

No. A.TI/862/2/2016

Consulate General of India
Atlanta

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Request for Proposal (RFP) for Garden Maintenance

(A) Statement of Objective :- Consulate General of India, Atlanta herein called CGI, Atlanta invites bids from Garden Maintenance Companies/firms for maintaining the gardens at the following locations :-

- (i) Chancery premises No. 5549 Glenridge Drive, Atlanta, GA-30342 (size : 0.970 acres)
- (ii) 815 West Paces Ferry Road NW, Atlanta, GA-30327 (size : 1.00 acres)

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

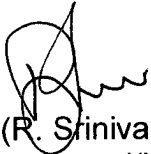
- (i) Cut, mow the grass, and trim plants to keep garden in good shape
- (ii) Pick-up fallen branches, leaves in yard, remove weeds;
- (iii) Blow off all hard surface and edges all planting beds as appropriate;
- (iv) All leaves, twigs and other debris will be collected and disposed of the property that also include major leaf removal as and when required.
- (v) Perform chemical weed control as and when required;
- (vi) Aeration and re-seeding of lawns to be done as and when required.
- (vii) Spraying of pesticides /fertilizers to keep up the garden.
- (viii) Lawn will be treated six times a year along with lime once a year (Lawn Care).
- (ix) Flowerbed design, installation and Pine straw & mulching will be done as and when required.
- (x) The maintenance services would be expected to be performed on a weekly basis and the bills would be settled on a monthly basis.
- (xi) Planting of flowers (for both Chancery & CG's residence).
- (xii) Maintenance of indoor plants.

2. **Contact Person:** The bids should be sent to adm.atlanta@mea.gov.in & pol.atlanta@mea.gov.in. For questions, they may contact Mr. R. Srinivasan, Consul & HOC or Ms Chitra Venkat@admin@indianconsulateatlanta.org.

3. **Evaluation & Selection :-** The last date for submission of bids is 23.9.2016. The bids should reach the Consulate on or before 23.9.2016. Bids later than 23.9.2016 will

not be accepted. The interested companies/firms 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 one above. The interested companies/firms 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 one above.

4. The final decision would remain with the Consulate General of India, Atlanta as it reserves the right to accept or reject any bid without assigning any reasons thereof.



(R. Srinivasan)
Consul/HOC
8.9.2016