



EMBASSY OF INDIA BEIJING

**INVITES QUOTATIONS
FOR REFURBISHMENT OF
B-3 HOUSE IN
NEW CHANCERY COMPLEX**

TENDER NO. PEK/GEN/861/36/2013

LAST DATE FOR SUBMISSION OF BIDS

17 July 2018 UP TO 1500 HRS (BEIJING TIME)

DATE OF OPENING BIDS

17 July 2018 AT 1600HRS (BEIJING TIME)

**EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE, CHAOYANG
DISTRICT, BEIJING 100600, TEL-00-86-10-8531 2500/2501/2502/2503**

Invitation for Bids

Embassy of India, Beijing invites Bids / Quotations from reputed agencies based in China with experience in repairing, maintenance and refurbishment of residential properties.

1. **Notice Inviting Tender:-**Sealed bids are hereby invited for hiring of an agency/company for repairing, maintenance and refurbishment of residential properties.

2. **Eligibility criteria for bidders:**

- The Company should have valid permit/license from a competent local authority for repairing, maintenance and refurbishment of residential properties. A copy of the license and its original English translation may be submitted.
- The Company should be in operation for more than 5 (five) years.
- The Company should have extensive experience in providing similar services to other Embassies/ organizations for last five years.
- The Company should have sufficient number of well qualified engineer/technical staff for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how these would be involved in this work.

3. **Scope of Work:**

S No	Description of work	Remarks
1.	Repair/replacement of Water proofing system of the ceiling roof to prevent water leakage to the first and ground floors and repair of roof for elimination of cracks as per following specifications: (a) to install a ceiling plate of approximately 1.5 Sq. mts (b) to do professional water proofing on the second floor i.e., whole surface of 80 Sq. mts. (c) repainting ceiling area of approximately 4 sq. mts. after the water leaking problem is solved completely	As Built drawing of the Chancery will be provided to the contractor, on the basis on which a thematic diagram of the B-3 House and the proposed areas of repair should be

		submitted for approval by Embassy of India, Beijing in the given list of scope of work from Sl. No. 1 to 7.
2.	Repair of water leakage in either/both bathrooms in second floor which causes water seepage in the building walls resulting in water droplets falling in kitchen in first floor.	
3.	Thorough testing by scientific methods the water pipes/circulation system of the B-3 House and suggesting solutions by thematic diagrams	
4.	Drainage system needs to be checked and repaired to stop the foul smells emanating from the toilets in the first and second floor toilets of the B-3 house.	
5.	Repair and replacement of kitchen door in first floor.	
6.	Repair and replacement of skirting board, damaged tiles and pipes wherever necessary.	
7.	Any other minor repairs which are not covered in the above list of scope of work may be mentioned on site visit and price given separately in Annexure I	
8.	Period of Bid validity shall be 180 days.	
9.	Number of technical people well versed in repair and construction, refurbishment of residential properties may be given	

4. Bid system:- The bidder company shall submit its offer in an envelope, superscripted as "Tender Quotation for Refurbishment of B-3 House in New Chancery Complex". It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;

- i. The sealed bid shall be submitted to **The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**

- ii. Contact person: Mr. Rama Krishna M, Attache (Property), Phone No.0086-10-85312544 Email: property1.beijing@mea.gov.in ; Chinese Contact person for site visit – Ms. Chen Jing, Property Clerk, Phone No.0086-10-85312519 Email: property3.beijing@mea.gov.in
- iii. The bid may be submitted by Hand in person or by courier. **Bids by “Fax / E-mail” shall not be accepted;**
- iv. Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
- v. Bid shall be opened on the date and time as given in the tender notice at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**, in the presence of the authorized representatives of the companies, who may wish to attend.
- vi. The bid has to be submitted as per the format specified at ‘Annexure I and Annexure-II’.
- vii. Annexure I and supporting documents should be in one sealed envelope labeled “FINANCIAL BID”. Annexure II and supporting documents shall be in one sealed envelope labeled “TECHNICAL BID”. The two envelopes should be put in a larger envelope/ packet on which the name of the company should be mentioned. Kindly note that it is a two-part bid where financial bids shall be opened only of the technically qualified candidates.
- viii. In case any bid does not follow the process of segregating technical and financial bids in separate envelopes, their BID shall be disqualified.

5. Instructions for Financial Bid (Annexure I):

- a. The Annexure I for Financial bid should mention item wise expenditure for each description of work as mentioned in scope of work.
- b. The Financial bid should mention the standard cost of each material/item part which the contractor deems that is needed to be replaced while refurbishment of B-3 House.
- c. In case the material/item part is not mentioned, contractor will have to provide the specification and Embassy has the right to purchase them from any other vendor.

6. Instructions for technical bid (Annexure II):

- a. Contractor shall attach relevant documents, like Business license for Civil Repair & maintenance of residential properties in Beijing from the recognized organization with translation; Authorized operational licence of R&M of residential properties from concerned authorities to be submitted.
- b. The contractor shall provide name and contact of one supervisor who will be in-charge of the repair, replacement and refurbishment of the B-3 House Project.
- c. The contractor shall provide one-page summary of the action plan for the B-3 Refurbishment project along with time deadlines.
- d. A pre-bid site visit is compulsory before submission of the bid. The contractor can come to the Embassy on prior appointment before 10th July, 2018 for site visit.

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE FINANCIAL BID

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Contact details of the Bidding Agency/Company.	

FINANCIAL BID FOR THE PROJECT

Item-wise break-up and Description	Amount incl. VAT (RMB)
Total=	

COST OF THE MATERIAL PARTS IN THE B-3 HOUSE REFURBISHMENT PROJECT

ITEM DESCRIPTION	Amount incl. VAT (RMB)

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____

Seal of the firm

**PROFORMA FOR THE TECHNICAL BID FOR THE B-3 HOUSE REFURBISHMENT
PROJECT**

1.	Registration and incorporation particulars of the Agency/Company for working in the Beijing area (Copy of licenses along with English translation to be attached).	
2.	Experience (No. of years). References to be attached with English translation.	
3.	Name of the contact persons; Email; Mobile	
4.	Number of Employees including at supervisor level	

Tabulation for SCOPE OF WORK

S No	Particulars	Remarks (Yes/ No) In case of Deviation, the remarks may be written
1	Does the contractor agree to all parts of the scope of work.	
2	In case of any deviation, please comment	
3	Has a rough plan of action been attached	
4	Are references and translated copies of business licenses attached	

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____

Seal of the firm