

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/shrubs/trees 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) Number of working hours per month and number of gardeners proposed to be deployed may be mentioned in the tender.
- (ix) Lawn will be treated six times a year along with lime once a year (Lawn Care).
- (x) Flowerbed design, installation and Pine straw & mulching will be done as and when required.
- (xi) The maintenance services would be expected to be performed on a weekly basis and the bills would be settled on a monthly basis.
- (xii) Planting of flowers (for both Chancery & CG's residence).
- (xiii) Maintenance of indoor plants.
- (xiv) Cost of manure, fertilizers, seeds, plants, flower-pots etc will be borne by the agency.
- (xv) Watering plants/shrubs/trees

2. **Contact Person**: The bids should be sent in sealed envelope to Mr. Asim Kumar, Consul & HOC, 5549 Glenridge Drive Atlanta 30342. For questions, they may contact Mr. Asim Kumar, Consul & HOC at the email id:hoc.atlanta@mea.gov.in or Ms Sudha Subramanian at the email id:adm.atlanta@mea.gov.in.

3. The Contract shall initially be 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 to exceed three years) on year to year basis, subject to the condition that the Service Provider has provided satisfactory services.

4. **Evaluation & Selection** :- The last date for submission of bids is 21.2.2020. The bids should reach the Consulate on or before 21.2.2020. Bids later than 21.2.2020 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.

5. 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.