

**Notice of Proposed Procurement (NPP)**  
**Professional Grounds Maintenance for**  
**The High Commission of Canada in Delhi, India.**  
**Solicitation 18-131819**

1. Requirement

The Department of Foreign Affairs, Trade and Development requires a contractor to provide professional grounds maintenance services at the High Commission of Canada in New Delhi, India. The High Commission of Canada in New Delhi is comprised of the Chancery located on a premise of 11.85 acres (approximately 48,000 square meters) consisting of a Chancery building, services building and four residential blocks.

The Official Residence, Canada House, 4, Dr.APJ. Abdul Kalam Road in New Delhi, India on a premise of 2.85 acres (approximately 11,500 square meters) consisting primarily of the main house and a block of domestic staff quarters of 12 dwelling units.

The Contractor will be responsible to provide a range of grounds maintenance, landscaping and interior plantscaping on a fixed and periodical basis including provision of all labour, supervision, tools, equipment, materials, supplies, training, uniforms and transportation.

2. Proposed Period of Contract

The contract will be for an initial period of three (3) years with the award date tentatively set for November 1, 2018. The contract includes two (2) irrevocable option periods of one year each.

3. Security Requirements

The solicitation contains a security requirement. The successful bidder, its proposed resources and/or subcontractors who require security clearance will be sponsored by the department to obtain the required clearances prior to contract award.

4. Mandatory Bidder Requirements

4.1 Company Overview

The Bidder must provide the following information:

- (a) Official company legal name.
- (b) Company address.
- (c) Laws under which the company is registered or formed.
- (d) An Account Manager including name, title and phone number (email address if available).

4.2 Experience of the Bidder

The Bidder must possess minimum five (5) years of experience within the last seven (7) years from the bid closing date in providing landscaping and grounds maintenance services of similar size and scope.

Each project of similar size and scope is defined as follows:

- (a) A minimum duration of twelve (12) consecutive months;
- (b) A minimum ground area of 10,000 square meters;
- (c) A ground area of similar use or type to a High Commission area;
- (d) Scheduling, training and management of multiple resources assigned to perform various landscaping and grounds maintenance tasks;
- (e) A customer reference must be provided including contact person, name, title and telephone number (e-mail address if available).

#### 5. Basis of Selection

The responsive bid with the lowest evaluated price will be recommended for award of contract.

#### 6. Location of the Work

The services provided by the Contractor shall be performed at the High Commission of Canada and The Official Residence in New Delhi, India.

#### 7. Mandatory Site Visit

There will be a mandatory site visit – the date and time will be forwarded with the RFP documents.

The Crown retains the right to negotiate with suppliers on any procurement.

Documents may be submitted in either official language of Canada.

#### **Distribution of Solicitation Documents**

The solicitation documents are available on request to Canada's Representative at: [Internationalproposals@international.gc.ca](mailto:Internationalproposals@international.gc.ca) and will be distributed after close of the NPP.