

**No. Lon/P&M/872/2/2019**  
**High Commission of India**  
**London**

**TENDER NOTICE**

**NOTICE INVITING BIDS FOR "Provisions of Cabins and associated fittings in the Consular Service Area of the High Commission of India, India House, Aldwych, London WC2B 4NA"**

1. The High Commission of India invites bids from the professionally qualified companies for **"Provisions of Cabins with related furniture in the consular service area of the High Commission of India, India House, Aldwych, London WC2B 4NA"**.
2. The sealed envelopes "A", "B" & "C" consisting of the following documents shall be duly superscribed with titles **" Tender for Renovation of Consular Service Area of the High Commission of India, India House, Aldwych, London WC2B 4NA"**:

**Cover A:** Should contain Earnest Money Deposit (EMD): The Tenderer should submit a certificate that they would provide prescribed Earnest Money Deposit in the form of a demand draft drawn on any acceptable Bank or a Bank guarantee in favour of High Commission of India, London immediately once the job is awarded after examination of Tender, falling which the work may be awarded to the other bidder. The value of Earnest Money Deposit (EMD) will be equivalent to £ 5% of the estimates of the work and shall remain valid for a period of fortyfive (45) days. EMD may be adjusted against Retention Money, at discretion of the High Commission of India.

**Cover B: Technical Bid Document:** should contain:

- i. Certified copy of valid permit/registration of Company from a competent local authority.
- ii. Tenderer should demonstrate and explain their technical, professional and practical experience of having completed similar works costing not less than estimated work of this Tender and will need to supply examples of similar work undertaken in the last 5 years.
- iii. The Tenderer should have average annual financial turn-over of £ 20,000.00 during the immediate last three consecutive financial years. This should be duly audited by a Chartered Accountant. The Tenderer should provide documents in this regard and submit in the Technical Bid.
- iv. Introduction and Credentials of Tenderer: This should be a brief introduction, background, company details, credentials, VAT & other registration and past performance of the Tenderer and may attach any other documents such as company profile, company brochures, achievement of the company etc.
- v. Scope of Work (duly signed)
- vi. Terms and Conditions of contract (duly signed)

**Cover C: Financial Bid Document: should contain:**

- i. Cost Estimates-Tenderer should submit detailed cost estimates with reference to Scope of work
- ii. Form of Tender- (Lump sum price to be quoted on this form by Tenderer) to be provided on the letter Head of the Company and duly signed)

3. **All the three envelopes as indicated above should be kept in an outer cover/envelope indicating "Provisions of Cabins and associated fittings in the Consular Service Area of the High Commission of India, India House, Aldwych, London WC2B 4NA"** and the name and address of Company. Tender should be sent by Registered post to The Head of Chancery, High Commission of India, India House, Aldwych, London WC2B 4NA or may be handed over, against proper receipt, at The High Commission.

Envelopes should indicate the name and address of the Tenderer to identify the bid and to enable the bid to be returned unopened in case it is declared 'late' or 'rejected'. Offers received through Fax/E-mail or through open letter shall be ignored.

4. The Schedule of submission, opening etc of the Tender/Bid are as follows:

|   |                           |   |
|---|---------------------------|---|
| A | Published Date            | 7 <sup>th</sup> February, 2020              |
| B | Bid Submission Start date | 10 <sup>th</sup> February, 2020             |
| C | Bid Submission End date   | 9 <sup>th</sup> March, 2020                 |
| D | Bid Opening date          | 12 <sup>th</sup> March, 2020 1400 hrs (BST) |

5. Tenderer is requested to inspect the property in order to assess the work to be done before submission of Tender/Bid/quotation and may contact High Commission of India, London (Tel : 020-7632 3012) or send request by email at [atpnm.london@mea.gov.in](mailto:atpnm.london@mea.gov.in) for inspection of the property/site.

6. Any further information or clarification which the Tenderer may require in order to complete Tender may be obtained from the above-mentioned contact details of the High Commission. All information requested by and supplied to one Tenderer will be supplied to all Tenderers.

7. The High Commission of India reserves the right to reject any or all bids without assigning any reasons, if not found suitable.

8. Terms of payment are subject to negotiations, if the estimates are accepted.

Sd/-  
(Manoj Sharma)  
Head of Chancery  
7<sup>th</sup> February, 2020

**Government of India  
High Commission of India  
London**

**Scope of Work**

**Provisions of Cabins and associated fittings in the Consular Service Area of the High Commission of India, India House, Aldwych, London WC2b 4NA**

The High Commission of India would like to refurbish the Consular Service Area at the basement. Major works may be described as follows:

**1. Preliminary works:**

- (i) Site set up, furniture, consumables. Telecommunications.
- (ii) Waste away rubbish collection and removal.
- (iii) Temporary power and lighting, if required for execution of works.
- (iv) Protection of communal areas
- (v) Electric, Internet, Intercom, PA System cabling
- (vi) Attendances to protect floor and surrounding areas for duration of works
- (vii) Associated builder work in connection with power and data installing

