

**Bern/Admn/872/3/2018
Embassy of India
Berne**

Dated 07 May, 2018

TENDER NOTICE

Subject: Tender for construction of a temporary hall at the Embassy Residence (ER).

The Embassy of India, Berne invites sealed tenders from professional companies/firms with a minimum experience of five years in construction works for providing their services at the Embassy Residence, Brunnadernrain 7, CH-3006, Berne.

2. The tenders are invited under two bid system viz. Technical Bid and Financial Bid from reputed and experienced firms having regular office preferably in Bern, Switzerland.

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

www.indembassybern.ch
www.http://eprocure.gov.in/cppp

Bidders are requested to go through the terms & conditions contained in the bid document.

4. The tender should be submitted in two sealed envelopes as below:

(a) The first sealed cover superscripted as "Technical Bid" should contain details of technical capabilities of the firm (*with documentary evidence*) as per Section-III.

(b) The second sealed envelope superscripted "Financial Bid" should contain rates only for the contract as per Section-V of the Tender Document.

(c) Both the sealed covers, should be placed in the main sealed envelope superscripted "Tender for providing construction of a temporary hall" addressed to the Head of Chancery, Embassy of India, Kirchenfeldstrasse 28, CH-3005, Berne and must reach on or before 28 May, 2018 by 1100 hrs. 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. Mission will not be responsible for any postal delay.

5. The Mission 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 Mission in this regard will be final and binding upon the bidders.

6. The important schedules and dates are as under:

S. No.	Key Event	Dates
1	Date of publication of bids	04 May, 2018
2	Last date for submission of bids	28 May, 2018
3	Date of opening of Technical Bids <i>(Participant bidders may wish to be present) *Date & time for opening of financial bids of technically qualified bidders will be communicated separately.</i>	30 May, 2018
4	Venue for pre-bid and opening of bids	Embassy of India, Kirchenfeldstrasse 28, CH-3005, Berne

7. Evaluation criteria: The tender Evaluation Committee will evaluate the Technical information individually using the following criteria:

- a) The organization's relevant experience for the Assignment.
- b) Quality of work plan and methodology for undertaking the job.
- c) Qualification and experience of the staff proposed.
- d) Past track record.

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

9. For any tender related enquiry/clarification/site visit, please contact Mr. Abhishek Shukla by E-mail adm.n.berne@mea.gov.in or by phone (0313501138).


(Bhaskar Bhatt)
Head of Chancery

SECTION II: TERMS AND CONDITIONS

1. At any time prior to the deadline for submission of bids, Embassy of India (EOI), Berne 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. EOI, Berne shall award 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. In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document, EOI, Berne'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 05 days of award of contract; otherwise the contract will be awarded to the next successful bidder i.e. L-2.
5. **Validity of Bid** - The Bid shall remain valid for a period of 180 days from the date of the opening of the bid or up to any mutually extended period.
6. **Defects liability period:** Defects liability period shall be as per Warranty Period of the construction, **12 months** for the work executed from date of practical completion of work. 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.
7. **Performance Security:** 5% of the contract value in the form of a Bank Guarantee valid for a period of sixty days beyond the date of the completion of all the contractual obligations of the contractor. The security will be returned on successful completion of work.
8. **Retention Money:** 5% of contract amount will be retained and released after 12 months ie. Defect Liability Period.
9. **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 day limited to maximum 10% of contract amount. This shall be computed on per day basis.
10. The tenderer shall guarantee among other things, the following:- a. Quality, strength and performance of the materials used; b. Follow up service, if required.; c. Good workmanship.

11. The Period of completion for the whole of the works is **30 days** calculated from the 07 day from the date of handing over of the site, whichever is later.
12. Payment:- Payment will be linked to pre-determined stages of progress of work:
 - (a) Advance of 10% of accepted tender cost on placement of Work Order
 - (b) On completion balance amount will be paid keeping apart from retention money
 - (c) 5% of accepted tender cost will be kept as retention money to be released after months of completion of work, subject to satisfaction of the employer about the work done.
13. The item of work / material used in the work shall comply with the standard of quality. Sound engineering practice should be adopted in all items of work execution.
14. Bidders would be required to quote prices strictly on Lump Sum basis only. Price quoted should be on all-inclusive basis and shall include the cost of all services, personnel, material, transportation etc.
15. 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.
16. EOI, Berne 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 Mission in this regard shall be final and binding upon the contractor.
17. The Contractor shall be responsible for minimum wages payment to his employees as per local laws. The Embassy of India shall be kept immune from any mishappening at site.
18. The workers should not be allowed to bring any of their personal belongings except mobile phones.
19. The firm shall be required to furnish an undertaking to strictly abide by good management practices, various labour regulations / laws, if any, in force in Berne including payment of minimum wages, social security etc. the winning bidder would be required to dedicate one supervisor / manager who can be contacted for all queries / requirements in connection with the

work awarded.

20. The firm would be responsible for its workers in terms of their antecedents and conduct, services performance and behavior as also the payment of salaries, compensation etc.

Scope of work

Scope of work given below is tentative, the bidder may inspect the site and understand the full scope of work and give his detailed work plan, total area, material to be used, nomenclature of the material, and other technical details. (Please do not mention cost in this section)

- (i) Feasibility study and designing of the hall.
- (ii) Construction of a temporary hall (dimensions & material to be used for the construction will be discussed during the site visit)
- (iii) Installation of lights/ switch board etc.
- (iv) Cleaning of debris etc.

Sign of authorized representative of Company: _____

Name of authorized representative: _____

Name of Company : _____

Section –IV: TECHNICAL INFORMATION (Proforma to be submitted with Technical Bid)

(a) Name of firm:

(b) Address of the Registered Office:

(c) Correspondence address:

(d) Contact details:

Telephone:

Fax:

E-mail:

S. No.	Requirements	Response
01	Brief introduction of the company	
02	Previous experience in the field (minimum of five years)	
03	Total number of regular employees with the firm	
04	Turnover of the firm for the last two years	
05	Registration certificate & license for the services	
06	Other Embassies or reputed organization/companies where you are providing services of similar nature	

2. Detail work plan and Methodology for undertaking the job:

3. Qualification and experience of the workers proposed to be deployed for the job:

Section - V

Format for submitting the Price Schedule for construction of a temporary hall at the Embassy Residence (Brunnadernrain 7, CH-3006, Berne).

Tender No. Bern/Admn/872/3/2018

Date:

Price Schedule (item-wise)

S. No	Job/Item	Price quoted (in CHF)
01	Construction of a temporary hall	

** VAT and other taxes should not be included as the Embassy of India is exempted from VAT.*

Name of firm

Address for correspondence

Contact

Note: 1. The above quoted prices are complete in all respects as per technical specifications but exclusive of all taxes & duties, if any.

2. Certified that rates quoted for the above items are as per specifications, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorized Signatory)

Name & Designation:

Company seal