

**EMBASSY OF INDIA  
Zelezna Cesta 16  
1000 Ljubljana**

**TENDER NOTICE**

**Tender Notice No. LJU/872/01/2014**

**07 March 2018**

Sealed tenders are invited from reputed and experienced agencies/ contractors/ companies for undertaking the following work:

**MAINTENANCE OF GARDEN**

Location : Tacenska Cesta 155, 1211 Ljubljana  
Area : 4487 sq. meters  
Duration of work : 6 hours per Week

**Note: If due to bad weather condition, the work cannot be carried out in a particular week, it should be carried out in the next week possible day when the weather is normal.**

**Description of garden**

The garden consists of plants, shrubs, grass, flower plots, creepers, drive- way, and foot path.

**Description of work:**

1.
  - (i) Regular mowing of grass
  - (ii) Maintenance of existing plants, flowers, and trimming of plants
  - (iii) Watering, cleaning and weeding
  - (iv) Periodic trimming of hedges along the boundary wall and cutting of grass surrounding the outer wall.
  - (v) Disposal of garden waste
  - (vi) Planting of seasonal plants & flowers, and providing seeds, fertilizer, soil etc.
  - (vii) Any other works not specified above, but are necessary for maintaining the garden, and pointed out during the visit to the location.
2. During winter season, the agency/contractor/company shall perform the task of removing of snow in the drive-way, foot-path and the area in front of the main gate (facing the road). The work shall be performed immediately as and when it is required [**Note: The agency/contractor/company should bring their own garden tools/equipment, and also equipment for snow removal.**]

## **INSTRUCTIONS TO TENDERERS**

(i) Interested agencies/companies/contractors should provide ONE quotation, with different charges for the maintenance of garden work and for removal of snow and send the quotations in a sealed envelope by post only to the following address:

Mr. Ravi Kumar Jain  
Head of Chancery  
Embassy of India  
Zelezna Cesta 16  
1000 Ljubljana

(ii) The tenderers are supposed to visit and examine the site of work, at their own cost and obtain all information that may be necessary for participating in the tender and entering into contract.

(iii) The offer should be remain valid for at least 90 days from the date of opening of the tender.

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### **Additional Information**

Organization Name	:	Embassy of India, Ljubljana
Organization type	:	Government
Tender Ref. No.	:	LJU/872/01/2014
Tender Title	:	Garden Maintenance work
Product category	:	Gardening
Tender type	:	Work contract
Location	:	Tacenska Cesta 155, 1211 Ljubljana
First Announcement date	:	07 March 2018
Publication date on Portal	:	07 March 2018
Last date for submission	:	28 March 2018
Opening date	:	03 April 2018
Work Description	:	As given in the Tender Notice

### **For further information contact:**

Name	:	Ravi Kumar Jain
Phone (Office)	:	00-386-1-5133113
E-mail	:	<a href="mailto:hoc.ljubljana@mea.gov.in">hoc.ljubljana@mea.gov.in</a>
Address	:	Embassy of India, Zelezna Cesta 16 1000 Ljubljana