

HAN/872/01/2022
EMBASSY OF INDIA,
HANOI

TENDER DOCUMENT

The Embassy of India, Hanoi invites tender from experienced, locally-based, registered companies in Vietnam to renovate the Kitchen at India House located at 41, Ly Thuong Kiet, Hoan Kiem Distt, Hanoi. Companies may submit their bids for the above work in sealed envelopes by regular post or by Hand to the Head of Chancery, Embassy of India, Hanoi by 15.08.2022 at **58-60 Tran Hung Dao Street, Hoan Kiem District, Hanoi.** Mission will not be responsible for any postal delay.

2. Queries, if any, may be addressed to Head of Chancery at email estt.hanoi@mea.gov.in, ga.hanoi@mea.gov.in and hoc.hanoi@mea.gov.in . For site-visit, the prospective bidders may take prior appointment through above email ids and telephonically through Ms. Phan Nguyen Hoai Phuong, Local Clerk (+84 976 727 699).

3. The tender document can be downloaded free of cost from the following websites:

www.indembassyhanoi.gov.in
www.http://eprocure.gov.in/cppp

4. The import schedules and dates are as under:

S. No.	Events	Date
1.	Tender Publish Date	25.07.2022
2.	Document Download Start Date	25.07.2022
3.	Pre-bid/Site Visit	03.08.2022
4.	Bid Submission end date	15.08.2022
5.	Opening of Tender	16.08.2022

5. Terms and Conditions

5.1. The Mission reserves right to reject any or all bids/offers without giving any notice or assigning any reason thereof. The decision of the Mission in this regard will be final and binding upon the bidders.

5.2. The Tender shall be neatly arranged and legible. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Tender. The conditional tender will be summarily rejected.

5.3. The Bidders shall submit documentary evidence in respect of their technical capabilities and experience in providing of similar services.

5.4 Any tender received by the Mission after the deadline for submission of tenders will not be accepted.

5.5 The Firm concerned will be fully responsible for the safety and insurance of its employees.

5.6 In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, Mission's interpretation of the clauses shall be final and binding on all parties.

6. Scope of Work

Scope of Work	
S.No	Description of work to be undertaken
I	Taking down and disposing off the existing structure in the Kitchen: <ul style="list-style-type: none"> • Dismantling kitchen water & electric fittings • Dismantling the kitchen slab & upper and lower kitchen cabinets
II	<ul style="list-style-type: none"> • Designing, supplying and installing kitchen cabinets/cupboards/racks to optimize the available space • Provide metallic rack above sink to put freshly washed utensils • All electrical and civil works to be undertaken by the supplier/constructor. • Removal of existing tiles of wall and installation of Kitchen glass (tempered glass) in its place • Supplying and installing Kitchen slab (Granite) • Install new water-taps and sink • Paint the whole kitchen • Deep cleaning of the floor of kitchen • Removal of waste and thoroughly clean after finishing the work

7. Instruction to Bidders

Price & Terms of Payment

7.1 Price quoted by the Bidder and agreed to by EoI Hanoi shall be considered final and no price escalation will be permitted thereafter.

7.2 Bidders must quote the price in the format given in Contract Price Schedule at Annexure-I of this document.

7.3 All prices are to be quoted in Vietnam Dong (VND) only.

7.4 **Bid Validity:** The bids should be valid for 120 days.

7.5 The attention of Bidders is drawn as to compliance with laws and regulations concerning safety and health, labor regulations, social insurance, labour 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.**

7.6 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.

7.7 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 and as per the highest standards of work.

7.8 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.**

7.9 **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.

7.10 **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.

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

7.12 **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

7.13 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.

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

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

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

7.17 Works involving noise, needs to be undertaken on weekend or before 08 a.m and after 06 p.m.

7.18 All labor must be Vietnamese and Security cleared.

7.19 **Force Majeure:** EoI Hanoi may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of an Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

Financial Bid Proforma

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

3. Correspondence address:

4. Contact details:
 - (a) Telephone:
 - (b) Fax:
 - (c) E-mail:

Ser	Work Detail	Charges (in VND)	Remarks, if any
(a)			

[Signature(s) of the Tenderer(s) with Name, Designation, Date & Seal]