

No.Riy/E/872/1/2025

Embassy of India

Riyadh

Invitation for Tender

Sealed Tenders are invited under 2 (two) Envelopes from eligible Contractors for the under mentioned requirements as per terms and conditions set forth in the Tender Documents:

1.	Tendering Authority	Embassy of India, Riyadh
2.	Invitation Ref no & date	RIY/E/872/1/2025
3.	Procurement Method	Open Tendering Method
4.	Source of Fund	Government of India
5.	Tender Name	Annual Maintenance Contract for Landscaping & Irrigation work at Chancery, Embassy Residence and other residential units at Diplomatic Quarter Riyadh.
6.	Earnest Money Deposit/Tender Security Amount	Earnest Money Deposit (EMD) SAR 5400/- (Saudi Riyal Five Thousand four hundred only) shall be submitted in the form of Banker's cheque/Demand Draft/bank guarantee drawn in favor of The Head of Chancery, Embassy of India, Riyadh . Any bid not accompanying with Earnest Money Deposit/Tender Security Amount shall be rejected. The EMD of unsuccessful bidder will be returned within 30 days after the award of the contract. The EMD will be forfeited in case the bidder withdraws his bid during the period of bid validity or in case of a successful bidder, the selected bidder fails to sign the agreement in time or furnish performance guarantee or furnishing of any wrong information.
7.	Tender Submission date	Publication Date : 26.08.2025 Pre-Bid Meeting : Last date of submission of bids : 17.09.2025 (1700 hrs)
8.	Tender Opening Date & Time	Technical bids will be opened on 18.09.2025 at 1600 hrs Financial bids opening will be intimated later. Authorized representatives of the bidders may attend the opening of tenders.
9.	Eligibility of Tenders	The invitation of tender is open to all eligible firms/service agents as mentioned below: i) The bidder shall have requisite experience in carrying out similar services in any Govt / Semi Govt. / Autonomous Body/ Embassy/ Consulate. ii) Tenderer must have up to date Trade License. iii) The bidder must have VAT registration. iv) Tenderer must submit list of current contractor's . [Tenderer must include, as part of the tender, attested copies of documents mentioned above to establish their qualifications to Perform the contract.]

	Performance Guarantee	<p>The successful bidder is required to submit a 10% of annual contract amount before the commencement order is given and within 10 days of signing the final agreement. The EMD of the successful bidder may be adjusted in the performance guarantee by depositing the difference in amount of performance guarantee or alternatively EMD could be refunded and a fresh performance guarantee may be issued. The guarantee shall remain valid during the tenure of contract period. The guarantee amount in full or part may be forfeited in the following cases:</p> <ul style="list-style-type: none"> (i) When the terms and conditions of the contract are breached. (ii) When the service provider fails to comply with minimum service levels agreed upon. (iii) Failure of the service provider to comply with statutory requirements shall constitute sufficient grounds for annulment of the award and forfeiture of service guarantee.
11	Contract period	The contract period shall initially be one year , which may be extended on a year-to-year basis for a further period of up to two years , on the same terms, conditions, and charges, subject to satisfactory performance of services and mutual consent of both parties.
12	Name and address of the office inviting Tenders	Head of Chancery, Embassy of India, PB No. 94387, Riyadh
13	Name and address of the office for opening Tenders	Embassy of India, Post Box No.94387, Riyadh.
14	Special instructions	<ul style="list-style-type: none"> i) The tenders should be submitted in two sealed covers – the first sealed cover should be superscribed “Technical Bid” and second sealed cover superscribed “Financial Bid”. Both the sealed envelopes should be placed in another larger envelope superscribed “Tender for Landscaping & Irrigation” and addressed to “Head of Chancery, Embassy of India, P.O. Box No.94387, Riyadh. ii) The ‘Technical Bid’ should contain <ul style="list-style-type: none"> (a) The requisite information duly filled in as per proforma at Annexure-I; (b) Trade license and VAT registration certificates (c) Agency profile including previous experience of man power supply to Government Departments, total number of manpower permanently working with the company (d) Demand Draft/ Banker’s cheque for Earnest Money Deposits (e) All other required documents. The bidder should also clearly mention in the tender that the terms and conditions of the tender are acceptable to them. (iii) Prices should not be indicated anywhere in the Technical Bid. iv) The ‘Financial Bid’ should contain rates which are to be quoted on monthly basis as proforma at Annexure-II. v) The Tenderer shall submit documentary evidence in respect of their financial and technical capabilities and also of their experience in execution of similar nature of work. vi) The tenderer can submit only one tender. A Tenderer who submits or participates in more than one tender will be disqualified.

		Vii) The Agency/procuring entity reserves the right to accept or reject any or all the Tenders without assigning any reasons.
		<p>viii) If the Tenderer submit any false/incorrect or forged certificates, his tender will be summarily rejected and the Tender security may be forfeited.</p> <p>ix) The Tenderer should be compliant with local regulations as regarding hiring of manpower for Security purpose and also with local taxation laws.</p> <p>x) Any bidder from a country which shares a land border with India will be eligible to bid in this Tender only if the bidder is registered with the Competent Authority.</p> <p>xi) If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.</p> <p>Xii) Quotation should be valid for at least 90 days.</p>

15.	Scope of work	<p>i. Providing all necessary services to meet the overall requirements to operate and carry out the maintenance of the landscape & irrigation system in respect of following sites in Diplomatic quarters:</p> <p>(a) Chancery & Embassy residence (B-1) (b) 4 Residential sites at B-292, B-293, B-294 & B-295 (c) 5 Residential sites at B-130, B-131, B-132, B-187 & B-188 (d) 4 Residential sites at B-14, B-15, B-16 & B-17 (e) 6 Residential sites at B-34, B-35, B-36, B-54, B-57 & B-58 Duty Hours - 7.30 AM to 4.30 PM (with lunch break between 12.00 noon to 1.00 PM), 6 days a week (Friday being observed as a holiday).</p> <p>ii. Providing all equipment and the like items necessary to ensure continuity of operation of the installed plant, services and for the maintenance of landscape & irrigation system in the sites as well as necessary consumable items i.e., organic and inorganic fertilizers, insecticides and pesticides.</p> <p>iii. Provision of maintenance staff to carry out the services on site. A qualified agricultural engineer will also be deputed for general supervision.</p> <p>iv. Provision of maintenance of irrigation pumps and pipes of the sites.</p> <p>v. Maintenance of landscape works including watering, pruning, trimming of palms, trees, shrubs and ground covers.</p> <p>vi. Provision of seasonal plants in two seasons (Winter & Summer) 3000 in number to cover the area both in Chancery and Embassy Residence Swimming Pool Area.</p> <p>vii. Replacements of dead plants and dead grasses in Embassy and all Residences.</p> <p>Viii. Maintenance of all indoor and outdoor potted plants in Chancery and Embassy Residence.</p> <p>ix. Provision of at least two (2) potted decorative outdoor plants in nine residences of Representational officers and maintenance/replacement of the same, if necessary.</p> <p>x. Provision of all necessary tools, equipment, vehicles and such other items and materials for the maintenance of landscape and irrigation system n the site.</p> <p>xi. Provision of sufficient staff to be able to provide necessary replacements in the event of sickness holidays and other absences.</p> <p><u>Note:</u> Only personnel of Indian nationality or those from friendly countries, who are security vetted by the Embassy & Local Govt Security Department, should be deployed. Embassy of India reserves the right to accept/reject any person deployed.</p>
		<p>For any tender-related enquiry/query/clarification please contact: Head of Chancery mail: adm.riyadh@mea.gov.in</p>

The tendering authority reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons.

Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the service provider.

Technical Bid

To

Head of Chancery
Embassy of India
Riyadh

Dear Sir/Madam,

I/We, _____, Representative(s) of M/S _____
solemnly declare that:-

1. I/We are submitting tender for the maintenance of landscape & irrigation system at Embassy of India Riyadh against Tender Notice No. Riy/Admn/872/01/2025 dated 26.08.2025.
2. Myself or my partners do not have any relative working in any office of Embassy of India, Riyadh.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price–Bid submitted by me/us is “WITHOUT ANY CONDITION”.
6. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
7. If any information or document submitted is found to be false/incorrect, Embassy may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.
8. All the terms and conditions of the tender are acceptable to us.

Your sincerely,

(Signature of Tenderer)

GENERAL INFORMATION AND EMD DETAILS

2	Name and Address of the Bidder:	
3	Contacts:	
4	Telephones:	
6	E-mail:	
7	Mobile No:	
9	Details of Owners/Partners (Please attach passport copies)	
10	Name of Chief Executive Officer and Telephone No.	
11	Year of Establishment	
14	Name and Address of the Banker	
15	List of major Clients and the size of orders executed	

Note: Separate sheets may be attached wherever necessary.

Signature of the Tenderer
With stamp and date

Financial Bid

S No	Job Particulars/category	Total Amount per month in SR (without VAT)	Total (including VAT)	Remarks
1.	Landscaping & Irrigation work at Chancery, Embassy residence and other residential units at Diplomatic Quarter Riyadh			

Signature of the Tenderer
With stamp and date