



Helsinki

Tender for

Annual Maintenance Contract

for

Garden Maintenance at India House (Marjaniemenranta 6, 00930 Helsinki) and Embassy(Kulosaarentie 32, 00570 Helsinki)

No. HLK/ADM/551/03/2026 dt. 06.05.2026

**Tender for “Annual Maintenance Contract”
for
Gardening Maintenance
at
India House and Embassy**

Important dates relating to the tender are as follows:

S. No.	Particulars	Date
1	Bid Document Download Start date	06 May 2026
2	Bid submission start date	06 May 2026
3	Bid submission end date	19 May 2026 1400 hrs
4	Bids opening date	20 May 2026 1100 hrs



**Embassy of India
Helsinki**

Notice Inviting Bids

Embassy of India, Helsinki invites sealed bids under two bid system (Technical and Financial Bid) from established/reputed agencies for Garden Maintenance services at India House (Marjaniemenranta 6, 00930 Helsinki) and Embassy (Kulosaarentie 32, 00570 Helsinki).

The last date for receipt of bids (technical and financial) in sealed envelope is **19 May 2026 up to 1400 hrs. The bids should be submitted in tender document box kept in the reception of the Embassy. The bids should not be submitted at outside mail box of the Embassy.** Tender documents are available on our website www.indembhelsinki.gov.in under the Tender section and on www.eprocure.gov.in. Details can also be collected through email at adm.helsinki@mea.gov.in or Tel No.+358-922899113.

The bids shall remain valid for 90 days from the date of opening of technical bids. Any future clarification and/or corrigendum(s) shall be communicated through “Tender” section on the Embassy’s website www.indembhelsinki.gov.in.

The Embassy reserves the right to reject/cancel any or all bids without assigning any reason.

HLK/ADM/551/03/2026 dated 06 May 2026

Head of Chancery
EOI Helsinki

Instructions to bidders

Tender should be submitted in two parts, Part-I (Technical Bid) & Part-II (Financial Bid). The **technical and financial bids shall be kept in separate envelopes** superscribing as 'Technical Bid' and 'Financial Bid' on the respective covers. Thereafter, both these envelopes shall be sealed in a third bigger envelope and it should be superscribed as "Tender for AMC for Garden Maintenance Services at India House and Embassy". **Bidders must mention their complete contact details on each envelope.**

1. Eligibility Criteria:

- 1.1 Interested bidders may please ensure that they fulfill the pre-qualification criteria as mentioned at page no. 10 before submitting their bids.
- 1.2 The bid of any bidder who has not complied with one or more of the conditions of eligibility criteria and/or fail to submit the required documents as mentioned in tender document are liable to be summarily rejected.
- 1.3 The Embassy reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to the award of contract without assigning any reason whatsoever.
- 1.4 Conditional bids will not be considered.

2. Local Conditions:

It shall be the responsibility on part of each bidder to be fully informed/acquainted/familiarize itself with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract. All bidder(s) intending to bid may visit and make themselves thoroughly acquainted with the local site conditions.

The Embassy shall presume that the bidder has understood and agreed that all the relevant factors have been kept in view while submitting the bid. No financial adjustment arising thereof shall be permitted by Embassy, on the basis of any non-clarity of information about local conditions being pleaded by the bidder. Further, no claim for financial adjustment being made by the contract awarded on these tender documents will be entertained by the Embassy.

3. Validity:

- 3.1 Quoted rates must be valid for a period not less than 90 days from the date of opening of Technical Bids. However, the bidder shall have no objection to extend it, if required. *Bids with less validity will not be considered.*
- 3.2 The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. There should be no alteration after submission of bids.

4. Commencement of work:

After finalization of the tender, a letter will be issued to the successful bidder who shall sign the formal agreement. After signing of the contract agreement, the agency shall start executing the assigned work with mentioned date.

5. Payment Terms and Conditions:

Payment shall be made on monthly basis after completion of the particular month and receipt of a valid tax invoice.

6. Contract Period:

- 6.1 The contract period would initially be for **one year**, extendable for a further period of two years, on yearly basis year at the same terms, conditions and charges and subject to satisfactory services and mutual consent.
- 6.2 The Embassy reserves the right to cancel the agreement with prior notice of one month without specifying any reason thereof.
- 6.3 The agreed price would be applicable throughout the contract period. No hike in price would be admissible during the period of contract.

7. Tender Preparation Expenses:

All costs incurred by the bidder in the preparation of the tender, presentation and site visits etc. will be borne by the bidder themselves and in no case will be reimbursable by the Embassy. The bidders are supposed to visit and examine the site of work in consultation with the Embassy, at their own cost and obtain all information that may be necessary for participating in the tender and entering into the contract. The site can be examined between 1100-1200 hrs on any working day with prior appointment (Email: adm.helsinki@mea.gov.in; Tel. +358-922899113)

8. Financial Bid:

The rates should be quoted in Euro (€) inclusive of all taxes, service charge and duties in the prescribed format (Annexure-II) only otherwise it will not be considered. The total cost shall be inclusive of cost of cleaning materials, disinfection material and tools & machines etc.

9. PERFORMANCE SECURITY (PS):

- i. **The successful bidder has to deposit Performance Security which will be 5% of finalized annual rate** in favour of 'Embassy of India, Helsinki' in form of Demand Draft / Pay Order/Bank Guarantee within fifteen days of the acceptance of the **Letter of Award (LoA)**. Performance Security should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the **service provider (SP)**. In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly by the service provider. No interest shall be paid on Performance Security.
- ii. The Performance Security will be forfeited by order of the Competent Authority in Embassy in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, portion of the Performance Security, as may be deemed fit by the Client sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of Contractor's bill has been received and examined.
- iii. If the Contractor fails to provide the Performance Security within fifteen days of the acceptance of LoA, such failure shall constitute a breach of the contract and the Client shall be free to make other arrangements at the risk, cost and expense of the Contractor.
- iv. On due performance and completion of the contract in all respects, the Performance Security will be returned to the service provider without any interest on presentation of an absolute 'No Demand Certificate' from the service provider and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued to the service provider, for carrying out work stipulated in the contract.

10. Tender Evaluation:

The Embassy will evaluate the entire tenders, strictly on the basis of the terms & conditions incorporated in the tender documents and requirement of the Embassy. The Embassy may seek clarification which shall be replied by the bidder properly and timely. Just quoting the lowest amount does not entitle the bidder to get the contract.

11. Award of Contract:

After due evaluation of the financial bid(s), the Embassy will award the contract to the lowest evaluated responsive bidder.

12. Obligations of the Service Provider:

The contractor shall complete the work as per the scope of the work mentioned in the tender document. The contractor shall furnish full details, as may be required, of all personnel deployed for the execution of Annual Maintenance Contract to the Embassy of India, Helsinki, to facilitate background checks. He/She may further undertake to immediately intimate the Embassy of any information that may come to the knowledge of 'The Contractor', which may have a security implication for the Embassy.

13. Safety Regulations:

13.1 During the execution of work, the contractor shall ensure that their personnel follow essential security measures to carry out the assigned job. In case of any unfortunate event, Embassy shall not be liable to pay any compensation to the agency or its employees.

13.2 During execution of work, it shall also be ensured that no damage, injury or loss is caused or is likely to be caused to any person or property, otherwise the agency shall be liable for compensation.

14. Status of the Contractor and its Staff:

14.1 The contractor shall have the legal status of an independent contractor.

14.2 The Embassy of India, Helsinki shall accept no liability for, nor any financial or other consequences arising from, sickness, injury, damages or death of the personnel of the contractor, nor for any damages which may arise by reason of the neglect or default of any of them.

14.3. The contractor shall indemnify on account of any claim arising out by the contractor or its staff members negligent or unlawful performance under the present contract and brought against the Embassy of India, Helsinki by any person for a liability, including their heirs and assigns, or by third parties.

15. Penalty:

The Embassy reserves the right to impose penalty as deemed fit in the following circumstances:

15.1 The contractor does not comply to the provisions of the agreement or consistently fails to maintain the quality of services,

15.2 The workers are replaced frequently without consulting the Embassy.

15.3 The penalty shall be recovered from the subsequent bill of the contractor or performance security deposit with the Embassy.

16. Force Majeure:

Any delay due to Force Majeure will not be attributable to the bidder. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur; exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; epidemic or pandemic; Strikes or boycotts (other than those involving the Supplier or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Supplier for a period exceeding a continuous period of 7 (seven) days.

17. Arbitration:

In case of any dispute or difference arising out of or in connection with the tender conditions/order and Contract, the Embassy and the agency will address the dispute/difference on a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by consent of both parties.

18. Clarification:

The prospective bidder(s) requiring any clarification regarding the tender document are requested to contact the Embassy (Phone No.-+358-922899113 and email ID adm.helsinki@mea.gov.in)

At any time prior to the deadline for submission of bids, the Embassy may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder(s), modify the tender document by amendment.

The amendment will be published on Embassy website. In order to afford prospective bidder(s) reasonable time in which to take the amendment into account in preparing their bid, the Embassy may, at its discretion extend the deadline for the submission of Tender.

Technical Bid**Bidder Details**

A.	Name of the Agency	
B.	Address of the Agency	
C.	Registration's details with date	
D.	VAT Registration No.	
E.	Owners Name Contact No. Email Id	
F.	Details of authorized contact person: Telephone No. (O) Mobile No. Email Id	
G.	Annual turnover for last three financial years FY 2022-23 FY 2023-24 FY 2024-25	
H.	List of major clients where providing similar services	
I.	Any other information/documents which may help in assessing bidder's abilities	
J	Enclosures	Authority to sign bid on behalf of firm. Proof of similar experience. Copy of registration certificate. Proof of turnover for the last three financial years. Compliance report. (proforma enclosed) VAT clearance certificate, and Signed and stamped copy of this complete tender document.

Bidder's Signature with Stamp

Other Relevant Information, Terms and Conditions

1. Technical bids shall include following documents:
 - i. Authority to sign bid on behalf of firm, if the bidder is a registered firm. In case of proprietor/owner of the firm, a certificate of the proprietorship/ownership from the competent authority may be submitted. In case of partnership firm, the partnership deed may be furnished and bid may be signed by all the partners of the firm. If only one partner or any other person signs the bid, the signing person must be duly authorized by all the remaining partners for signing the bid.
 - ii. Proof of similar experience.
 - iii. Copy of registration certificate.
 - iv. Proof of turnover for the last three financial years.
 - v. Compliance report.
 - vi. VAT clearance certificate, and
 - vii. Signed and stamped copy of this complete tender document.
 - viii. Other documents which are relevant to assess the suitability of the agency.
2. Offer in the financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in ink pen or ball pen. Use of pencil will be ignored. All the pages of the Technical/Financial Bid shall be page numbered and all the relevant supporting documents as required must be enclosed.
3. **Envelope of technical bid & financial bid should be separately sealed and then placed in a third envelope, to be sealed and superscribed with tender number, due date of submission and addressed to:**

**Head of Chancery
Embassy of India
Kulosaarentie 32,
00570 Helsinki**
4. Sealed tender should reach the Embassy before the last date of submission. **Tender(s) received beyond the last date of submission will be rejected.** No tender will be entertained by e-mail or Fax.
5. Agencies may send their authorized representative with authorisation letter at the time of opening of technical and financial bids.
6. Sub-contracting is not possible under this contract.
7. All pages of the bids should be **signed & stamped**.
8. The financial bid(s) of **only** those bidders will be opened, who **qualifies** in technical evaluation.
9. The financial bids must be in the prescribed format only (**Annexure-II**).

