

*



**GOVERNMENT OF INDIA
HIGH COMMISSION OF INDIA**

NAIROBI

Name of Work: Renovation and maintenance work of bedrooms and washrooms at 01st Floor in Indian High Commission, Jeevan Bharati Building, Harambee Avenue, Nairobi

Tender Documents

PERIOD OF COMPLETION: 20 days

Government of India
High Commission of India
Nairobi

**Government of India
High Commission of India, Nairobi**

INVITATION TO TENDER

Name of the Work : Renovation and maintenance work of bedrooms and washrooms at 01st Floor in Indian High Commission, Jeevan Bharati Building, Harambee Avenue, Nairobi.

The High Commission of India, Nairobi for and on behalf of the President of India, invites Lump-sum Fixed Price Tender for **Renovation and maintenance work of bedrooms and washrooms at 01st Floor in Indian High Commission, Jeevan Bharati Building, Harambee Avenue, Nairobi.**

The Bid shall be submitted in a large sealed envelope duly mentioning **“Renovation and maintenance work of bedrooms and washrooms at 01st Floor in Indian High Commission, Jeevan Bharati Building, Harambee Avenue, Nairobi”** with two sealed envelopes containing Technical Bid and Financial Bid separately in each envelope.

The Bid shall be submitted before 3.00 p.m. on or before 15th September, 2021 at the High Commission of India, address.....High Commission of India, Jeevan Bharati Building, Harambee Avenue, P.O. Box 30074-00100, Nairobi. Tel: (+254 20) 2222 566 / 2225 104 / Email IDs : adm.nairobi@mea.gov.in, hoc.nairobi@mea.gov.in

Any Bid received after this date and time will not be considered and will not be opened.

High Commission of India, Nairobi, however, will always have the right to accept or reject any pre-approved sub-Contractor even after formal award of Contract and/or commencement of work with or without cause.

Address & E-mail - High Commission of India, Jeevan Bharati Building, Harambee Avenue, P.O. Box 30074-00100, Nairobi. Tel: (+254 20) 2222 566 / 2225104

Email IDs : hoc.nairobi@mea.gov.in / adm.nairobi@mea.gov.in

Eligibility Criteria: The Tenderer should have valid permit / registration from a competent local authority for carrying out renovation works in the residences/Chancery of any country. The Tenderer should have satisfactorily completed **(i) one similar work of 80% value of cost estimates or (ii) two similar works of 60% value of cost estimates.**

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.

Tender and Schedule of Quantities-

(i) Schedule of Quantities should be enclosed by Bidders. Bidders are requested to identify and quote the rates of individual items. Items required for completion of the work may be added in the Schedule of Quantities with full nomenclature of the item. 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.

Commencement of the works shall be effected within Seven (07) days from the date of issue of Acceptance letter or handing over the site, whichever is later.

The Period of Completion for the whole of the work is **20 days** calculated from the Seven days from the date of issue of Acceptance Letter to Letter of Intent or handing over the Site, whichever is later. 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% of contract amount per week limited to maximum 10% of contract amount.

The tenderer shall guarantee among other things, the following: - a. Quality, strength and performance of the materials used; b. Stability of the construction ; c. Satisfactory completion of work.

Defect Liability Period: Defects Liability period will be twelve months from completion of project.

Retention Money: 5% of contract amount for **12 months** i.e., till the Defect Liability Period is over.

Opening of Bids- Bids shall be opened at 3.30 pm on the last day of submission of the tender at the High Commission of India.

Conditional Acceptance of the Tender- The acceptance of the Tender shall be conditional and not finally binding upon the Employer. The Employer may withdraw the acceptance of the Tender without any notice or other formality and may enter into a new Agreement for the execution of the Works or any part of it

Any further information or clarification which the Tenderer may require in order to complete his Tender may be obtained from:

High Commission of India, Jeevan Bharati Building, Harambee Avenue, P.O. Box 30074-00100, Nairobi. Tel: (+254 20) 2222 566 / 2225 104, Mobile no. +254731900071/ Email IDs : adm.-nairobi@mea.gov.in, hoc.nairobi@mea.gov.in.

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.

Compliance with Laws and Regulations and Pricing of Schedule of Quantities:

*The attention of Bidders is drawn as to compliance with laws and regulations concerning safety and health, labour regulations, social insurance, labour taxes, tax deduction, import restrictions duties and levies, company's tax, input tax and output tax (VAT) etc. **All rates and sum inserted against items of works and in Form of Tender shall be exclusive of Value Added Tax.***

16. All payments (**excluding retention money**) shall be released after successfully completion of entire work.

Scope of work

1. Creation of new bedroom and attached kitchen out of existing accommodation.

S. No.	ITEM	QTY (Approx.)
1.	EXISTING BEDROOM	
	Supply & fix gypsum boards on both sides of existing partition and match height to new partition.	5 RM
	Provide and fix new gypsum ceiling	20 SQM
	Cover metal folding grill with gypsum board	5 SQM
	Electrical works including relocation of CCTV display and supply and fixing ceiling LED lights	As per requirement
	Making good disturbed areas, painting and decoration.	As per requirement
	Cover existing glass walls with obscure film.	
2.	NEW BEDROOM	
	Dry wall partition in gypsum board to create bedroom and attached kitchenette	12 SQM
	Fabricate kitchen counter with shelves and tiled finish, single drain sink with all plumbing.	As per requirement
	Provide & fix new mahogany flush door with lock & door frame	1No
	Provide and fix new gypsum ceiling.	30 SQM
	Cover window glasses with obscure screen film.	2 SQM
	Supply and fix extract fan	1 No
	Electrical works, Supply of new LED lighting in bedroom and kitchen and supply and fixing of an an extract fan in kitchen.	As per requirement
	Making good disturbed areas, painting and decoration.	As per requirement
	Remove blinds from glass wall and cover it with obscure film.	05 SQM
	Cart away all debris.	As per requirement

2. Washroom. 1st Floor.

S. No.	ITEM	QTY (Approx.)
2.	WASHROOM 1st FLOOR	
	Remove existing wall and floor tiles and demolish surplus walls and partitions.	1No.
	Create New units containing W. C. Cistern, hand wash basin & shower cubicles with required accessories, mirrors and new doors.	02 No.
	Provide one new wash hand basin complete with granite top with MDF cabinet below & mirror	1No.
	Provide & fix new hand drier.	1No.
	Provide & fix two no. Urinals Dura Vit with a granite divisions.	2No.
	Supply & fix new all & floor tiles.	250 sqm
	New MDF doors & duct cupboard	4 sqm
	Painting & redecoration to make the disturbed areas good.	500 sqm
	Electrical & plumbing works including re-positioning of lights and supply and fixing of 01 extract fan and new LED lights.	As per requirements
	Cart away all debris.	As per requirement

Rough diagrams of the proposed work are given below for getting idea of the work. However, this is indicative and may change. Quantities mentioned above are also indicative. The bidder needs to survey the site for getting idea of exact work and quantities involved before bidding.

Mr. Pankaj Hota an official of the High Commission (**Phone No. 0785988516**) may be contacted well in advance for site visit to understand nature/ scope of work.

- **All materials should be branded and with good quality. Brand of material should be intimated. For all items, warranty of at least 01 year is required.**

