



**EMBASSY OF INDIA, BEIJING  
INVITES BIDS**

**FOR**

**RENOVATION OF WOODEN FLOOR OF DINING HALL AT RESIDENCE  
OF AMBASSADOR OF INDIA IN BEIJING**

**TENDER NO. PEK/GEN/872/01/2023**

**LAST DATE FOR SUBMISSION OF BIDS  
10/08/2023 UP TO 1500 HRS (BEIJING TIME)**

**DATE OF OPENING BIDS  
10/08/2023 AT 1600HRS (BEIJING TIME)**

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**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 from reputed companies based in China with background in dealing with construction/renovation of house interior or woodwork.

**1. Notice Inviting Tender:** Sealed bids are hereby invited for renovation of wooden floor of dining hall at residence of Ambassador of India in Beijing.

**2. Eligibility criteria for bidders:**

- i. The company should have experience in dealing with the construction/renovation of house interior or woodwork for a minimum of 5 years;
- ii. The company should have valid permit/registration from a competent local Authority for construction/renovation of house interior or woodwork. A copy of the license and other relevant documents along with their original English translation should be submitted.
- iii. The Company should have had average annual financial turn-over of RMB 50,000 (excluding VAT) or more during the immediate last three consecutive financial years. This should be duly audited/certified by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.
- iv. The Company must have satisfactorily completed in the last five years (i) one similar work of value RMB 40,000 or (ii) two similar works of value of each RMB 30,000 or (iii) three similar works of value of each RMB 20,000. Similar works means construction/renovation of house interior or woodwork.
- v. The Company should have sufficient number of well qualified engineer/technical staff and equipment for the proper execution of the work.

**3. Bid System:** The two bid system (Technical and Financial) as detailed below shall be followed for this tender:

(i) The bidder shall submit the offer in **three separate sealed envelopes**, namely:

**(a) First Envelope** - superscribed as “**BSD-Bid Securing Declaration – Renovation of Wooden Floor of Dining Hall at Residence of Ambassador of India in Beijing**” placed at Annexure II.

**(b) Second envelope** - superscribed as “**Technical Bid – Renovation of Wooden Floor of Dining Hall at Residence of Ambassador of India in Beijing**”.

Instructions for Technical Bid: The proforma placed at Annexure III must be filled and submitted along with Technical Bid. Kindly indicate by a ‘YES’ or ‘NO’ for the eligibility criteria outlined in paragraph 2. Necessary supporting documents to be submitted for eligibility criteria. The bidder must submit a workplan and specifications of the proposed renovation and woodwork in the technical bid.

**(c) Third envelope – superscribed “Financial Bid – Renovation of Wooden Floor of Dining Hall at Residence of Ambassador of India in Beijing”.**

Instructions for Financial Bid: The financial bid should contain the costs item-wise in the proforma placed at Annexure IV.

All the sealed envelopes shall be kept inside a large sealed envelope i.e. in a **fourth envelope** superscribed as “**Tender Bid for Renovation of Wooden Floor of Dining Hall at Residence of Ambassador of India in Beijing**”. It should also be superscribed at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder.

**(ii) The sealed bids shall be submitted to The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**

**(iii) The bid may be submitted by Hand in person or by post / courier. The bids by “Fax / E-mail” shall not be accepted;**

**(iv) Bids received after the closing date and time as prescribed in the tender notice, shall NOT be accepted under any circumstances;**

**(v) Technical 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) Financial bid shall be opened on the date and time, to be communicated later, 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, those who qualify in the technical bids and wish to attend.**

**4. The scope of work of the renovation work of wooden floor of dining hall at residence of Ambassador of India in Beijing is given at Annexure I.**

**5. Pre-bid meeting:** All bidders should visit the site as the place has its specific requirements. Based on the scope of work and actual requirement, a renovation plan should also be provide in the technical bid. **The pre-bid meeting will take place on 21/07/2023.** During the meeting, all bidders are welcome to clarify all their concerns regarding submission of technical and financial bid, if any.

**6. Selection Procedure:** Firstly, the envelope containing the BSD would be opened. No bid will be accepted without BSD and will be rejected at once. Technical Bids of only those bidders will be opened who have submitted BSD. Then, Financial Bids of only the technically qualified bidders would be opened.

## **7. Conditions of Contract:**

(i) The contract, if awarded, will have to be executed within a period of 1 month from the date of award of the contract. No escalation in cost will be entertained during the period.

(ii) The Embassy has the right to accept/reject the bid and does not bind itself to accept the lowest bid or any bid and can reject any or all the bids or to scrap the tender in whole or in part; without assigning any reason whatsoever.

(iii) In case of failure of the bidder to comply with the provision of the terms and conditions mentioned in this Document or the Agreement to be signed between Embassy and the successful Agency/Company, this Embassy reserves the right to terminate the contract and to blacklist the Agency/Company.

