GOVERNMENT OF INDIA

Embassy of India

Djibouti

Name of Work: Execution of civil & electrical works and supply of electrical items

Tender Documents
Embassy of India
Djibouti

Press Notice

Embassy of India, Djibouti invites bids under two bid system for ‘Execution of civil & electrical works and supply of electrical items for Chancery’, on behalf of the President of India.

<table>
<thead>
<tr>
<th>Period of submission of bids</th>
<th>15 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnest money deposit</td>
<td>Djibouti Francs (DJF) 10,000 (or EMD declaration)</td>
</tr>
<tr>
<td>Tender Processing fee</td>
<td>Nil</td>
</tr>
<tr>
<td>Late date and time of submission of bid</td>
<td>11.09.2019, 1500 hrs (local time)</td>
</tr>
<tr>
<td>Period of completion of work</td>
<td>15 days from the issue of work order</td>
</tr>
</tbody>
</table>

The bid forms and other details can be obtained from the website: [https://www.eoidjibouti.gov.in](https://www.eoidjibouti.gov.in).
Detailed Notice Inviting Tender is also available on [https://eprocure.gov.in/epublish/app](https://eprocure.gov.in/epublish/app).

(Sreejan Shandilya)
Head of Chancery
Embassy of India, Djibouti
hoc.djibouti@mea.gov.in
TENDER NOTICE

Document-1

Name of Works: Execution of civil & electrical works and supply of electrical items

No. DJI/881/07/2019

Dated: 26th August 2019:

The Embassy of India, Djibouti, on behalf of the President of India, invites a Lump-sum Fixed Price Tender for Execution of civil & electrical works and supply of electrical items at the Embassy Building, No.HB-2, TF 11916 in Lootah Village, Haramous, Djibouti. The broad details of the services required is given under Document-V (Schedule of Quantities).

2. Last date for submission of bids: 11.09.2019 (1500 hrs local time)

Tender Contents

A. Technical Bid Documents:

<table>
<thead>
<tr>
<th>Document</th>
<th>Details</th>
</tr>
</thead>
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<td>I</td>
<td>Invitation to Tender</td>
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<td>II</td>
<td>Instruction to Bidders</td>
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<td>III</td>
<td>Introduction and Credentials of Bidder</td>
</tr>
<tr>
<td>IV</td>
<td>Terms and Conditions of contract</td>
</tr>
<tr>
<td>V #</td>
<td>Schedule of Quantities</td>
</tr>
</tbody>
</table>

# The bidder should pay Earnest Money Deposit (EMD) of DJF 10,000.00 (DJF Ten thousand only) in form of Pay Order/demand draft/bankers cheque/certified cheque, in favour of "Embassy of India, Djibouti" along with the Tender document submitted. This guarantee is valid for a period of 180 Days get any claim before expiry.

B. Financial Bid Documents:

Document VI: Form of Tender - Financial bid letter
(Lump sum fixed price for Execution of civil & electrical works and supply of electrical items, in Djibouti Franc to be quoted on this form by Bidder)

(Sreejan Shandilya)
Head of Chancery
Embassy of India, Djibouti
hoc.djibouti@mea.gov.in
+253 21346254
Instruction to Bidders (Document-II)

Subject: Provision of Cleaning Services for Embassy of India, Djibouti building.

The Embassy of India, Djibouti invites sealed tenders for supply of cleaning services for the Embassy of India, building in Djibouti.

2. The tenders are invited under two bid system viz. Technical Bid and Financial Bid from reputed and experienced civil and electrical contracting firms in Djibouti.

3. The tender document can be downloaded from the following websites:

   www.eoidjibouti.gov.in

https://eprocure.gov.in/epublish/app -> Tenders by Location -> Djibouti

4. Bidders are requested to go through the terms & conditions of contract contained in the bid document (Section III). Bidder are required to either deposit Earnest Money Deposit (EMD) DJF 10,000 (DJF Ten thousand only) in the form of "Pay Order/demand draft/Cheque, Bank Guarantee from a Scheduled bank of Djibouti in favour of Embassy of India, Djibouti" or give an Earnest Money Declaration. Bids received without EMD or Earnest Money Declaration will not be considered and rejected summarily.

5. The Tenders should be submitted in two sealed envelopes as below, along with prescribed EMD or Earnest Money Declaration:

   (a) The first sealed cover superscripted as "Technical Bid" should contain details of technical capabilities of the firm (with documentary evidence i.e. Company registration paper, experience with other Embassy/other reputed organization in Djibouti (as per Section II)).

   (b) The second envelope superscripted "Financial Bid" should contain Price Schedule of Quantity (Section V) and rates for supply of cleaning services for the Embassy of India, Building No.HB-2, TF 11916 in Lootah Village, Haramous, Djibouti as per Section VI.

