

NOTICE INVITING TENDER

Embassy of India in Manila invites sealed tenders from reputed firms for supply and installation of Retractable Awning (motorized) in the courtyard area of the Embassy Residence located at 513, Buendia Avenue Extension, North Forbes Park, Makati City, Metro Manila.

2. The tender document can be downloaded from Mission's website: <https://www.eoimanila.gov.in> and GOI's CPP Portal: <https://eprocure.gov.in/epublish> from 30 Sept, 2021 to 20 Oct, 2021. No fee will be charged for the tender documents.

3. 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 inspection of the site and ascertain actual scope of work by prior appointment [contact person: Mr. Sachin Dorela, Assistant Section Officer (Admn), Telephone: 8 8430101/02 Ext. 508] before submitting sealed bids.

4. The Embassy reserves the right to reject any or all bids/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.

5. Tender documents:

- a) Terms and Conditions – Annexure-I
- b) General Conditions of Contract – Annexure-II
- c) Scope of Work – Annexure-III
- d) Technical Bid proforma – Annexure-IV
- e) Financial Bid Proforma – Annexure-V

6. The important schedules and dates are as under:

S. No.	Key event	Dates
1.	Tender publish date	30 Sept, 2021
2.	Bid submission start date	30 Sept, 2021
3.	Bid submission end date	20 Oct, 2021 by 1730 hrs
4.	Opening of technical bids	21 Oct, 2021 by 1500 hrs
5.	Opening of financial bids	Date to be intimated later (only to technically qualified bidders)

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

Sd/-
(Nishikant Singh)
First Secretary (E&C) &
Head of Chancery

TERMS AND CONDITIONS

1. The submitted bid documents shall be neatly arranged, plain and intelligible. 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. Bidders who are recognized / registered with Government of Republic of the Philippines and who have carried out similar works for reputed clients including International organizations, Diplomatic Missions, etc shall submit their bid. 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 employee, during the period when the work is carried out at the Embassy Residence.
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 dishonors 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-V 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 06 months from the date of the opening of the bid or up to any mutually extended period.

3. **Warranty** - The period of product warranty and workman ship guarantee to be included in the bid (preferably three years).

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

5. **Completion of work:** The work is to be completed within 30 days after award of the work order.

6. **Liquidated damages:** 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.

7. **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.

SCOPE OF WORK

1. Supply and installation of Retractable Awning (motorized) in the courtyard area of the Embassy Residence to cover an approx. area of 12m x 3.5m.
2. Provision of all necessary material, transportation and labor for the said work;
3. Any other related works as necessary caused due to above works;
4. Clearance/removal of debris and haulage from site;

Note: All access permits/health compliance for material and personnel for Forbes Park Village (including payment for availing these services) would be sole responsibility of the contractor.

TECHNICAL BID PROFORMA

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	
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 undertake to render the service as per direction given in the tender document.

Date:

Place: Manila

Signature and seal of the company

FINANCIAL BID PROFORMA**FORMAT FOR SUBMITTING THE QUOTATION FOR SUPPLY AND INSTALLATION OF RECTRACTABLE AWNING (MOTORIZED) AT THE EMBASSY RESIDENCE**

Embassy of India, Manila

Tender No. Mani/Admn/885/03/2021

Date:

Price Schedule:

S. No.	Work description	Quality of materials	Amount (in Pesos)
1.	<ul style="list-style-type: none"> • Supply and installation of Retractable Awning (motorized) in the courtyard area of the Embassy Residence to cover an approx. area of 12m x 3.5m. • Provision of all necessary material, transportation and labor for the said work; • Any other related works as necessary caused due to above works; • Clearance/removal of debris and haulage from site; 	As indicated during site visit.	
		Total	
		12% VAT	
		Grand Total	

Name of the company:

Address of the Company for correspondence/contact details:

Note 1: The above quoted prices are complete in all respect as per Scope of work mentioned in Annexure-III.

2. Certified that rated quoted for the above work are as per details, terms and conditions mentioned in the tender document.

3. The bid is valid for six months.

Yours faithfully,

(Signature of authorized signatory)
Name & Designation:
Company seal: