

No. SEO/ADM/872/01/2007  
Embassy of India  
Seoul

Dated: 19 June 2019

**TENDER NOTICE**

**Subject: Landscaping of India House, 116 Ittewon-dong, Yongsan-gu, Seoul**

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## CHAPTER-I : INSTRUCTION TO BIDDERS

1. Bids from experienced and registered firms, complete in all respects should be submitted in sealed envelopes addressed to the Head of Chancery, Embassy of India, Seoul in person, or by mail or courier to reach before the deadline of 1700 hrs on 10 July 2019. Two separate sealed envelopes containing Technical Bid and Financial Bid proposals must be sent. These would be enclosed in an envelope that should be clearly marked "Tender for **Landscaping of India House, 116 Ittewon-dong, Yongsan-gu, Seoul**". All tenders received after the deadline will be summarily rejected.
2. All bidders should submit along with the Tender the following documents:
  - i. Separate bids in the sealed envelopes in the prescribed Technical Bid Document and Financial Bid Document (proforma attached in chapter II and III).
  - ii. Both the above documents must be signed by authorized signatories of the bidding firm with a seal / stamp.
  - iii. Self-attested photo-copy of registration of the company / firm / proprietorship with the concerned Korean authorities.
  - iv. Annual Report (where statutorily required to be filed) and Financial Reports for the last 3 years.
  - v. Details of experience in the field landscaping with Embassies / reputed Companies/Government agencies.
3. The bidder should be a company or firm duly registered with the concerned authorities in Republic of Korea. Bidder must be a firm with a past record of providing landscaping services in Republic of Korea. Embassy of India reserves the right to reject bids from firms who are blacklisted by Governments of Republic of Korea or India for poor performance in the past, or those who do not have adequate experience in the field of landscaping.
5. The bids will remain valid for 90 days from tender closing, for award of contract after obtaining approval of competent Indian authorities. No price escalation would be allowed.
6. The successful bidder has to sign a contract with the Embassy of India in an appropriate form for execution of the contract.
7. First the Technical bid will be opened and the pre-qualification of the bidder will be assessed and then financial document of only those bidder [s] who meet the technical criterion will be opened.
8. The winning bidder would be responsible for landscaping of India House, Seoul.
9. The winning bidder would be required to dedicate one supervisor / manager who can be contacted for all queries / requirements.
10. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF:

1. **LAST DATE FOR BID SUBMISSION: 1500 HRS, 10 July 2019**
2. **DATE OF OPENING TECHNICAL BIDS: 1530 HRS, 10 July 2019**
3. **DATE OF OPENING FINANCIAL BIDS: 1700 HRS, 10 July 2019**
4. **EVALUATION CRITERIA:** The Tender Evaluation Committee [TEC] will evaluate the Technical information individually using the following criteria:
  - (a) The Organization's relevant experience for the Assignment.
  - (b) Quality of SERVICE plan and methodology for undertaking the job.
  - (c) Qualifications and experience of the staff proposed.
  - (d) Past track record.

11. Bids may be submitted physically or by courier / post to:

**Head of chancery,  
Embassy of India,  
101, Dokseodong-ro, Yongsan-gu,  
Seoul, Republic of Korea**

12. For clarifications / queries, if any, prior to submission of bid, prospective bidders may contact the undersigned, on Phone +82-02-785-0111 during office hours from 10.00 a.m. to 5.00 p.m. on working days.



[Satish K. Sivan]  
Deputy Chief of Mission & HoC  
Email: admn.seoul@mea.gov.in

**CHAPTER II - TECHNICAL BID PROFORMA**

1. Name of the firm:

2. Address of the Registered Office:

3. Correspondence address:

4. Contact details:

Telephone :

Fax :

E-mail:

<b>SL NO.</b>	<b>REQUIREMENTS</b>	<b>REPLY</b>	<b>REMARKS, IF ANY</b>
1.	a. Brief introduction of the company		
	b. Previous experience in the field (minimum of three years)		
	c. Registration Certificate & license for the services		
2.	Qualification and experience in landscaping		
	a. Details of past undertaken by the firm		
	b. Testimonials [Clients' letters / certificates etc.]		

**CHAPTER III - FINANCIAL BID PROFORMA**

Name of the firm:

Address of the Registered Office:

Correspondence address:

Contact details:

Telephone: Fax:

E-mail:

<b>SI No.</b>	<b>Items</b>	<b>Charges (Rate per unit) (excluding VAT)</b>	<b>Remarks, if any</b>
1.	Landscaping of India House	<b>Note :</b> Price quoted should be on an all-inclusive basis	