

INVITATION FOR BIDS

The Consulate General of India, Guangzhou invites sealed bids / quotations from experienced companies/firms situated in China for construction of Consular hall and office space in Unit-1405 of the Consulate at 14th Floor, HNA Tower, 8 Linhe Zhong Road, Tianhe district, Guangzhou, China.

CHAPTER-I

1. **Instruction to Firms/Companies:** Consulate General of India, Guangzhou invites sealed bids for an integrated contract for **Construction of Consular hall and office space in Unit-1405 of Consulate General of India, Guangzhou**. The detailed terms and conditions, schedule of work/ specifications and format for quotations are available in the document. The Firms/Companies are instructed to go through the form thoroughly before quoting their rates.

- 11 **Firms/Companies** are requested to submit complete information regarding the quotation as per Annexes. All pages of the document must be signed by the authorized signatory.

- 12 Price should be inclusive of all charges in RMB. In no case any enhancement in approved rate will be entertained by the Consulate. The quotations shall be furnished in a sealed envelope.

13 **Important Schedule for Tender Notice**

S. No.	Events	Date
1.	Tender Publish Date	21.12.2022
2.	Bid Submission start date	21.12.2022
3.	Clarification start date	21.12.2022
4.	Clarification end date	30.12.2022
5.	Bid submission end date	10.01.2023 (till 1730 Hrs)
6.	Opening of Technical Bids	11.01.2023 (at 1600 hrs)
7.	Opening of Financial Bids	Date to be intimated later (only to technically qualified bidders)

Sd/-
(Aliawati Longkumer)
Head of Chancery
Consulate General of India
Guangzhou
Email: hoc.guangzhou@mea.gov.in

CHAPTER-II

2. Conditions of Contract:

- 2.1 The contract, if awarded, will have to be executed within a period of 01 month from the date of award of the contract. No escalation in cost will be entertained during the period.
- 2.2 The Consulate has the right to accept/reject the bid and does not bind itself to accept the lowest quotation or any quotation and can reject any or all the quotations or to scrap the tender in whole or in part; without assigning any reason whatsoever.
- 2.3 In case of failure of the Agency/Company to comply with the provision of the terms and conditions mentioned in this Document or the Agreement to be signed between Consulate and the successful Agency/Company, the Competent Authority of this Consulate reserves the right to terminate the contract and to blacklist the Agency/Company.
- 2.4 The Agency/Company will be responsible for compliance of all laws, acts and rules made there under, statutory orders issued from time to time in relation to the environment and man-power deployed by them for performance of the job under reference and the Consulate will have a right to be indemnified in respect of any consequences resulting from any breach or violation by the Agency/Company of such rules, statutory obligations etc.
- 2.5 The Agency/Company will be responsible for conduct of the persons engaged by him for the work, which will be conducive for maintaining harmonious atmosphere as expected by the Consulate.
- 2.6 In the event of any violation of laws, rules, statutory provision by the Agency/Company, this will amount to breach of contract and in such case, the Consulate will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.
- 2.7 This Consulate reserves the right to terminate the contract in any eventuality, without any notice and without explaining any reasons to the Agency/Company. The Agency/Company shall not have claim for any compensation in such event of discontinuation of the contract.
- 2.8 The price quoted by the bidder shall be kept open and valid for acceptance for a minimum period of 180 days.
- 2.9 **Submission of bids:** Bidders shall submit their bid in a large sealed envelope super-scribed with "**Tender for Construction of Consular hall and office space in Unit-1405 of Consulate General of India, Guangzhou**" which shall have following three sealed envelopes inside:
Envelope A: Should contain 'Bids Securing Declaration (BSD)'. The format for BSD is at **Annexure-I**.

Envelope B: Should contain the duly filled form to be submitted along with Technical Bid (**Annexure II**) complete in all respects along with all the supporting documents. This envelope should be superscripted “**Technical Bid for Construction of Consular hall and office space in Unit-1405 of Consulate General of India, Guangzhou**”

Envelope C: Should contain duly filled form to be submitted along with Financial Bid (**Annexure III**). This envelope should be superscripted “**Financial Bid for Construction of Consular hall and office space in Unit-1405 of Consulate General of India, Guangzhou**”

- All the envelopes should be superscribed at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the Agency/ Company.
- Firstly, the envelope containing the BSD would be opened. No bid will be accepted without BSD and will be rejected at once. Technical Bids of only those bidders will be opened who have submitted BSD. Then, Financial Bids of only the technically qualified bidders would be opened.
- The sealed bid shall be submitted to **Head of Chancery, Consulate General of India, Guangzhou, 14th Floor, HNA Tower, 8 Linhe Zhong Road, Tianhe District, Guangzhou-510610.**
- The bidders may visit the Consulate with prior appointment to assess the actual scope of work. Physical visit to the site is advisable to acquaint with the site of the works. The tenderer shall take entire responsibility in the interpretation of the 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.
- **Contact Person for site visit, clarifications and handing over of bids:** Mr. Sachin Dorela, ASO (GA); Tel No. 00-86-20-85501501 Ext. 122; Email: admn1.guangzhou@mea.gov.in.
- The bids may be submitted by Hand in-person or by courier. The bids by Fax / E-mail shall **NOT** be accepted;
- Bids received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
- The bid has to be submitted as per the format specified at the Annexes with all supporting documents.
- **The bid is to be submitted either only in English or in Bilingual (English and Chinese) format.** The cost of translation of the documents shall be borne by the bidder. In case of any discrepancy between the English and the Chinese version, the English version shall prevail.
- Bids shall be opened on the date and time as given in the tender notice at **the Consulate General of India, Guangzhou, 14th Floor, HNA Tower, 8 Linhe Zhong Road, Tianhe District, Guangzhou-510610.**

- 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.

CHAPTER-III

3. Eligibility Criteria:

- 31 The Agency/Company should be based in mainland China. Its address, telephone/ Mobile/Fax/e-mail address, etc. should be provided, while submitting the completed tender form.
- 32 The Agency/Company should have an experience of **at least five (5) years** in similar works in China, and should be a registered firm/entity legally authorized and competent to engage in the scope of work envisaged. Registration Certificate/ Business License as per the extant regulations of the People's Republic of China are required to be submitted along with the bid.
- a) The tenderer must have satisfactorily completed in the last five years one similar work of value of RMB 400,000/- or
 - b) two similar works of value RMB 250,000/- or
 - c) three similar works of value RMB 200,000/-.

Similar work means renovating or revamping of existing structure, creation of office space by installing dry walls/glass walls, carpeting, electrical and cabling etc.

- 33 The Agency/Company should have had an average annual financial turnover of RMB 1,000,000 or more on similar works during the immediate last three consecutive financial years and should not be insolvent. Financial documents certifying the same should be submitted along with the bid. Year in which no turnover is shown would also be considered for working out the average.
- 34 The firms should have adequate number of technically qualified staff and workmen to execute the project.

CHAPTER –IV

4. Scope of Work:

- Site evaluation and assessment as per layout to be provided by the Consulate.
- Removal of existing dry walls and installation of glass wall partition from floor up to ceiling.
- Removal of existing carpets, adjustment of raised floor system to make it even and thereafter installation of new carpets in the entire area measuring approx. 175 sq. m.
- Readjustment/ reconfiguration of the existing ceiling structure including light panels, Air-conditioning ducts and firefighting equipment such as smoke detectors and water sprinklers as per the office layout, if required.
- Supply and Installation of 01 wooden door for smooth access between Unit-1404 and 1405 by demolishing the existing dry wall in the pantry area.
- Construction of 02 counters with tempered glass in the Consular Hall.
- Supply and installation of 01 access door between Consular counter and Consular hall (wooden door with magnetic door lock).
- Supply and installation of 01 sliding glass door between Consular counter and office area.
- Supply and installation of roller blinds for the windows. Old blinds to be removed.
- Construction of 01 office room (approx. 18 sq. m.) as per the layout.
- Supply and installation of backdrop dry wall (with Consulate's name & logo) behind the Consular counters.
- Supply and installation of storage cabinets behind the Consular counter [size: 4000mm x 400mm x 2600mm (LxBxH)], in the Office room [size: 4200mm x 400mm x 2600mm (LxBxH)] and in the passage leading to office space [size: 3900mm x 400mm x 100mm (LxBxH)].
- Supply and installation of 01 writing desk-cum-storage cabinet in the Consular hall (near window).
- Supply and installation of 01 network rack outside the Consular hall and allied wiring for intranet & telephone/ intercom services.
- Supply and installation of a total of 11 ports for Internet cables and 08 ports for Telephone/Intercom cables at designated places viz. Office cabin, open office space, counters and Consular Hall.

