



**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 Complete Renovation of A-1 apartment and Waterproofing of Roofs and Balconies of A2 and A4 Apartments of Residential 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 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 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 1,00,000 (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.
- c) The Company must have satisfactorily completed in the last five years (i) one similar work of value RMB 1,60,000/- or (ii) two similar works of value of each RMB 1,20,000 or (iii) three similar works of value of each RMB

80,000. Similar works means repairing and waterproofing building of residential apartments/independent villas.

- d) 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:

<b>S No</b>	<b>Description of work</b>	<b>Remarks</b>
a)	Water Proofing of Roof. 屋顶防水	Water proofing of the roof of A-1/A-2/A-4 apartments to prevent water leakage to the Second and First Floor. Repair of roof, including the stair case, for elimination of cracks. Bottom oil painting of the entire roof. Double layers waterproofing material (3+3mm). The Water proofing should cover the whole roof of the A-1/A-2/A-4 apartments including the perimeter wall of the roof till 50 cm high. The material should be of high quality and strong enough to bear Beijing Temperature Range of Extreme Winter to Extreme Summers. The waterproofing material should have a warranty period of 5 years. The total area of the roof is 300 sqm. 修补房顶裂缝，刷底油，双层 3+3mm 防水。包括 A1/2/4 屋顶和上述公寓楼梯间屋顶，同时屋顶女儿墙也需要铺设防水至 50cm 高。防水材料需有足够延展性能够承受北京寒冬及酷暑，并保证 5 年质保。整个防

		水面积为 300 平方米。
b)	Waterproofing of all Balconies 阳台防水	<p>Water proofing of the balconies of A-1/A-2/A-4 of all the apartments to prevent water leakage. removal of tiles, repair of balconies, elimination of cracks. Bottom oil painting of the entire balconies. Double layers waterproofing material (3+3mm). The Water proofing should cover all the balconies of A-1/A-2/A-4 apartments including the perimeter wall of the balconies till 50 cm high. The material should be of high quality and strong enough to bear Beijing Temperature Range of Extreme Winter to Extreme Summers. Lay down the tiles after waterproofing. The waterproofing material should have a warranty period of 5 years. The total area of all the balconies 150 sqm.</p> <p>A1/2/3 未做防水的阳台需要移除地砖，修补裂缝，刷底油铺设双层 3+3mm 改性防水材料，同时女儿墙也需要铺设防水至 50cm 高，材料有足够延展性能承受北京酷暑及寒冬的极端天气。防水铺设完毕后需要铺设瓷砖。整个防水要保证有 5 年质保期，阳台面积总和为 150 平方米。</p>
c)	Separate drainage pipe for Kitchen installing grease trap entire A-Block 铺设 A 栋独立厨房下	<p>Separate the kitchens' sewage pipes of A1/2/3/4 from their toilets' pipe and install a grease trap for each apartment as per local practices. The sewage pipe's material should be PVC, its diameter should be minimum 50mm and the thickness should be minimum 2mm. The</p>

	水管道	<p>stainless steel grease trap's size should be minimum 700*370*250 mm. The Length of the Sewage Pipe is 90 meters.</p> <p>将 A1/2/3/4 公寓的厨房下水从厕所下水管道中独立出来，同时在每个公寓加设隔油池。厨房下水管道材质为 PVC，直径最小为 50mm，厚度至少为 2mm。不锈钢隔油池的尺寸为 700*370*250mm。下水管道长度约为 90 米。</p>
d)	First Floor Kitchen A1 一楼厨房	<p>Check for the leakage under kitchen floor. Repair the leakage. Water proofing the floor of Kitchen. Re-installation of floor tiles. Area of the floor is 14 sqm.</p> <p>移除地砖，寻找 A1 厨房地下管道漏点后整体铺设防水并铺瓷砖，并铺设新地砖，整个地板面积为 14sqm</p>
e)	First Floor Dining Room. A1 一楼餐厅	<p>Check for the leakage under Dining room floor. Repair the leakage Water proofing the floor of Dining room. Change of of damaged skirting. Area of the floor is 27 sqm. Repair of seepage on the walls of the dinning hall. Restore the wooden Tile.</p> <p>移除木地板，探明餐厅漏水点，为餐厅地面整体铺设防水，更换踢脚线，木地板利旧重新铺设。地板面积为 27 平方米。修缮餐厅墙体的渗水问题</p>
f)	First floor guest washroom A1 一层客卫	<p>Check for the leakage under washroom floor. Repair the leakage Water proofing the floor of washroom and pave new ceramic tiles. Change the damaged ceiling into aluminum ceiling with area is 5 sqm. Appropriate Lighting facilities.</p> <p>移除地砖，检查是否有漏水，地面铺设防水后铺设新地砖，更换铝扣板吊顶加装LED灯，地面和吊顶面积分别为5平方米</p>
g)	First floor Servant	Check for the blocked Sewage of the wash-

