



**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 29/04/2021**

**LAST DATE FOR SUBMISSION OF BIDS**

**12/05/2021 UP TO 1500 HRS (BEIJING TIME)**

**DATE OF OPENING BIDS**

**12/05/2021 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 / 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 the company should have had average annual financial turn-over of RMB 50,000 (excluding VAT) or more on repair works 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.
  - The Company must have satisfactorily completed in the last five years (I) one similar work of value RMB 80,000 or (ii) two similar works of value of RMB 60,000 or (iii) three similar works of value of RMB 40,000. Similar works means renovation of interiors of residential apartments/independent villas.
  - 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, in case 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.	<b>Waterproofing of affected areas:</b>  <b>The per sq. meter rate of waterproofing may be evaluated by the bidder at the bid stage itself.</b>	
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:-** Bidders shall submit their bid in a large sealed envelope super-scribed (It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder) with ***Tender Quotation for Renovation of A-2 Residence in New Chancery Complex for Embassy of India, Beijing*** which shall have following two sealed envelopes inside:

**Envelope A** : Should contain the documents mentioned in Annexure II This envelope should be super-scribed as "**Technical Bid**".

**Envelope B** : Should contain financial bid documents. This envelope should be super-scribed as "**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.**

The bidders should submit the bid in two separate sealed envelopes containing, Technical Bid and Financial Bid, with the same being clearly superscribed on the envelopes.

Firstly, the envelope containing Technical Bid will be opened. Then, Financial Bids of only the technically qualified bidders would be opened.

- 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: [adm2.beijing@mea.gov.in](mailto:adm2.beijing@mea.gov.in) ; Chinese Contact person for site visit – Ms. Guo Wen, Local Assistant, Tel. No. 0086-10-85312550 Email: [adm3.beijing@mea.gov.in](mailto:adm3.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. In case any bid does not follow the process of segregating their bids in two separate envelopes, their BID shall be disqualified.
- vii. The bids have to be submitted in both English and Chinese.

**6. 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.**
- c. The bid validity should be for a minimum period of 180 days.

**7. Instructions for Technical bid (Annexure II):**

- a. **Bids Securing Declaration:** Bidders shall submit a Bids Securing Declaration as per the enclosed format at Annexure-III along with the Technical Bid.
- b. 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.
- c. **A Digital copy of the Technical Bid details and Thematic Diagrams should be enclosed in Annexure II in the form of CD/DVD.**
- d. 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.

- e. 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.
  - f. A pre-bid site visit is compulsory before submission of the bid. The contractor can come to the Embassy on **prior appointment on 29/04/2021 at 15:00 hrs for site visit.** For appointment, may contact **Ms. Guo Wen**, Local Assistant, Tel. No. 0086-10-85312550 Email: **admn3.beijing@mea.gov.in**.
- 8. Time for completion of work:**
- a. Four weeks from award of the contract.
- 9. The defect liability period shall be one year from the completion of the work.**
- 10. Terms of payment**
- i. **Mobilization advance will be limited to 10% of tendered amount.**  
The mobilization advance shall be released only on submission of a Bank Guarantee of equivalent amount from a schedule bank for the amount of advance to be released and valid for the contract period. This shall be kept renewed time to time to cover the balance amount and likely period to complete recovery.  
The advance shall be released in two or more installments.  
A valid Bank Guarantee should be available for the amount of outstanding advance at all times. The recovery of mobilization advance shall commence after 10% of work is completed and the entire amount shall be recovered by the time 80% of the work is completed.
  - 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.**
- 11. Embassy of India reserves the right to employ third party for verification of the quality of work at any stage of the tender.**

12. Retention Money limited to 5% of the accepted tender amount and 5% of each Running bill will be deducted towards retention money. Retention money shall be released against equivalent amount of Bank Guarantee (BG) to be submitted by Contractor. BG should be valid for completion period plus defects notification period.

- Performance Security : This will be equal to 5% of Accepted tender amount. This should be in the form of an unconditional and irrevocable Bank Guarantee (as per template) and should be valid upto 60 days beyond the stipulated date of completion. In case of time extension, the validity of Performance security BG should be extended up to 60 days beyond the extended date of completion. Performance Security shall be submitted by the successful bidder within 21 days after notification of award.
- Liquidated 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.

13. 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)
<b>Total=</b>	

Period of Bid validity (minimum 180 days).	(Please mention the last date of validity)

**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	<b>Has a rough plan of action been attached and a CD/DVD with technical details/thematic diagrams is enclosed</b>	
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

**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 time specified in the request for bids document (2 years if not specified) from being eligible to submit Bids for contracts with the entity that invited the Bids.

Date \_\_\_\_\_

Signatures\_\_\_\_\_