

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

TENDER NOTICE

**NOTICE INVITING TENDER FOR " REPAIR OF ROOF OF 8 SOUTH AUDLEY STREET,
LONDON, W1K 1HF, A PROPERTY OF GOVT. OF INDIA IN LONDON"**

1. The High Commission of India invites bids from the professionally qualified companies for **"Repair of Roof of 8 South Audley Street, London W1K 1HF"**.

2. The sealed envelopes "A", "B" & "C" consisting of the following documents shall be duly super-scribed with titles "**Tender for Roof repair at 8 South Audley Street, London, W1K 1HF**":

Cover A: Should contain Earnest Money Deposit (EMD): The Tenderer should submit, with its Tender, an Earnest Money Deposit (EMD) / Tender security 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 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 forty-five (45) days with effect from the last date of submission. The EMD of unsuccessful Tenderer will be returned, while EMD of successful Tenderer will be adjusted against Retention Money, at discretion of the High Commission of India.

Cover B: Technical Bid Document: Should contain: -

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 works undertaken in the last 3 years.

Introduction and Credentials of Tenderer: This should be a brief introduction, background, company details, credentials, and past performance of the Tenderer and may attach any other documents such as company profile, company brochures, achievement of the company etc.

Scope of Work (duly signed)

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 " Roof repair at 8 South Audley Street, London, W1K 1HF "** 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 of India, India House, Aldwych, London WC2B 4NA.

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	31.01.2019
B	Bid Submission Start date	31.01.2019
C	Bid Submission End date	21.02.2019
D	Bid Opening date	22.02.2019

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 **Head of Chancery**, High Commission of India, London (Landline: 020 7632 3217) or **Second Secretary (P&M)**, High Commission of India, London (Landline: 020 7632 3069) or send request by email at hoc.london@mea.gov.in or pnm.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 abovementioned officers 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.

High Commission of India
London

Scope of Work

Roof repair at 8 South Audley Street, London, W1K 1HF

The High Commission of India would like to get roof repaired of one of its flats situated at Flat 3, 8 South Audley Street, London, W1K 1HF. The roof has shown seepage during rains in addition to that, a few roof slates of the other side of the roof are broken.

2. The scope of work of the flat roof having leakage issue are defined as follows: -

- (i) Replacement of the existing flat roof coverings with the new breathable membrane and lead sheets
- (ii) Carrying out necessary works of lead flashings and wedging into brickwork.
- (iii) to clear all rubbish from the site.

3. The scope of work related to the broken roof slates of the other side of roof are defined as follows: -

- (i) To strip out all cracked and broken roof slates and replace with new.
- (ii) To refit all slipped slates and secure.
- (iii) To replace missing section of lead sheet to hip area using new lead sheet.
- (iv) To clear all debris from all box gutters.
- (v) To clear all rubbish from the site.

4. The Tenderer is required to mention quotes for the scope of works as defined in Para 2 and Para 3 above separately and all prices should be mentioned as excluding VAT.

5. The Tenderer may also note that the building is a listed property. It will be Tenderer's responsibility, to obtain approval from Local council planning office, if required, to carry out the repairs as mentioned above. Charges in this regard, if any, may be quoted separately.

6. The Tenderer should also specify the guarantee/warranty of the above works.

7. The Tenderer should satisfy the High Commission through submission of documentation that it has the expertise.

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 Employer 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 six months.
7. Tenderers should not have been barred/black-listed by any central government department/organization of India (please submit a self-declaration to this effect) and/ or local body.
8. The successful Tenderer/Bidder will be required to present 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. Tenderer is required to quote Lumpsum prices on "Form of Tender" (Enclosed) and is free to add/delete items, change quantities which are needed for completion of the job.
13. 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.
14. The Defect notification period shall be Three Hundred Sixty Five (365) days.
15. The Tenderer should submit with his Tender an Earnest Money Deposit (EMD) / Tender security 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.

16. In case the tender is not decided during validity period of tender from date of opening of tender, the employer 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.
17. 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 Employer 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.
18. 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.
19. The acceptance of the Tender shall be conditional and not finally binding upon the Employer.
20. 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 Employer 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 Employer.
21. 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.
22. 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.
23. 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 Employer.

- 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.

25. 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.

26. 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.

27. The Tenderer would obtain the building regulations, construction design, management risk assessment ruling from the concerned Health and Safety departments.

28. **Payment:** - Terms of payment are subject to negotiation, if the cost estimates are accepted. The decision of employer 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 affected during the Progressive Payments.

29. 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. Mission shall be indemnified from any mis-happening/accident at site.

30. 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. Mission shall be indemnified from any mis-happening/accident at site.

31. 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.

32. 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 mission shall be at liberty to forfeit retention money, performance guarantee and any other dues of contractor available with department.

33. 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 employer 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 Employer.

34. 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.

Eligibility Criteria

(Based on the scope of work)

1. The Tenderer should have satisfactorily completed one similar works costing not less than the estimated cost of this work during the last 5 years.
2. *The Tenderer should have had average annual financial turn-over of £50,000.00 during the immediate last three consecutive financial years. This should be duly audited by a Chartered Accountant.*
3. *The Tenderer should have solvency of GB Pounds 40,000.00 duly certified by their banker.*
4. The Tenderer should own construction equipment, if required for the proper and timely execution of work. Else, he should certify that he would be able to manage the equipment by hiring etc. and submit the list of firms from whom he proposes to hire.
5. The Tenderer should have sufficient number of Technical employees for the proper execution of the contract.
6. *The Tenderer should submit list of all similarly completed works in the last 3 years and list of all works in hand.*

Form of Tender

(To be submitted by the Bidder in following format)

TO: **High Commissioner of India, London**

We have examined Tender conditions for the above-named work and have inspected the site and general conditions under which the Works are to be carried out. We offer to execute and complete the Works and remedy any defects therein, in conformity with this Tender, which includes all these documents.

If this offer is accepted, we will commence the Work as soon as is practicable and complete the Works in accordance with the above-named documents within the Time for Completion.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature _____

in the capacity of -----

duly authorized to sign tenders for and on behalf of

Stamp:

Address: _____

Date: _____