



EMBASSY OF INDIA BEIJING

**INVITES QUOTATIONS
FOR ANNUAL MAINTENANCE CONTRACT
FOR BUILDING MAINTENANCE OF NEW CHANCERY COMPLEX**

TENDER NO. PEK/GEN/886/1/2012

LAST DATE FOR SUBMISSION OF BIDS

20 January 2017 UP TO 1000 HRS (BEIJING TIME)

DATE OF OPENING BIDS

20 January 2017 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 Property Management companies/ agencies based in China with specialization in maintenance of Office & Residential properties.

1. Eligibility criteria for bidders:

- The company/ agency should have valid permit / registration from a competent local authority for Property Management Services.
- The company should be in operation for more than 5 (five) years.
- The company/ agency should have sufficient number of Property Management staff and supervisory staff for the proper execution of the contract. The company/ agency should submit a list of these employees stating clearly how these would be involved in this work.

2. Scope of Work:

S.No.	Description of work	Per Month	Quantity (Months)
1.	Provide 1 part-time (minimum 1 full working day per week on site) experienced (min. 5 years' experience with technical building maintenance management) bilingual (Chinese / English) speaking Property Manager who is reachable via cellphone for all types of emergencies. The Property Manager will be in charge for the overall management of the onsite team, regular reports and work plans, planning and support (project management) of larger technical projects (3 rd party suppliers management) and will be the point of contact for the client. He/ She will also contact with various Municipal agencies viz. water supply, Electricity and Gas agencies.	Each Job	12

2.	Provide 1 full time (on site) experienced (min. 5 years' experience towards Property Management) bilingual (Chinese / English) speaking technical Supervisor (with Electrical certification and experience). The technical Supervisor will conduct all types of electrical works including regular maintenance of high voltage power sub-station as well as all other Electrical equipments and Heating panels including moving support as appointed.	Each Job	12
3.	Provide 2 full time experience and certified Handymen (1 each with masonry and plumbing certification) who can carry works related to building repairs, plumbing including repairing water leakage, water meters; and carpentry works such as fixing wooden furniture, painting, polishing, fixing scratches; repair of Gas stoves and all other maintenance related work including moving support as appointed.	Each Job	12
4.	Create an annual maintenance plan including monthly planning for the routine maintenance as well as maintenance for all technical equipment installations at the Embassy of India building. The company must submit a monthly property management report (in English) covering all activities and maintenance works carried out during the month.	Each Job	12
5.	Provide spare parts for repair and replacement works up to a value of 1,000- RMB per unit free of charge without limitation.	Each Job	12
6.	Provide technical consumables (building, painting, plumbing, electrical & sanitary fittings) for repair and replacement works up to a value of 1,000.- RMB per unit free of charge without limitation.	Each Job	12

7.	Provide all necessary tools and equipment for all types of building, plumbing, electrical repairs and maintenance	Each Job	12
8.	Support Embassy of India with arrangement and management of 3 rd party government inspections, if any.	Each Job	12
9.	All the above scope covers the 16 Apartments in the Chancery complex	Each Job	12

- 3. Bid system:-** The company/ agency shall submit its offer in **three separate sealed envelopes**, namely, (a) **First envelope-** superscripted "Technical Bid- for Annual Maintenance Contract for Building – New Chancery Complex", (b) **Second envelope-** superscripted "Financial Bid- for Annual Maintenance Contract for Building – New Chancery Complex". Both the sealed envelopes shall be kept inside a large sealed envelope, i.e. in a **Third envelope** superscripted as "Tender Quotation for Annual Maintenance Contract for Building – 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. Jitendra Kumar, Property Assistant, Phone No.0086-10-85312548, Email: property@indianembassy.org.cn
 - iii. The bid may be submitted by Hand in person or by courier. The 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 & II' respectively;

4. Mode of Payment: Payment against bill/invoice shall be released on monthly/ quarterly basis at the end of each month/ quarter as the case maybe.

Annexure- I

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.	Name of the Proprietor/Partners/Directors. of the Agency/Company.	
5.	Registration and incorporation particulars of the Agency/Company.	
6.	Period of Bid validity.	
7.	Experience in BUILDING MAINTENANCE work (No. of years).	
8.	No. of workers in the company – Manager, Supervisor, technical staff, handymen	
7.	Any other information.	

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 TO BE FILLED UP AND SUBMITTED IN THE FINANCIAL BID

Description	Amount incl. VAT (RMB)
Annual charges for BUILDING MAINTENANCE of New Chancery Complex as per Scope of work.	
Total	

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