

Invitation for Bids

Sealed tenders having financial bids and credentials of the firm, are invited by the **Embassy of India, Beijing** from Firms/Companies situated within China for an integrated contract for **redevelopment of office space** by enclosing existing structure **at the Embassy of India, Beijing**. The tender should be submitted in prescribed format as laid down in the tender document.

CHAPTER-I

1. **Instruction to Firms/Companies:** Embassy of India, Beijing invites quotations for an integrated contract for **redevelopment of office space** by enclosing existing structure **at the Embassy of India, Beijing**. The detailed terms and conditions, schedule of work/ specifications and format for quotations are available in the document. The Firms/Companies are instructed to go through the form thoroughly before quoting their rates.
 - 1.1 **Firms/Companies** are requested to submit complete information regarding the quotation as per Annexes. All pages of the document must be signed by the authorized signatory.
 - 1.2 **Price quoted should be inclusive of all charges in RMB. In no case any enhancement in approved rate will be entertained by the Embassy. The quotations shall be furnished in a sealed envelope.**

CHAPTER-II

2. Conditions of Contract:

- 2.1 The contract, if awarded, will have to be executed within a period of 1 month from the date of award of the contract. No escalation in cost will be entertained during the period.
- 2.2 The Embassy has the right to accept/reject the bid and does not bind itself to accept the lowest quotation or any quotation and can reject any or all the quotations or to scrap the RFP in whole or in part; without assigning any reason whatsoever.
- 2.3 In case of failure of the Agency/Company to comply with the provision of the terms and conditions mentioned in this Document or the Agreement to be signed between Embassy and the successful Agency/Company, the Competent Authority of this Embassy reserves the right to terminate the contract and to blacklist the Agency/Company.
- 2.4 The Agency/Company will be responsible for compliance of all laws, acts and rules made there under, statutory orders issued from time to time in relation to the environment and man-power deployed by them for performance of the job under reference and the Embassy will have a right to be indemnified in respect of any consequences resulting from any breach or violation by the Agency/Company of such rules, statutory obligations etc.
- 2.5 The Agency/Company will be responsible for conduct of the persons engaged by him for the work, which will be conducive for maintaining harmonious atmosphere as expected by the Embassy.
- 2.6 In the event of any violation of laws, rules, statutory provision by the Agency/Company, this will amount to breach of contract and in such case, the Embassy will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.
- 2.7 This Embassy reserves the right to terminate the contract in any eventuality, without any notice and without explaining any reasons to the Agency/Company. The Agency/Company shall not have claim for any compensation in such event of discontinuation of the contract.
- 2.8 The price quoted by the bidder shall be kept open and valid for acceptance for a minimum period of 120 days.
- 2.9 **Submission of bids:** Bidders shall submit their bid in a large sealed envelope super-scribed with 'Tender Quotation for **redevelopment of office space by**

enclosing existing structure at the Embassy of India, Beijing’ which shall have following three sealed envelopes inside:

Envelope A: Should contain ‘Bids Securing Declaration (BSD)’. The format for BSD is at **Annexure-I**.

Envelope B: Should contain the duly filled form to be submitted along with Technical Bid (**Annexure II**) complete in all respects along with all the supporting documents. This envelope should be superscripted “**Technical Bid for Integrated contract for redevelopment of office space by enclosing existing structure at the Embassy of India, Beijing**”

Envelope C: Should contain duly filled form to be submitted along with Financial Bid (**Annexure III**). This envelope should be superscripted “**Financial Bid for Integrated contract for redevelopment of office space by enclosing existing structure at the Embassy of India, Beijing**”

- All the envelopes should be superscribed at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the Agency/ Company.
- Firstly, the envelope containing the BSD would be opened. No bid will be accepted without BSD and will be rejected at once. Technical Bids 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 Head of Chancery, Embassy of India Beijing, No. 5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**
- **Contact Person for clarifications and handing over of bids:** Ms Coral, Local Assistant, Phone No. (010) 8531 2550, Email: admn3.beijing@mea.gov.in;
- The bids may be submitted by Hand in person or by courier. The bids by Fax / E-mail shall **NOT** be accepted;
- Bids received after the closing date and time as prescribed in the quotation notice, shall **NOT** be accepted under any circumstances;
- Financial bid will be opened for all those parties who have qualified technically.
- The bid has to be submitted as per the format specified at the Annexes with all supporting documents.
- **The bid is to be submitted either only in English or in Bilingual (English and Chinese) format.** The cost of translation of the documents shall be borne by the

bidder. In case of any discrepancy between the English and the Chinese version, the English version shall prevail.

- 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.**

CHAPTER-III

3. Eligibility Criteria:

- 3.1 The Agency/Company should be based in mainland China. Its address, telephone/ Mobile/Fax/e-mail address, etc. should be provided, while submitting the completed tender form.
- 3.2 The Agency/Company should have an experience of **at least three (3) years** in similar works in China, and should be a registered firm/entity legally authorized and competent to engage in the scope of work envisaged. Registration Certificate/ Business License as per the extant regulations of the People's Republic of China are required to be submitted along with the bid.
- 3.3 The tenderer must have satisfactorily completed in the last five years:
 - i. one similar work of value of RMB 160,000 or
 - ii. two similar works of value RMB 120,000 or
 - iii. three similar works of value RMB 80,000.

Similar work means construction work involving renovation or revamping of existing structure.

- 3.4 The Agency/Company should have had an average annual financial turnover of 100,000 RMB (excluding VAT) or more on similar works during the immediate last three consecutive financial years. and should not be insolvent. Financial documents certifying the same should be submitted along with the bid. Year in which no turnover is shown would also be considered for working out the average.
- 3.5 The firms should have adequate number of technically qualified staff and workmen to execute the project.

CHAPTER –IV

4. Scope of Work:

S.No.	Description of work	Remarks
1.	Enclosing of the balcony structure by raising the height of the walls so as to fully enclose the space and installation of two windows on opposite sides as per dimensions provided.	The floor dimensions of the area proposed to be enclosed is 185cms X 770cms. The dimension of each window will be 60 cms X 150 cms.
2.	Complete tiling work of the floor	The floor dimensions are 185cms X 770cms
3.	Necessary ceiling work on the roof for cable management and lighting	The false ceiling enclosing the cabling needs to be constructed with the dimensions 185*770 cms
4.	Internal electric wiring and distribution keeping in view the effective load of the equipment.	10 sockets(power points) are required with 5 each on two opposite walls which should balance and control 30KvA of effective load.
5.	Installation of network racks on the wall for structured network distribution and control of various services	3 network racks are to be installed on the entry side of the room. All the ethernet (CAT6 standard) cables from the IO box should be terminated to the patch panels installed in the network rack.
6.	Internal and structured ethernet wiring upto patch panel and IO box for network communication and control.	<ul style="list-style-type: none"> • 15 ethernet ports (I/O boxes) are required with 12 on entry side and 3 on balcony side. • 4 HDMI and 4 VGA ports are to be provided on the balcony side through socket.
7.	Decoration/finishing work of outer structure to match the overall theme of the building.	The color/type of material used on the outer side should match that of the existing building so as to maintain the aesthetics of the

		building.
8.	The network racks are to be installed on the wooden board post removal of glass window panel.	The glass window of the dimensions 140*215 cms is to be removed and wooden board with enough strength to hold the network racks as specified at Sl. No.5 above need to be installed.

CHAPTER-V

5. Price Schedule:

- 5.1 The Firm/Company(s) shall quote price in clear terms. **Bids having any hidden costs or conditional costs are liable to be rejected.**
- 5.2 **Mode of Payment:** Payment shall be made by Embassy against a bill/invoice raised by the vendor in two instalments. 50% of the accepted tender cost shall be paid on signing of contract and remaining (excluding cost for two year AMC) upon the completion of the commissioning. This will be subject to verification by the Embassy of execution of work as detailed within the scope of work. The payment for AMC shall be made on an yearly basis.
- 5.3 5% of all the payments shall be retained as Performance Security. Performance Security shall be released upon completion of the contract.

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 2 years from being eligible to submit Bids for contracts with Embassy of India, Beijing.

Date_____

Signature_____

Annexure- II

PROFORMA TO BE FILLED UP AND SUBMITTED IN TECHNICAL BID

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Name and Contact Details of the Contact Person from the Bidding Agency/Company.	
4.	Registration and incorporation particulars of the Agency/ Company.	
5.	Period of Bid validity (minimum 120 days)	
6.	Experience in related works (No. of years).	
7.	Total number of staff employed by the Agency/ Company.	

Declaration

I certify that the information furnished above is full and correct to the best of my knowledge. **I hereby agree to all terms and conditions as per the tender document.**

(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

Description	Amount including VAT (RMB)
Construction of office space by enclosing existing structure (balcony) at the Embassy of India, Beijing.	
Taxes (if any)	
Total	

I certify that the information furnished above is full and correct to the best of my knowledge. **I hereby agree to all terms and conditions as per the tender document.**

(Signature of the authorised signatory)

Date- _____

Seal of the company/firm