

No. Bern/Admn/861/01/2012  
Embassy of India  
Berne

**NOTICE INVITING TENDER FOR ENGAGING AN AGENCY/COMPANY FOR NOTARY  
SERVICES TO ACQUIRE A PROPERTY BY EMBASSY OF INDIA, BERNE**

**Tender No.:** Bern/Admn/861/01/2012

dated 14 February, 2020

**Tender Documents**

Section I	:	Invitation to Tender
Section II	:	Terms and Conditions of contract
Section III	:	Scope of Work
Section IV	:	Technical Details /Job description
Section V	:	Price Schedule



**NOTICE INVITING TENDER FOR ENGAGING AN AGENCY/COMPANY FOR NOTARY SERVICES TO ACQUIRE A PROPERTY BY EMBASSY OF INDIA, BERNE**

The Embassy of India, Berne requests proposals in sealed envelopes from appropriately qualified and adequately experienced companies/agencies for Notary services to acquire a property.

2. The proposal duly completed in prescribed format as per Notice Inviting Tender (NIT) must reach office of Ms Roshni Thomson, Second Secretary (Head of Chancery), E-mail: [hoc.berne@mea.gov.in](mailto:hoc.berne@mea.gov.in) & Tel No.: 0041 31 3501130 on or before 1700 hrs on 15 March, 2020. The detailed tender document along with its annexure may be downloaded from Central Procurement Portal <https://eprocure.gov.in/epublish/app> and also the official website of the Embassy of India, Berne at <https://indembassybern.gov.in>.

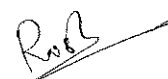
3. Prospective bidders shall deposit an amount of 5% of the quoted fee with the Embassy as Earnest Money Deposit (EMD). This can be deposited through a bank guarantee in favour of 'Embassy of India, Berne' in a sealed envelope. The EMD received from unsuccessful bidders will be returned to them after finalization and award of contract. In the case of successful bidder, the EMD (at 5% of quoted fee) will be retained as 'Performance Guarantee' till the job is satisfactorily completed with notarization of Sale-Purchase Agreement and transfer of title of the property to the Embassy by the local government authorities. The 'Performance Guarantee' money shall be returned on successful completion of the notary firm's entire obligations under the contract. In case of any delays on the part of the notary firm to submit the draft Sale-Purchase Agreement within the stipulated period of 30 days, the notary firm shall be liable to pay the Embassy liquidated damages @ 0.5 % per week, subject to a maximum of 10% of the quoted fee.

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

(a) The first sealed cover super-scripted as 'Technical Bid' should contain details of technical capabilities of the company/agency with documentary evidence as per Section-IV.

(b) The second sealed envelope super-scripted 'Financial Bid' should contain Lump Sum price as per Section-V along with 5% of quoted fee as Earnest Money Deposit.

(c) Both the sealed covers should be placed in the main sealed envelope super-scripted 'Tender for Notary Services' and must reach on and before 1700 hrs on 15 March, 2020 in the office of Ms Roshni Thomson, Second Secretary (Head of Chancery), Embassy of India, Kirchenfeldstrasse 28, CH 3005, e-mail: [hoc.berne@mea.gov.in](mailto:hoc.berne@mea.gov.in), Tel No.: 0041313501130. All pages of the submission document must be signed by authorised signatory.



5. The important schedules and dates are as under:

S.no	Key events	Dates
(a)	Pre-bid Meeting	A pre-bid meeting can be scheduled on request by sending an email to the office of Ms. Roshni Thomson, Second Secretary (Head of Chancery, e-mail: <a href="mailto:hoc.berne@mea.gov.in">hoc.berne@mea.gov.in</a> , Tel No.: 0041-31-3501130 to attend the pre-bid meeting.
(b)	Last date for submission of the bids	15 March, 2020
(c)	Date of opening of the Technical Bids (Participants bidder may wish to be present)  Date & Time for opening of financial bids of technically qualified bidders will be communicated separately.)	17 March, 2020 at 1100 hrs
(d)	Venue for pre-bid and opening of technical & financial bids	Embassy of India, Kirchenfeldstrasse 28, CH 3005,

6. **Selection process:**

(a) Technical bids will be opened on 1100 hrs on 17 March, 2020 in the Embassy of India, Bern. Applicants may send their representative to be present during opening of bids after obtaining prior permission from the Embassy of India, Berne (Switzerland).

(b) The technical eligibility credentials of all the bidders shall be evaluated first. Failure to submit requisite documents will render the applicant ineligible.

(c) A list of technically qualified bidders shall be prepared. Technically qualified bidders shall be informed and shall be invited for opening of the financial bids at prescribed date and time by the Embassy of India, Berne (Switzerland).

7. **Payment modalities:** An amount of 20 % of the accepted fee will be paid to the successful bidder, as the first installment, on submission of the draft Sale-Purchase Agreement. The second installment of 50 % of the fee will be released on completion of signing/notarization of Sale-Purchase Agreement. The third installment of 20 % of the fee will be released on transfer of Title to the Embassy by local government authorities. The final balance of 10% of the fee will be released on completion of all formalities and after the entire property is physically handed over to the Embassy.



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. The Embassy of India reserves the right to cancel or amend the tender without assigning any reason whatsoever.



(Roshni Thomson)

Second Secretary (Head of Chancery)

(Roshni Thomson)  
Second Secretary (HOC & PI)  
Embassy of India,  
Berne (Switzerland)

**TENDER FOR ENGAGING AN AGENCY/COMPANY FOR NOTARY SERVICES TO  
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**Section-II**

**Terms and Conditions of Contract**

- (1) The acceptance of the Tender shall be conditional and not finally binding upon the Embassy of India, Berne (Switzerland). The Embassy of India, Berne (Switzerland) may withdraw the acceptance of the Tender without any notice or formality and may enter into a new Agreement for the execution of the services or any part of it.
- (2) At any time during the process of tendering, the Embassy of India, Berne (Switzerland) may issue an addendum in the Tender Document in writing to all persons or firms to whom the Tender documents have been issued, deleting, varying or extending any item of this Tender Document.
- (3) Disqualification of Tender - Tenderer 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 Embassy of India, Berne (Switzerland).
  - (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 involves any corrupt or unethical means to influence the tender process.
  - (e) If Bid price is disclosed or become known before opening of Financial Bid.
- (4) The attention of Bidders is drawn as to compliance with laws and regulations.
- (5) Bidder shall be deemed to have read carefully all the Tender Documents, Specifications etc. The quoted Lump-sum Fixed price should be inclusive of all cost and charges and complete in all respect as per the standard and to the entire satisfaction of the Embassy of India, Berne (Switzerland). The bids shall be strictly as per the conditions of Embassy of India, Berne. Bids with any additional condition(s) / modifications shall be rejected.
- (6) The bids received after the due date & time of submission shall not be entertained, and shall be returned to the Tenderer unopened.

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- (7) The acceptance of bids will rest with the Embassy of India, Berne, which does not bind to accept the lowest bid and reserves the right to reject any or all the bids received without assigning any reason thereof. Incomplete Tenders not fulfilling the prescribed conditions are liable to be rejected.
- (8) The bid proposals, all related correspondence exchanged by the Company/ firm with the Embassy, shall be written in the English language.
- (9) Even though the applicant may satisfy the above requirements, he/she would be liable to disqualification, if he/she has made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures.
- (10) Quoted price is final fixed lump-sum price inclusive of all taxes except VAT. Nothing extra will be payable.
- (11) The Embassy of India, Berne will not be responsible to compensate for any expense or losses which might have been incurred by the Tenderer in the preparation and submission of his Tender/bid.
- (12) Lump Sum Fixed Price Tender - This is a LUMPSUM FIXED PRICE TENDER with extent of Work as indicated in scope of works.
- (a) The bidder shall examine the scope of work and other Documents and all Addendum (if any) before submitting his Tender/Bid and shall become fully informed as to the extent, quality, type and character of operations involved in the Works.
  - (b) The Lump-sum Fixed Price/amount must be quoted both in figures and in words on the Form of Tender and the currency must be Swiss Franc only.
  - (c) In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender.
- (13) The Bid shall remain valid for a period of 365 (Three Hundred Sixty Five) days from the date of the opening of the bid or up to any mutually extended period.
- (14) Decision on bid will be taken based on the final price quoted in the "Price Schedule" as per Section-V. Lump-sum Fixed Price/Amount as quoted in the "Price Schedule" shall be the basis for deciding the tender quote and the lowest bidder.
- (15) Payments: Payment will be paid within 30 days of concluding purchase of property.
- (16) Embassy of India, Berne (Switzerland)'s right to waive - The Embassy of India, Berne (Switzerland) reserves the right to waive any deficiency in this tender where such waiver is in the interest of the Embassy of India, Berne (Switzerland). The Embassy of India reserves the right to cancel or amend the tender without assigning any reason whatsoever.



(17) Permit: The Tenderer should have valid permit/registration from a competent local authority for providing their services in Bern (Switzerland) for the Diplomatic property.

(18) Any further information or clarification which the Tenderer may require in order to complete his bid, may contact *(Ms Roshni Thomson, Second Secretary (Head of Chancery) ([hoc.berne@mea.gov.in](mailto:hoc.berne@mea.gov.in))(0041313501130)*.

Rob

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**Section-III**

- **Scope of Work**

All Notary services required in the process of acquisition of a property in Berne as per applicable laws.

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**Section-IV**

- **Introduction and Credentials of Bidder**

**(To be submitted by the bidder)**

**Note:** This shall be submitted by the bidder. This should be a brief introduction, background, company details, credentials & other registration and past performance of the bidder. They may attach any other documents such as company profile, company brochures, achievement of the company, and previous experiences in property transactions for diplomatic Missions based in Berne etc.

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**Section-V**

**Format for submitting the Price Schedule for companies/agencies for Notary services to acquire a property.**

Embassy of India, Berne

Tender No.: Bern/Admn/861/01/2012

Date

Price Schedule

S. No	Job/Item	Lump-sum Price
01	Price Schedule for notary services to acquire a property	

[Note: VAT should not be included as the Embassy of India is exempted from VAT.]

Name of the company/Agency

Address for the correspondence

Contact details

**Note**

- (a) The above quoted prices are complete in all aspects as per scope of the work but exclusive of all taxes & duties, if any.
- (b) 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.
- (c) We have examined tender conditions for the above-named services and have inspected the general conditions under which the services are to be carried out. We offer to execute and complete the services in conformity with this Tender, which includes all these documents for the Lump Sum Fixed Price exclusive of VAT.
- (d) We understand that you are not bound to accept the lowest or any tender you may receive.

Yours sincerely,

(Signature of the Authorized Signatory)

Name & Designation:

Company Seal:

