

TENDER NOTICE

Embassy of India, Tokyo invites tenders for trimming/ cutting of trees at Embassy Residence.

The tenders shall be submitted in a sealed cover containing three envelopes (Financial Bid and Technical Bid) before 11th March, 2019, Monday 17:00 hrs. Any tender received after this date and time will not be considered.

Tender shall be opened on 12th March, 2019 at 15:00 hrs at Embassy of India, Tokyo.

Interested firms will be permitted for site inspection on request during which further information will be shared. Please contact SS (Head of Chancery), E-mail: attadm.tokyo@mea.gov.in



Praveen C. Kala

(Head of Chancery)

22/2/2019

EMBASSY OF INDIA
TOKYO

NOTICE INVITING TENDER / REQUEST FOR PROPOSAL

The **Embassy of India in Tokyo (Japan)** invites the interested companies dealing in trees trimming/ gardening related work, to confirm interest and undertaking of works which are listed in the '**Scope of Work**', with the aim of being selected to competitively price the works in order to carry out the said work.

(A) 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 3 years.
2. Bidders may also submit, in brief, the history of their company with annual turnover.
3. Bidder should submit quotation after inspection of the concerned property: that they are able to inspect the said properties, existing at: Ambassador's Residence 2-18-17 Nishiwaseda, Shinjuku Ku, Tokyo 169 0051
4. To assist evaluation and comparison of the bids, the Embassy at its discretion, may ask the bidders for clarification on their bids. The clarifications and responses from the bidders shall be in writing.
5. Bidders may submit their bids on '**fixed price lump sum**' basis.

(B) SUBMISSION OF BID :

1. Sealed bids should be submitted and super-scribed with "Quotation for Trees trimming work."
2. Sealed offers shall be submitted and addressed to the under mentioned:

Head of Chancery
Embassy of India,
2-2-11 Kudan Minami, Chiyoda-Ku,
Tokyo, 102 0074
Japan

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.
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Scope of Work

Work involves cutting of one tall tree at the lawn of Embassy Residence and trimming of 6 other tall trees. Details can be discussed on the spot during inspection of the trees. Moreover after the cutting/ trimming work all the branches and left over has to be disposed immediately. Work also involves coordinating with neighbors and the ward office/ police for taking necessary permission for doing the work and insuring safety of passers-by.



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