



**EMBASSY OF INDIA BEIJING**  
**INVITES QUOTATIONS**  
**FOR CONSTRUCTION OF MEZZANINE FLOOR IN THE GYM**  
**AREA OF CHANCERY COMPLEX AT EMBASSY OF INDIA**

**TENDER NO. PEK/GEN/872/05/2022**

**LAST DATE FOR SUBMISSION OF BIDS**

**31 October 2022 up TO 1500 HRS (BEIJING TIME)**

**DATE OF OPENING BIDS**

**31 October 2022 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 renovation, designing and construction of Office and Residential properties.

### **1. Notice Inviting Tender:**

Sealed bids are hereby invited for hiring of an agency/company for the Construction of Mezzanine Floor in the Gym of the New Chancery Complex of Embassy of India, Beijing in Liang Ma Qiao Bei Jie, Chaoyang district, Beijing.

### **2. Eligibility criteria for bidders:**

- a) The Company should have valid permit/license from a competent Chinese authority for renovation, designing and construction of Office and Residential properties. A copy of the license and other relevant documents along with their original English translation should be submitted.
- b) The Company should be in operation in the related field for more than 3 (three) years and the company should have had average annual financial turn-over of RMB 2,00,000 (excluding VAT) or more in renovation, designing and construction work 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.
- c) The Company must have satisfactorily completed in the last five years (I) one similar work of value RMB 3,00,000/- or (ii) two similar works of value of RMB 2,50,000 or (iii) three similar works of value of RMB 2,00,000. Similar works means renovation, designing and construction work in the building of residential apartments/independent villas.

- d) The Company should at any given point of time, there should be no shortage of number of well qualified engineers/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:**

<b>Sl. No</b>	<b>Item/Work</b>	<b>Description</b>
a)	Construction of Mezzanine floor of Area 58 sqm in Gym.	The floor should not have any pillar support in the center.
b)	Creation of Two Rooms with doors on the second floor of equal Area with seating capacity of six staff members in each room.	The partition between the rooms should be sturdy enough to cancel the noise from other room.
c)	Renovation of Interiors similar to existing office interiors.	The color shade of the interiors should be decided in consultation with the Embassy.
d)	Provision of electrical, Internet and Telephone Lines with adequate lighting arrangements in the work space in the newly created work space on first floor and second floor.	The variation if any due to unavailability of similar design/ specification should be done in consultation with the Embassy.
e)	Provision of Fire Fighting equipment linked with existing systems in the newly created work space on first floor and second floor.	This needs to be in conformity with the existing system in consultation with AMC service provider of the Embassy.

f)	Provision of Heating and Cooling Facilities in the newly created work space on first floor and second floor.	
g)	Provision of six work stations with office chairs in each room on the second floor.	
h)	Provision of entrance for existing Glass Door in the first floor room.	
i)	Provision of Curtains /Blinds for newly created work space on first floor and second floor.	
j)	The Lighting, furniture and other decorative items should be similar to the existing office items in the newly created work space on first floor and second floor.	
k)	<b><i>The above work should be carried out in consultation with Embassy keeping in view that the construction work should not hamper functioning of the Embassy.</i></b>	

**Note: All the construction work material/equipment/processes should be of Chinese standard.**

#### **4. Bid system:-**

- i. Bidders shall submit their bid in a large sealed envelope super-scribed (It should also be superscribed at the bottom left corner with the Full name, Postal address, Fax, E-mail,

Telephone number of the bidder) with ***Tender Quotation for Construction of Mezzanine Floor in the Gym Area of the New Chancery Complex of Embassy of India, Beijing*** which shall have following three sealed envelopes inside:

**Envelope A** : Should contain the Bid Security Declaration as per the enclosed format at Annexure I. The envelope should be superscribed as **“BSD”**. **The company name and address should be written on the envelope.**

**Envelope B** : Should contain the documents mentioned in Annexure II. This envelope should be super-scribed as **“Technical Bid ”**. **The company name and address should be written on the envelope.**

**Envelope C** : Should contain financial bid documents mentioned in Annexure III. 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 company name and address should be written on the envelope.**

- ii. The bidders should submit the bid in three separate sealed envelopes containing, BSD, Technical Bid and Financial Bid, with same being clearly superscribed on the envelopes.
- iii. Firstly, the envelope containing BSD will be opened. No bid will be accepted without BSD and will be rejected at once. Technical Bid

of only those bidders will be opened who have submitted BSD. Then, Financial Bids of only the technically qualified bidders would be opened. 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**; Contact person: Mr. Abhishek, ASO (Property), Phone No.0086 10-85312547. Email: [property4.beijing.mea@mea.gov.in](mailto:property4.beijing.mea@mea.gov.in) ; Chinese Contact person for site visit – Ms. Coral, Local Property Assistant, Tel. No. 0086-10-85312519 Email: [admn3.beijing@mea.gov.in](mailto:admn3.beijing@mea.gov.in)

- iv. The bid may be submitted by Hand or by courier. **Bids submitted by “Fax / E-mail” shall not be accepted.**
- v. Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
- vi. 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.
- vii. The bid has to be submitted as per the format specified at ‘Annexure I, Annexure II and Annexure-III’.
- viii. Annexure III 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.
- ix. 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.

- x. Annexure III with BSD should be put in third sealed envelope labeled “BSD”. The three 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.
- xi. In case any bid does not follow the process of segregating their bids in three separate envelopes, their BID shall be disqualified.
- xii. The bids have to be submitted in English only.

**5. Instructions for Financial Bid (Annexure III):**

- a. The Annexure III 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 while Construction of Mezzanine Floor in the Gym Area of the New Chancery Complex of Embassy of India, Beijing meets the Prescribed Quality Standards as per Beijing Local Laws.**
- c. In case the material/item part is not mentioned in the Scope of Work, contractor will have to provide the specification and Embassy has the right to purchase them from any other vendor.
- d. The Bid Validity should be for a minimum period of 180 days

**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 license 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 **Construction of Mezzanine Floor in the Gym Area of the New Chancery Complex of Embassy of India, Beijing** Project after signature of the contract.
- d. The contractor shall provide one-page summary of the action plan for the **Construction of Mezzanine Floor in the Gym Area of the New Chancery Complex of Embassy of India, Beijing** project along with time lines 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 before 13 October 2022 for site visit. For appointment, may contact Ms. Coral Zhang Jianhui, Property Clerk, Tel. No. 0086-10-85312519 Email: admn3.beijing@mea.gov.in.
- f. Bids Securing Declaration: Bidders shall submit a Bids Securing Declaration as per the enclosed format at Annexure-III along with the Technical Bid.

**7. Time for completion of work:** Four weeks from award of the contract. The defect liability period shall be Three years from the completion of the work.



## **8. Terms of payment**

- a) 10 % as Mobilization advance of tendered amount.

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.

- b)

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

**10.** 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.

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

**Annexure – I**

**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:**

**Signature**

**Name of the Company**

**Contact Person**

**Contact Number**

**Annexure II**

**PROFORMA FOR THE TECHNICAL BID FOR THE CONSTRUCTION OF  
MEZZANINE FLOOR IN THE GYM AREA**

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**

<b>S No</b>	<b>Particulars</b>	<b>Remarks (Yes/ No) In case of Deviation, the remarks may be written</b>
1	Does the contractor agree to all parts of the scope of work.	
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**

**Annexure- III**

**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**

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

**CERTIFICATE FOR THE MATERIAL PARTS USED IN THE  
CONSTRUCTION OF MEZZANINE FLOOR IN THE GYM AREA**

<b>ITEM DESCRIPTION</b>	<b>QUALITY STANDARD</b>

<b>Period of Bid validity (minimum 180 days).</b>	<b>(Please mention the last date of validity)</b>

**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**