   (C) Both the sealed covers, along with EMD or Earnest Money Declaration should be placed in the main sealed envelope superscripted "Execution of civil & electrical works and supply of electrical items" addressed to the Head of Chancery, Embassy of India, Djibouti, Suit No.2320 & 2321, Djibouti Palace Kempinski, Ilot Du Heron, Djibouti, and must reach on or before 11.09.2019 (1500 hrs. local time). Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Embassy will not be responsible or any postal delay. Bids may not be sent by e-mail.

6. The Embassy reserves the right to amend any of the terms and conditions contained in the Tender document or reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of Embassy in this regard will be final and binding upon the bidders.
7. The important schedules and dates are given below:

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Key Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Date of epublishing on CPP Portal</td>
<td>27.08.2019</td>
</tr>
<tr>
<td>2.</td>
<td>Date of receiving the bids (Start)</td>
<td>27.08.2019</td>
</tr>
<tr>
<td>3.</td>
<td>Date of clarification (start)</td>
<td>27.08.2019</td>
</tr>
<tr>
<td>4.</td>
<td>Date of clarification (end)</td>
<td>11.09.2019</td>
</tr>
<tr>
<td>5.</td>
<td>Bid Submission Closing Date</td>
<td>11.09.2019</td>
</tr>
<tr>
<td>6.</td>
<td>Technical Bid opening Date</td>
<td>12.09.2019 or next working day</td>
</tr>
</tbody>
</table>

8. For any tender related enquiry/clarification/site visit, please contact Mr. Rohtash Singh, Attaché(Admin) by email admin.djibouti@mea.gov.in or by phone +253 77483847 or +253 21346254 (during office hours). The building is available for inspection with prior appointment between 10 am to 12 pm and 4 pm to 5.30 pm on working days by 06/09/2019.

9. All bidders are requested to read and understand the terms & conditions of the contract before submitting their bids. No change or violation of aforementioned terms and conditions is permissible once the quotation is accepted by the Embassy.

(Sreejan Shandilya)
Head of Chancery
Introduction and Credentials of Bidder / TECHNICAL INFORMATION
(Proforma to be submitted with Technical Bid by the bidder)

1. Name of firm:

2. Address of the Registered Office:

3. Correspondence address:

4. Contact details:
   
   Telephone No.:
   
   Fax:
   
   E-mail:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Requirements</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>a) Brief introduction of the company.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Has tenderer executed at least one similar project in last 05 years?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Total number of regular employees with the firm.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Annual Turnover of the firm for the last two years.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>e) Registration Certificate &amp; license for the services.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Details work plan and methodology for undertaking the job.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>List: Other Embassies/Consulates or reputed organization where you provided or are providing services of similar nature.</td>
<td></td>
</tr>
</tbody>
</table>

Kindly submit supporting documents

Name of Company

Seal
Terms and Conditions of Contract

1. At any time prior to the deadline for submission of bids, Embassy of India, Djibouti may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.

2. Embassy of India award the contract to the eligible bidder whose technical tender has been accepted and determined as the lowest evaluated commercial tender. The lowest price criteria shall be applied on the total.

3. Interpretation of the clauses in the Tender Document/contract Document. In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender documents, Embassy of India, Djibouti’s interpretation of the clauses shall be final and binding on all parties.

4. The successful bidder, on award of contract must send the contract/acceptance in writing within 03 days of award of contract; otherwise the Contract will be awarded to the next successful bidder i.e. L-2.

5. No request for revision/increase of approved rates during the currency of tenure will be entertained. No other charges like transportation fare etc. will be payable for providing the services.

6. Validity of Bid - The Bid shall remain valid for a period of 180 days from the date of the opening of the bid or up to any mutually extended period.

7. The work should be completed within 15 days of award of the job.

8. The Employer will not be bound to accept the lowest or any tender nor to give a reason for the rejection of any Tender.

9. **Lump Sum Fixed Price Tender** - This is a LUMPSUM FIXED PRICE TENDER with Extent of Work as shown on scope of works. The Tenderer shall examine the scope of work and other Documents and all Addenda (if any) before submitting his Tender and shall become fully informed as to the extent, quality, type and character of operations involved in the Works. The Tenderer shall visit and acquaint himself with the Site of the Works. The tenderer shall take entire responsibility in the interpretation of this report and of the site conditions. No consideration or compensation will be given for any alleged misunderstanding of the nature of the work to be executed.

