



**EMBASSY OF INDIA
BRUSSELS**

217, Chaussee de Vleurgat
1050 Ixelles, Brussels,
Belgium
Email: hoc.brussels@mea.gov.in
Tel: 02- 6451854

TENDER NOTICE

NO. BRU/872/3/20

05th October 2020

Name of Works: "Construction of reception area in Consular Section at Embassy of India, Brussels"

The Embassy of India, Brussels, on behalf of the President of India invites Lump-sum Fixed Price Tender for Construction of reception area in Consular Section at Embassy of India, Brussels.

2. Last date for submission of bids: 26.10.2020

Tender Documents

Tender Contents

A. Technical Bid Documents:

Section-I: Instructions to Bidders

Section-II*: Introduction and Credentials of Bidder

Section-III: Terms and Conditions of contract

Section-IV#: Standard formats for Earnest Money Deposit / Bid Security/ Guarantee etc. / Earnest Money Declaration (Section IV(a))

* Section-II – Documents about the bidders, experience, name of other offices/residences where he is working/ has worked experience etc. and any other information about the bidder. These documents can be supplied and attached by bidders.

If the bidder submit Earnest Money in form of Pay Order/demand draft, in favour of "Embassy of India, Brussels", no need of Section IV (a)

B. Financial Bid Documents:

Section-V: Form of Tender – Financial bid letter

Rajeev Ranjan
(Dr. Rajeev Ranjan)
Head of Chancery
Embassy of India, Brussels

Section-I

Instructions to Bidders

The Embassy of India, Brussels invites sealed tenders from reputed agencies based in Belgium with experience in construction, maintenance and renovation of office buildings for Lump Sum tender for construction of reception area in Consular Section of Embassy of India, Brussels.

2. Scope of Work:

- (i) Shifting of metal detector near the main entrance gate
- (ii) Construction of reception area in the place just adjacent to washroom
- (iii) Installation of bulletproof glass at reception
- (iv) Installation of bulletproof window in place of existing outside glass window
- (v) Installation of additional security door after the reception in the main corridor
- (vi) Installation of a new door to have access to the washroom area from the corridor
- (vii) Shifting of wash basin from proposed reception area to the washroom
- (viii) Closing of door of the washroom
- (viii) Fixing/shifting of control button on main door, electrical wirings and other items as per requirement
- (ix) Removing of all the debris from the area

The above scope is indicative in nature and not limiting or exhaustive in extent.

3. For site-visit and inquiries related to above mentioned work, may contact Mr. Dharendra Kumar, ASO(Admn), Embassy of India, Brussels on the following numbers: 00 32 2645 1850 or mobile: 00 32 465 647 870 during 0900 Hrs to 1730 Hrs on working days.

4. Eligibility Requirements/criteria for bidders:

- The Company should have valid permit/license from a competent local authority for construction, maintenance and renovation of office buildings.
- 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. A minimum of two work references is mandatory requirement to be submitted in the technical bid.
- The Company should have sufficient number of well qualified engineer/technical staff for the proper execution of the contract.

5. The tender document can be downloaded from the following websites:

<https://www.indianembassybrussels.gov.in/pages.php?id=431>

<https://eprocure.gov.in/eprocure/app>

6. Bidders are requested to go through the terms & conditions of contract contained in the bid documents (Section III). Bidders are required to deposit Earnest Money Deposit (EMD) of Euro 500/- in the form of "Pay Order/demand draft, or Earnest Money Declaration. Bids received without EMD or Earnest Money Declaration will not be considered and rejected summarily.

7. The tenders should be submitted in two sealed envelopes as below, along with prescribed EMD or Earnest Money Declaration:

(a) The first sealed cover superscripted as "Technical Bid" should contain details of technical capabilities of the firm and Company's profile

(b) The second envelope superscripted "Financial Bid" should contain rates only

(c) Both the sealed covers, along with EMD or Earnest Money Declaration should be placed in the main sealed envelope superscripted "Work related to Construction of reception area at Embassy of India, Brussels" addressed to the Head of Chancery, Embassy of India, Brussels, 217 Chaussee de Vleurgat, 1050 Ixelles, Brussels and must reach on or before 26.10.2020. Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Embassy will not be responsible for any postal delay. Bids may not be sent by e-mail.

8. The Embassy reserves the right to amend any of the terms and conditions contained in the Tender document or reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of the Embassy in this regard will be final and binding upon the bidders.


9. The bidders are advised that the work to be executed is in a high security zone. 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 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.

10. The important schedules and dates are given below:

Key Event	Dates
Date of e-publishing on CPP Portal / Website	05.10.2020
Date of receiving the bids (Start)	06.10.2020
Date of clarification (Start)	06.10.2020
Date of clarification (end)	25.10.2020
Bid submission closing date	26.10.2020
Technical Bid opening date (Date and time for opening of financial bids of technically qualified bidders will be communicated separately)	30.10.2020

11. All bidders are requested to read and understand the terms & conditions of the contract before submitting their bids. No change or violation of aforementioned terms & conditions is permissible once the quotation is accepted by the Embassy.

12. The sealed bid shall be submitted to The Head of Chancery, Embassy of India, Brussels, 217, Chaussee de Vleurgat, 1050, Ixelles, Brussels, Belgium.


(Dr. Rajeev Ranjan)
Head of Chancery
Embassy of India, Brussels

SECTION-II

TECHNICAL INFORMATION

Introduction and Credentials of Bidder

Name of firm:

Address of the Registered Office:

Correspondence address:

Contact details:

Telephone No.:

Fax:

E-mail:

Requirements	Response
Brief introduction of the company	
Has tenderer executed at least one similar project of Euro 20,000/- or two similar projects of Euro 15,000 in last 10 years	
Registration Certificate & license for the services	
Has tenderer incurred any loss in more than 2 years during last 5 years	
Details work plan and methodology for undertaking the job	
List: Other Embassies/Consulates or reputed organization where you provided or are providing services of similar nature.	

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated _____

Name of Company

Seal

SECTION-III

Terms and Conditions of Contract

1. At the time prior to the deadline for submission of bids, Embassy of India, Brussels may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.
2. Embassy of India awards the contract to the eligible bidder whose technical tender has been accepted and determined as the lowest evaluated commercial tender. The lowest price criteria shall be applied on the total.
3. Interpretation of the clauses in the Tender Document/contract Document - In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender documents, Embassy of India, Brussels's interpretation of the clauses shall be final and binding on all parties.
4. The successful bidder, on award of contract must send the contract/acceptance in writing within 7 days of the award of contract; otherwise the Contract will be awarded to the next successful bidder i.e. L-2.
5. No request for revision/increase of approved rates during the currency of tenure will be entertained due to any reason such as increase in prices of material, equipment & labour; fuel, electricity & water, levy of new taxes, hike in any tax rate, cess or due to delay in completion etc. No other charges like transportation fare etc. will be payable for providingg the services.
6. Validity of Bid – The Bid shall remain valid for a period of 90 days from the date of the opening of the bid or up to any mutually extended period.
7. The firm would be responsible for its workers in terms of their antecedents and conduct, service performance and behaviour and also the payment of salaries, compensation etc.
8. The contractor shall provide name and contact of one supervisor who will be in-charge of the renovation of reception area of the Consular Section of Embassy of India, Brussels after signature of the contract.
9. Lump Sum Fixed Price Tender – This is a LUMPSUM FIXED PRICE TENDER with Extent of Work as shown on scope of works. The Tenderer shall examine the scope of work and other Documents and all Addenda (if any) before submitting his Tender and shall become fully informed as to the extent, quality, type and character of operations involved in the Works. The Tenderer shall visit and acquaint himself with the Site of the Works. The tenderer shall take entire responsibility in the interpretation of this report and of the site conditions. No consideration or compensation will be given for any alleged misunderstanding of the nature of the work to be executed.
10. Tender and Schedule of Quantities-
 - (i) Bidders shall satisfy themselves of the quantities quoted in the Schedule of Quantities. These quantities shall be taken as guidance to assess the approximate quantum of work involved in the project. The Contractor prior to the submission of the tender, may add to items, quantities to the items in Schedule of Quantities as per the scope of the work, and site visit. It shall be the responsibility of the bidder to satisfy himself of the completeness of the

documents for the scope of work and his own assessment of the work after site visit and as per the tentative scope of work mentioned in tender document. No extra cost shall be entertained and payable if any additional information or detail is provided later for carrying out the works as specified in the tender documents.

(ii) Bidders are required to quote Lum-sum fixed prices on “Form of Tender”. Bidders may prepare schedule of quantity as per scope of work identifying item description, quantity and rates. The total amount of schedule of quantity prepared by them should be transferred to “Form of Tender”.

(iii) The Lump-sum Fixed Price/amount must be quoted both in figures and in words on the “Form of Tender” and the currency must be in Euro only. In case of any discrepancy between figures and words, the amount quoted in words shall be taken to be correct for this tender.