**2. Creation of 6 counters in the existing area of 11.40 m x 2.25m (approx), which is presently separated by two pillars This would include following works:-**

- (i) Make partition of the ending of the proposed counters in front of the existing door with a 4x2 timber and then place 18mm thick hard wood matching the colour of existing pillars (walnut Oak).
- (ii) Create two counters between each space of start point to first pillar, between two pillars and second pillars to the end point i.e., six counters in total.
- (iii) Provision of toughened glass in front of each counter from the top upto the counter subject to provisions of minimum space at the bottom between the counter and glass which can be used for handing/taking over of the document between counter officer and service seeker. This should be a counter with a sliding arrangement for exchange of papers/documents etc.
- (iv) Provision of microphone and speakers on both sides.
- (iv) Each counter will have a partition for provisions of TV/display screen.
- (v) Provision of a table base (desired width is 600 mm) of hard wood at each counter. The colour of table base should match with the existing colours of pillars.
- (vi) Provisions of drawer unit set with key lock system at each counter.
- (vii) Adequate provisions for wiring work to provide sets of power sockets (including fused spurs/MCB's/RCBOs as required), internet cables, phone cables to each counter for them to connect with their phone, computer and printers. Provisions of supply and installation of bulkhead if required. NIC, EIC testing and certification.
- (viii) Provisions of adequate wiring for mounting of TV/Display screens to the wall above the toughened glass in front of each counter.

**3. Decoration**

Paining/Polishing of all wood works, bulkhead(s), ceiling, partition walls, base build walls and other areas affected by work matching with the exiting colours/as specified in scope of work.

4. Provisions of Fire detection systems in the above-mentioned area.
5. The Tenderer would need to submit detailed design along-with the Bid.

**High Commission of India**  
London

**Terms and Conditions**

**Provisions of Cabins and associated fittings in the Consular Service Area of the High Commission of India, India House, Aldwych, London WC2b 4NA Terms & Conditions**

1. To assist evaluation and comparison of the Tender, the Client may at its discretion, ask Tenderers for clarification of their bids. The clarification and response from Tenderers shall be in writing.
2. The High Commission will not be bound to accept the lowest or any Tender nor to give a reason for the rejection of any Tender.
3. If the Tenderer is asked to competitively quote for the works, the Client is not bound to accept the lowest or any tender and reserves the right to accept the whole or any part of the tender and altering the quantities offered and Tenderer shall supply the same at the rate quoted. Nothing extra shall be payable if any additional information or detail is provided later on for carrying out the works stated in the documents.
4. The quoted Lump-sum price are inclusive and complete in all respect to make buildings functional as per the standard of High Commission of India's work.
5. No escalation on rates due to delay in works shall be admissible.
6. The finalized Bid (s) would be valid for a period of one year.
7. Tenderers should not have been barred/black-listed by any Central Government Department/Organization of India and/or local body (please submit a self-declaration to this effect).
8. The successful Tenderer/Bidder will be required to present design plans based on the specific requirements, secure any necessary regulatory planning permissions.
9. The successful Tenderer shall be responsible for co-ordinating his work with various Sub-contractors and other bid-pack Contractors employed on the Works co-ordinating his work between various trades, obtaining all the necessary information from subcontractors for the purpose of the overall programming of his works; supplying all the normal attendance to all subcontractors and assuming the overall responsibility for the aforesaid.
10. The High Commission of India will not be responsible to compensate for any expense or losses which may be incurred by the Tenderer in the preparation and submission of his Tender.
11. This is a LUMPSUM FIXED PRICE TENDER with Extent of work as defined in the Scope of Work enclosed. The Tenderer should become fully, informed as to the extent, quality, type and character of operations involved in the Works and shall visit and acquaint himself with the Site of the Works. No consideration or compensation will be given for any alleged misunderstanding of the articles to be furnished.
12. All Tender documents must be returned properly filled in and completed in all respects in accordance with the conditions and Provisions of the Tender Documents. No alteration shall be made by Bidders to the Tender Document unless otherwise permitted.
13. The Defect notification period shall be Three Hundred Sixty-Five (365) days.
14. The Tenderer should submit with his Tender an Earnest Money Deposit (EMD)/Tender security or a certificate in this regard they would submit the EMD, within seven working days if they found successful in the bidding process, in the form of a demand draft drawn on any acceptable Bank or a Bank guarantee in favour of High Commission of India, London. The EMD must be valid for 90 days. The EMD of unsuccessful bidder will be returned after the award of work while EMD of successfully bidder can be adjusted against Retention Money at discretion of the High Commission.
15. In case the tender is not decided during validity period of tender from date of opening of tender, the High Commission may request to extend the Tenderer to extend the validity of Tender and Earnest Money/Tender Security deposit for a further specified period. Tenderer shall be at liberty to extend the validity of tender and Earnest money

Deposit for the specified period or withdraw from tender. Once the validity is extended in writing by bidder(s), they will not be permitted to withdraw from tender. If bidder(s) withdraws his offer in between, the High Commission shall be at liberty to forfeit the EMD.

