

No. HAN/872/07/2020
Embassy of India
Hanoi

Invitation for Bids

Embassy of India, Hanoi invites Bids / Quotations from reputed agencies based in Vietnam with experience in construction, maintenance and renovation of office buildings and temporary structures.

I. Notice Inviting Tender:-Sealed bids are hereby invited for hiring of an agency/company for construction, maintenance and renovation of office buildings and temporary structures **for Lump Sum tender for Development of Conference Room and Reception in the Chancery building of E/I, Hanoi on Turnkey (Design & Build basis).**

Name of work	Approx. New Built-up area	Period of completion
1. Development of Conference Room and Reception in Ground Floor of Chancery Building	94 sqm	1 month

II. Eligibility Requirements/criteria for bidders:

1. The Company should have valid permit/license from a competent local authority for Construction, maintenance and renovation of office buildings and temporary structures. A copy of the license and its original English translation may be submitted.
2. The Company should have in house capabilities to design and execute the project on **Design & Build basis**. The Company should be in operation for more than 5 (five) years. The Company should have extensive experience in providing similar services like renovation of offices, conference hall, meeting hall to other Embassies/ Corporate organizations for last five years.
3. A Pre-bid meeting and site visit shall be arranged for the bidders before submission of their final bids so that all design & execution factors are properly addressed in the bids. On submission of bids, the Committee will examine the bids technically on the basis of past works done by the bidders in order to ensure technical capability and quality of delivery by the bidders. Shortlisted bidders shall be evaluated and marks will be assigned on their design proposal, specifications of the finishes, furniture and furnishings & other execution components of the project. The shortlisting and design evaluations shall be done as per the following criteria:

4. Bid documents supported with prescribed annexures should be submitted in sealed envelope, duly super scribe with the name of work and the date of opening. The bids will be received up to **1700 hours on 10/08/2020 and will be opened on 11/08/2020 at 1000 hours.**

5. The date and time of opening of financial bid(s) will be decided after technical bid(s) have been evaluated by the Mission. Financial bid(s) of only those bidders(s) will be opened who qualify the technical evaluation on the specified date and time. The date, time & place of opening of the financial bid(s) will be intimated in due course of time.

6. If any information furnished by the applicant is found incorrect at a later stage, he/she shall be liable to be debarred from the tendering process. E/I, Hanoi reserves its rights to verify the particulars furnished by the applicant independently.

7. Embassy of India, Hanoi reserves the right to reject any prospective applicant without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable by it.

III. Instructions to Bidders:

2. This is a **“LUMP SUM FIXED PRICE TENDER”** with Extent of work as calculated by the Bidders, be based on the descriptions, broad specifications and scope of work provided, and as submitted by them while quoting their Lump Sum Fixed Price. The Bidder shall examine the Tender Documents and all Agenda (if any) before submitting his Bid and shall become fully, informed as to the extent, quality, type and character of operations involved in the Works and shall visit and acquaint himself with the Site of the Works. No consideration or compensation will be given for any alleged misunderstanding of the articles to be furnished.

3. Decision on bid will be taken based on the final price quoted on the Form of Tender.

Lumpsum Fixed Price/Amount as quoted in the **“Form of Tender”** shall be the basis for deciding the tender quote and the L1 bidder.

4. Any mismatch in the final quoted price on **Form of Tender** and Total amount worked out on rates in **Schedule of Quantity**, the final price quoted on **Form of Tender** shall be considered for comparison of bids and decision on bid.

5. Without prejudice to anything contained in the foregoing paragraphs, the contractor shall always maintain the Performance Guarantee at the full amount until the completion of work in accordance with the terms and conditions of the contract.

5. The acceptance of the Tender shall be conditional and not finally binding upon the Employer until the Performance Guarantee has been duly provided and the actual contract signed between the Employer and the contractor. Should the contractor fail to sign the contract within the stipulated time or to provide the Performance Guarantee within the period allowed or for any other reason withdraw his participation in the Tender, the Employer may withdraw his acceptance of the Tender without any notice or other formality and may enter into a new Agreement for the execution of the Works or any part of it and thereupon the amount of Bid security shall be confiscated by the Employer without any necessity for any legal or other formality or reference to judicial proceedings of proof of damage and without prejudice to the

right of the Employer. No payment shall be released to the contractor unless the Agreement is signed.

6. Any further information or clarification which the Applicant may require in order to complete his Tender may be obtained from *ASO (Establishment), Embassy of India, Hanoi*. All information requested by and supplied to one bidder will be supplied to all bidders.

7. Queries

Site visit for all bidders will be arranged before 31st July 2020 Bidder's queries should be submitted in writing to estt.hanoi@mea.gov.in and should be received **on or before 1500 hours on 31/07 /2020**. No queries will be accepted or answered thereafter.

8. At any time prior to the date of opening of the proposals the Embassy may issue an addendum in writing to all applicants, deleting, varying or extending any item. Unless it is in formal manner described above, any representation or explanation to the Bidder shall not be considered valid or binding on the Employer as to the meaning of anything connected with the Tender Document. The date and time for submission may be deferred by an official notification in writing issued by the Employer to all Bidders. Tenders received after this date will not be considered.

9. Bid/Bidder may be disqualified for any reason including, but not limited to the following:

- i. If a bidder sets forth any conditions which are unacceptable to the Employer.
- ii. If there is evidence of collusion between Bidders.
- iii. If Tender sets forth any offer to conditionally discount, reduce or modify its tender.
- iv. If Bid price is disclosed before opening of Financial Bid.

10. The attention of Bidders is drawn as to compliance with laws and regulations concerning safety and health, labor regulations, social insurance, labor taxes, tax deduction, import restrictions duties and levies, company's tax, VAT etc. **All rates and sum inserted against items of works shall be inclusive of VAT and all other taxes.**

11. All employees and labour of the bidder need to have valid identification documents. Entry of men and material in and out of the site is regulated and under strict security supervision. The Bidder will have to comply with the security guidelines of the Embassy. Ensure safety precautions as per the safety standards to avoid any project related injury to workers. Any liability arising out of such incidents and work place injury shall be that of Bidder's responsibility.

12. Bidder shall have deemed to have read carefully all the Tender Documents, Scope of Work and Specifications etc. The quoted Lump sum Fixed price is inclusive and complete in all respect to make Conference Hall functional as per the highest standards of work.

13. Price escalation in rates due to any reason such as increase in prices of material, equipment & labour, fuel (petrol, diesel, gas etc.), electricity & water, levy of new taxes, hike in any tax rate, Cess or due to delay in completion etc. shall not be applicable.

14. **Performance Guarantee:** Performance Guarantee @5% to be deposited within 15 days of issue of Letter of intent. Letter of award of work shall be issued on receipt of Performance Guarantee. The Performance Guarantee shall be released two months after satisfactory completion of work.

15. **Retention Money**– 5% of Contract Bill to be deducted from each RA bill. The amount will be released after completion of defect liability period i.e. one year after satisfactory completion of work.

16. **Liquidated damages:** At the rate of 0.5% of Contract value for each week of delay subject to maximum of 10% of Contract value.

17. **Defect liability period:** One year from the date of satisfactory completion of work.

18. **Terms of Payment:** The Contractor shall be entitled to be paid as per the following stages of work:

- a. 30%: Mobilization advance after procurement and start of the work;
- b. 70%: Upon satisfactory completion of work

19. Commencement date of the works shall be effected after **seven (7) days** from the date of issuing the Acceptance letter or handing over the site, whichever is earlier. This 7 days period will be defined as the mobilization period.

20. The Period of Completion for the whole of the Works is 1 month calculated from the Commencement date.

21. The Defects Liability period shall be **Three Hundred Sixty Five (365) days** from the date of completion.

22. The Employer will not be bound to accept the lowest or any tender or to give a reason for the rejection of any Tender.

23. TENDER

Technical bids of bidders shall be opened on the date of bid opening. Technical bids envelope shall be opened in presence of bidders or their representatives. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Employer. Qualified bidders will be informed and financial bid of qualified bidders only shall then be opened at notified time, date and place in presence of bidders or their representatives.

IV. Scope of Work (Bill of Quantity):

No	Description	Unit	Qty	Model/Brand/Origin
A	EQUIPMENT			
I	Sound Conference system			
1	Central unit for Conference system	Item	1	TS-780/ TOA/ Việt Nam
2	Digital Mixer Amplifier	Item	1	A-3224DM-AS/ TOA/ Indonesia
3	Delagate Unit	Item	6	TS-782/ TOA/ Việt Nam

4	Microphone for exclusive use with the conference units of the Infrared Conference system	Pcs	7	TS-904/ TOA/ Việt Nam
5	Cable 2m for conference system	cable	2	YR-780-2M/ TOA/ Việt Nam
6	Series Speaker are compact two-way speaker systems	Item	4	F-1300BT/ TOA/ Indonesia
7	Cable for Speaker	Roll	1	
8	Rackmount 10U	PCs	1	Việt Nam
B	FUNITURE			
I	Basic Construction			
1	Remove existing ACs and install 02 new ACs	Package	1	Việt Nam
2	Air conditioner 02 inverter 18000 BTU Daikin	Set	2	
3	Gymsum ceiling (frame type 1 of Vĩnh Tường, plasterboard 9mm)	m2	150	Việt Nam
4	Plaster Gypow, paint (Maxilite white)	m2	150	Việt Nam
5	PLaster Gypow, paint (Dulux) and clean	m2	150	Việt Nam
6	Spotlight Karis DTQ155X .5*2W 3000K CRI>90 (from Germany, for conference room)	Piece	17	Việt Nam
7	Spotlight Accord DSYO75X . 10W 3000K CRI>90 . (from Germany, for waiting room)	Piece	20	Việt Nam
8	Light T5 FLV 10W, 4000K (from Vietnam)	Piece	40	Việt Nam
9	Labour charge for electricity system	Package	1	Việt Nam
10	Socket, switch, ...	Package	1	Việt Nam
II	Main Conference Room			
1	Wooden sheet for the wall	m2	85	Việt Nam
2	Conference table	md	1	Việt Nam
4	Cabinet (opposite the projector)	item	3,99	Việt Nam
5	Cabinet (for decoration across the entrance)	Item	2,86	Việt Nam
II	Reception/Waiting Room			
1	Wooden sheets for 2 sides of staircase	m2	15	Việt Nam
2	Mirror (Viet Nhat, in hexagon shape)	m2	4	Việt Nam
3	Inox stick (for 2 sides of the mirror)	Piece	2	Việt Nam
4	Reception area	md	2	Việt Nam
5	Short document almirah at reception area	md	2	Việt Nam
6	Stone surface in reception table	md	1,55	Việt Nam
7	Sofa	Package	1	Việt Nam
8	Tea table	Piece	1	Việt Nam
9	Tab Light	Piece	1	Việt Nam
10	Water container/showcase under staircase	Piece	1	Việt Nam
11	Stone surface on water container/showcase	md	1,5	Việt Nam
12	Paintings on the wall	Piece	6	Việt Nam
13	Green tree and pot	Piece	6	Việt Nam
C	OTHERS			
1	Disposal of Waste	Package	1	
2	Polishing of existing flooring of the conference room and the reception	Package	1	

- V. **Bid system:-** The bidder company shall submit its offer in **ENGLISH LANGUAGE ONLY** in an envelope, superscripted as “Tender Quotation for **“FOR DEVELOPMENT OF CONFERENCE HALL IN, CHANCERY BUILDING”**”. It should also be superscripted at the bottom leftcorner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;
- i. The sealed bid shall be submitted to **The Head of Chancery, Embassy of India Hanoi, 58-60 Tran Hung Dao St., Hoan Kiem, Hanoi;**
 - ii. Contact person: Mr. Shivam Singh, ASO(Estt.), Email: estt.hanoi@mea.gov.in;
 - iii. The bid may be submitted by Hand in person or by courier. **Bids by “Fax / E-mail” shall not be accepted;**
 - iv. Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
 - v. Bid shall be opened on the date and time as given in the tender notice at **Embassy of India Hanoi, 58-60 Tran Hung Dao St., Hoan Kiem, Hanoi**, in the presence of the authorized representatives of the companies, who may wish to attend.
 - vi. The bid has to be submitted as per the format specified at ‘Annexure I and Annexure-II’.
 - vii. Annexure I and supporting documents shall be in one sealed envelope labeled **“TECHNICAL BID”**. Annexure II 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. The two 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 companies.**
 - viii. In case any bid does not follow the process of segregating technical and financial bids in separate envelopes, their BID shall be disqualified.

VI. Instructions for technical bid (Annexure I):

Contractor shall attach relevant documents, like Business license for Civil Repair & maintenance of office building and temporary structures in Hanoi.

A pre-bid site visit is compulsory before submission of the bid. The contractor can come to the Embassy on prior appointment before 31st July 2020 for site visit. For appointment, may contact Ms. Dao Thi Hien, Property Clerk, Tel. No. 0084-941015919 Email: estt.hanoi@mea.gov.in .

VII. Instructions for Financial Bid (Annexure II):

- 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. 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.

(TECHNICAL BID)

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Cover-I (Technical Bid)

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

S. No.	Details	
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: _____

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE FINANCIAL BID

Financial Bid letter (Lump sum fixed price to be quoted on this form by Bidder)

FORM OF TENDER

Name of Contract: [Name of the works]

To:

[Name of the Employer]

We have examined the General Conditions of contract, specifications, drawings, other schedules, the attached Appendices and Addenda for the above-named works and have inspected the site and the general and economic conditions under which the works are to be carried out. We offer to execute and complete the works and remedy any defects therein, in conformity with this Tender.

VND _____ (in figure)

(VND _____ only) inclusive of VAT and all other taxes & levies.

We agree to abide by this tender until 180 days after date for receipt of tenders and it shall remain binding upon us and may be accepted at any time before that date. We acknowledge that the appendix forms part of this Letter of Tender.

If this offer is accepted, we will provide the specified Performance Security, commence the Works as soon as is practicable after commencement date, and complete the works in accordance with the above-named documents within the Time of Completion.

Unless and until a formal Agreement is prepared and executed, this Letter of tender together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any tender you

(Signature of the authorized signatory)

Dated _____

Name and Address of the Agency/Company _____

Seal of the firm _____

Dated _____