



**EMBASSY OF INDIA, BEIJING
INVITES QUOTATIONS**

FOR

**PURCHASE AND INSTALLATION OF PREFABRICATED ROOM
AND CONSTRUCTION OF A BICYCLE PARKING AT EMBASSY
OF INDIA, BEIJING**

TENDER NO. PEK/GEN/872/02/2022

**LAST DATE FOR SUBMISSION OF BIDS
19/12/2022 UP TO 1500 HRS (BEIJING TIME)**

**DATE OF OPENING BIDS
19/12/2022 AT 1600HRS (BEIJING TIME)**

Invitation for Bids

Embassy of India, Beijing invites Bids/Quotations from reputed companies based in China with background in dealing with supply, installation and maintenance of prefabricated rooms/structures (prefab) and construction of a bicycle parking.

1. Notice Inviting Tender: Sealed bids are hereby invited for purchase, installation and maintenance of one prefabricated room / structure and construction of a bicycle parking at the Embassy of India, Beijing.

2. Eligibility criteria for bidders:

- i. The company should have experience in dealing with the supply, installation and maintenance of prefabricated structures and rooms for a minimum of 5 years;
- ii. The company should have valid permit/registration from a competent local Authority for sale and installation of such structures. A copy of the license and other relevant documents along with their original English translation should be submitted.
- iii. The Company should have had average annual financial turn-over of RMB 1,00,000 (excluding VAT) or more dealing with the supply, installation and maintenance of prefabricated structures during the immediate last three consecutive financial years. This should be duly audited/certified by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.
- iv. The Company must have satisfactorily completed in the last five years (i) one similar work of value RMB 1,60,000/- or (ii) two similar works of value of each RMB 1,20,000 or (iii) three similar works of value of each RMB 80,000. Similar works means providing and installation of prefabricated structures to Companies/ organizations.
- v. The Company should have sufficient number of well qualified engineer/technical staff and equipment for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how they would be involved in this work.

3. Bid System: The two bid system (Technical and Financial) as detailed below shall be followed for this tender:

(i) The bidder shall submit the offer in **three separate sealed envelopes**, namely:

(a) **First Envelope** - superscribed as “**BSD-Bid Securing Declaration – Supply and installation of prefabricated structure and construction of bicycle parking** at Embassy of India, Beijing” placed at Annexure II.

(b) **Second envelope** - superscribed as “**Technical Bid** – Supply and installation of **prefabricated structure and construction of bicycle parking** at Embassy of India, Beijing”. The proforma placed at Annexure III must be filled and submitted along with Technical Bid.

(c) **Third envelope** – superscribed “**Financial Bid** – Supply and installation of **prefabricated structure and construction of bicycle parking** at Embassy of India, Beijing”.

All the sealed envelopes shall be kept inside a large sealed envelope i.e. in a **fourth envelope** superscribed as “Tender Quotation for supply and installation of **prefabricated structure and construction of bicycle parking** at Embassy of India, Beijing”. It should also be superscribed at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder.

(ii) **The sealed quotations shall be submitted to The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**

(iii) The bid may be submitted by Hand in person or by post / courier. The bids by “Fax / E-mail” shall **not** be accepted;

(iv) Bids received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;

(v) Technical bid shall be opened on the date and time as given in the tender notice at Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600, in the presence of the authorized representatives of the companies, who may wish to attend.

(vi) **Financial bid shall be opened on the date and time, to be communicated later, at Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600, in the presence of the authorized representatives of the companies, those who qualify in the technical bids and wish to attend.**

4. **The specification of prefabricated structure and bicycle parking is given at Annexure I.**

5. **Pre-bid meeting:** All bidders should visit the site of installation as the area has its specific requirements. Based on the area and seating arrangement of the site, an installation plan should also be provide in the technical bid. **The pre-bid meeting will take place on 28/11/2022.** During the meeting, all bidders are welcome to clarify all their concerns regarding submission of technical and financial bid, if any.

6. Instructions to Bidders regarding submission of Technical Bid:

- (i) Kindly indicate by a 'YES' or 'NO' for the eligibility criteria outlined in paragraph 2. Necessary supporting documents to be submitted for eligibility criteria.
- (ii) The bidder must submit the technical specifications of the proposed structure in the technical bid.

7. Instructions to Bidders regarding submission of Financial Bid: The financial bid should contain the costs item-wise in the following heading along with the proforma placed at Annexure IV:

- i. Cost of materials.
- ii. **Installation and construction cost including pre-fabrication and testing in the designated area**
- iii. Taxes and other charges, if any

8. Selection Procedure: Firstly, the envelope containing the BSD would be opened. No bid will be accepted without BSD and will be rejected at once. Technical Bids of only those bidders will be opened who have submitted BSD. Then, Financial Bids of only the technically qualified bidders would be opened.

9. Validity of Bids: The bids shall have a minimum validity of four months/ 120 days from the date of opening of bids. A bid for a shorter period of validity shall be rejected.

1. Specifications and Scope of Work for prefabricated structure

Dimensions of prefabricated structure:	Length – 9.10 meters (external) Width – 5.5 meters (external) Height – 2.4 meters (internal)
Preparation of Ground:	Dismantling of existing structure (bicycle parking) at site; digging and preparation of ground for construction / installation.
Climate suitability:	The structure should be suitable for climatic conditions of Beijing.
Internal partition:	An internal partition to be made to create two separate areas inside the structure. The smaller area to have 3 workstations and glass reception windows attached to each workspace. The glass reception windows will open towards the larger area which will be used as waiting hall. An internal door shall connect the two areas.
Floor:	Concrete flooring with tiles on the top.
Interior and Exterior Panels:	Coloured steel composite sandwich panel with glass wool insulation (minimum 80 mm). Steel sheet thickness – minimum 0.5mm.
Roof covering, ceiling and insulation:	Painted trapezoidal steel sheets to be placed as slanted roof covering. Overhangs should be 20 cm. Steel sheet rain gutters and cylindrical downspouts with mounted accessories to be installed. For ceiling 80 mm (minimum) glass wool insulation with moisture proof membrane to be laid. For suspended ceiling covering gypsum boards of minimum thickness of 12 mm is to be used.
Doors specification: External Door: Internal Doors:	Two external steel door with metal frame to be installed of size 90x200 cm. For external doors a special cylindrical first/second class lock to be installed. 80x200 sizes, galvanized steel frame aluminium door to be used with built-in locks.
Electrical System:	Internal Electrical Wiring with high grade electro-copper wire with a electric power load of 10,000 Watts. Sufficient numbers (minimum 6) of LED lights to be installed on the ceiling. Provision of electric sockets for each work station suitable for connecting a computer and other peripheral devices. Sufficient numbers of electric plugs for light and heavy appliances (TV,

	AC, fans, heater, etc.). Installation of clips for hanging LED TV on the wall. Connecting the electric system of the structure to the nearest electrical supply point in the Embassy.
Air Conditioning:	Provision of dual mode heating and cooling AC system commensurate with the requirement of the space (minimum 2 tonnes). Mounting of AC system in an appropriate location and ducting / ventilation within the structure. Specification of AC to be mentioned in tender document.
Miscellaneous and spares:	All the miscellaneous parts and spares needed to erect and install the structure to be provided.
Warranty:	The vendor must provide at least a warranty of three years for the structure.

2. Scope of Work for Construction of a Bicycle Parking

Dimensions of the bicycle parking:	Length – 12.9 m Width – 5 m
Leveling and preparation of ground.	
Preparation of Concrete base.	
Erection of metal frame structure.	
Installation of slanted roof made of suitable polymer material.	
Installation of sufficient electric plug points for charging of e-bikes.	
Installation of lights for lighting at night	
Construction of approach path.	

Bids Securing Declaration

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of 2 years from being eligible to submit Bids for contracts with Embassy of India, Beijing.

Date_____

Signature_____

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE TECHNICAL BID

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company	
3.	Contact details of the Bidding Agency/ Company	
4.	Registration and incorporation particulars of the Agency/Company.	
5.	Period of Bid validity (minimum 120 days)	
6.	Experience in dealing with installation of prefabricated structures (No. of years).	
7.	Any other information	

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge. The self-attested copies of required documents as mentioned in para 2 and 3 of the Tender Notice have been submitted. We understand that in case of non-submission of required documents, the bid shall stand rejected.

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company_____

Seal of the firm

ANNEXURE-IV

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE FINANCIAL BID

Description	Amount including VAT (RMB)
Supply and installation of prefabricated structure	
Construction of a bicycle parking	
Total	

I certify that the information furnished above is full and correct to the best of my knowledge. **I hereby agree to all terms and conditions as per the tender document.**

(Signature of the authorised signatory)

Date- _____

Seal of the company/firm