Diagram (1) Bedroom work

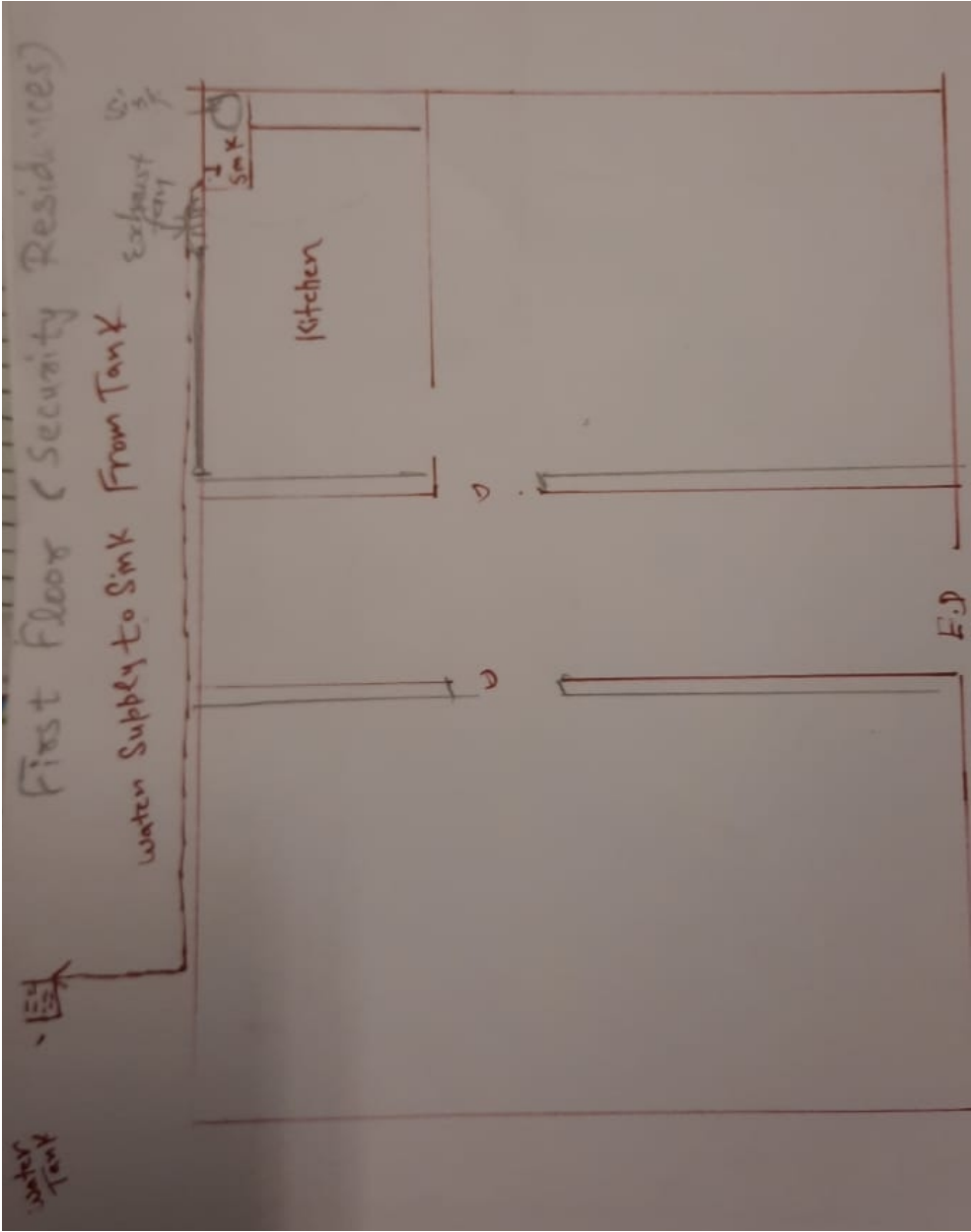
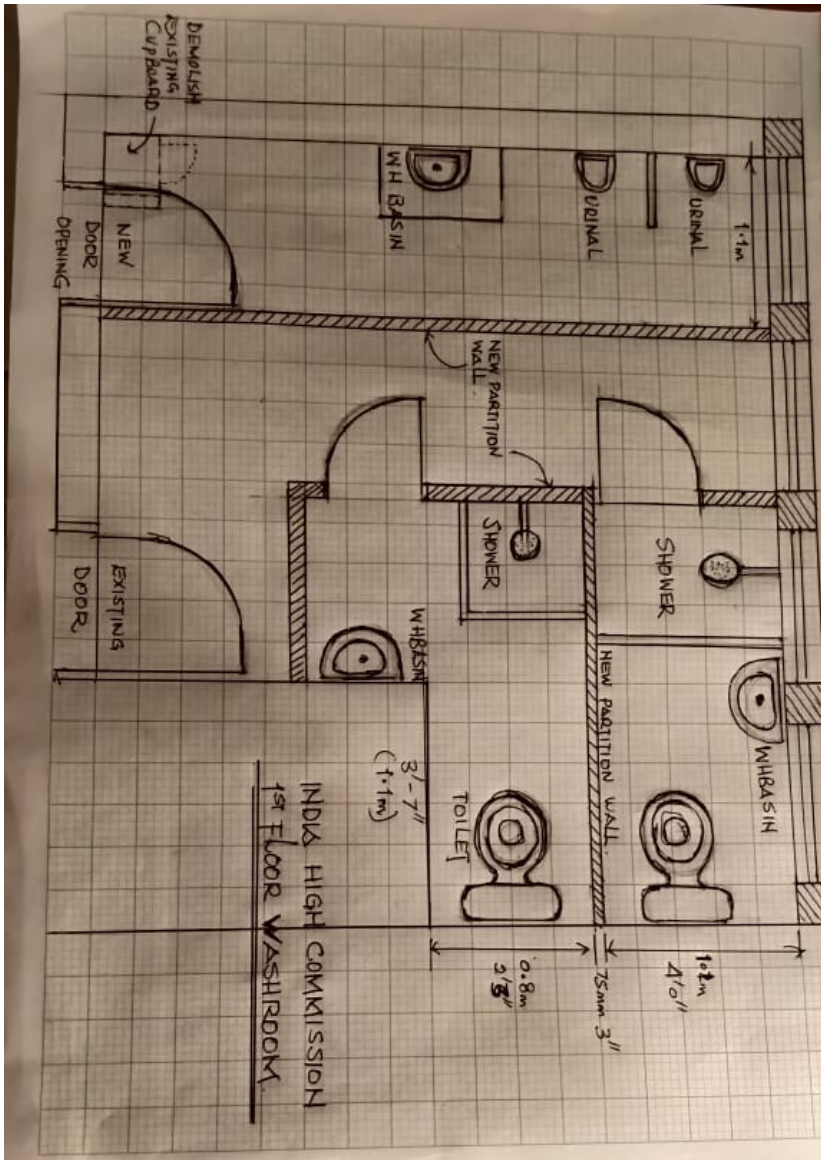