Pre-Qualification/Evaluation/Exclusion Criteria

Sl.	Particulars	Details
1	Experience	a) The contractor must have successfully completed one work of same nature of an annual value of €25000 or two works of same nature of annual value of €15000 each or three works of same nature of annual value not less than €10000 each in any Government organization, Diplomatic Mission (Embassies or their field offices), reputed hotels or any other recognized private institutions during the last four years. b) Copy of work order for completed work/ongoing work issued by the concerned authority can be accepted in support of the experience. c) Copy of performance certificate, if any, should also be attached.
2	Registration No.	The contractor should have a valid Tax Identification Number and or Registration Number of the agency. Documentary proof is to be attached.
3	Turnover	The contractor should have a minimum turnover of €100000 or more per year during last three financial years (VAT clearance certificate may be attached)
4	VAT	Certificate that the agency pays VAT regularly and their VAT dues are cleared (VAT clearance certificate for the last three financial years may be attached)
NOTE: Unprecedented situation: if after opening of financial bids it is found that there are more than one lowest bidders, in that case preferences will be given to those contractors which scores more evaluation marks in the technical bids. The agencies must meet all aforementioned eligibility criteria for opening of their financial bids.		

SCOPE OF WORK

A. Embassy (Kulosaarentie 32, 00570 Helsinki):

The Embassy complex has a garden area of around 1200 sqm. which includes front lawn, side lawn, backyard lawn and flower beds. The bidders may visit the site to evaluate the scope of work. The work will be an annual contract for one year and will include the following:

General Maintenance Works

- i. Regular watering of all plants, both outdoor and indoor, and the lawn area at least twice a week or as required.
- ii. Cutting of lawn grass with lawnmower at least once a week or as required.
- iii. Pruning of flowering plants, bushes, hedges and shrubs regularly to give a good look as well as to promote growth and further blooming of flowers.
- iv. Taking care of the soil both in the flower beds and in the other areas like lawn through application of fertilisers etc. The use of green manure and compost should also be included. Occasional digging of soil as may be required for growth of plants etc.
- v. Cleaning, care and replacement (as and when required) of all pots and containers having flowers or non-flowering plants in the garden and lawn area (around 30-40 pots).
- vi. Clearing the garden, lawn area and stone pathway.
- vii. Removing weeds from every part of the garden.

Special Occasional Works

- i. Purchase and planting of seasonal flowering plants in the flower bed and other garden area during the gardening season (around 30-40 pots). Changing of planted flowers as found appropriate for different flowering seasons.
- ii. Purchase and sowing of new plants in all the pots and containers used for indoor houseplants as well as on outdoor locations. Purchase of permanent plants (around 10) with pots for indoor and outdoor.
- iii. Caring and protection of gardens during the autumn, spring and winter times through use of mulch etc.
- iv. Removal of leaves, branches and all garden debris.
- v. On special occasions, the Contractor **should be able to respond within the given time frame.** (cutting/trimming of branches etc.).

B. India House (Marjaniemenranta 6, 00930 Helsinki):

The India House has a garden area of around 3000 sq. m. which includes front lawn, backyard lawn and flower beds. The bidders may visit the site to evaluate the scope of work. The work will be an annual contract for one year and will include the following:

- i. Regular watering of all plants, both outdoor and indoor and the lawn area at least twice a week or as required..
- ii. Cutting of lawn grass with lawnmower at least once a week or as required.