11. Final Tender Price- Decision on bid shall be taken based on the final price quoted on the “Form of Tender”. Lum-sum Fixed Price/amount as quoted in the “Form of Tender” shall be the basis for deciding the tender quote and the L1 bidder. In case of any mismatch in the final quoted price on Form of Tender and Total amount worked out on rates in Schedule of Quantities, the final price quoted on Form of Tender shall be considered for comparison of bids and decision on bid.

If amount quoted on Form of Tender is more than amount worked out on Schedule of Quantities, the rates in the Schedule of Quantities shall not be altered/adjusted. If amount quoted on Form of Tender is less than amount worked out on Schedule of quantities, the rates on schedule of quantities shall be adjusted in the ratio to match with quoted final price on the Form of Tender.

12. Bidders would be required to furnish the information and submit documents, as per the attached proforma and would quote prices strictly on Lum Sum basis only. Price quoted should be on all-inclusive basis and shall include the cost of all services, personnel, material, transportation etc. Technical information should be given in separate envelope.

13. Quoted price is final fixed lump-sum price inclusive of all taxes except VAT. Item / quantity indicated in the scope of work / schedule of quantity are tentative and some variation during execution may take place. The quoted price should include lump-sum charges for Labour / transportation and civil works required / necessary, if any, for complete installation. Nothing extra is payable for such variation.

14. Earnest Money Deposit – Demand draft / Banker’s cheque / Bank Guarantee in favour of Embassy of India, Brussels or Bid Securing Declaration (Section IV and IV(a)).

15. The Defects Liability period shall be Three Hundred Sixty Five (365) days from the date of completion. Contractor shall be bound to remove/ rectify / replace any defects / defective work which is noticed during defects liability period at his own risk and cost.

16. Disqualification of Tender – Tender may be disqualified for any reason including, but not limited to the following:

- a) If tenderer sets forth any conditions which are unacceptable to the Employer
- b) If any tender is submitted under a name other than the name of the individual firm, partnership or corporation that was issued the Tender Document
- c) If there is evidence of collusion between Bidders
- d) If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender

e) **If Bid price is disclosed before opening of Financial Bid.**

17. FORCE MAJEURE - In the event of force majeure i.e. unforeseeable events such as war, floods, earthquake etc . beyond the reasonable control of the Parties to the contract which prevent either party from meeting their obligations under this contract, the contractual obligations as far as affected by such event shall be suspended for as long as the force majeure continues provided that the other party is notified within two weeks after occurrence of the force majeure. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder. In the event of force majeure either party shall be entitled to prolongation of this Contract equal to the delay caused by such force majeure.

18. Employer's right to waive – The Employer reserves the right to waive any deficiency in any tender where such waiver is in the interest of the Employer except that no proposal will be accepted if the Earnest Money Deposit (EMD) or Bid Securing Declaration in lieu of EMD or/any of the preceding statutory documents was not submitted with the tender.

SECTION-IV

Bid Security/Earnest Money Deposit/Bank Guarantee

To safeguard against a bidder's withdrawing or altering its bid during the bid validity period, Bid Security (also known as Earnest Money) is to be deposited by the bidder. The bidders should furnish bid security along with their bids. The bid security may be in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial bank, the Bid Security is to remain valid for a period of 180 days beyond the final bid validity period.

In place of Bid Security, the Bidders have option to sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract or to submit a performance security before the deadline defined in the request for bids documents, they will be suspended for 60 months from being eligible to submit Bids for contracts with the Embassy of India.

SECTION-IV (a)

Earnest Money/Bid 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 05 years from being eligible to submit any bid for contracts with Embassy of India, Brussels.

Date

Signature:

Section - V

Form of Tender (Financial Bid Letter)

(To be submitted by the Bidder in following format)

To: Embassy of India, Brussels

We declare:

That we are equipped with necessary expertise and facilities required for carrying out this work. Our tender offer price for the above work order all complete as per the requirements of the contract is Euro

We have carefully read and understood the terms and conditions of the tender and enclose herewith complete Financial Bid as required by you. We do hereby confirm that our bid price is inclusive of all. We offer to execute and complete the works and remedy any defects therein, in confirmity with this tender.

It is certified that all the scope of work items have been included in the given quotation and each material/item part which is needed to be replaced while development/renovation of Recetion area of Consular Section, Embassy of India, Brussels meets the prescribed quality standards as per local laws.

We undestand that you are not bound to accept the lowest or any tender you may receive.

Signature _____

In the capacity of _____

Date: