

No. PRA/ADM/867/01/2026
Embassy of India
Prague

Prague, the 25th May, 2026

TENDER NOTICE

Subject: Tender for provision of Gardening Services to Embassy of India, Prague (at Chancery building, Embassy Residence and rented accomodations of select officers).

1. Sealed tenders are invited from professional companies / firms with a minimum experience of three years in Gardening works and having provided such services to Embassies / star hotels / Convention Centres/ Corporate Houses for at least one year during the last five years, for providing these services at Embassy of India, Prague. The contract shall be initially valid for a period of 1 year from the date of the award. However, it may be extended for a further period of 2 years (total period not to exceed three years) on year to year basis, on mutual consent of both the parties in writing in the form of an amendment to this contract, subject to the condition that the Service Provider has provided satisfactory services. This extension would be done on the same rates and terms & conditions.

2. The detailed tender document along with annexure may be downloaded from Central Procurement Portal <https://eprocure.gov.in/cppp/> and also from the official website of the **Embassy of India, Prague** <https://www.eoiprague.gov.in/>

3. For the scope of the work, terms and conditions and the annual turnover, the following may be noted:

- (a) **Gardening:** The work involves gardening and complete maintenance of gardening area in the following buildings:
- (i) Embassy of India at Milady Horakove 60/93, Prague 7, 170 00.
(Maximum 60 Hours work per month)
(Garden area: Approx. 800 sq. m.)
 - (ii) Embassy Residence at 1540 Sarecka 7, Prague 6, 160 00.
(Maximum 120 Hours work per month)
(Garden area: Approx. 3720 sq. m.)
[maintenance work to begin from the summer of 2027]
 - (iii) Nad Sarkou 134, Prague 6
(Maximum 40 Hours work per month)
(Garden area: Approx. 622 sq. m.)
 - (iv) Hošťálkova 701/92, Praha 6
(Maximum 12 Hours work per month)
(garden area approx. 300 sq. m.)
 - (v) V Zahradach 610, Horomerice
(Maximum 12 Hours work per month)
(Garden area: Approx. 287 sq. m.)

(b) **Scope of Work.** The selected gardener/company shall be responsible for comprehensive garden maintenance, including but not limited to:

A. Routine Maintenance:

- Lawn mowing and edging
- Watering of plants, lawn, hedges, shrubs, and flower beds
- Weeding of garden beds, pathways, and paved areas
- Pruning and trimming of shrubs, hedges, and small trees
- Removal of dry leaves, dead plants, and garden waste
- Sweeping and cleaning of garden paths and surrounding areas

B. Plant Care:

- Fertilizing plants and lawn as required
- Pest and disease control using approved and environmentally safe methods
- Replacement of seasonal plants and flowers (as directed by the Embassy)
- Soil conditioning and mulching
- Monitoring plant health and reporting issues

C. Seasonal & Specialized Work:

- Seasonal planting and replanting
- Preparation of garden for winter and post-winter restoration
- Lawn aeration and scarification when required
- Tree care (excluding major tree cutting, unless specifically approved)
- Support for garden preparation for official events and functions

D. Waste Management:

- Collection and proper disposal of garden waste in accordance with local regulations
- Maintaining cleanliness of garden tools and storage areas

(c) **Annual turnover during previous 3 years:** In order to establish the estimated value of the contract, the bidders may note that the annual payments made to the gardener during previous three years is approximately is Kc. 6,60,000/- .

4. **Site visit:** Physical visit to the site is advisable to have a general idea about the extent of works required. Interested bidders can visit the site from **25.05.2026 to 05.06.2026 (1000 hours to 1600 hours, only on working days)** after prior appointment with **Ms. Shashi Dayal, Head of Chancery, Embassy of India, Milady Horakove 60/93, 170 00, Praha-7, Czech Republic email: hoc.prague@mea.gov.in & admn.prague@mea.gov.in Tele No : +420 257533562, +420 257107044.**

5. **Submission of bids:** The bidders shall submit their bids in separate sealed envelopes as mentioned below, which may be submitted physically or through courier / post (**preferably in English language or English version of the Czech Documents**) on or before **19.06.2026 (1700 hours)**.

(a) **Envelope A :** This envelope should contain the documents establishing the technical eligibility of the applicant and other documents required to establish sound financial condition in accordance with **Annexure-1**. The envelope is to be super-scribed as "**Technical Bid**".

(b) **Envelope B :** The monthly rates of the bidders, should be on an all-inclusive basis, including the quantity of various materials, number of working hours in a month and cost of all services, personnel, transportation, DPH and other applicable taxes etc. The monthly rates for all the gardens mentioned in Para 3(a) may be submitted in **Annexure- II** and must be submitted separately in a sealed envelope. This envelope should be super-scribed as "**Financial Bid**".

(c) **Envelope C :** Should contain both the envelope A and envelope B super-scribed with "**Bids for providing Gardening Services to Embassy of India, Prague**".

(d) *The bids duly completed in all respect, along with required enclosures, must reach office of Ms. Shashi Dayal, Head of Chancery, Embassy of India, Milady Horakove*

60/93, 170 00, Praha-7, Czech Republic on or before 19.06.2026(1700 hrs).

