

INVITATION FOR TENDERS

Sealed tenders are invited from gardening companies based in Singapore for maintaining the garden at No. 2 Peirce Road, Singapore 248554.

Scope of Work for Garden & Maintenance work at No. 2 Peirce Road

To supply labour, equipment, tools and transport for the following works:-

Sr. No.	Work	Schedule	Description
a.	Grass cutting	Weekly	Cut grass, sweep and remove grass clippings off site
	Carpet grass cutting	Weekly	Carpet grass patches/areas to be cut with roller
b.	Watering	Daily	To manually water all landscape areas as often to ensure that plants do not dry out and to monitor automatic watering system when in use.
c.	Sweeping of dry leaves	Daily	Sweeping of dry leaves from the ground including areas surrounding main bungalow and twice in a week at the bungalows at 2 A & 2 B. (garden inside and rooftop)
d.	Cleaning	Daily	Cleaning of drainage channel and cleaning of pathway and driveway
e.	Weeding	Weekly	All weeds found on the landscape and planting beds to be removed manually on weekly or anytime weeds are seen
f.	Loosening of Soil	Monthly	Forking or loosen compact soil to provide aeration and to promote plants growth on monthly basis or as and when required
g.	Forking	Monthly	To fork out ground to ensure sufficient aeration
h.	Fertilizing	Monthly	Apply multi-micronutrient fertiliser as and when necessary
i.	Spraying of insecticide/fungicide	Monthly	Approved insecticide to be sprayed on monthly basis or when required. Applying snail killer as and when necessary
j.	Trimming	Weekly	Trimming of overgrown or shrubs regularly to make them look tidy at all times
k.	Pruning	Weekly	To prune branches of low trees obstructing pedestrians and motorist and remove debris off site
l.	Cutting of dry leaves and fallen leaves collection	As and when necessary	Removal of yellow or dry leaves to maintain freshness effect of the plants and remove debris off site

m.	Replacement of plants	As and when necessary	Replacements of plants, topping up of soil, provisions of fresh plants whenever necessary. To attach a list of plants approved and supplied with monthly invoice.
n.	Repairing/replacing of turf	As and when necessary	Repairing/replacing of turf as and when necessary. Details to be provided with the monthly invoice.
o.	Straighten and repair staking	As and when necessary	Straighten and repair staking
p.	Checking the health of palm and other trees	As and when necessary	By an arborist for any infection/proper maintenance
q.	Termination of contract		Both parties have the option to terminate the contract at two months' notice in writing
r.	Float Team	Once in a week	For proper maintenance of garden maintenance
s.	Contract Period		
t.	Termination		Both parties have the option to terminate the contract at two months' notice in writing

Deployment of manpower

2 gardeners to station on the premises

Monday to Friday :- 0900 hrs to 1700 hrs

Saturday :- 0900 hrs to 1400 hrs

The premises could be viewed with prior appointment (Tel. No. 6238 2536/33). Financial quotations along with details of previous experience in providing gardening services may be sent in separate sealed envelopes to Mr Babu Paul, First Secretary (Head of Chancery), High Commission of India, No. 31 Grange Road, Singapore 239702 and should reach latest by 25th August 2014 (Monday).