- Supply and installation of power outlets for usage of 01 computer & related accessories, 01 coffee machine, 01 water dispenser and 01 TV (preferable ceiling mount) in the Consular Hall.
- Replacement of old light switches, AC control switches and power outlets with the new ones.
- Painting of walls as per the recommendations of the Consulate.
- Suggestion and selection of brands, materials, equipment and other interior related elements etc. as per recommendations of the Consulate.
- Any other related works as necessary caused due to above works;
- Clearance/removal of debris and haulage from site;

Note: All access permits/health compliances/ layout or work related approvals etc. from the HNA Tower's management and/or from the appropriate authorities in Guangzhou including the expenditure, if any, on the same, shall be the sole responsibility of the contractor.

CHAPTER-V

5. Payment Terms:

5.1 All payments shall be released as progress payments on the basis of certificate submitted by the Contractor and satisfied by the Consulate.

5.2 Mobilization Advance: 10% of contract amount and up to maximum 30% of the contract value against equivalent Bank Guarantee. The mobilization advance shall be released only after obtaining a bank guarantee for amount of advance to be released and valid for the contract period. This shall be kept renewed time to time to cover the balance amount and likely period of complete recovery.

5.3 If any services, functions or responsibilities not specifically described herein or in any related documents are an inherent, necessary or customary part of the Services or Works or are reasonably required for proper performance of the Services or for proper execution of the Works in accordance with the tender, they shall be deemed to be included within the scope of Services and Works as if such services, functions or responsibilities were specifically described in this tender. The Contractor shall be responsible for providing the personnel, equipment and other resources necessary to perform the Work hereunder. The Contractor shall comply with the drawing as prepared by the Contractor and as approved by the Consulate while executing the Works.

5.4 The bidder shall be responsible for providing (at no additional cost to the Consulate) any and all additional items that are not expressly included by the terms of this tender to the extent such items are reasonably required for the achievement of the objectives of the Work and Services. In the event there is increase in the scope of Work and/or Services due to the Contractor's fault and/or the Contractor obtains any information that leads it to believe that certain additional work is required for the due performance of its obligation under this tender, then the same shall be performed by the Contractor at no additional cost or expense to the Consulate.

5.5 Performance Security equivalent to 03% of the awarded value shall be submitted within 07 days from award of work in the form of a Bank Guarantee valid for a period of sixty (60) days beyond the date of the completion of all the contractual obligations of the supplier under the contract and discharged after completion of work. No bank charges/ interest shall be payable for the Bank Guarantee.

5.6 Defects Liability period will be one (01) year from date of completion of project.

5.7 Retention Money @ 05% of contract amount of each bill for payment shall be deducted. 50% of this retention money shall be released on record of practical completion and remaining 50% released at the end of Defect Liability period

5.8 Liquidated damages shall be levied on Contractor for delay in completion if it is ascertained that contractor is responsible for delay. The rate of liquidated damages shall be calculated @ 0.5% per week limited to maximum of 10% of the accepted tender cost.

BIDS 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 the period of 02 years from being eligible to submit bids for contracts with the Consulate General of India, Guangzhou.

(signature of the authorized signatory)

dated _____

Name and Address of the agency/company _____

seal of the firm

PROFORMA TO BE FILLED UP AND SUBMITTED IN TECHNICAL BID

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Name and Contact Details of the Contact Person from the Bidding Agency/Company.	
4.	Registration and incorporation particulars of the Agency/ Company.	
5.	Period of Bid validity (minimum 180 days)	
6.	Experience in similar works (No. of years).	
7.	Total number of staff employed by the Agency/ Company.	

Declaration

I certify that the information furnished above is full and correct to the best of my knowledge. I hereby agree to all terms and conditions as per the tender document.

(Signature of the authorized signatory)

Dated_____

Name and Address of the Agency/Company_____

Seal of the firm

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE FINANCIAL BID

Description	Amount in RMB
Construction of Consular Hall and office space in Unit-1405 of the Consulate as per the scope of works in the tender document.	
Value Added Tax (VAT)	
Total	

I certify that the information furnished above is full and correct to the best of my knowledge. I hereby agree to all terms and conditions as per the tender document.

(Signature of the authorized signatory)

Dated_____

Name and Address of the Agency/Company_____

Seal of the firm