6. **Selection Process** : **Envelope A (Technical bids)** will be opened on **23.06.2026 (1100 hours)** in the **Embassy of India, Prague**. The bidders may send their representative to be present during opening of bids after obtaining prior permission from the **Embassy of India, Prague**. The technical eligibility credentials of all the bidders shall be evaluated first. Failure to submit requisite documents will render the bidder as ineligible. A list of technically qualified bidders shall be prepared, who shall be informed and invited for opening of the **financial bids** at a prescribed date and time intimated later by the **Embassy of India, Prague**.

7. **Embassy of India, Prague** reserves the right to accept or reject proof of credentials at its sole discretion without having to furnish reasons thereof, to the bidders. Submission of false information/document shall render the bidder ineligible.

8. The selected bidder shall be formally informed about the selection by **Embassy of India, Prague** who shall be required to sign an agreement with the **Embassy of India, Prague** within 10 days of issuance of such information.

9. **Validity of Bids** : The bids shall remain valid for a period of 180 days from the opening of bids or upto any mutually agreed extended period.

10. **General Terms & Conditions** :-

(a) The Service Provider shall be required to furnish an undertaking to strictly abide by good management practices, various labour regulations / laws, if any, in force in Czech Republic including payment of minimum wages, social security etc. The Service Provider would be required to dedicate one English speaking supervisor / manager who can be contacted for all queries / requirements in connection with the work awarded.

(b) The Service Provider would be responsible for its staff in terms of their antecedents and conduct, services performance and behaviour as also the payment of salaries, compensation etc. Embassy of India would not be responsible for any dues other than the agreed contract amount. The workers shall not have any claim for regularization of their services or enhancement of wages with the Embassy of India.

(c) Price escalation in rates due to any reason such as increase in prices of material, equipment, labour, levy of new taxes, hike in any tax rates etc. shall not be acceptable by the Embassy of India, Prague during the validity of the contract. Hence, the contract amount, once agreed to by the Service Provider, shall not be revised during the period of the contract.

(d) The main gardener must be a qualified person with requisite qualification of gardening works. The workers attached with the Gardener must be familiar with gardening work.

(e) During winter months, the gardener will be required to clear the snow from the premises of the chancery and Embassy Residence. Accordingly, the bidder is required to come early in the morning in order to clear the snow.

(f) A Bid shall be treated as successful only after the competent authority in the Embassy of India has approved it in accordance with the terms of the Tender Notice. Embassy of India shall send the notice of acceptance to the successful lowest Bidder.

(g) The Embassy of India reserves the right for premature termination of the contract at any time, if the services rendered are not found satisfactory during the period of contract, by one month notice period.

(h) The Embassy of India shall have the right to impose such penalty as it deems fit on the Service Provider if the services are found unsatisfactory or partial / defective services are rendered. The maximum penalty will be restricted to one month's charges. Continuous default in providing services will also lead, besides termination of contract, to automatic

disqualification for tendering or quoting in future for any service for the Embassy. Clauses of this effect would be included in the agreement to be signed.

(i) The Embassy of India shall also have the right to impose such penalty as it deems fit on the firm if the Mission is put to any financial loss directly or indirectly by any act of omission or commission on the part of the Service Provider or the person (s) deployed by it on the premises of the Embassy of India or withholding payment till the rectification of the omission.

11. **Payment terms and conditions.** The Service Provider will submit the invoice which should be inclusive of cost of all services, personnel, material, transportation, DPH and other applicable taxes etc. after completion of the month of service. The invoice should be submitted by the first week of the following month, which will be processed by the Embassy subject to completion of all documentation and formalities. The currency of payment shall be Czech Koruna (CZK).

12. **Arbitration**

(a) If any dispute, difference or question at any time arises between the Embassy and the Service Provider in respect of the agreement signed which cannot be settled mutually or in case of termination, shall be referred to arbitration.

(b) The arbitration proceedings will be conducted in accordance with and be subject to the UNCITRAL (United Nations Commission on International Trade Laws) Arbitration Rules, as amended from time to time and the decision of the arbitrators as mentioned above shall be final and binding on the parties.

(c) The Arbitration will have its sittings in **Prague**.

13. **Time Schedule for the tender :-**

(a)	Uploading of RFP on Mission website and CPP Portal	25.05.2026
(b)	Site Visit to :- - Embassy of India at Milady Horakove 60/93, Prague 7, 170 00. - Embassy Residence at 1540 Sarecka 7, Prague 6, 160 00. - Nad Sarkou 134, Prague 6 - Hošťálkova 701/92, Praha 6 - V Zahradach 610, Horomerice	25.05.2026 to 05.06.2026 (1000 hours to 1600 hours) only on working days
(c)	Last date of submission of bids at Embassy of India, Prague Milady Horakove 60/93, 170 00, Praha-7	19.06.2026 (1700 hours)
(d)	Opening of Technical bids at Embassy of India, Prague Milady Horakove 60/93, 170 00, Praha-7	23.06.2026 (1100 hours)
(e)	Opening of financial bids	To be intimated later (only to technically qualified bidders)

