



EMBASSY OF INDIA BEIJING
INVITES QUOTATIONS
FOR DEVELOPMENT/ RENOVATION OF CONFERENCE HALL ,
NEW CHANCERY COMPLEX

TENDER NO. PEK/PROJ/872/02/2020

LAST DATE FOR SUBMISSION OF BIDS

03 February, 2020 UP TO 1500 HRS (BEIJING TIME)

DATE OF OPENING BIDS

03 February, 2020 AT 1600HRS (BEIJING TIME)

PERIOD OF COMPLETION: 1 MONTH

**EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE,
CHAORYANG 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 construction, maintenance and renovation of office buildings and temporary structures.

I. Notice Inviting Tender:-Sealed bids are hereby invited for hiring of an agency/company for construction, maintenance and renovation of office buildings and temporary structures **for Lump Sum tender for Development/Renovation of First Floor Conference Hall, New Chancery Complex, E/I, Beijing on Turnkey (Design & Build basis).**

Name of work	Approx. New Built-up area	Period of completion
1. Development/Renovation of First Floor Conference Hall, New Chancery Building	63.53 sqm	1 month

II. Eligibility Requirements/criteria for bidders:

- The Company should have valid permit/license from a competent local authority for Construction, maintenance and renovation of office buildings and temporary structures. A copy of the license and its original English translation may be submitted.
- The Company should have in house capabilities to design and execute the project on **Design & Build basis**.
- The Company should have licensed designing software.
- The Company should be in operation for more than 5 (five) years.
- The Company should have extensive experience in providing similar services like renovation of offices, conference hall, meeting hall to other Embassies/ Corporate organizations for last five years. A minimum of two work references is mandatory requirement to be submitted in the technical bid.
- The Company should have a team of Architect/ Interior Designer & Construction Manager to execute the project.

- 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. A Pre-bid meeting and site visit shall be arranged for the bidders before submission of their final bids so that all design & execution factors are properly addressed in the bids. On submission of bids, the Committee will examine the bids technically on the basis of past works done by the bidders in order to ensure technical capability and quality of delivery by the bidders. Shortlisted bidders shall be evaluated and marks will be assigned on their design proposal, specifications of the finishes, furniture and furnishings & other execution components of the project. The shortlisting and design evaluations shall be done as per the following criteria:

1. Interior design proposal along with detailed specifications and unpriced Bill of Quantities(BOQ) with all items (*) and PERT for execution	-	35 marks
2. Quality of work executed as submitted in technical bid	-	05 marks
3. Appreciation letters of Embassies/organisations and/or prior experiences	-	15 marks
4. Designing, finishes & finishing quality	-	25 marks
5. Civil work	-	10 marks
6. Mechanical Electrical Plumbing (MEP)	-	10 marks
Total	-	100 marks

(*Interior Design Proposal: This shall include Interior Designs of the Conference Hall including all the requirements mentioned in the Scope of work duly explained through 3D visuals with drawings, presentation boards of major materials to be used. Unpriced **detailed BOQ** of all items including but not limited to Civil, Interiors, MEP, AV Systems, Automation, Furniture, Fixtures and art work etc. shall have to be submitted as part of Technical Bid so that the design proposal can be objectively assessed and marks given accordingly. The Bidders shall prepare BOQ themselves based on their own design proposal based on the client's requirements as mentioned in this tender & complete scope of work including furniture & furnishings carpets wherever necessary. Bidders are advised to address all probabilities in their financial bids including preparing their own measured drawings, detailed item descriptions and technical specifications as per their own detailed design proposals. The Priced BOQ shall be submitted in the Financial Bid.)

It shall be mandatory that bidders should have executed works of highest quality such as conference hall, visitors hall, exhibitions, waiting rooms or similar facilities / Exclusive interiors of high quality of finishes & furnishings etc., and should obtain a minimum of 75 marks on technical parameters, over and above the eligibility Criteria, for being eligible for opening of their financial bids. The bidders shall have to submit certificate of works from the work being shown and/or the work order copy. The L1 (in Financial bids) from the bidders who qualify the 75% qualifying bench marks shall be the successful bidder and be awarded the work.

Supporting Documents to be submitted {copy of relevant documents to be attached}:

- i. Contractor should have experience of having satisfactorily completed three similar works, each costing not less than RMB 1 million.
 - ii. Bidding company should not have incurred any loss in more than two years including last year during the last five financial years.
 - iii. Should have a bank solvency (Credit Facility) of atleast RMB 3 million, certified by the Banker not older than 6 months.
4. Bid documents supported with prescribed annexures should be submitted in sealed envelope, duly super scribe with the name of work and the date of opening. The bids will be received up to 3.00 PM 03/02/2020 and will be opened on the same day at 4.00 PM.
5. The date and time of opening of financial bid(s) will be decided after technical bid(s) have been evaluated by the Mission. Financial bid(s) of only those bidders(s) will be opened who qualify the technical evaluation on the specified date and time. The date, time & place of opening of the financial bid(s) will be intimated in due course of time.
6. If any information furnished by the applicant is found incorrect at a later stage, he/she shall be liable to be debarred from the tendering process. E/I, Beijing reserves its rights to verify the particulars furnished by the applicant independently.
7. Embassy of India, Beijing reserves the right to reject any prospective applicant without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable by it.

III. Instructions to Bidders:

1. This is a “**LUMP SUM FIXED PRICE TENDER**” with Extent of work as calculated by the Bidders as per their drawings, and as submitted by them while quoting their Lump Sum Fixed Price. Their drawings must be based on the

descriptions, broad specifications and scope of work provided in this document. The Bidder shall examine the Tender Documents and all Agenda (if any) before submitting his Bid and shall become fully, informed as to the extent, quality, type and character of operations involved in the Works and shall visit and acquaint himself with the Site of the Works. No consideration or compensation will be given for any alleged misunderstanding of the articles to be furnished.

2. Bidders are required to quote Lumpsum prices on “**Form of Tender**”. Bidders shall satisfy themselves about the quantities in the **Schedule of Quantity (BOQ)** calculated by themselves based on scope of work defined in the tender, their site visit and making their own measured drawings, detailed item descriptions and technical specifications as per their own detailed design proposals.

3. The Lumpsum Fixed Price/amount shall be submitted in the “**Form of Tender**”, with suitable entries, including appropriate signatures, made in all blank spaces. The form shall not be altered. The Bidders shall strictly comply with all the conditions stated in the Tender Documents. The **Form of Tender** must be signed by a person or persons authorized to sign the Tender and shall be dated. Evidence of signature authority, such as a Power of Attorney, shall be provided with the Tender. The unit rates quoted in **Schedule of Quantity** of the tender document shall be used towards variations, if any as per the tender conditions.

4. Decision on bid will be taken based on the final price quoted on the Form of Tender.

Lumpsum Fixed Price/Amount as quoted in the “**Form of Tender**” shall be the basis for deciding the tender quote and the L1 bidder.

5. Any mismatch in the final quoted price on **Form of Tender** and Total amount worked out on rates in **Schedule of Quantity**, the final price quoted on **Form of Tender** shall be considered for comparison of bids and decision on bid.

If amount quoted on Form of tender is more than amount worked out on schedule of quantity, the rates on Schedule of Quantity shall not be altered/adjusted. If amount quoted on Form of Tender is less than amount worked out on Schedule of quantity, the Rates on schedule of quantity shall be adjusted in the ratio to match with quoted final price on the Form of Tender.

6. The Performance Guarantee of **five percent (5%)** of the **Accepted Contract Amount** in the form of Fixed Deposit done in favour of 印度共和国驻华大使馆 from a scheduled bank shall be submitted within 7 days of the Work Order and shall be valid for 60 days beyond the dated of completion of all the contractual obligations of the contractor under the contract and discharged after completion of work. The Performance Guarantee shall remain valid for a period to cover the execution of the works as a Guarantee to secure the proper carrying out, the handing over and recovery of compensation of such other sums that may become

due to the Employer from the contractor under the terms of the contract and shall not have been paid by him on demand.

7. Without prejudice to anything contained in the foregoing paragraphs, the contractor shall always maintain the Performance Guarantee at the full amount until the completion of work in accordance with the terms and conditions of the contract. If the contractor fails to maintain the Performance Guarantee in the full amount, the employer may be registered letter sent to the contractor, terminate his employment under the contract without necessity for any legal or other formality or reference to judicial proceedings.
8. The acceptance of the Tender shall be conditional and not finally binding upon the Employer until the Performance Guarantee has been duly provided and the actual contract signed between the Employer and the contractor. Should the contractor fail to sign the contract within the stipulated time or to provide the Performance Guarantee within the period allowed or for any other reason withdraw his participation in the Tender, the Employer may withdraw his acceptance of the Tender without any notice or other formality and may enter into a new Agreement for the execution of the Works or any part of it and thereupon the amount of Bid security shall be confiscated by the Employer without any necessity for any legal or other formality or reference to judicial proceedings of proof of damage and without prejudice to the right of the Employer. No payment shall be released to the contractor unless the Agreement is signed.
9. Any further information or clarification which the Applicant may require in order to complete his Tender may be obtained from **ASO (Property), Embassy of India, Beijing**. All information requested by and supplied to one bidder will be supplied to all bidders.

