Consulate General of India, Birmingham, United Kingdom	सत्यमेव जयते	भारत का महावाणिज्य दूतावास, बर्मिंघम, यूनाइटेड किंगडम

BIR/861/01/2021 **17 November, 2026**

EXTENSION OF DEADLINE

Tender ID: 2026_MEA_855360_1
Tender Reference Number: BIR/861/01/2021

CORRIGENDUM to the Notice Inviting Tender dated 27.10.2026 published by the Consulate General of India, Birmingham, for hiring the services of a professional company for Annual Maintenance Contract (AMC) for Garden Maintenance at the Residences of Head of Post (HOP) and other RG Officers in Birmingham.

2. The deadline for submission of bids has been extended up to **17 December 2026**. The bids will now be opened on **18 December 2026**.

3. Crucial dates and time for the above tender would be as under:

Sr. No.	Key Event	Dates
1.	Bid Submission Closing Date	17 December 2026 (1600 hrs)
2.	Technical and Financial Bids opening Date	18 December 2026 (1500 hrs)

4. All other terms and conditions of the original tender notice shall remain unchanged.

17/11/26

(Rakesh Kumar Tiwari)
Consul (CCC & HOC)

2, Darnley Road, Birmingham, B16 8TE
Tel:+121 4522852, E-mail: hoc.birmingham@mea.gov.in

Consulate General of India **Birmingham**	सत्यमेव जयते	2, Darnley Road, B16 8 TE Birmingham Tel: +44-121-4522855 E-mail: estt.birmingham@mea.gov.in

TENDER NOTICE

Subject: Invitation for competitive tender for maintenance of garden at HOP's residence and other Consulate Officers' residences in Birmingham.

No. BIR/861/01/2021 **Date: 27.10.2026**

The Consulate General of India, Birmingham invites sealed bids from reputed experienced, financially sound & eligible companies registered under relevant UK Companies Law which can provide garden maintenance services as has been defined below in 'Brief scope of work' at Officers' residences, initially for a period of one year*.

2. Crucial dates and time for the above tender would be as under:

Sr. No.	Key Event	Dates
1.	Period of Contract	1 year* (further extendable by another 02 years on year to year basis, based on the satisfactory performance and same rates, terms and conditions)
2.	Date of e-publishing on CPP Portal/consulate's website	27.10.2026
3.	Date of receiving the bids(Start)	27.10.2026
4.	Last date for seeking clarification(s)	30.10.2026
5.	Bid Submission Closing Date	16 November 2026 (1600 hrs)
6.	Technical and Financial Bids opening Date	17 November 2026 (1500 hrs)

*****May be extended for a further period of 02 years, on year to year basis, based on satisfactory performance and same rates, terms & conditions.

3. The bid forms and other details can be obtained from the website https://eprocure.gov.in/epublish/app → Active Tenders → Tender Title → Birmingham.

4. Detailed Notice Inviting Tender is also available on *https://cgibirmingham.gov.in/news/all_news* or the bid forms can be obtained from the Consulate without any fee/charges.

sd/
(Rakesh Kumar Tiwari)
Consul (Head of Chancery)

Consulate General of India **Birmingham**	सत्यमेव जयते	2, Darnley Road, B16 8 TE Birmingham Tel: +44-121-4522855 E-mail: estt.birmingham@mea.gov.in

NOTICE INVITING TENDER

Subject: Invitation for competitive tender for maintenance of garden at HOP's residence and other Consulate Officers' residences in Birmingham.

No. BIR/861/01/2021 Date: 27.10.2026

The Consulate General of India, Birmingham invites sealed bids from reputed experienced, financially sound & eligible companies registered under relevant UK Companies Law which can provide garden maintenance services as has been defined below in '**Brief scope of work**' at Consulate Officers' residences, initially for a period of one year, which may be extended for a further period of 02 years, on year to year basis, on same terms & conditions, if the services of the Services Provided found satisfactory. The broad details of works required is in Scope of Work (page-5).

2. Content of the Tender document are as follows:

Sr.No.	Document Details	Page No.
1.	Invitation to Tender	02
2.	Instruction to Bidders	03-04
3.	Scope of work	05
4.	Terms & Conditions of the Contract	06-08
5.	Part-I: Technical Bid	09-11
6.	Part-II: Financial Bid	12

3. Bids may be submitted to '**Head of Chancery, Consulate General of India, 2, Darnley Road, B16 8 TE Birmingham, Tel: +44-121-4522855** or hand delivered latest by **1600 hrs** of **16.11.2026**.

sd/
(Rakesh Kumar Tiwari)
Consul (Head of Chancery)

Instruction to Bidders

(A) Eligibility Criteria:

1. The bidder must be registered under the UK Companies Act and should have all applicable/appropriate licenses in their own name.

2. The company should have a minimum of 3 years of experience in the garden maintenance business as on 27.10.2026 (A certified copy of trade licence must be enclosed with the technical bid).

3. The Company should have a minimum annual turnover of GBP 30,000 during the past three financial years (A copy of audited financial statement for the last three financial years may be attached with the bid).

(B) General Instructions for Compliance:

1. The tenders should be submitted in two sealed covers – the first sealed cover should be super scribed "**Technical Bid**" and second sealed cover super scribed "**Financial Bid**". Both the sealed covers should be placed in the main sealed envelope super scribed "Tender for Garden maintenance for Consulate Officers' residences, CGI, Birmingham" and addressed to '**Head of Chancery, Consulate General of India, 2, Darnley Road, B16 8 TE Birmingham**.

2. The 'Technical Bid (Part-I)' should contain – (a) The requisite information duly filled in as per proforma enclosed; (b) Agency profile including previous experience of garden maintenance to Government Departments, total number of gardeners permanently working with the company. The bidder should also clearly mention in the tender that the terms and conditions of the tender are acceptable to them.

3. The 'Financial Bid (Part-II)' should contain rates which are to be quoted on hourly basis as on enclosed proforma.

4. The tender forms shall be filled in ink or typed. No tender filled in pencil will be considered. The tender shall be signed, dated and witness in all places provided for in the documents. All corrections/deletions/scoring out/over writing shall be initialled. Any correction made in the tender documents by the bidder shall be made in ink only and not by using correcting fluid, and should duly be authenticated. Every page of the tender shall be initialled by the bidder, and submitted back as a token of accepting the laid down terms and condition. The bidder shall sign all schedule forming part of the tender.

5. Documents in support of the eligibility criteria (registration, experience, turnover and licences) shall be enclosed with the Technical Bid. A bid without the required documents is liable to be rejected.

6. Bidders may seek clarification(s) on the tender by email to **estt.birmingham@mea.gov.in** up to **30.10.2026**. No request for clarification will be entertained after this date.

7. The Consulate may amend the tender document at any time before the bid submission closing date. Any corrigendum or addendum will be published only on the CPP

Portal and the Consulate's website. Bidders are advised to check these websites before submitting their bids.

8. The Technical Bids will be opened first. The Financial Bids of only those bidders whose Technical Bids are found to meet the eligibility criteria and tender conditions will be opened.

(C) Late Bids: The bidders are advised, in their own interest, to ensure that the tender document reaches the Consulate well before the closing date and time of the bid submission.

(D) Modifications and withdrawals: No documents may be modified after submission. In case of any changes the bidder may write the corrections and send the same and it is at the discretion of the tender inviting authority to accept the same or reject it, and no changes shall be accepted once the bids are opened. In case of withdrawal, the bidder will lose his Earnest Money Deposit and will be blacklisted.

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Scope of Work

Scope of work given below is tentative. The bidder may inspect the site and understand the full scope of work.

Upkeep of Gardens and Green Areas at **HOP (Head of Post)'s residence** and **other Consulate Officers' Residences** in Birmingham.

1. Grass mowing, cleaning, aerating, watering, fertilizing of garden areas.

2. Disposal of organic garbage.

3. Trimming, manual watering, fertilizing, de-seeding of all garden and green areas including hedges, flower beds, and plants (materials to be provided by the Consulate).

4. Spraying against disease and pests (materials to be provided by the Consulate).

5. Replacement of dead flowers and bushes; planting of seasonal flowers (to be provided by the Consulate).

6. Provision of one gardener (having sound gardening skills) at the site during daylight.

7. Regular sweeping and clearing of fallen leaves from lawns, flower beds, paths and driveways, particularly during the autumn months from September to December in Birmingham, when leaf fall is most prevalent, and sweeping of paths after mowing.

8. All tools and equipment required for the work (lawn mower, trimmer, hedge cutter, leaf blower, rakes, wheelbarrow, etc.) shall be provided by the service provider at its own cost.

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Terms & Conditions of the Contract

1. The bidder will have to ensure compliance of all mandatory labour laws/regulations laid down by the Government of the UK and any other relevant.

2. Acts and regulations enforceable from time to time without any liability on the Consulate General of India, Birmingham or without any responsibility for statutory compliance by the Consulate.

3. The bidder must have latest technical expertise for maintenance of gardens, as has been defined in 'brief scope of work'.

4. **Duration of Contract**: The contract will be for **one year** duration from the date of award, and it can be further extended up to two years (year to year basis) subject to satisfaction of performance, on the same terms and conditions.

5. **Right to accept any bid and to reject any or all bids:** The Consulate General of India, Birmingham, have the discretion, accept or reject any bid/quotation without assigning any reasons thereof. The decision of the Consulate shall be final and binding on all.

6. **Change Orders:** The agreement may be amended or modified with consent of both parties in writing signed by the duly authorized representatives of the respective parties the bidder and Consulate General of India, Birmingham.

7. **Site Visits:** The bidders may visit the work place, understand the scope thoroughly (even if it is not mentioned in this tender) and then quote for. The bidder shall in coordination with VC (Estt.), Consulate General of India, Birmingham (+44-121-4522854), visit the site by prior appointment.

8. **Notification of award:** Consulate will notify the successful bidder in writing that its bid has been accepted.

9. Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the service provider.

10. The service provider shall not pay wages lower than minimum wages of labour as fixed by the local authorities. The fair wage referred to in will be deemed to be the same as the minimum wages payable as referred to above. Payment of other admissible benefits, if any, like bonus, leave etc. to the employees deputed at the Consulate will solely be the liability of the bidding company and not that of the Consulate.

11. The service provider shall employ as its representatives, servants and workmen after verifying their antecedents and loyalty before employing them for the works. It shall ensure that no person of doubtful antecedents and nationality is, in any way, associated with works.

12. The tender should be for a period of 120 days from the last date of submission.

13. The rates quoted by the service provider shall be deemed to include all taxes and duties etc. as applicable. Liability, if any, towards staff and employees from principal employer's end shall be deemed to be included in the offer.

14. **Validity of Contract:** The Consulate will have the right to review or cancel contract at any stage of execution with 30 days of advance notice.

15. **Code of Conduct and Penalty for Non Performance:**

(i) The number of workers as agreed upon for work at the site shall be available for work as per agreed schedule. If the number of the employees falls short of the agreement, proportionate wages shall be deducted from the bill for the respective month.

(ii) If any of the assigned work is not found satisfactory, an appropriate amount will be deducted for every major deficiency from the bill for the respective month. The decision of the Consulate will be final in this respect.

(iii) Smoking, chewing of pan, intoxication, sleeping on duty is forbidden.

16. If in case, the Consulate decides to extend the contract after one year, it will solely be based on the basis of the services provided by the company during the course of contract of one year.

17. All workers and staff employed by the company shall be employee of the company and will not have any claim of any nature on the Consulate. Any dispute arising between employee and company will be the responsibility of the company only.

18. **Other conditions:**

(i) The service provider shall ensure that all compliances governing the employment of labour under this contract are met in line with the requirement.

(ii) The service provider shall recruit, hire, train, supervise and direct employees working in the services operation. The service provider is also responsible for transfer and discharge of them. All personnel employed by the service provider shall at all times and for all purposes be solely in the employment of the service provider.

(iii) The service provider shall take commercially reasonable steps to ensure the staff members performing services under this tender are qualified and suitable to perform such services. The service provider is obliged to replace, without unreasonable delay and at no cost to the Consulate, any personnel whom the Consulate considers lacking the necessary competence or with whom the Consulate finds it difficult to collaborate.

(iv) The service provider will have to ensure compliance with all labour laws/regulations before a contract can be signed.

(v) The service provider will ensure that the total number of staff deployed at any site is agreed with the Consulate beforehand and this number is not changed without mutual contract in writing.

(vi) The service provider must know and follow their duties related to safety for all personnel. These guidelines are applicable to contractors as well as subcontractors deployed by them at the site.

(vii) The garden maintenance standards employed by the service provider must be good in all respects. They must leave work areas in a clean, tidy and safe condition at the end of each working period.

19. **Taxes and Duties:** The bidder must include in their bids all duties, royalties and sales/service taxes or any other taxes, fees, charges as applicable. The Consulate will entertain no extra claim on this amount at any stage of execution of work. In case of any variations in the taxes, the same shall be charged after producing the Government notification.