	room 一楼佣人间卫生间	room. Change the damaged ceiling into aluminum ceiling with area is 3 sqm. Appropriate Lighting facilities.  检查并疏通仆人间内卫生间的下水道，将卫生间的吊顶更换为铝扣板并加装灯具，吊顶面积为3平方米
h)	Master Bathroom(2F)  A1 二层主卫	Master Bathroom(2F): Water proof of floor and pave new ceramic tiles. Repair of ceiling by replacing it with Aluminum Gusset. Wood door to be changed with Aluminum Alloy Door. The Bath room is on second floor. The ceiling area is 4.5 sqm, The water proofing area is 10 sqm. (ground and bath area). Appropriate Lighting facilities.  卫生间地面铺设防水，并重新铺设瓷砖。将吊顶改为铝扣板加装灯具，木门更换为塑钢门。吊顶面积为 4.5 平方米，卫生间防水面积为 10 平方米（地面及淋浴区）。
i)	Common Washroom (2F)  2 层客卫	Remove facilities like floor tiles and bathtub. Water proof of floor and pave ceramic tiles. Repair of ceiling by replacing it with Aluminum Gusset. Wood door to be changed with Aluminum Alloy Door. Convert the bathtub area to shower area. The Bath room is on second floor. The ceiling area is 4.5 sqm, The water proofing area is 8 sqm. (ground and bath area). Appropriate Lighting facilities.

		移除地砖和浴缸，地面防水，将吊顶改为铝扣板材质加装灯具，木门更换为塑钢门。将浴缸区改为淋浴区并做防水。吊顶面积为 4.5 平方米，防水面积为 8 平方米（地面和淋浴区）。
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#### 4. Bid system:-

- i. 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 Repair and Renovation of A-1 Apartment and Waterproofing of Roofs and Balconies of A2 and A4 Apartments of Residential 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 III. The envelope should be superscribed as ***“BSD” with Company Name and Tender Quotation for Repair and Renovation of A-1 Apartment and Waterproofing of Roofs and Balconies of A2 and A4 Apartments of Residential Complex of Embassy of India, Beijing.***

**Envelope B :** Should contain the documents mentioned in Annexure II This envelope should be super-scribed as ***“Technical Bid ”. with Company Name and Tender Quotation for Repair and Renovation of A-1 Apartment and Waterproofing of Roofs and Balconies of A2 and A4 Apartments of Residential Complex of Embassy of India, Beijing.***

**Envelope C :** Should contain financial bid documents. This envelope should be super-scribed as ***“Financial Bid” with Company Name and***

**Tender Quotation for Repair and Renovation of A-1 Apartment and Waterproofing of Roofs and Balconies of A2 and A4 Apartments of Residential Complex of Embassy of India, Beijing. 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.**

- 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 100600**; Contact person: Mr. Abhishek Sondhi, 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. Guo Wen, 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 and Annexure-II'.
- viii. 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. 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.
- ix. In case any bid does not follow the process of segregating their bids in three separate envelopes, their BID shall be disqualified.
- x. The bids have to be submitted in English only.

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 repairing and renovation of A-1 Apartment 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. The contractor shall provide name and contact of one supervisor who will be in-charge of the repairing and renovation of A-1 and Waterproofing of Roofs and Balconies of A2 and A4 Apartments residence Project after signature of the contract.
  - c. The contractor shall provide one-page summary of the action plan for the repairing and renovation of A-1 Apartment and Waterproofing of Roofs and Balconies of A2 and A4 Apartments project along with timelines enclosed with Technical Bid.
  - d. A pre-bid site visit is compulsory before submission of the bid. The contractor can come to the Embassy on prior appointment before 12 May 2022 for site visit. For appointment, may contact Ms. Guo Wen, Local Property Assistant, Tel. No. 0086-10-85312550 Email: [admn3.beijing@mea.gov.in](mailto:admn3.beijing@mea.gov.in).
  - e. 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) 20 % upon the detection and repair of leaking and submission of the actual waterproofing plan for waterproofing.
- c) 30 % upon tiles and washroom repair.
- d) 30 % upon plastering and final water testing
- e) 10 % upon completion of defect liability period.

**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**

**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>	

**CERTIFICATE FOR THE MATERIAL PARTS USED IN THE REPAIR AND RENOVATION OF A-1 APARTMENT AND WATERPROOFING OF ROOFS AND BALCONIES OF A2 AND A4 APARTMENTS PROJECT**

ITEM DESCRIPTION	QUALITY STANDARD

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

**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 REPAIRING AND RENOVATION OF A-1 APARTMENT AND WATERPROOFING OF ROOFS AND BALCONIES OF A2 AND A4 APARTMENTS 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

<b>S N o</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**\_\_\_\_\_

*Tender for repair and renovation of a-1 apartment and  
waterproofing of roofs and balconies of a2 and a4  
apartments of residential complex of embassy of india,  
beijing*

**Seal of the firm**



**Annexure – III**

**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**