

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 in the Chancery building of E/I, Hanoi.**

Name of work	Approx. New Built-up area	Period of completion
1. Development of Conference Room in Ground Floor of Chancery Building	45 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. The Company should have extensive experience in providing similar services like renovation of offices, conference hall, meeting hall to other Embassies/ Corporate organizations.
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
4. Tender Document- Conference Room- Bid documents supported with prescribed annexures should be submitted in sealed envelope, duly super scribed with the name of work and the date of opening. The bids will be received up to **1700 hours on 17th December 2020 and will be opened on 18th December 2020 at 1000 hours.**
5. 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.
6. 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:

1. 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.

2. 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.

3. 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.

4. Any further information or clarification which the Applicant may require in order to complete his Tender may be obtained from *Attache (Establishment), Embassy of India, 58-60, Tran Hung Dao, Hanoi* during between 0930-1700 hours. All information requested by and supplied to one bidder will be supplied to all bidders.

5. **Queries:** Site visit for all bidders will be arranged before 12th December 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 12th December 2020**. No queries will be accepted or answered thereafter.

6. 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.

7. 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.

8. 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.**

9. 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 in the premises of the Embassy and work place injury shall be that of Bidder's responsibility and **NOT** Embassy of India's responsibility repeat **NOT** Embassy of India's responsibility.

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

11. 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.**

12. **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.

13. **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.

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

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

16. **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. 65%: Upon satisfactory completion of work
- c. 5%: To be paid one year after satisfactory completion of work

17. 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.

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

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

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

IV. Scope of Work (Bill of Quantity):

No	Description	Unit	Qunt
A	BASIC CONSTRUCTION		
1	Scratching the wall where plaster comes out	Package	1
2	Waterproofing the wall	Package	1
3	Labour charge for installing electrical system	m2	41,79
4	Electric wires 2c*2.5	md	100

5	Electric wires 2c*1.5	md	200
6	Protection pipe for electric wire SP20, SP16	pcs	30
7	Double socket	set	12
8	Double switch, triple switch	set	6
9	Wall plate for electrical socket (double)	pcs	12
10	Other electrical materials	Package	1
11	Tube light 1,2m FSL	set	21
12	LED ceiling light 110	set	32
13	Constructing False ceiling	m2	42
14	Plastering the wall and painting with Dulux paint	Package	1
15	Packing and removing the debris	Package	1
16	Polishing the floor	Package	1
B	FURNITURE		
1	Wooden bottom panels (for the interior wall, MDF wood, waterproofing, 850mm in height)	md	30
2	Conference table (MDF wood, waterproofing, 4mm thick for the surface of table, dimension W4500*D1200*H750)	pcs	1
4	Cleaning, repairing and painting windows	set	4
4	Cleaning and painting doors	set	2

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 left corner 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** by post only. **Bids by “Fax / E-mail” shall not be accepted;**

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

iv. 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.

v. The bid containing the financial bid and the supporting documents should be in one sealed envelope labeled “**Tender for Development of Conference Room in Embassy of India, Hanoi**”. Financial bid should mention **One Lumpsum amount for the complete description of work as mentioned in scope of work.**

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.

(Signature of the authorized signatory)

Dated _____

Name and Address of the Agency/Company _____

Seal of the firm _____

Dated _____