20. **Terms of Payment:** The payments shall be made monthly for the services rendered in the preceding month. Billing cycle will be 1st of the month to the last day of the month. The service provider shall submit correct invoices in terms of quantity and commercial aspects within ten days of the succeeding month.

21. **Evaluation and Award:** The Financial Bids of technically qualified bidders will be compared on the basis of the hourly rate quoted. The contract will be awarded to the technically qualified bidder quoting the **lowest hourly rate (L1)**. The Consulate is not bound to accept the lowest or any bid.

22. **Acceptance of Award:** The successful bidder shall convey acceptance of the award in writing and sign the contract within 07 days of the issue of the letter of award. Otherwise, the Consulate may award the contract to the next lowest bidder (L2).

23. **Price Revision:** The hourly rate accepted by the Consulate shall remain fixed during the period of the contract, including any extension. No request for revision or increase of the rate shall be entertained, except variation in taxes as provided in para 19.

24. **Interpretation:** In case of any ambiguity or dispute in the interpretation of any clause of this tender document, the interpretation of the Consulate shall be final and binding on all parties.

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Part-I: Technical Bid

(All pages to be printed on Firm's Letter Head)

Bidder's description format summary

Name of the bidding firm	
Name of partner(s) **Nationality**	
Name of the Authorized Signatory **Nationality**	
E mail Id	
Telephone No.	
Fax No.	
Year of Incorporation	
Registration No.	
Service tax no.	
Registered Office & Address	
Branches if any	

Bidder information – More detailed information on the following aspect may be given in typed form.

Business background

- How many years has your firm been in business? How many years under its present business name?

Claims and Suits (Explain any "Yes" answers)

- Has your firm, its subsidiaries or its parent companies, ever filed for bankruptcy?

- Has your firm ever failed to complete work awarded to it?

- Are there any judgements, claims, arbitration proceedings or suits pending or outstanding against your firm or its officers?

- Has your firm filed any lawsuits or requested arbitration with regard to any contract(s) within the last five years?

Geographic Capability

Please provide a listing of your offices in the Birmingham (with contact information, phone & fax numbers, email etc.) and a listing of the areas in which your firm has performed Property Management services.

Copy of documents relating to the bidder's experience, name of other offices/residences where they are working/ have worked etc. and any other relevant information about bidder may be enclosed.

AFFIDAVIT

I/We, _____, representative(s) of M/s._____ solemnly declare that:-

1. I/We are submitting tender for the garden maintenance against Tender Notice No. BIR/861/01/2021 dated 27.10.2026.

2. Myself or my partners do not have any relative working in any office of Consulate General of India, Birmingham.

3. All information furnished by me/us in respect of fulfilment of eligibility criteria and other information given in this tender is complete, correct and true.

4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.

5. The Price – Bid submitted by me/us is "WITHOUT ANY CONDITION".

6. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.

7. If any information or document submitted is found to be false/incorrect, Consulate may cancel my/our Tender and can take any action as deemed fit including termination of the contract, for feature of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.

[Signature(s) of the Tenderer with Date & Seal]

PART-II: Financial Bid

(All pages to be printed on Firm's Letter Head)

To,

Consul (Head of Chancery)
Consulate General of India
2, Darnley Road,
B16 8 TE Birmingham

Sub: Financial Bid for Garden maintenance Services at HOP Residence.

Dear Sir,

We have examined and read the tender conditions for **Annual Maintenance Contract (AMC) for maintenance of gardens at Consulate Officers' residences situated in Birmingham** and have also inspected the site and general conditions under which the services are to be provided.

2. We offer to execute and complete the services and remedy any shortcoming therein, in conformity with this tender, which includes all these documents for the hourly rate of £ …… (GBP) per hour.

3. The above quoted includes all the applicable taxes; fees, as per regulations.

4. We agree to bind by this offer if we are selected as the preferred bidder.

For and behalf of:

Signature (Authorized Signatory)
Designation

Note:

i. All the cost heads shall be inclusive of all applicable taxes as per the UK Government Legislations. The amount quoted should constitute the landed cost of hiring an agency towards providing garden maintenance services at Consulate Officers' residences for a period of one year.

ii. Bidders must read these conditions carefully and comply strictly while sending/submitting their tenders.