

No.ATL/862/9/2012
Consulate General of India
Atlanta

(REQUEST FOR PROPOSAL)

Sub: Maintenance of Garden at Chancery Building.

The Consul General of India has a large garden and landscape area attached to its office building No.5549 Glenridge Drive, Atlanta, GA-30342. The size of the building including garden and landscaped area is 1.00 acres. The proposals for maintenance of garden and landscaped area are invited as per the details in following paras.

2. **Scope of work for garden maintenance:** The following would be scope of work:-

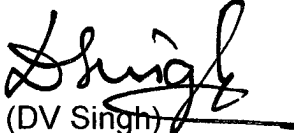
- (i) Cut, mow the grass, and trim plants to keep garden in good shape
- (ii) Pick-up small fallen branches, leaves in yard, remove weeds,
- (ii) Blow off all hard surface and edges all planting beds as appropriate.
- (iii) All leaves, twigs and other debris will be collected and disposed of the property that also include major leaf removal during fall and winter season.
- (iv) Perform chemical weed control as and when required to control weeds in bed area using pre or post emergent herbicides.
- (v) Aeration and re-seeding of lawns to be done twice a year.
- (vi) All shrubs and small trees to be fertilized twice a year (fall and spring).
- (vii) Lawn will be treated six times a year along with lime once a year (Lawn Care).
- (viii) Prune shrubbery using proper tools and techniques for their intended visual appeal and manicured appearance. Any pruning work above 12 feet height will be performed by professional tree service at extra cost.
- (ix) Flowerbed design, installation and Pine straw will be installed as and when required by sending proposals.
- (x) Irrigating the garden weekly & monitor irrigation timer to ensure garden gets timely water every day.
- (xi) The maintenance services would be expected to be performed on a weekly basis and the bills would be settled on a monthly basis.

3. **Inviting bids from companies:** The garden is already being maintained by a company approved by Ministry. However, the contract of current service provider has come to an end on 30th June 2015. Therefore, we require to do fresh tendering

process. It is proposed to invite bids from interested professional garden maintenance companies to obtain best rates and maintenance services for Consul General's residence. The interested companies would be expected to submit the (i) company profile, (2) details of works undertaken in the past or present, (3) to provide their price bids as per the scope of work mentioned in paragraph two above.

4. **Contact Person**: The advertisement would be placed on the Central Public Procurement Portal, Post's website, and also advertised in local media on 10/07/2015 and the bids would be accepted till 24/07/2015. The bids should be submitted to Mr. Anil Kumar, Consul (Admn), Consulate General of India, Atlanta at No.5549 Glenridge Drive NE, Atlanta, GA-30342. He can be contacted at Cell No. is 404-395-2947 for any clarifications

5. **Evaluation & Selection**: It is proposed to open the bids on 02nd July 2014. The bid offering best garden maintenance services as per scope of work, good credentials and skilled manpower, and the best prices would be selected for the award of the job. However, the final decision would remain with Consulate General of India, Atlanta and we would owe no explanation to anyone about the selection process of the company for the job.


(DV Singh)
Consul (HOC)
10th July 2015