



**EMBASSY OF INDIA BEIJING**  
**INVITES QUOTATIONS**  
**FOR ANNUAL MAINTENANCE CONTRACT**  
**FOR ALL AC SYSTEMS INSTALLED IN**  
**NEW CHANCERY COMPLEX INCLUDING RESIDENCES**  
**FOR THE PERIOD 2022-24**

**TENDER NO. PEK/GEN/872/01/2022**

**LAST DATE FOR SUBMISSION OF BIDS**

**17 March 2022 UP TO 1500 HRS (BEIJING TIME)**

**DATE OF OPENING BIDS**

**17 March 2022 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 running of HVAC systems, distribution networks. The Contract shall be valid for two summer cycles, i.e. from 1 April 2022 to 31 March 2024.

1. **Notice Inviting Tender:-** Sealed bids are hereby invited for hiring of an agency/company for maintenance of repairing, maintenance and running of HVAC systems, distribution network . **The Maintenance contract shall be for two years, which includes two seasonal cycles.**

2. **Eligibility criteria for bidders:**

- The Company should have valid permit/licence from a competent local authority for maintenance of HVAC systems. A copy of the licence and its original English translation may be submitted.
- The Company should be in operation for more than 5 (five) years. The company should have had average annual financial turn-over of RMB 1,25,000 (excluding VAT) or more on repairing, maintenance and running of HVAC systems related works during the immediate last three consecutive financial years. This should be duly audited/certified by a Chartered Accountant.
- The Company should have extensive experience in providing similar services to other Embassies/ organizations for last five years.
- The Company should have sufficient number of well qualified engineer/technical staff 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:**

The Indian Embassy has three separate systems of AC system and its compliments.

1. 3 Nos. Carrier HVAC system. Model Number:30RQ130BHAAS Date of installation: 15/05/2017, Capacity: 130 KW/Unit. The HVAC system is installed in the Main Chancery Building. The HVAC system has water distribution system as coolant.

2. 1 No. TRANE system. Model Number CWKH275AD. Date of Installation 25.04.2008.

3. 16 Numbers AC systems of HAIER Make & Model Number: RFC140FX installed in 16 residential apartments/buildings.

Scope of work shall include Preventive maintenance of the whole system, repair and cleaning and the breakdown maintenance in case of breakdown.

S No	Description of work	Remarks
1	<p>Preventive Maintenance of the main machine units of the three systems described above.</p> <p>This shall include:</p> <p>(a) Washing clean the condenser to ensure a normal heat exchange of the outdoor unit.</p> <p>(b) Checking the lubricating system of the compressor.</p> <p>(c) Filling/refilling and resetting of Freon gas level in the AC Units.</p> <p>(d) Correcting of overheating and overcooling; tuning of pressure discharging and indrawing of the unit.</p> <p>(e) Testing of insulation of the electrical ware of the unit.</p> <p>(f) Testing and resetting the electrical system.</p> <p>(g) Tuning and resetting the control board of the electrical ware.</p> <p>(h) Cleaning and dusting of the electric box.</p>	<p>3 Units of Carrier.</p> <p>1 Unit of TRANE</p> <p>16 Units of Haier</p>
2	<p>a) Preventive maintenance of the Water circulation system of the Main machine which runs in the new Chancery complex. This shall include Chemical washing of the water system, test run of system to discharge the air.</p> <p>b) Preventive maintenance of the Water pump and servicing of</p>	<p>Cleaning to be done before the start of the AC system.</p>

	<p>the main engine/motor including greasing, adjustment of joints and checking of electrical insulations.</p> <p>c) Preventive maintenance and overall servicing to be done before the start of the heating season and then at the end of the season. The cleaning of the water circulation system to be done on monthly basis.</p>	
3	<p>a) Testing and resetting of the system in the New Chancery.</p> <p>b) Testing and resetting of the AC system in 16 Residences inside Chancery.</p> <p>c) Testing and Resetting of the AC system in the auditorium.</p> <p>d) The testing must be conducted before the Summer season commences.</p> <p>e) The testing in 16 residences shall include testing of the distribution system of the cool air.</p>	Before the onset of summer season
4	<p>For the Cool air distribution system/ Fan coil system:</p> <p>a) The servicing of Indoor fan units/ Fan coil systems and complimentary system is to be done in each office room/ residential room and corridors where there is a unit.</p> <p>b) The system should be checked for any faulty part, pressure of water to be adjusted to ensure even distribution of cool air.</p> <p>c) The contractor shall replace faulty spare parts in the distribution network in every office room/ residential room/ corridors at the outset. The labour cost of replacement shall not be charged and included in the cost of the project.</p> <p>d) The cost of spare part shall be charged on per unit basis only in the first servicing before the onset of summer season. The contractor shall provide the quotation of major spare parts that need to be replaced in the financial bid based on site visit.</p> <p>e) Any further replacement due to breakdown of parts shall be as per the Scope of work at S No. 6</p>	Before the onset of summer season.
5	Cleaning of the system including water/ coolants disposal to ensure proper shut down after the end of the summer season.	After the summer season
6	<p><b>Breakdown maintenance:</b></p> <p>a) To attend to any machine breakdown during the Summer</p>	

