



**EMBASSY OF INDIA, BEIJING
INVITES BIDS**

FOR

**PURCHASE AND INSTALLATION OF PREFABRICATED ROOM AT
EMBASSY OF INDIA, BEIJING**

TENDER NO. PEK/GEN/872/02/2022

**LAST DATE FOR SUBMISSION OF BIDS
29/05/2023 UP TO 1500 HRS (BEIJING TIME)**

**DATE OF OPENING BIDS
29/05/2023 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 from reputed companies based in China with background in dealing with supply and installation of prefabricated rooms/structures (prefab).

1. Notice Inviting Tender: Sealed bids are hereby invited for purchase, installation and maintenance of one prefabricated room / structure at the Embassy of India, Beijing.

2. Eligibility criteria for bidders:

- i. The company should have experience in dealing with the supply, installation and maintenance of prefabricated structures and rooms for a minimum of 5 years;
- ii. The company should have valid permit/registration from a competent local Authority for sale and installation of such structures. 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 40,000 (excluding VAT) or more dealing with the supply, installation and maintenance of prefabricated structures 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 64,000/- or (ii) two similar works of value of each RMB 48,000 or (iii) three similar works of value of each RMB 32,000. Similar works means providing and installation of prefabricated structures to Companies/organizations.
- v. The Company should have sufficient number of well qualified engineer/technical staff and equipment for the proper execution of the contract.

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 – Supply and installation of prefabricated structure** at Embassy of India, Beijing” placed at Annexure II.

(b) **Second envelope** - superscribed as “**Technical Bid – Supply and installation of prefabricated structure** at Embassy of India, Beijing”. The proforma placed at Annexure III must be filled and submitted along with Technical Bid.

(c) Third envelope – superscribed “**Financial Bid – Supply and installation of prefabricated structure** at Embassy of India, Beijing”.

All the sealed envelopes shall be kept inside a large sealed envelope i.e. in a **fourth envelope** superscribed as “**Tender Bid for supply and installation of prefabricated structure** at Embassy of India, 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 specification of prefabricated structure is given at Annexure I.

5. Pre-bid meeting: All bidders should visit the site of installation as the area has its specific requirements. Based on the area and seating arrangement of the site, an installation plan should also be provide in the technical bid. **The pre-bid meeting will take place on 04/05/2023.** During the meeting, all bidders are welcome to clarify all their concerns regarding submission of technical and financial bid, if any.

6. Instructions to Bidders regarding submission of Technical Bid:

(i) Kindly indicate by a ‘YES’ or ‘NO’ for the eligibility criteria outlined in paragraph 2. Necessary supporting documents to be submitted for eligibility criteria.

(ii) The bidder must submit the technical specifications of the proposed structure in the technical bid.

7. Instructions to Bidders regarding submission of Financial Bid: The financial bid should contain the costs item-wise in the following heading along with the proforma placed at Annexure IV:

- i. Cost for dismantling of existing structure and preparation of ground.
- ii. Cost for supply and installation of prefabricated structure and electronic appliances (including AC), electric wiring, lighting, internal partition and creation of work space
- iii. Labour charges,
- iv. Any other charges, if any (please specify)
- v. Taxes, if any

8. 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.

9. 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.

10. 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.

11. Other binding clauses:

(i) **Performance Security:** Performance Security shall be submitted by the successful bidder within 21 days after notification of award of work. This will be equal to 5% of accepted tender amount. The amount will be refunded by the Embassy within 60 days beyond the stipulated date of completion. In case of time extension, the amount will be refunded after 60 days beyond such extended date of completion. The Performance Security may either be submitted in the form of Bank Guarantee or as a deposit to the Embassy.

(ii) **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.

(iii) **Liquidation Damage:** It 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.

12. Price 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.

ANNEXURE I

Specifications and Scope of Work for prefabricated structure

Dimensions of prefabricated structure:	Length – 9.10 meters (external) Width – 5.5 meters (external) Height – 2.5 meters (internal)
Preparation of Ground:	Dismantling of existing structure (bicycle parking) at site; digging and preparation of ground for construction / installation.
Climate suitability:	The structure should be suitable for climatic conditions of Beijing.
Frame	Galvanized steel frames of suitable size to be used for the top, bottom, column framing of the structure.
Floor:	Concrete flooring with ceramic tiles on the top.
Interior and Exterior Panels:	Coloured steel composite sandwich panel with glass wool insulation (minimum 75 mm, 50KG/m ³). Steel sheet thickness – minimum 0.5mm.
Roof covering, ceiling and insulation:	Painted trapezoidal galvanized steel sheets (minimum 0.5mm) to be placed as slanted roof covering. Overhangs should be 20 cm. Steel sheet rain gutters and cylindrical downspouts with mounted accessories to be installed. For ceiling 75 mm (minimum) glass wool insulation with moisture proof membrane to be laid. For suspended ceiling covering gypsum boards of minimum thickness of 12 mm is to be used.
Internal partition:	An internal partition of approximate 2 m width to be made to create two separate areas inside the structure. The smaller area to have 3 workstations and glass reception windows attached to each workspace. The glass reception windows will open towards the larger area which will be used as waiting hall. An internal door shall connect the two areas.
Doors/Windows specification: External Door: Internal Doors: Windows:	 Two external steel doors with metal frame to be installed of size 90x200 cm. For external doors a special cylindrical first/second class lock to be installed. 80x200 sized, galvanized steel frame aluminium door to be used with built-in locks. Two windows with metal frames to be installed of size 100x110 cm. Windows should be installed with metallic protection grill and mosquito nets.

Electrical System:	Internal Electrical Wiring with high grade electro-copper wire with a electric power load of 10,000 Watts. Power distribution box for the whole structure. Sufficient numbers (minimum 6) of LED lights to be installed on the ceiling. Provision of electric sockets for each work station suitable for connecting a computer and other peripheral devices. Sufficient numbers of electric plugs for light and heavy appliances (TV, AC, fans, heater, etc.). Installation of clips for hanging LED TV on the wall. Connecting the electric system of the structure to the nearest electrical supply point in the Embassy.
Air Conditioning:	Provision of dual mode heating and cooling AC system commensurate with the requirement of the space (minimum 2 tonnes capacity. Mounting of AC system in an appropriate location and ducting / ventilation within the structure. Specification of AC to be mentioned in tender document.
Miscellaneous and spares:	All the miscellaneous parts and spares needed to erect and install the structure to be provided.

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 and incorporation particulars of the Agency/Company.	
5.	Period of Bid validity (minimum 120 days)	
6.	Experience in dealing with installation of prefabricated structures (No. of years).	
7.	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

	Description	Amount (in RMB)
1.	Cost for dismantling of existing structure and preparation of ground.	
2.	Cost for supply and installation of prefabricated structure and electronic appliances (including AC), electric wiring, lighting, internal partition and creation of work space	
3.	Labour charges,	
4.	Any other charges, if any (please specify)	
5.	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