10. Queries

Site visit for all bidders will be arranged before 22/01/2020. Bidder's queries should be submitted in writing to property1.beijing@mea.gov.in and should be received **on or before 3:00 PM on 29/01/2020**. No queries will be accepted or answered thereafter.

11. At any time prior to the date of opening of the proposals the Embassy may issue an addendum in writing to all applicants, deleting, varying or extending any item. Unless it is in formal manner described above, any representation or explanation to the Bidder shall not be considered valid or binding on the Employer as to the meaning of anything connected with the Tender Document.

The date and time for submission may be deferred by an official notification in writing issued by the Employer to all Bidders. Tenders received after this date will not be considered.

12. Bid/Bidder may be disqualified for any reason including, but not limited to the following:

- a) If a bidder sets forth any conditions which are unacceptable to the Employer.
- b) If there is evidence of collusion between Bidders.
- c) If Tender sets forth any offer to conditionally discount, reduce or modify its tender.
- d) If Bid price is disclosed before opening of Financial Bid.

13. The attention of Bidders is drawn as to compliance with laws and regulations concerning safety and health, labor regulations, social insurance, labor taxes, tax deduction, import restrictions duties and levies, company's tax, VAT etc. All rates and sum inserted against items of works shall be inclusive of VAT and all other taxes.

14. The bidders are advised that the work to be executed is in a high security zone. All employees and labour of the bidder need to have valid identification documents. Entry of men and material in and out of the site is regulated and under strict security supervision. The Bidder will have to comply with the security guidelines of the Embassy. Ensure safety precautions as per the safety standards to avoid any project related injury to workers. Any liability arising out of such incidents and work place injury shall be that of Bidder's responsibility.

15. The bidder/s have to work out the detail design for submission of Financial Bid/s. Bidders are requested to quote the rates on Lump sum Fixed Price. Bidder shall prepare a detailed Schedule of BOQ with full item descriptions and technical specifications. As already clarified that the quantities in **Schedule of Quantity** shall not form part of the agreement and in no way have any bearing of the completion of the work as defined in the tender documents. It shall be the responsibility of the bidder to satisfy himself of the completion of the documents for the scope and specifications, given to him and/or finalized at the time of awarding the Contract. Nothing extra shall be payable if any additional information or detail is provided later on for carrying out the works stated in the documents.

16. Bidder shall have deemed to have read carefully all the Tender Documents, Scope of Work and Specifications etc. The quoted Lump sum Fixed price is inclusive and complete in all respect to make Conference Hall functional as per the highest standards of work.

17. Price escalation in rates due to any reason such as increase in prices of material, equipment & labour, fuel (petrol, diesel, gas etc.), electricity & water, levy of new taxes, hike in any tax rate, Cess or due to delay in completion etc. shall not be applicable.

18. Payment:

- a) All the payment shall be released as progress payments on the basis of certificate signed by the Mission/authorized representative of the Employer. The detailed work schedule and the payment schedule would be furnished by the

contractor to employer who will approve it before it forms the part of the agreement. All permissible deduction shall be affected during the Progress Payment.

(b) Terms of Payment: The Contractor shall be entitled to be paid as per the following stages of work:

- (i) 40%:** Mobilization advance after procurement and start of the work;
- (ii) 30%:** Upon completion of civil, mechanical and electrical works;
- (iii) 20%:** Upon completion of Interiors and exteriors and all respects;
- (iv) 10%:** Retention money upon completion of Defects Liability Period i.e. 365 days from the date of completion certificate. Completion Certificate to be processed within seven days of Bidders declaration for completion of work.

19. Commencement date of the works shall be effected after **seven (7) days** from the date of issuing the Acceptance letter or handing over the site, whichever is earlier. This 7 days period will be defined as the mobilization period.

20. The Period of Completion for the whole of the Works is 1 month calculated from the Commencement date.

21. The retention money will be **Ten Percent (10%)** of the value of the executed works. Retention money release shall be regulated as per terms and condition of the contract as per Para 18(b)(iv) above.

22. The amount of Liquidated Damages payable by the Contractor to the Employer will be calculated @ **0.5% of accepted tender cost per week** to be computed on per day basis. The total amount of liquidated damage shall be limited to 10% of accepted tender cost.

23. The Defects Liability period shall be **Three Hundred Sixty Five (365) days** from the date of completion.

24. The Employer will not be bound to accept the lowest or any tender or to give a reason for the rejection of any Tender.

25. The Applicant must submit with his offer a list of Sub Contractors and Specialist names whom he proposes to use on the Works in the Tender. The Employer however, will always have the right to accept or reject any pre-approved subcontractor even after formal award of Contract and/or commencement of work with or without cause.

26. The successful Bidders shall be responsible for co-coordinating his work with various Sub-contractors and other bid-pack Contractors employed on the Works and

coordinating his work between various trades, obtaining all the necessary information from subcontractors for the purpose of the overall programming of his works; supplying all the normal attendance to all subcontractors and assuming the overall responsibility for the aforesaid.

27. TENDER

Technical bids of bidders shall be opened on the date of bid opening. Technical bids envelope shall be opened in presence of bidders or their representatives. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Employer. Qualified bidders will be informed and financial bid of qualified bidders only shall then be opened at notified time, date and place in presence of bidders or their representatives.

28. AWARD CRITERIA

- (i). The employer reserves the right without being liable for any damages or obligation to inform the applicant to: -
 - i. Amend the scope and value of contract.
 - ii. Reject any or all the applications without assigning any reason.
- (ii). For any of the above actions, the Employer shall neither be liable for any damages nor be under any obligation to inform the Applicants of the grounds for the same.
- (iii). Any effort on the part of the applicant or his agent to exercise influence or to pressurize the Employer would result in rejection of his application. Canvassing of any kind is prohibited.

IV. Scope of Work:

Scope of Work includes covering of the side open area of the Hall in Second floor. This scope of work contains two **Parts (A & B)** which includes Preliminary Design Work, false ceiling, lighting, furnishing etc., and is divided into Six sub works as below:

S No	Description of work: PART A	Remarks
1.	<p>Preliminary Design Work: It includes Design fee, measure cost, dismantle existing lamp and lanterns and pipelines, general cleaning and rubbish removal.</p>	<p>As-Built drawing of the area/Chancery will be provided to the final contractor, on the basis on which a thematic diagram of the proposed conference hall with all the details given should be submitted for approval by</p>

		Embassy of India, Beijing in the given list of scope of work from Sl. No. 1 to 6. <u>Also, the technical bid and thematic diagram should be given in Digital format compulsorily.</u>
2.	<p>Decoration Works:</p> <p>Supply & install glass partition on side open area of second floor</p> <p>Supply & install gypsum ceiling board</p> <p>Supply & Install emulsion painting for ceiling</p> <p>Supply & Install carpet tiles for big meeting room</p> <p>Supply & Install fabric finish</p> <p>Supply & Install timber finish</p> <p>Supply & install white paint glass</p> <p>Supply install matte film on the glass partition</p> <p>Supply & Install pelmet of projection Screen</p> <p>Flooring & Carpeting of the surface area of the seating and office area</p>	<p>1 job</p> <p>1 Job</p> <p>1 Job</p> <p>1 Job</p> <p>1 Job</p> <p>1 Job</p> <p>1 Job</p> <p>1 Job</p> <p>1 Job</p> <p>1 Job</p>
3.	<p>Electrical Work:</p> <p>Supply & Install down light and power</p> <p>Supply and Install power of motorized projection screen</p> <p>Supply and install power for projector</p> <p>Supply and install HDMI line for projector</p> <p>Supply and install socket on the meeting table</p> <p>Supply and install HDMI socket on the meeting table</p> <p>Transformation of distribution box</p>	<p>1 Job</p> <p>1 Job</p> <p>1 Job</p> <p>1 Job</p> <p>1 Job</p> <p>1 Job</p> <p>1 Job</p>
4.	<p>Custom-made Furniture:</p> <p>Supply and install meeting table</p> <p>Supply and install meeting 20 chairs(approx)</p> <p>Supply and install motorized projection screen</p> <p>Supply and install projector</p>	<p>1 Job</p> <p>1 Job</p> <p>1 Job</p> <p>1 Job</p>

5.	Provision of A/C system commensurate with the requirement of the project including heating provision	A/C system requirements is to ensure sustained cooling & Heating during Beijing Weather.
6.	Provision of one TV LED type with HDMI, USB Ports & Screen size not less than 70 Inch.	1 Job
	PART B	
	The furnishings and detailed interior material used should be described in the technical bid with all parameters, material quality.	1 Job
	Any other minor works/items which are not covered in the above list of scope of work may be mentioned on site visit and price given separately in Annexure. Please make us a binding offer for the following deliveries.	1 Job
	Period of Bid validity shall be 180 days.	-
	Names of technical people well versed in architectural design, repair and construction, renovation of office buildings and temporary structures may be given.	-

