



EMBASSY OF INDIA BEIJING

**INVITES QUOTATIONS
FOR RENOVATION OF
A-2 RESIDENCE IN
NEW CHANCERY COMPLEX**

TENDER NO. PEK/PROJ/586/07/2017

PRE-BID MEETING 19/10/2020

LAST DATE FOR SUBMISSION OF BIDS

02/11/2020 UP TO 1500 HRS (BEIJING TIME)

DATE OF OPENING BIDS

02/11/2020 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 renovation of residential properties.

1. **Notice Inviting Tender:-** Sealed bids are hereby invited for hiring of an agency/company for the repair of water leaking and ancillary works in A-2 residence within the Chancery Complex in Liang Ma Qiao Bei Jie, Chaoyang District, Beijing.

2. **Eligibility criteria for bidders:**
 - The Company should have valid permit/license from a competent local authority for dealing with leakages, repairing, maintenance and renovation of residential properties. A copy of the license and other relevant documents along with their original English translation may be submitted.
 - The Company should be in operation for more than 5 (five) years and should have a turnover of atleast RMB 30,00,000/- for the past 3 years. Audited annual bank statements for the past three years to be submitted.
 - The Company should have extensive experience in providing similar services to other Embassies/ organizations for last five years. The

company should have executed 2 such works of value RMB 2,00,000/- each or 3 such works of value RMB 1,50,000/- each in the past 3 years, proof of which needs to be submitted in the form of Completion Certificate.

- The Company should have sufficient number of well qualified engineer/technical staff and equipment 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 for A-2 Residence	Remarks
1.	Testing of drainage/pipeline systems in First floor of A-2, incase there is a requirement the company may also do testing of any other floor in order to identify the source/origin of leakage.	
2.	Detection and repair of the source of leaking in the pipelines of A2(First floor). The area to be waterproofed must be ascertained at this stage and submitted for Mission's information.	
3.	Waterproofing of affected areas: The per sq. meter rate of waterproofing may be evaluated by the bidder at the bid stage itself.	
4.	Plastering and whitewashing of walls of first floor after sealing of leakages.	
5.	Repair/Replacement of damaged tile skirting in the following rooms in First floor:	

	a. Dining room b. Guest room c. Kitchen d. Maid's room	
6.	Repair/Replacement of damaged wooden doors (Nos 05) in the First floor excluding main door.	
7.	Replacement of floor tiles in First floor: (I) toilet (II) kitchen area	

Instruction to Bidders

4. Bid system:- The bidder company shall submit its offer in an envelope, superscripted as "Tender Quotation for Renovation of A-2 Residence 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. Sindhur Gowrav, ASO (Property), Phone No.0086-10-85312519 Email: **admn2.beijing@mea.gov.in** ; Chinese Contact person for site visit – Ms. Guo Wen, Local Assistant, Tel. No. 0086-10-85312550 Email: **admn3.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 and a Certificate that cost of all the scope of work items have been included in the given quotation.** 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 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.
 - ix. The bids have to be submitted in both English and Chinese.
- 5. 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 **cost of 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 renovation of A-2 Residence meets the Prescribed Quality Standards as per Beijing Local Laws. The brand/make model of all the items used has to be specified . Manuals/Guarantees/Warranties may be handed over to Embassy in proper format.**

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. **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 A-2 Residence Renovation Project after signing of the contract.
- d. The contractor shall provide one-page summary of the action plan for the A-2 Residence Renovation project along with detailed 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 on 19/10/2020 at 15:00 hrs for site visit**. For appointment, may contact [Ms. Guo Wen](#), Local Assistant, Tel. No. 0086-10-85312550 Email: adm3.beijing@mea.gov.in.

7. Time for completion of work:

a. Four weeks from award of the contract.

8. The defect liability period shall be one year from the completion of the work.

9. Terms of payment

i. 10 % mobilization advance on signing of contract.

ii. 20 % upon the detection and repair of leaking and submission of the actual waterproofing plan for waterproofing.

iii. 30 % upon tiles and door repair.

iv. 30 % upon plastering and painting

v. 10 % upon completion of defect liability period.

10. Embassy of India reserves the right to employ third party for verification of the quality of work at any stage of the tender.

11. Embassy of India reserves the right to cancel the tender at any stage without mentioning a reason.

Annexure- I

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

DESCRIPTION	Amount incl. VAT (RMB) (Lumpsum/Total only)
Total=	

WATERPROOFING

DESCRIPTION	
Cost of Waterproofing per Sq. Meter	

CERTIFICATE FOR THE MATERIAL PARTS USED IN THE A-2 RESIDENCE

RENOVATION PROJECT

ITEM DESCRIPTION	QUALITY STANDARD

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

Annexure II

**PROFORMA FOR THE TECHNICAL BID FOR THE A-2 RESIDENCE RENOVATION
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 as per para 3 of the tender document.	
2	In case of any deviation, please comment	
3	Has a rough 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	
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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