The Addenda, if any, issued by the Client;
Any other documents forming part of this Contract Agreement till date;
(Performance Bank Guarantee, Bank Guarantee);
Charges - Schedule annexed to this Article of Agreement;
Supplementary Agreements executed from time to time.

Any changes/modifications/amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement.

This Contract shall be governed by and construed in accordance with the laws of Paris. Each Party hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

Signed on behalf of the Agency

Signed on Behalf of
Embassy of India,

(Authorised Signatory)

(Authorised Signatory)