16. The Retention Money will be deducted @ Five Percent (5%) of the value of the executed works limited to Five (5) % of Accepted Tender Cost. Retention Money release shall be released at the end of Defect Liability Period. The amount of Liquidated Damages payable by the Contractor to the High Commission will be calculated @ 0.5% of accepted contract amount per week to be computed on per day basis. The total amount of liquidated damage shall be limited to 10% of Accepted Tender Cost.

17. The Performance Security / Performance Guarantee made out to the value of five Percent (5%) of the Accepted Contract Price in the form of Bank Guarantee shall be submitted as described in the conditions of contract. The Performance Security Bank Guarantee shall remain valid for a period to cover the execution and defect notification period of the works as a Guarantee to secure the proper carrying out, the handing over and maintenance of the works and recovery of compensation of such other sums that may become due to the High Commission from the Contractor under the terms of the Contract and shall not have been paid by him on demand.

18. The acceptance of the Tender shall be conditional and not finally binding upon the High Commission.

19. Should the Contractor fail to sign the contract within the stipulated time or to provide the Performance Security Bank Guarantee within the period allowed or for any other reason withdraw his participation in the Tender, the High Commission may withdraw his 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 and thereupon the amount of Earnest Money Deposit(EMD)/Tender security shall be confiscated by the High Commission without any necessity for any legal or other formality or reference to judicial proceedings of proof of damage and without prejudice to the right of the High Commission.

20. At any time prior to the date of opening of the proposals, the High Commission may issue an addendum in writing to all persons or firms to whom the Tender documents have been issued, deleting, varying or extending any item of this acknowledged and so noted in the space provided in the Tender. Unless it is in formal manner described above, any representation or explanation to the Tenderer shall not be considered valid or binding on the High Commission as to the meaning of anything connected with the Tender Document.

21. The date and time for submission may be deferred by an official notification in writing issued by the High Commission of India to all Bidders. Tenders received after this date will not be considered.

22. Tender may be disqualified for any reason including, but not limited to the following:

- i. If Tenderer sets forth any conditions which are unacceptable to the High Commission.
- ii. 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.
- iii. If there is evidence of collusion between Bidders.
- iv. If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender.
- v. If Bid price is disclosed before opening of Financial Bid.

23. The attention of Tenderer 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 of work/Tender shall be exclusive of Value Added Tax.

24. In addition, Bidders must obtain all relevant information from the relevant Authorities concerning all details and costs in respect of temporary services, deviation of traffic, construction of temporary footpaths and pedestrian walkways, closing part of the road and pavement, temporary electrical, water, telephone connections, etc. and shall allow for same in their Bids.

25. The Tenderer would obtain the building regulations, construction design, management risk assessment ruling from the concerned Health and Safety departments.
26. The Tenderer would arrange scaffolding for the work and remove rubbish etc.
27. **Payment:-** Terms of payment are subject to negotiation, if the cost estimates are accepted. The decision of High Commission in this regard shall be final and binding on the tenders. However, in the event of non-compliance of the payment schedule or otherwise due to the reasons acceptable to the High Commission of India and the Architect, the progress payment shall be made on the basis of evaluation of work done by the **High Commission of India, London**. All permissible deductions shall be effected during the Progressive Payments.
28. Contractor's all risk policy:- A suitable Contractor's all risk policy shall be obtained by contractor at his own expense with a valid Insurance as per the prevailing British laws before commencement of work. High Commission shall be indemnified from any mis-happening/accident at site.
29. Workmen Compensation policy:- A suitable Contractor's all risk policy /valid Insurance as per the prevailing British laws shall be obtained by contractor at his own expense before commencement of work. High Commission shall be indemnified from any mis-happening/accident at site.
30. Specification: The item of work / material used in the work shall be complying with the standard of quality like British standards. The material used /or workmanship should be of equivalent or higher standard than the existing items. Sound engineering practice should be adopted in all items of work execution.
31. Contractor is bound to complete the work once signs the contract agreement. In case of non-completion of work or showing no intention to complete the work within stipulated time of completion of work or within approved extended time of completion of work, the High Commission shall be at liberty to forfeit retention money, performance guarantee and any other dues of contractor available with department.
32. Contractor is also bound to rectify / replace the defective item of work or workmanship which may come to notice during defects liability period or within the guarantee period of water proofing work at his own risk and cost. In case of non-compliance of removal / rectification/ replacement of defective item of work or workmanship, the High Commission shall be at liberty to forfeit full or part of his retention money and/or performance guarantee and/or any other money or guarantee of the contractor available with the High Commission.
33. On completion of work, contractor shall submit all equipment manuals, guarantee cards, specifications etc. The final bill of work shall be paid only on completion of work and depositing all documents as above.