

Embassy of India, Brasilia

Subject: Maintenance of Green Space in Chancery-cum-residential complex

Technical Eligibility Criteria

The bidder must fulfil the following eligibility criteria in order to be eligible for consideration of their bids. These criteria shall be taken in to account while evaluating their technical bids:-

1. The bidder must have a registered office or branch office located in Brasilia. A certificate of registration of their office in Brasilia should be enclosed.
2. The bidder must have a minimum **three years' experience** in managing green space or gardening services in reputed office, preferably in Govt. offices, diplomatic missions, international organizations or MNCs.
3. The bidder should provide a list of its clients to whom similar service is being provided or has been provided in last three years. Similar service would mean managing the green space, maintaining the garden and supplementary pathways.
4. The bidder should submit along with the bid document a certification from its clients regarding satisfactory in providing similar services during the last three years. The certificates should be from prominent organization(s) viz. Government offices, diplomatic Missions, international organizations, MNCs etc.
5. The bidder should attach a copy of 'Certificate of Registration' of its company/firm along with bid documents.
6. The bidder should have its own bank account, as all payment under the contract shall be made by the Embassy either by bank transfer or by cheque only.
7. An undertaking from the bidder on its official letter head stating that the firm has not been blacklisted by any Government Department, Diplomatic Mission, International Organization or MNCs.
8. The firm should follow labor laws and should be registered with the competent labor authorities. In undertaking the work under this tender, Embassy shall not be responsible for any violation of local labour laws.