V. Bid system:- The bidder company shall submit its offer in **ENGLISH LANGUAGE ONLY** in an envelope, superscripted as “Tender Quotation for **“DEVELOPMENT/RENOVATION OF CONFERENCE HALL AT FIRST FLOOR, 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. Abhishek Sondhi, ASO(Property), Phone No.0086-10-85312580 Email: admn2.beijing@mea.gov.in ; Chinese Contact person for site

visit – Ms. Zhang Jianhui, 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”**. **Financial Bid must contain the lumpsum amount of all the works involved in the scope of work given above.** Annexure II and supporting documents shall be in **one sealed envelope labeled “TECHNICAL BID”**. **A CD/DVD containing the Technical Bid details and Thematic Diagrams in digital format should be enclosed in Annexure II.** 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 companies.**
- viii. In case any bid does not follow the process of segregating technical and financial bids in separate envelopes, their BID shall be disqualified.

VI. Instructions for Financial Bid (Annexure I):

- a. The Annexure I for Financial bid should mention **One Lumpsum amount for the complete description of work as mentioned in scope of work.**
- b. The Financial bid should be attached with a certificate that **all the scope of work items have been included in the given quotation and each material/item part which is needed to be replaced while Development/Renovation of Conference Hall at First Floor, New Chancery Complex, E/I, Beijing on Turnkey (Design & Build basis) meets the Prescribed Quality Standards as per Beijing Local Laws.**

- c. In case the material/item part is not mentioned in the Scope of Work, contractor will have to provide the specification and Embassy has the right to purchase them from any other vendor.

VII. Instructions for technical bid (Annexure II):

- a. Contractor shall attach relevant documents, like Business license for Civil Repair & maintenance of office building and temporary structures in Beijing from the recognized organization with translation; Authorized operational licence of R&M of office buildings from concerned authorities to be submitted.
- b. **A Digital copy of the Technical Bid details and Thematic Diagrams should be enclosed in Annexure II in the form of CD/DVD.**
- c. The contractor shall provide name and contact of one supervisor who will be in-charge of the **Renovation of Conference Hall at First Floor, New Chancery Complex, E/I, Beijing on Turnkey (Design & Build basis)** after signature of the contract.
- d. The **Renovation of Conference Hall at First Floor, New Chancery Complex, E/I, Beijing** on Turnkey (Design & Build basis) contractor shall provide one-page summary of the action plan for the **Renovation of Conference Hall at First Floor, New Chancery Complex, E/I, Beijing on Turnkey (Design & Build basis)** along with timelines enclosed with Technical Bid.
- e. A pre-bid site visit is compulsory before submission of the bid. The contractor can come to the Embassy on prior appointment before 22nd January 2020 for site visit. For appointment, may contact Ms. Zhang Jianhui, Property Clerk, Tel. No. 0086-10-85312519 Email: property3.beijing@mea.gov.in.

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE FINANCIAL BID

Financial Bid letter (Lump sum fixed price to be quoted on this form by Bidder)

FORM OF TENDER

Name of Contract: [Name of the works] _____

To: _____

[Name _____ of _____ the Employer] _____

We have examined the General Conditions of contract, specifications, drawings, other schedules, the attached Appendices and Addenda for the above-named works and have inspected the site and the general and economic conditions under which the works are to be carried out. We offer to execute and complete the works and remedy any defects therein, in conformity with this Tender.

RMB _____ (in figure)

(RMB _____ only) inclusive of VAT and all other taxes & levies.

We agree to abide by this tender until 180 days after date for receipt of tenders and it shall remain binding upon us and may be accepted at any time before that date. We acknowledge that the appendix forms part of this Letter of Tender.

If this offer is accepted, we will provide the specified Performance Security, commence the Works as soon as is practicable after commencement date, and complete the works in accordance with the above- named documents within the Time of Completion.

Unless and until a formal Agreement is prepared and executed, this Letter of tender together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive. Signature _____ in the capacity of _____
_____ duly authorized to sign tenders for and
on behalf of [Name of the contractor]

Date: _____

**PROFORMA FOR THE TECHNICAL BID FOR THE DEVELOPMENT/RENOVATION
OF CONFERENCE HALL AT FIRST FLOOR, NEW CHANCERY COMPLEX, E/I, Beijing**

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 complete plan of action been attached and a CD/DVD with technical details/thematic diagrams is enclosed	
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