	<p>season. In case of replacement of parts for any job is more than RMB 1,000 per job (1 Job means undertaking breakdown maintenance of one distribution network in one room or one residential unit), Embassy will make payment of the additional expenditure involved. The company will have to bear the cost for expenditure upto RMB 1,000 per job.</p> <p>b) In case there is any problem in the main machine unit of the New Chancery HVAC unit, the contractor will contact the authorized dealers and ensure that the problem is take care without any expense to the Embassy.</p> <p>c) In case there is any problem with the older machine units in Auditorium or residences, the contractor shall be liable for any replacement upto RMB 1,000 per job. Any additional expense beyond RMB 1,000 shall be taken care of by the Embassy.</p> <p>d) Embassy has the right to use a third party if the Contractor is not able to solve the problem.</p> <p>e) Contractor must pay for any spare part only during breakdown maintenance.</p>	As and when breakdown occurs
7.	Period of Bid validity shall be 180 days.	
8.	The company shall have technical personnel who are authorized to work with the brands mentioned above. Only those persons who have valid license of these companies shall be authorized to undertake maintenance related work.	

3. 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 Annual Maintenance Contract for all AC system in New Chancery Complex including Residential Complex for 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**”

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

**Envelope C** : 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.**

4. 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.

5. 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 ; Chinese Contact person for site visit – Ms. Guo Wen, Local Assistant, Tel. No. 0086-10-85312550 Email: admn3.beijing@mea.gov.in.

6. The bid may be submitted by Hand or by courier. **Bids submitted by “Fax / E-mail” shall not be accepted.**

7. Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;

8. 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.

9. The bid has to be submitted as per the format specified at 'Annexure I , Annexure II and Annexure-III'.

10. 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". 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 three-part bid where financial bids shall be opened only of the technically qualified candidates.

11. In case any bid does not follow the process of segregating their bids in three separate envelopes, their BID shall be disqualified.

12. The bids have to be submitted in English only.

**13. Instructions for Financial Bid (Annexure I):**

- i. The Annexure I for Financial bid should mention **One Lumpsum amount for the complete description of work as mentioned in scope of work.**
- ii. The Bid Validity should be for a minimum period of 180 days
- iii. The Annexure I for Financial bid should mention year wise expenditure for each year, i.e. 2022-23 and 2023-2024.
- iv. **The Financial bid should mention the standard cost of each spare part which the contractor deems that is needed to be replaced while first servicing.**
- v. In case the spare part is not mentioned, contractor will have to provide the specification and Embassy has the right to purchase them from any vendor.
- vi. The cost of spare parts upto 1,000 RMB during breakdown maintenance shall be borne by the contractor.

**14. Instructions for technical bid (Annexure II):**

- i. Contractor shall attach relevant documents as mentioned in para 2 above.

- ii. The Company shall provide name and contact of one supervisor who will be in-charge of the Maintenance contract of all AC system of New Chancery Complex including residences of Embassy of India, Beijing.
- iii. A pre-bid site visit is compulsory before submission of the bid. The contractor can come to the Embassy on prior appointment before 1<sup>st</sup> March 2022 for site visit. For appointment, may contact Ms. Guo Wen, Local Assistant, Tel. No. 0086-10-85312550 Email: [admn3.beijing@mea.gov.in](mailto:admn3.beijing@mea.gov.in).
- iv. Bids Securing Declaration: Bidders shall submit a Bids Securing Declaration as per the enclosed format at Annexure-III along with the Technical Bid.
- v. Contractor shall attach relevant documents, like Business license for R&M of AC systems in Beijing from the recognized institute with translation; Authorize operational licence of R&M of AC **Unit for TRANE** and CARRIER systems along with translations.
- vi. The contractor shall provide name and contact of one supervisor who will be in-charge of the maintenance and servicing.
- vii. The contractor shall provide one-page summary of the action plan for each year.

**15. Terms of payment.**

- (a) 90% percent of the total amount of the contract will paid in three installments over the year.
- (b) 10% will be kept as retention money and will be released at the end of contract.

16. 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.

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



**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**

Item-wise break-up and Description	Amount incl. VAT (RMB)
<b>Total=</b>	

**COST OF THE SPARE PARTS IN THE DISTRIBUTION NETWORK/ COMPONENTS  
OF THE AC RESIDENCES PER UNIT**

ITEM DESCRIPTION	Amount incl. VAT (RMB)

**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

**PROFORMA FOR THE TECHNICAL BID FOR THE AMC FOR AC MAINTENANCE  
AND REPAIR**

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.	
2	In case of any deviation, please comment	
3	Has a rough plan of action been attached	
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:**

**Signature**

**Name of the Company**