(Shashi Dayal)
 Head of Chancery
 E-mail: hoc.prague@mea.gov.in,
admn.prague@mea.gov.in

ANNEXURE - 1

1.	Name of the firm	
2.	Address of the registered office	
3.	Correspondence address	
4.	Contact details (i) Telephone: (ii) FAX: (iii) E-mail:	
5.	Brief introduction of the company (a profile of the firm to be enclosed)	
6.	Previous experience in the field	
7.	Total number of regular employees with the firm	
8.	Turnover of the firm for the last two years	
9.	Registration certificate & license for the services (Copies of document to be enclosed)	
10.	Detailed work plan and methodology for undertaking the job	
11.	Qualification and experience of the staff (including supervisory/managerial staff and gardening/ cleaning staff) proposed to be deployed for the job	
12.	Copies of current contracts of cleaning/ gardening/ other services being undertaken by the firm	
13.	Copies of past contracts of cleaning/gardening/ other services undertaken by the firm	
14.	Testimonials (Clients' letters/ certificates etc.)	
15.	Minimum number of hours in a month provided for gardening services (i) At Embassy of India (ii) At Embassy Residence (iii) Nad Sarkou 134, Prague 6 (iv) Hošťálkova 701/92, Praha 6 (v) V Zahradach 610, Horomerice	

Note : All information to be in English language only. All relevant documents, if in Czech language must be submitted with authentic English translation.

SUPPLY OF MATERIAL**(a)One year material estimate for the garden in Embassy of India, Milady Horakove 60/93, Praha 7.**

SI No.	Particulars of materials/instruments	Unit	Price/Unit	Number of times/year	Amount (In CZK)
1	Petrol/oil for lawnmover	1L		5	
2	Annuals- for pots	Piece		200	
3	Flower boxes 80cm	Piece		12	
4	Fertilizer	1Kg		5	
5	Soil/bark	80L		15	
6	tools/small materials+repair/lawnmover	Piece		5	
7	salt/urea against ice	1Kg		20	
Total price of material for one year excluding VAT (in CZK.)					

Total price of material for the garden in Embassy for one year (including VAT); CZK**(b)One year material estimate for the garden in Ambassador's residence Nad Sarkau 134,Praha 6.**

SI No.	Particulars of materials/instruments	Unit	Price/Unit	Number of times/year	Amount (In CZK)
1	Petrol/oil for lawnmover	1 L		11	
2	Annuals	Piece		100	
3	Soil/bark	80 L		5	
4	Fertilizer	1 Kg		25	
5	Removal of waste	9 m3		1	
6	Herbicides	1 mL		1500	
7	Tools/small materials +repairs/lawn mover	Piece		1	
Total price of material for one year excluding VAT (in CZK.)					

Total price of material for the garden in Ambassador's residence for one year (including VAT): CZK

(c) One year material estimate for the garden in the Embassy Residence, Sarecka 7, Praha 6.

Sl No.	Particulars of materials/instruments	Unit	Price/Unit	Number of times/year	Amount (In CZK)
1	Petrol/oil for lawnmover	1 L		240	
2	Hedge cutter			3	
3	Perennials	Piece		45	
4	Annuals	Piece		1000	
5	Indoor plants	Piece		5	
6	Lawnseed	1 Kg		2	
7	Flower pots	Piece		5	
8	Soil/bark	80L		5	
9	Fertilizer	1Kg		50	
10	Garbage container	9 m3		3	
11	Pesticides	1mL		1500	
12	Herbicides	1 mL		1500	
13	tools/small material+repair/lawnmover	Piece		15	
14	Salt/urea against ice	1Kg		80	
Total price of material for one year excluding VAT (in CZK.)					

Total price of material for the garden in the Embassy Residence for one year (including VAT): CZK

(d) One year material estimate for the garden in residence of FS, Hostalkova 701/92, Praha 6.

Sl No.	Particulars of materials/instruments	Unit	Price/Unit	Number of times/year	Amount (In CZK)
1	Petrol/oil for lawnmover	1 L		11	
2	Annuals	Piece		50	
3	Soil/bark	80 L		5	
4	Fertilizer	1 Kg		25	

5	Herbicides	1 mL		1500	
6	Tools/small materials +repairs/lawn mover	Piece		1	
Total price of material for one year excluding VAT (in CZK.)					

Total price of material for the garden in the Residence of FS for one year (including VAT): CZK`

(e)One year material estimate for the garden in residence of DA, V Zahradach 610,Horomerice.

Sl No.	Particulars of materials/instruments	Unit	Price/Unit	Number of times/year	Amount (In CZK)
1	Petrol/oil for lawnmover	1 L		9	
2	Annuals	Piece		30	
3	Soil/bark	80 L		2	
4	Fertilizer	1 Kg		15	
5	Herbicides	1 mL		1500	
6	Tools/small materials +repairs/lawn mover	Piece		1	
Total price of material for one year excluding VAT (in CZK.)					

Total price of material for the garden in the Residence of DA for one year (including VAT): CZK