10. **Tender and Schedule of Quantities** -

    (i) Bidders shall satisfy themselves of the quantities quoted in the Schedule of Quantities. These quantities shall be taken as guidance to assess the approximate quantum of work involved in the project. The Contractor prior to the submission of the tender, may add to items, quantities to the items in Schedule of Quantities as per the scope of the work, and site visit. It shall be the responsibility of the bidder to satisfy himself of the completeness of the documents for the scope of work and his own assessment of the work after site visit and as per the tentative scope of work mentioned in tender document. 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.
(ii) Bidders are required to quote Lump-sum fixed prices on "Form of Tender". Bidders may prepare schedule of quantity as per scope of work identifying item description, quantity and rates. The total amount of schedule of quantity prepared by them should be transferred to Form of Tender.

(iii) 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 in DJF only. In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender.

11. **Final Tender Price** - Decision on bid will be taken based on the final price quoted on the Form of Tender. Lump-sum Fixed Price/Amount as quoted in the "Form of Tender" shall be the basis for deciding the tender quote and the L1 bidder. In case of any mismatch in the final quoted price on Form of Tender and Total amount worked out on rates in Schedule of Quantities, the final price quoted on Form of Tender shall be considered for comparison of bids and decision on bid.

   If amount quoted on Form of Tender is more than amount worked out on Schedule of Quantities, the rates in the Schedule of Quantities shall not be altered/adjusted. If amount quoted on Letter of Tender is less than amount worked out on Schedule of quantities, the rates on schedule of quantities shall be adjusted in the ratio to match with quoted final price on the Form of Tender.

12. Bidders would be required to furnish the information and submit documents, as per the attached proforma and would quote prices strictly on Lump Sum basis only. Price quoted should be on all-inclusive basis and shall include the cost of all services, personnel, material, transportation etc. Technical information should be given in separate envelope.

13. Quoted price is final fixed lump-sum price inclusive of all taxes except VAT. Item I quantity indicated in the scope of work I schedule of quantity are tentative and some variation during execution may take place.

14. **Earnest Money Deposit** - Demand draft/Banker's cheque/Bank Guarantee in favour of Embassy of India, Djibouti or Bid Securing Declaration (Section IV(a) and IV(b).

15. Disqualification of Tender - Tender 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 Employer.

   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 Tender sets forth any offer to conditionally discount, reduce or modify its tender.

   e) If Bid price is disclosed before opening of Financial Bid.

16. **Employer's right to waive** - The Employer reserves the right to waive any deficiency in any tender where such waiver is in the interest of the Employer except that no proposal will be accepted if the Earnest Money Deposit (EMD) or Bid Securing Declaration in lieu of EMD or/any of the preceding statutory documents was not submitted with the tender.

17. **Payment**: The payment schedule under the terms of this contract will be as under:

   i) **Payment Stage 1**: Advance payment: Advance payment of 50% of the accepted contract price as per the provisions of conditions of contract, against bank guarantee of equivalent amount.
ii) Payment State 2: Installation completion and handing over stage: payment of 50% of the accepted contract value (after any applicable adjustments under the terms of the contract) will be paid on completion of installation/delivery of the furniture at their designated locations. The bidder will be responsible for providing competent supervision of the unpacking and installation of the various items supplied.
Civil Works (with approximate specifications)

1. Filling up of the swimming pool [8 x 4 x 1.5 cubic metres]
2. Construction of a security outpost [5m x 2m x 3m]
3. Installation of steel grill over all the windows of the ground floor and on the strong room [total 20 windows]
4. Fixing of mosquito nets on the windows [35 windows]
5. Installation of collapsible steel grill door at all the entrances of the building and the strong room [6 doors]
6. Installation of Y shaped steel frame with barbed wired mesh on the entire boundary wall of the Chancery [approx 150 metres]
7. Changing of all locks on the doors [20 nos] and Amirahs [17 nos]

Electrical Works & Supply of electrical items

1. Installation of LED based flood lights around the building – 5 nos
2. Fixing of LED lights in entire premises (including all rooms, toilets and exterior areas
3. Supply of universal electrical adapters – 30 nos
4. Installation of power socket to support Ethernet and Intercom slots [1 each in 13 rooms]
5. Supply of 10 office room pedestal fans and 10 outdoor pedestal fans
6. Supply of fire safety equipments (with at least 12 extinguishers)

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Section-VI

Form of Tender (Financial Bid Letter)

(To be submitted by the Bidder in following format)

TO: Embassy of India, Djibouti

We declare:

That we are equipped with necessary expertise and facilities required for Execution of civil & electrical works and supply of electrical items for Chancery of Embassy of India, Djibouti at No.HB-2, TF 11916 in Lootah Village, Haramous, Djibouti as per the requirements of the contract. Our tender offer price for the above work order all complete as per the requirements of the contract is DJF........ (DJF........ only). We have carefully read and understood the terms and conditions of the tender and enclose herewith complete Financial Bid as required by you. We do hereby confirm that our bid price is inclusive of all. We offer to execute and complete the Works and remedy any defects therein, in conformity with this Tender.

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

Address:

Date: