

**CONSULATE GENERAL OF INDIA
VANCOUVER**

(www.cgivancouver.gov.in)

NOTICE INVITING RFP

Hiring the services of Land Survey for Consulate Residence property

Tender No: VAN/ ADM/862/1/2016	
Critical Dates:	
Date of Publishing	03.03.2020 (09:00 hrs.)
Bid Document Download Start Date	03.03.2020 (09:30 hrs.)
Clarification Start Date	03.03.2020 (10:00 hrs.)
Clarification End Date	14.03.2020 (17:30 hrs.)
Bid Submission Start Date	16.03.2020 (09:00 hrs.)
Bid Submission End Date	24.03.2020 (14:30 hrs.)
Date of Technical Bid Opening	25.03.2020 (15:30 hrs.)
Date of Financial Bid Opening	30.03.2020 (14:30 hrs.) <i>(Technically qualified bidders will be intimated separately if there is any change)</i>
EMD to be submitted in the form of Demand draft for C\$ 500/- in favour of "Consulate General of India, Vancouver" by 12:00 Hrs on Monday, 23/03/2020	

LAST DATE FOR SUBMISSION OF BIDS

24 March 2020 up to 14:30 hrs (Vancouver time)

DATE OF OPENING BIDS

25 March 2020 up to 15:30 hrs (Vancouver time)

PLACE OF OPENING OF BIDS:

Consulate General of India, Vancouver, 201-325 Howe Street, Vancouver BC

TEL NO: +1 604 662 8811

Email: admn.vancouver@mea.gov.in

(Virender K. Jatav)

Consul (Administration)

Consulate General of India, Vancouver

**CONSULATE GENERAL OF INDIA
VANCOUVER**

**NOTICE INVITING TENDER (NIT) FOR HIRING OF LAND SURVEYING SERVICE
FOR CONSULATE GENERAL OF INDIA, VANCOUVER**

No. VAN/ADM/862/1/2016

Dated: 02 March 2020

1. Introduction

1.1. Sealed tenders in 2 (two) Bid Envelopes System are invited from eligible bidders located and based in the British Columbia (Canada), for providing Land surveying services for a piece of land belonging to Consulate General of India, Vancouver as per terms and conditions set forth in the Tender Document.

1.2. This NIT is being issued with no financial commitment and the Consulate reserves the right to change or vary any part thereof of the NIT at any stage. Consulate General also reserves the right to withdraw the NIT, should it become necessary at any stage.

1.3. Consulate General's decision on the per-qualification and selection of the Service Provider shall be firm and final.

2. Eligibility (Pre-Qualification)

The invitation of tender is open to all eligible bidding companies who fulfill conditions as mentioned below: -

2.1. Bidding company should have a minimum of **five years** of overall experience in providing Land Surveying and related services.

2.2. The company should have proven expertise in the field of Land surveying and related field in the Vancouver City and should have also provided such services to any Govt/semi-Govt./autonomous body/Embassy/Consulate General/ Consulate, etc. Proof in respect of services provided to such agencies must be provided in the form of copy of contracts, etc.

2.3. Bidding Company must include, as part of its tender, attested copies of any related documents

Note: The Consulate General of India, Vancouver reserves the right to ask for any additional documents from the bidders to substantiate issues related to financial health of the company, local police clearance/ verification, partnership agreements, etc, in order to establish holistic credentials of the bidding company.

3. Scope of Work. The scope of work of the Land Surveyor is as follows:

The survey should address all items necessary to submit for a building permit in the District of West Vancouver. This includes, but is not limited to:

- Location of all significant trees, shrubs and landscaping features
- existing retaining walls
- Contours at 2' increments
- location of all services and connections: hydro, sewer, storm, water and gas
- neighbour setbacks and roof heights
- streams, watercourses, ditches (if any exist)
- yard setbacks (including floating sideyard setbacks)
- existing structures
- roads, sidewalks and boulevard landscape and features, including elevations

5. Tendering Process

5.1. Tender is invited in two parts i.e. (i) Technical Bid (containing Bid Security Deposit) and (ii) Financial Bid.

5.2. Bids are to be deposited to Consulate General of India, 201-325, Howe Street, Vancouver BC V6C 1Z7, in sealed envelopes, clearly marked as '**Technical and Financial Bid for Land Surveyor for Consulate General of India**', latest by **Tuesday, 24 March, 2020 up to 14:30 hrs.**

Technical bids will be opened at **15:00 hrs on Wednesday, 25 March, 2020.**

5.3. The Consulate will not be responsible for any delay in receipt of bids or missing of bids while in transit/post. **Bids received by email/ fax will be rejected outrightly.**

5.4. The validity of the bids must be for 180 days with effect from the date of opening of the bids.

5.5. The proforma for technical and financial bids is placed at **Annexure A** and **Annexure B** respectively.

5.6. **Bid Security Deposit.** Bid Security Deposit of **C\$ 500 (Canadian Dollars Five hundred only)**, with a validity of **three months** should be submitted vide a demand draft in favour of Consulate General of India, Vancouver ***Tenders submitted without Bid Security Deposit will not be considered for evaluation and will summarily be rejected.*** The actual Bid Security Deposit demand draft /Bank Guarantee should be submitted in the form of a Sealed Envelope clearly super-scribed "**Tender for surveyor for CGI, Vancouver - Bid Security Deposit**".

5.7. **Late Applications.** Any application received after the last date and time for submission for the same, shall not be accepted. Applications received after the last date shall be summarily rejected and returned to addressee unopened.

6. Technical Bid Evaluation.

6.1. In the first stage, only the envelopes, containing the Technical Bid and Bid Security Deposit will be opened on the appointed date and time, in presence of the bidding companies (one representative each) and shown as a token of receipt of the documents in time. The sealed envelope containing the Financial Bid will be shown to the members present, but will not be opened at this stage.

6.2. The Technical Bids will be examined and evaluated by the Consulate subsequently on the basis of responses to the NIT. Bidding companies which do not qualify in the technical evaluation will not be considered for qualification to the Financial Bid stage and their financial bids will be returned unopened.

7. Financial bids

7.1. Bidding companies, which have qualified in the Technical Bid stage, will be informed by email to be present on the date and time fixed by the Consulate and the financial bids will be opened in their presence.

7.2. After opening of the financial bids, L1 bidder will be announced based on the lowest financial quote. The final decision of the Consulate on award of contract will be communicated in due course. The notification of award will constitute the formation of contract. Upon the successful bidder's furnishing of performance security, if any, Consulate General will notify each unsuccessful bidder and will discharge their Bid Security Deposit. No interest shall be paid on the Bid Security Deposit.

9. Additional Information

9.1. The Bidder shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment/contract without the express written consent of the Consulate General of India.

9.2. No terms and conditions other than as stipulated above will be entertained. Tenders without acceptance of the terms and conditions stipulated above are liable to be rejected.

9.3. The Consulate reserves the right to accept or reject any or all the bids without assigning any reasons thereof.

9.4. **Penalties.** In case the service provider fails to provide the desired services or breaches the contract, service provider will be fully responsible and appropriate penalty will be imposed on the service provider as per existing local rules.

11. Force Majeure . Notwithstanding the provisions of contract, the service provider shall not be liable for forfeiture of its performance security if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the service provider and not involving the service

provider's fault or negligence. If a Force Majeure situation arises, the service provider shall promptly notify the authority in writing of such conditions and the cause thereof. Unless otherwise directed by the Consulate General of India in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical.

12. Settlement of Disputes and Arbitration. All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of any person nominated by the Consulate General of India, Vancouver. The arbitration shall be in accordance with the **existing rules of the Vancouver City** in this regard. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties.

13. Point of Contact. For any tender-related enquiry/ query/ clarification please contact: -

Consul (Administration)
Consulate General of India
Vancouver

Email: hoc.vancouver@mea.gov.in, adm.vancouver@mea.gov.in

Landline- 604 681 8811

14. Sign and Seal. The Bidder must sign and affix their seal on every page of the Tender Document and the complete signed tender document must be submitted along with the affidavit at Annexure **D**.

Annexure **A**
TECHNICAL BID PROFORMA

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:
 - (a) Name of Contact Person:
 - (b) Telephone:
 - (c) E-mail:

Bid Requirements

- (a) Brief introduction of the company
- (b) Previous experience in the field (minimum of five years)
- (c) Local level surveying service knowledge (documented references of Govt and private clients needed).
- (d) Registration Certificate & license for the services (duly attested copies to be enclosed)
- (e) What is your industry certification in terms of Quality ?
- (f) What is the scope and limit of the liability of your company ?
- (g) What is the general and specific scope of work your firm willing to put in the contract?

Signature(s) of the Tenderer(s)
(with Name, Designation, Date & Seal)

Annexure **B**
Financial Bid Proforma

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:
 - (a) Name of Contact Person
 - (b) Telephone:
 - (c) E-mail:

Per Item Service Charges (in C\$)

Remarks, if any

(Amount to be quoted including and without applicable taxes)

[Signature(s) of the Tenderer(s)
with Name, Designation, Date & Seal]

Annexure **C**
AFFIDAVIT

I/We, _____, representative(s) of M/s. _____

solemnly declare that:-

1. I/We are submitting my/our bid against the Tender Notice no. _____ dated _____ brought out by the Consulate General of India, Vancouver for providing Land Survey services at the land owned by the Consulate General of India.
2. I/We or my/our partners do not have any relative working in any office of Consulate General of India, Vancouver.
3. All information furnished by me/us in respect of fulfilment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price - Bid submitted by me/us is "**WITHOUT ANY CONDITION**".
6. I/We have not been banned/ delisted by Government of Canada/Provincial Govt of British Columbia or any Government agencies in Canada or any other country/Embassy/Consulate General.
7. I/We accept all the terms and conditions of tender.
8. If any information or document submitted is found to be false/ incorrect, Consulate may cancel my/our Tender and take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.

[Signature(s) of the Tenderer(s)
with Name, Designation, Date & Seal]