- iii. Pruning of flowering plants, bushes, hedges and shrubs regularly to make it a presentable area.
- iv. Purchasing and planting of seasonal flowering plants in the flower bed and other garden area during the gardening season (around 30 pots).
- v. Taking care of the soil both in the flower beds and in the other areas like lawn through application of fertilisers etc. The use of green manure and compost should also be included.
- vi. Sowing of new plants in all the pots and containers used for indoor houseplants as well as on outdoor locations.
- vii. Cleaning, care and replacement (as and when required) of all pots and containers having flowers or non-flowering plants in the garden and lawn area. Hanging of planted flowers as found appropriate for different flowering seasons.
- viii. Clearing the garden, lawn area, stone pathway and pavement outside the residence by removing weeds, leaves, branches etc.
- ix. Taking care of indoor plants.
- x. Caring and protection of gardens during the autumn, spring and winter times through use of mulch etc.
- xi. On special occasions, the Contractor **should be able to respond within the given time frame.** (cutting/trimming of branches etc.).

COMPLIANCE REPORT

To

Head of Chancery
Embassy of India
Helsinki

Subject: Regarding tender for AMC for Garden Maintenance Services at India House (Marjaniemenranta 6, 00930 Helsinki) and Embassy (Kulosaarentie 32, 00570 Helsinki)

Dear Sir

We have gone through and understood complete scope of work, terms and conditions of this tender. It is confirmed that we will abide by all instructions as stipulated in the tender document and agreement.

We hereby declare that we, M/s are not ineligible to participate in the bid; we have no conflict of interest in the proposed tendering proceedings; and have not been punished for a profession or business-related offense. We also declare that we, M/s have not been blacklisted or debarred by any government or reputed private agency in Finland or in India.

Place:

Date:

Signature of Bidder

Name:

DRAFT AGREEMENT

Garden Maintenance Contract at Embassy of India

This contract is entered into between the Embassy of India, Helsinki and _____ of _____ (hereafter referred to as contractor) on this day of _____ 2026, for garden maintenance works at the Embassy of India, Helsinki and India House.

Article 1 (Purpose of Contract)

Under this contract, the contractor shall provide gardener maintenance services as per the scope of work.

The contractor shall also provide a Supervisor (Horticulturist/Garden Consultant) who shall visit the above mentioned premises regularly for maintaining highest standards of gardens to the satisfaction of the Embassy of India.

Article 2 (Cost of Contract)

Embassy will make a payment of € _____/- (Euro _____ only) after the end of every month provided the satisfactory gardening work done by contractor. The monthly bill of € _____/- (Euro _____ only) will be forwarded by the contractor to Embassy of India at the end of every month.

[Article 3 (Contract Period)]

The contract is valid for a period of one year extendable for a further period of two years, on yearly basis and on same terms, conditions, charges and subject to mutual consent of the both the parties and satisfactory work done by the contractor.

Article 4 (Performance of maintenance work)

A. Embassy (Kulosaarentie 32, 00570 Helsinki):

General Maintenance Works

- i. Regular watering of all plants, both outdoor and indoor, and the lawn area at least twice a week or as required.
- ii. Cutting of lawn grass with lawnmower at least once a week or as required.
- iii. Pruning of flowering plants, bushes, hedges and shrubs regularly to give a good look as well as to promote growth and further blooming of flowers.
- iv. Taking care of the soil both in the flower beds and in the other areas like lawn through application of fertilisers etc. The use of green manure and compost should also be included. Occasional digging of soil as may be required for growth of plants etc.
- v. Cleaning, care and replacement (as and when required) of all pots and containers having flowers or non-flowering plants in the garden and lawn area (around 30-40 pots).

- vi. Clearing the garden, lawn area and stone pathway.
- vii. Removing weeds from every part of the garden.

Special Occasional Works

- i. Purchase and planting of seasonal flowering plants in the flower bed and other garden area during the gardening season (around 30-40 pots). Changing of planted flowers as found appropriate for different flowering seasons.
- ii. Purchase and sowing of new plants in all the pots and containers used for indoor houseplants as well as on outdoor locations. Purchase of permanent plants (around 10) with pots for indoor and outdoor.
- iii. Caring and protection of gardens during the autumn, spring and winter times through use of mulch etc.
- iv. Removal of leaves, branches and all garden debris.
- v. On special occasions, the Contractor **should be able to respond within the given time frame.** (cutting/trimming of branches etc.).

B. India House (Marjaniemenranta 6, 00930 Helsinki):

- i. Regular watering of all plants, both outdoor and indoor and the lawn area at least twice a week or as required..
- ii. Cutting of lawn grass with lawnmower at least once a week or as required.
- iii. Pruning of flowering plants, bushes, hedges and shrubs regularly to make it a presentable area.
- iv. Purchasing and planting of seasonal flowering plants in the flower bed and other garden area during the gardening season (around 30 pots).
- v. Taking care of the soil both in the flower beds and in the other areas like lawn through application of fertilisers etc. The use of green manure and compost should also be included.
- vi. Sowing of new plants in all the pots and containers used for indoor houseplants as well as on outdoor locations.
- vii. Cleaning, care and replacement (as and when required) of all pots and containers having flowers or non-flowering plants in the garden and lawn area. Hanging of planted flowers as found appropriate for different flowering seasons.
- viii. Clearing the garden, lawn area, stone pathway and pavement outside the residence by removing weeds, leaves, branches etc.
- ix. Taking care of indoor plants.
- x. Caring and protection of gardens during the autumn, spring and winter times through use of mulch etc.
- xi. On special occasions, the Contractor **should be able to respond within the given time frame.** (cutting/trimming of branches etc.).

Article 5 (Assignment)

The rights and obligations under this contract shall not be transferred or granted to a third party.

Article 6 (Liability)

The contractor shall engage only those workers who are physically, medically and mentally fit and whose antecedents have been verified by him. The workers will be employees of the contractor and the Embassy will not, in any way, be responsible for any liability/compensation on account of accident, injury or death of worker(s) while performing their work inside the premises of Embassy. The contractor shall be liable for all actions of contractor's supervisors/gardeners/workers and other personnel while working on Embassy's premises.

Article 7 (Protecting confidentiality)

Contractor and contractor's Supervisors/Gardeners/workers must not divulge any confidential information related to Embassy acquired in the course of performing services under this contract, nor use such information for any other purposes.

Article 8 (Modification)

Should the need to modify this contract arise during the contract period, the contract may be modified through consultations between Embassy of India and contractor.

Article 9 (Cancellation rights and compensation for damages)

1. Embassy of India, Helsinki is entitled to cancel this contract should contractor fail to perform its duties under this contract for reasons attributable to contractor.
2. Embassy reserves the right to impose penalty should the contractor fails to comply to the provisions of the contract, unable to maintain the quality of the services, wages are not paid as per the contract, workers are replaced frequently without consulting Embassy.

Article 10 (Resolution of Disputes)

Any conflict or disputes over the interpretation of the provisions of this contract shall be resolved through consultations between Embassy and contractor.

Any matters not covered under this contract shall be resolved through consultations between Embassy and contractor.

In witness whereof, the parties hereto have caused this contract to be executed in two originals, one original to be retained by each party.

Executed this ____ day of ____, 2026.

Authorized representative of Contractor
M/s
Helsinki

Head of Chancery
Embassy of India
Helsinki

FINANCIAL BID

Subject: Tender for “Annual Maintenance Contract” for Gardening Maintenance at India House and Embassy.

Name of the Firm	
Details of authorized representative with contact details	

A	Annual Garden Maintenance Charges including Materials and plants (without VAT)	
B	VAT	
	Total Cost per annum	

Note:

1. Above rates are final and inclusive of all taxes/duties and material charges. The Embassy shall not be liable to pay any additional charges for providing the enlisted services.
2. The monthly wages must not be less than minimum wage as fixed by Government of Finland.
3. A separate sheet must be attached with the Financial Bid bifurcating the details of wages of the workers.

Bidders Signature with official
Seal/Stamp