Diagram (2) Washroom work.



Technical Bid documents
(To be submitted by the bidder)

This may be submitted by the bidder. This should be a brief introduction, background, company details, credentials, VAT & other registration and past performance of the bidder. They may attach any other documents such as company profile, company brochures, achievement of the company etc.

Basic Details			
Organisation Code	Ministry of External Affairs(Min. of Ext. Affairs- Administrative Division)		
Tender Reference Number	NAESTY2021042012		
Tender ID	2021-MEA-S41963_1		
Tender Type	Open Tender	Form of contract	Works
Tender Category	Works	No. of Covers	1
Payment Mode	Not Applicable	IN-Local Currency Allowed For Bids	No
Is Multi-Currency Allowed For Bids	No		

Cover Details - No. Of Covers - 1			
Cover No.	Cover	Document Type	Description
1	Pre-qualification	qpf	Pre-qualification work of tenders and sub-tenders at 01st Floor in Indian High Commission, N
2	Planwork	sk	Pre-qualification and maintenance work of tenders and sub-tenders at 01st Floor in Indian High Commission.

Tender Fee Details - (Total Fee in ₹ - 0.00)				EMD Fee Details			
Tender Fee in ₹	0.00	Fee Payable At	NA	EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
Fee Payable To	NA	Fee Payable At	NA	EMD Fee Type	NA	EMD Percentage	NA
Tender Fee Exemption Allowed	NA	Fee Payable To	NA	EMD Payable To	NA	EMD Payable At	NA

Work / Item(s)			
Rate	Installation of workbenches and bedrooms in Chancery of ICG, Naguib		
Work Description	Pre-qualification and maintenance work of tenders and sub-tenders at 01st Floor in Indian High Commission, Jewson Gandhi Building, Intermediate Avenue, Naguib		
Pre-qualification Details	As per RFI		
Tender Value in ₹	5,00,000	Product Category	1101 Works
Contract Type	lumpsum	Sub-category	NA
Location	HIGH COMMISSION OF INDIA, BARABHUI AVENUE, NAGUIB	Pre Bid Meeting Place	010
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA
		Bid Opening Place	HIGH COMMISSION OF INDIA, BARABHUI AVENUE, NAGUIB

Critical Dates			
Publish Date	18-Aug-2021 04:00 PM	Bid Opening Date	15-Sep-2021 03:30 PM
Document Download / Sale Start Date	18-Aug-2021 09:00 AM	Document Download / Sale End Date	15-Sep-2021 03:00 PM
Clarification Start Date	18-Aug-2021 09:00 AM	Clarification End Date	15-Sep-2021 04:00 AM
Bid Submission Start Date	18-Aug-2021 09:00 AM	Bid Submission End Date	15-Sep-2021 03:00 PM

Tender Documents					
NT Document	S.No	Document Name	Description	Document Size (In KB)	
	1	Pre-qualification Form	Pre-qualification and maintenance work of tenders and sub-tenders at 01st Floor in Indian High Commission, Naguib	4211	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (In KB)
	1	Tender Documents	STATUS FOR USA RESIDENCE AND WASHROOMS RENOVATION CHANCERY	SCOPE OF WORK	4211

Tender Issuing Authority	
Name	N. V. S. R. SEETHI, HEAD OF CHANCERY
Address	HIGH COMMISSION OF INDIA, BARABHUI AVENUE, NAGUIB

Tender Creator Details	
Created By	N. V. S. R. SEETHI
Designation	HEAD OF CHANCERY
Created Date	18-Aug-2021 03:12 PM