

**Embassy of India  
Riga**

**TENDER NOTICE**

**Tender Notice No.RIG/ADMN/872/03/2025**

Date: 28<sup>th</sup> August 2025

**GARDEN MAINTENANCE AT EMBASSY OF INDIA, RIGA AND INDIA HOUSE**

- Location 1: Embassy of India, Ganību Dambis 10A, Riga, Latvia
- Location 2: India House, Cimzes iela 10, Mežaparks, Riga.
- Contract/AMC Term: 2 Years
- Note: If due to bad weather condition, the work cannot be carried out on a particular day, it should be carried out on the next possible day when the weather is normal.

**A. Description of Garden**

Garden consists of trees, plants, shrubs, grass, flower pots, creepers, parking/garage/drive-way and walking path.

**B. Scope of Work**

1. Regular maintenance of gardens at above two locations
2. Maintenance of existing trees, plants, flowers, and trimming of bushes, branches, shrubs, hedges across boundary wall/fence, creepers, pruning of big trees, cutting of grass surrounding the boundary fencing/walls etc.
3. Watering and weeding
4. Sweeping the garden area
5. Clearing the garden area of dead leaves, branches, weeds, etc.
6. Removal of all garden debris and keep all drains, outlets free from debris, dirt and weeds.
7. Tidying and maintenance of edges where grass meets stone pathways
8. Disposal of garden waste
9. Planting of seasonal plants & flowers, and providing fertilizer and soil etc.
10. Mowing of grass in summer months
11. Applying fertilizers, manure, soil improvements, etc. as required
12. Tending and re-potting of indoor plants as and when required
13. Clearing of snow during winter months from pavements, drive-ways on regular basis, keeping them clean.
14. Any other work not specified above, which is necessary for the maintenance of the gardens, and mentioned during the visit to the location.

**C. Instructions to the interested agencies/companies/contractors**

1. Technical bid (containing agency documents such as registration certificate, tax certificate, experience, total manpower/ staff experience etc.) and financial bid (estimated monthly cost) are to be submitted in separately sealed envelopes.

2. The Interested agencies/companies/contractors 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.
3. Interested agencies/companies/contractors should provide ONE quotation (financial bid) with different charges for (I) the maintenance of the garden work and (II) for removal of snow and send quotations in a sealed envelope by post only to Head of Chancery, Embassy of India, Ganibu Dambis 10A, LV-1045, Latvia.
4. The offer should remain valid for at least 90 days from the date of opening of the tender.
5. The quotes received after the due date and time of submission shall not be entertained.
6. Incomplete bids or bids not fulfilling the prescribed conditions are liable to be rejected.
7. The acceptance of bids will rest with the Embassy of India, Riga without assigning any reason thereof
8. Bids shall be opened on the date and time as given in the tender notice at Embassy of India, Riga, Ganibu Dambis 10A in the presence of the authorized representatives of the companies, who may wish to attend.

#### **D. Additional Information**

<b>Organization Name</b>	Embassy of India, Riga
<b>Organization Type</b>	Government/ Diplomatic Mission
<b>Tender Ref. No.</b>	RIG/ADMN/872/03/2025
<b>Tender Title</b>	Garden Maintenance at Embassy of India, Riga and India House
<b>Product Category</b>	Gardening
<b>Tender Type</b>	Work Contract
<b>Location</b>	Location 1: Embassy of India, Ganibu Dambis 10A, Riga, Latvia Location 2: India House, Cimzes iela 10, Mezaparks, Riga
<b>Publication Date</b>	28 <sup>th</sup> August 2025
<b>Last Date of Submission</b>	25 <sup>th</sup> September 2025
<b>Opening Date</b>	26 <sup>th</sup> September 2025
<b>Work Description</b>	As given in tender notice

For further information, please contact [hoc.riga@mea.gov.in](mailto:hoc.riga@mea.gov.in) or by visiting the Embassy premises located at Ganibu Dambis 10A, Riga, LV-1045, Latvia.

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