



**High Commission of India
Singapore

The High Commission of India invites financial bids from reputed garden maintenance companies/firms for maintenance of garden attached to No. 2 Peirce Road, Singapore 248554. (including 2 A & 2 B Peirce Road).

Scope of work

1. Exterior landscape maintenance including all the extended areas, surrounding compound, main lobby, areas around all residential premises and garden on terrace also needs to be maintained.
2. Cutting of grass including sweeping and clearing of grass clippings regularly.
3. Sweeping the pathway, driveway and cleaning the drainage for proper flow of water inside the premises.
4. All weeds and dry leaves found on the landscape and planting needs to be removed manually on a regular basis.
5. Watering of all the potted plants and landscape daily.
6. Fertilizing the shrubs, flowerbeds and trees to ensure health growth as and when necessary.
7. Loosening of soil to provide aeration and to promote plants growth as and when necessary
8. Regular pruning of shrubs and hedges to encourage healthy and vigour's growth.
9. Overgrowth or overhanging of trees branches below 4 meters has to be pruned off as and when necessary.
10. Spraying of appropriate insecticide and fungicide to control pest and disease as and when necessary.
11. Replacement of dead plants and topping up of soil as and when necessary.
12. Overall maintenance of all the plants in optimum growing condition and appearance.
13. Checking of palm trees and other trees by an Arborist as and when necessary

Labour deployment

To provide 2 gardeners

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|---------------------------|--|
| Monday to Saturday | :- 09.00 am to 05.00 pm |
| Sundays & Public Holidays | :- if required (not more than twice a month) |

Float Team/Mobile Team :- every Saturday

Validity of Contract :- Two years

Termination of contract: - Both parties have the option to terminate the contract by serving two months' notice in writing without assigning any reason.

Penalty Clause :- In the event of breach of any clause agreed upon in the contract, an amount of 10% of the monthly payment will be deducted from the contract for each breach noticed.

Terms of payment :- payment will be made on monthly basis upon receipt of invoice.

Extension of Contract: - The contract can be extended by mutual agreement of both parties on same terms and conditions.

ii) The premises may be inspected on a working day from 16th January 2018 31st January 2018 from 1000 hrs to 1200 hrs. Please contact 62382533/6 for fixing appointment for viewing the premises.

iii) The price should be quoted in monthly rates on lumpsum basis. Any taxes/levies should be indicated separately.

iv) Financial bids may be sent in sealed covers addressed to "Head of Chancery, High Commission of India, No. 31 Grange Road, Singapore 239702 latest by 6th February 2018.