(iv) The bidder will be responsible for compliance of all laws, acts and rules made there under, statutory orders issued from time to time in relation to the environment and man-power deployed by them for performance of the job under reference and the Embassy will have a right to be indemnified in respect of any consequences resulting from any breach or violation by the bidder of such rules, statutory obligations etc.

(v) The bidder will be responsible for conduct of the persons engaged by him for the work, which will be conducive for maintaining harmonious atmosphere as expected by the Embassy.

(vi) In the event of any violation of laws, rules, statutory provision by the bidder, this will amount to breach of contract and in such case, the Embassy will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.

(vii) This Embassy reserves the right to terminate the contract in any eventuality, without any notice and without explaining any reasons to the bidder. The bidder shall not have claim for any compensation in such event of discontinuation of the contract.

**8. Validity of Bids: The bids shall have a minimum validity of four months/ 120 days from the date of opening of bids. A bid for a shorter period of validity shall be rejected.**

## **9. Other binding clauses:**

(i) **Retention Money** limited to 5% of the accepted tender amount: 5% of each Running bill will be deducted towards retention money. Retention money shall be released after completion period plus defects notification period. Retention money can be released against equivalent amount of Bank Guarantee (BG) to be submitted by

bidder. BG in this case should be valid for completion period plus defects notification period.

(ii) **Liquidation Damage:** Once awarded the project is to be completed within 30 days. Liquidation damage shall be 0.5% per week of delay limited to 10% of accepted tender cost. This shall be calculated on per day basis for each day of delay.

**10. Price/Payment Schedule:**

(i) The Firm/Company(s) shall quote price in clear terms. Bids having any hidden costs or conditional costs are liable to be rejected.

(ii) **Mode of Payment:** Payment shall be made by Embassy against a bill/invoice raised by the vendor in multiple installments at various stage of completion of work. The details of payment terms shall be decided in the contract to be signed between the Embassy and the successful bidder. The last installment of payment shall be released upon the completion and commissioning of the work by the company and verification of the same by the Embassy. 5% of all the payments shall be retained (warranty) as per Para 11(ii) above and shall be released after completion of defect notification period beyond completion of the work.

**SCOPE OF WORK**

- Floor Area: 52 sqm
- Shifting of furniture and protection of existing installations at the site.
- Floor protection of the construction venue and pathways.
- Removal of the existing damaged wooden floor and the wooden skirting
- Checking for the loose ends of existing steel beams and wooden keels
- Tightening of existing steel beams and wooden keels.
- Installation of extra wooden beams (minimum cross-section: 50mm\*100mm) to strengthen the existing framework to rule out possibility of top floor shaking and hollow sound while walking
- Installation of two layers of wooden flooring:
  1. A bottom layer with flame retardant wooden plates of minimum thickness of 15mm.
  2. A top layer of real wood flooring of minimum thickness of 15mm.
- Installation of new wooden skirting.
- Removal of garbage.
- Finishing and painting.
- Baseboard wiring.
- Re-shifting of furniture and installations.

**Bids Securing Declaration**

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of 2 years from being eligible to submit Bids for contracts with Embassy of India, Beijing.

**Date**\_\_\_\_\_

**Signature**\_\_\_\_\_

**PROFORMA TO BE FILLED UP AND SUBMITTED IN THE TECHNICAL BID**

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company	
3.	Contact details of the Bidding Agency/Company	
4.	Registration date and incorporation particulars of the Agency/Company.	
5.	Period of Bid validity (minimum 120 days)	
6.	Experience in construction/renovation of house interior or woodwork (No. of years).	
7.	Whether audited report of last three years attached	Yes / No
8.	Whether company has sufficient numbers of well qualified engineers/technicians (attached list)	Yes / No
9.	Whether a work plan & specifications of the proposed renovation and woodwork submitted	Yes / No
10.	Any other information	

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge. The self-attested copies of required documents as mentioned in para 2 and 3 of the Tender Notice have been submitted. We understand that in case of non-submission of required documents, the bid shall stand rejected.

(Signature of the authorized signatory)

Dated \_\_\_\_\_

Name and address of the Agency/Company \_\_\_\_\_

Seal of the firm



**ANNEXURE-IV**

**PROFORMA TO BE FILLED UP AND SUBMITTED IN THE FINANCIAL BID**

	<b>Description</b>	<b>Amount (in RMB)</b>
1.	Removal of existing flooring and skirting; disposal of garbage	
2.	Installation of additional wooden beams; tightening of loose ends	
3.	Installation of two layers of wooden flooring and wooden skirting	
4.	Labour charges	
5.	Any other charges, if any (please specify)	
6.	Taxes, if any	
	Total	

I certify that the information furnished above is full and correct to the best of my knowledge. **I hereby agree to all terms and conditions as per the tender document.**

**(Signature of the authorised signatory)**

**Date-** \_\_\_\_\_

**Seal of the company/firm**