

**HAN/872/02/2019**  
**EMBASSY OF INDIA,**  
**HANOI**

**TENDER DOCUMENT**

The Embassy of India, Hanoi invites tender in two parts (i) Technical Bid and (ii) Financial Bid from experienced, locally-based, registered companies in Vietnam to renovate the Kitchen in the Ho Chi Minh-Nehru Hall, **58-60 Tran Hung Dao Street, Hoan Kiem District, Hanoi** . Companies may submit their technical bids and financial bids for the above work in a sealed envelope by regular post or by Hand to the Head of Chancery, Embassy of India, Hanoi by 28<sup>th</sup> October 2019.

**Brief Scope of Work:**

- i. Taking down and disposing off the existing structure in the Kitchen
- ii. Designing, supplying and installing kitchen cabinets/cupboards/racks to optimize the available space. (**Design should be enclosed in the technical bids**)
- iii. Supplying and installing a cooking range (cylinder based and induction) of Electrolux company of four stoves.
- iv. Supplying and installing a Chimney (Ventilation Hood) of Electrolux Company.
- v. Supplying and installing a Micro Oven (Ventilation Hood) of Electrolux Company
- vi. Supplying and installing Kitchen slab (Granite)
- vii. Supplying and installing an industrial scale dish-washer of Electrolux Company.
- viii. Supplying and installing new kitchen tiles (Floors and Walls).
- ix. Supplying and installing new water-taps and sink.
- x. All electrical and civil works to be undertaken by the supplier/constructor.

**Other Terms and Conditions:**

- i. **Timeline for completion of work:** The work should be completed within 4 weeks the award of contract.
- ii. **Defect Liability:** The defect liability is 365 (Three Hundred and Sixty Five) days.
- iii. **Payment:** The payment shall be made only after the satisfactory completion of the work and submission of commercially acceptable invoices.
- iv. **Site Visits:** Intending bidders shall visit the site as per schedules indicated by Embassy of India, Hanoi and shall get themselves thoroughly acquainted with the local site condition.
- v. **Bid Validity:** Bids shall be valid for a period of 120 days from the last date fixed for the bid submission.
- vi. **Taxes and duties:** The bidder must include in their bids all duties, royalties or any other taxes as applicable as per the laws of the Government of Socialist Republic of Vietnam. The tender inviting authority will entertain no extra claim on this account at any stage of execution of work.

**General Instructions**

- i. Issuance of this Tender, preparation and submission of a response and the subsequent receipt and evaluation of response by Embassy of India Hanoi does not commit Embassy to award a contract to any bidder, even if all requirements stated are met.

- ii. Mere submission of information does not entitle the bidder to meet an eligibility criterion. Embassy of India Hanoi reserves the right to vet and verify any or all information submitted by the bidder.
- iii. If any claim made or information provided by the bidder in the bid or any information provided by the bidder in response to any subsequent query by Embassy of India Hanoi, is found to be incorrect or misinterpretation of facts, then the bid will be liable for rejection.
- iv. After the selection, the successful bidder must be able to commence the service within 7 days after the award of Letter of Intent.
- v. All rates and lump-sum amounts, if any, shall be firm throughout the duration of the contract and no deviations shall be entertained by Embassy of India Hanoi in this context.
- vi. The bidders shall deploy adequate manpower, machinery and resources to ensure completion of work as per stipulated operational timings.
- vii. Should any new areas of work not envisaged as being part of this Tender document are added, the prices for the new areas of works shall be mutually agreed upon between the Embassy of India, Hanoi and the bidders based on the actual rate analysis or as per the prevailing rates as agreed in this Tender document.
- viii. The bidder would be responsible for all mandatory compliances for social, safety and environmental issues related to the performance of the bidder in the Embassy of India premises, as stated above in the eligibility criteria.
- ix. The Embassy of India Hanoi reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. **The decision of the Embassy in this regard shall be final and binding on all.**
- x. **Embassy will not take any responsibility on account of accident, sickness of any of employees of the bidding company during the course of work.**

ANNEXURE-I

**(TECHNICAL BID)**

TENDER NOTICE NO. \_\_\_\_\_ dated \_\_\_\_\_

Cover-I (Technical Bid)

The following documents need to be attached in the Technical Bid Proforma

<b>S. No.</b>	<b>Details</b>	
i.	Name of the Bidding Firm	
ii.	Name of the Authorized Signatory	
iii.	E Mail ID	
iv.	Telephone No.	
v.	FAX No.	
vi.	Year of Incorporation	
vii.	Registration No.	
viii.	Registered Office & Address	
ix.	Branch offices if any	
x.	Certified copies of Registration and Incorporation particulars of Company (To be attached by the bidder)	(To be attached by the bidder)
xi.	Certified copy of the Tax Registration Certificate (To be attached by the bidder)	(To be attached by the bidder)
xii.	Proof of Minimum experience of at least successfully completed one work of same nature	(To be attached by the bidder)

Signature of the Authorised Signatory of the Bidder with Seal of the firm/company  
 Name: \_\_\_\_\_  
 Mob. No. \_\_\_\_\_  
 Date: \_\_\_\_\_

ANNEXURE-II  
**Financial Bid Proforma**

1. Name of the firm:
2. Address of the Registered Office:

<b>Ser</b>	<b>Work Detail</b>	<b>Charges</b> (in VND) including VAT	<b>Remarks, if any</b>
i.	Taking down and disposing off the existing structure in the Kitchen		
ii.	Supplying and installing a cooking range at (cylinder based and induction) of Electrolux company of four stoves		
iii.	Supplying and installing a Chimney (Ventilation Hood) of Electrolux Company.		
iv.	Supplying and installing a Micro Oven (Ventilation Hood) of Electrolux Company-2000 watts, 50ltrs		
v.	Supplying and installing Kitchen slab (Granite)		
vi.	Supplying and installing an industrial scale automatic dish-washer of Electrolux Company.		
vii.	Supplying and installing new kitchen tiles (granite tiles) -Floors and Walls.		
viii.	Supplying and installing new water-taps and sink – Electrolux		
ix.	Supplying and installing new water-taps and sink ( Rust free Stainless Steel with the provision of washing of hand and utensils )		
x.	All electrical and civil works to be undertaken by the supplier/constructor		
xi.	Any other cost		

- i. Note: Equipments will be made by Electrolux

Signature of the authorized signatory of the Bidder with  
seal of the firm/company

**Name:** \_\_\_\_\_

**Mobile No.:** \_\_\_\_\_

**Date** \_\_\_\_\_