

Embassy of India
Manila

No. Mani/Admn/862/02/2021

28 January, 2021

NOTICE INVITING TENDER

Embassy of India in Manila invites sealed tenders (two bid system – Technical & Financial) from eligible firms for various external repair & maintenance works at the Embassy Residence (India House), 513, Buendia Avenue Extension, North Forbes Park, Makati City, Metro Manila.

2. The work details are at Annexure-I and can be downloaded from the websites <https://www.eprocure.gov.in> or <https://www.eoimanila.gov.in> from 29 January, 2021 to 18 February, 2021 (0930 hrs to 1730 hrs). No tender fee will be charged for the tender documents.

3. The tender should be submitted in a sealed envelope superscribed “Tender for various repair & maintenance works at Embassy Residence” addressed to the “Head of Chancery, Embassy of India, Manila at 2190, Paraiso Street, Dasmariñas Village, Makati City, Metro Manila” and must reach on or before 18 February, 2021 by 1730 hrs. 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. Please note that no tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances. Interested firms may send their representatives for inspection of the site and ascertain actual scope of work by prior appointment (contact person: Mr. Sachin Dorela, Assistant Section Officer (Admn), Telephone: 8 8430101/02) before submitting sealed bids.

4. The Embassy reserves the right to reject any or all bids/offers without giving any notice or assigning any reason thereof. The decision of the Embassy in this regard will be final and binding upon the bidders.

5. The important schedules and dates are as under:

S. No.	Key event	Dates
1.	Pre-bid meeting/site visit	01 – 05 February, 2021 at 1100 hrs (India House, 513, Buendia Avenue Extn, North Forbes Park, Makati City, Metro Manila)
2.	Last date for submission of bids	18 February, 2021 by 1730 hrs
3.	Date of opening of bids	19 February, 2021 by 1100 hrs
4.	Venue for opening of bids	O/o Head of Chancery, Embassy of India, Manila

6. Queries, if any, may be addressed to the undersigned at hoc.manila@mea.gov.in.

Sd/-
(Manisha Swami)
Counsellor (Pol) & HOC
Tel: (632) 88173665

TERMS AND CONDITIONS

1. The tender shall be neatly arranged, plain and intelligible. Each page of the tender should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the tender. The conditional tender will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.
2. Bid is open only to firms duly recognized/registered with Government of Republic of the Philippines and which have carried out similar works for reputed clients viz. International organization, Diplomatic missions, etc. The bidder shall submit documentary evidence in respect of their technical capabilities and experience in providing of similar services.
3. The tender should be valid for not less than three months. It would be subject to availability of funds for this purpose.
4. Any tender received by the Embassy after the deadline for submission of tenders will not be accepted.
5. The firms concerned will be fully responsible for the safety and insurance of its employee.
6. In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, Embassy's interpretation of the clauses shall be final and binding on all parties.
7. The Embassy reserves the right to terminate the contract at any point of time during the tenure of contract if the services are not found satisfactory or the contractor dishonors the contract. Decision of the Embassy in this regard shall be final and binding upon the contractor.

GENERAL CONDITIONS OF CONTRACT

1. **Prices**

- a) Price quoted by the bidder and agreed to by the Embassy of Manila, Manila shall be considered final and no price escalation will be permitted thereafter.
- b) Bidders must quote the price in the format given in Contract price schedule at Annexure-III of this document.
- c) All prices are to be quoted in Pesos only.
- d) Payment would be made only after satisfactory completion of job.

2. **Taxes and duties:** The rates quoted should be inclusive of all applicable taxes etc.

3. **Force Majeure:** Embassy of India, Manila may consider relaxing the penalty and work requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquake, floods, storms, etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

4. **Completion of work:** The work is to be completed within thirty (30 days) after award of the tender. The liquidated damages for delays in execution of work attributable to the Contractor, shall be recovered @ 1% per day subject to a maximum of 10% of Agreement value.

SCOPE OF WORK

Following is the scope of work for various external repair & maintenance works at the Embassy Residence at 513, Buendia Avenue Extension, North Forbes Park, Makati City:

1. Reconstruction of driveway and car parking areas (laying of fresh concrete/ tiles as applicable);
2. Removal of old & discoloured tiles and supply & fixing of new tiles in swimming pool;
3. Demolition and reconstruction of damaged floor in the courtyard (laying of fresh concrete and external tiles) as well as new drainage piping for water outflow from roof downspouts;
4. Preservation of deteriorating stones of bar counter by painting with acrylic emulsion and renovating the existing structure with granite/woodwork/civil works as needed;
5. Reconstruction of front entrance / porch including new floor tiles;
6. Reconstruction of broken pathway and drainage along the perimeter (both sides) by concrete/cementing;
7. Reconstruction of blocked drainage of kitchen/bathroom of domestic assistant;
8. Renovation of guest toilet adjacent to courtyard including replacement of old tiles, flooring, sanitary fittings and toilet items;
9. Renovation of stage area in rear garden, replacement of bricks/concrete, provision of new flag pole;
10. Provision of all necessary material and labor for the said work;
11. Any other related electrical, plumbing and masonry works as necessary caused due to above works;
12. Clearance/removal of debris and haulage from site;

Note: All access permits/health compliance for material and personnel for Forbes Park Village would be sole responsibility of the contractor.

TECHNICAL BID

1.	Name of the company	
2.	Address of the company	
3.	Contact details a) Telephone No. b) Mobile No.	
4.	E-mail IDs	
5.	Registration Certificate, License for the services, etc. (copies of documents to be enclosed)	
6.	Previous experience in the field (minimum of five years) [Brief evidence/photos to be provided]	
7.	Any other information which you consider necessary to furnish	

UNDERTAKING

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period contract.
- c) I hereby had undertaken to render the service as per direction given in the tender document.

Date:

Place: Manila

Signature and seal of the company

FINANCIAL BID

FORMAT FOR SUBMITTING THE QUOTATION FOR VARIOUS EXTERNAL REPAIR & MAINTENANCE WORKS AT THE EMBASSY RESIDENCE, 513, BUENDIA AVENUE EXTN., NORTH FORBES PARK, MAKATI CITY, METRO MANILA

Embassy of India, Manila

Tender No. Mani/Admn/862/02/2021

Date:

Price Schedule:

S. No.	Area	Work detail	Quality of materials	Amount (in Pesos)
1.	<p>1. Reconstruction of driveway and car parking areas (laying of fresh concrete/tiles as applicable);</p> <p>2. Removal of old & discoloured tiles and supply & fixing of new tiles in swimming pool;</p> <p>3. Demolition and reconstruction of damaged floor in the courtyard (laying of fresh concrete and external tiles) as well as new drainage piping for water outflow from roof downspouts;</p> <p>4. Preservation of deteriorating stones of bar counter by painting with acrylic emulsion and renovating the existing structure with granite/ woodwork/ civil works as needed;</p> <p>5. Reconstruction of front entrance / porch including new floor tiles;</p> <p>6. Reconstruction of broken pathway and drainage along the perimeter (both sides) by concrete/cementing;</p> <p>7. Reconstruction of blocked drainage of kitchen/ bathroom of domestic assistant;</p> <p>8. Renovation of guest toilet adjacent to courtyard including replacement of old tiles, flooring, sanitary fittings and toilet items;</p>	As per tender document	As indicated during site visit/pre-bid meeting. Only good quality/branded material/equipment be installed/ provided (except civil works)	

	<p>9. Renovation of stage area in rear garden, replacement of bricks/concrete, provision of new flag pole;</p> <p>10. Provision of all necessary material and labor for the said work;</p> <p>11. Any other related electrical, plumbing and masonry works as necessary caused due to above works;</p> <p>12. Clearance/removal of debris and haulage from site;</p>			
			Taxes	
			Total	

Name of firm:

Address for correspondence/Contact details:

Note 1: The above quoted prices are complete in all respect as per technical specifications inclusive of transportation and other charges, etc.

2. Certified that rated quoted for the above work are as per details, terms and conditions mentioned in the tender document.

Yours faithfully,

(Signature of authorized signatory)

Name & Designation:

Company seal: