

Embassy of India
Manila

No. Mani/Admn/885/02/2021

Dated 28th December, 2021

NOTICE INVITING TENDER

Embassy of India, Manila invites bids from firms/agencies for shredding of official documents (including CD, DVD etc.) at the Embassy of India located at 2190, Paraiso Street, Dasmariñas Village, Makati City, Metro Manila.

2. The tender document can be downloaded from the websites <https://eprocure.gov.in/cppp> or <https://www.eoimanila.gov.in> from 28th December, 2021 onwards. No fee will be charged for the Tender Document. Please note that any corrigendum /addendum in the above tender document, if required, will be hosted on the website of the Embassy.

3. The bids should include the following:

- A) All expenses like supply and delivery of shredders for 10 working days.
 - B) Supply of manpower for carrying out shredding work for 10 working days.
 - C) Expenses related to disposal of shredded waste from Embassy premises.
 - D) One Working Day to be counted as 08 hours of shredding work (excluding lunch break etc.)
- Following should be the specification (or equivalent) of the Shredders along with manpower for the said work:

S. No.	Technical Specifications	Quantity
1.	Shredder Number of pages capacity (A4) : 25-30	04
2.	Manpower per day	04

4. The interested firms/agencies have to submit their tenders in two bid system i.e. (i) Technical Bid and (ii) Financial Bid. Tenders are to be submitted to the Head of Chancery, Embassy of India, Manila at 2190, Paraiso Street, Dasmariñas Village, Makati City, Metro Manila. All the necessary documents including those in support of eligibility criteria etc. (except the Financial Bid) are to be submitted along with the Technical Bid in a sealed envelope. The Financial Bid must be submitted in a separate sealed envelope. No bid(s) will be accepted after the expiry of stipulated date and time for the purpose under any circumstances. Interested firms may send their representatives for inquiry related to shredding process by prior appointment (contact person: Mr. Achal Anand, Assistant Section Officer (Admn), Telephone: 8 8430101/02 Ext. 503) before submitting sealed bids.

5. The important schedules and dates are as under:

S. No.	Key event	Dates
1.	Tender publish date	28 th December, 2021
2.	Bid submission start date	28 th December, 2021
3.	Bid submission end date	17 th January, 2022 by 1730 hrs
4.	Opening of technical bids	18 th January, 2022 by 1500 hrs
5..	Opening of financial bids	Date to be intimated later (only to technically qualified bidders)

6. Queries, if any, may be addressed to the undersigned at hoc.manila@mea.gov.in.

Sd/-
(Nishikant Singh)
First Secretary (E&C) & HOC
Tel: (632) 88441429

TERMS AND CONDITIONS

1. The tender shall be neatly arranged, plain and intelligible. Each page of the tender should be signed. 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. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

2. Bid is open only to firms duly recognized/registered with Government of Republic of the Philippines and which have carried out similar works for reputed clients viz. International organization, Diplomatic missions, etc. The bidder shall submit documentary evidence in respect of their technical capabilities and experience in providing of similar services.

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

4. The firms concerned will be fully responsible for the safety and insurance of its equipments employees.

5. In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, Embassy's interpretation of the clauses shall be final and binding on all parties.

6. The Embassy reserves the right to terminate the contract at any point of time during the tenure of contract if the services are not found satisfactory or the contractor dishonours the contract. Decision of the Embassy in this regard shall be final and binding upon the contractor.

GENERAL CONDITIONS OF CONTRACT

1. **Prices**

- a) Price quoted by the bidder and agreed to by the Embassy of Manila, Manila shall be considered final and no price escalation will be permitted thereafter.
- b) Bidders must quote the price in the format given in Contract price schedule at Annexure-II of this document.
- c) All prices are to be quoted in Pesos only.

2. **Validity of Bids** - The Bid shall remain valid for a period of 60 (sixty) days from the date of the opening of the bid or up to any mutually extended period.

3. **Taxes and duties:** The bidder should submit their quote indicating lump-sum fees for the whole work, inclusive of VAT.

4. **Completion of work:** The work is to be completed within 30 (thirty) days after award of the work order.

5. **Penalty for delayed services:**

- a) The Embassy of India, Manila reserves the right to levy penalty @ of 0.5 % of order value per week of delay beyond the scheduled deliveries/execution of the order successfully, subject to maximum of 10% of the order value.
- b) The Embassy of India, Manila reserves the right to cancel the order in case the delay is more than 01 week.

6. **Force Majeure:** Embassy of India, Manila may consider relaxing the penalty and work 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 a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquake, 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.

TECHNICAL BID

1.	Name of the company	
2.	Registered address of the company	
3.	Contact details a) Telephone No. b) Mobile No.	
4.	E-mail IDs	
5.	Registration Certificate, Business Permit etc (copies of documents to be enclosed)	
6.	Experience details of similar service rendered in the past 5 years.	
7.	Any other information/document which you consider necessary to furnish	

UNDERTAKING

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period contract.
- c) I hereby had undertaken to render the service as per direction given in the tender document.

Date:

Place: Manila

Signature and seal of the company

FINANCIAL BID

**FORMAT FOR SUBMITTING THE QUOTATION FOR SHREDDING OF OFFICIAL DOCUMENTS
(INCLUDING CD, DVD ETC.) FOR EMBASSY OF INDIA**

Embassy of India, Manila

Tender No. Mani/Admn/885/02/2021

Date:

Price Schedule:

S. No.	Item	Quantity	Unit Price per day	Total Price (in Pesos)
1.	Shredder (For 10 days) *	04		
2.	Manpower for operating shredder (For 10 days)*	04		
3.	Miscellaneous Charges			
			Grand Total (incl. VAT)	

Note: Total Price should be inclusive of charges related to disposal of shredded waste from Embassy premises.

* One Working Day to be counted as 08 hours of shredding work (excluding lunch break etc.) starting at 9 A.M.

Name of the company:

Address of the Company for correspondence/contact details:

Yours faithfully,

(Signature of authorized signatory)

Name & Designation:

Company seal: