

Embassy of India

Tallinn

No. Tal/ADM/881/1/2023

January 19, 2023

TENDER NOTICE

The Embassy of India, Tallinn invites Lump-sum Fixed Price Tender for Supply of office furniture items. The broad details of supplies required are given under Scope of Work (Section V).

2. Last date for submission of bids: 10.2.2023 (1500 hrs local time)

Tender Documents

Tender Contents

1. **Technical Bid Documents:**

| | |
|---------------------------|---|
| Document I | : Invitation to Tender |
| Document I - S-I | : Instruction to Bidders (Section-I) |
| Document I - S-II* | : Introduction and Credentials of Bidder (Section-II)* |
| Document I - S-III | : Terms and Conditions of contract (Section-III) |

*Section II - Documents about the bidders, experience, name of other offices/residences where he is working/ has worked experience, etc. and any other information about bidder. These documents can be supplied and attached by bidders.

2. **Financial Bid Documents:**

Document 11-S-V : Schedule of Items (Section-V)

Document 11-S-VI : Form of Tender - Financial bid letter (Section-VI)

(Lump sum fixed price for supply of furniture items in EURO to be quoted on this form by Bidder)

(Manoj Sharma)
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Embassy of India, Tallinn
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Embassy of India
Tallinn

Instruction to Bidders (Section-I)

Subject: Supply of office furniture Items for Chancery

The Embassy of India, Tallinn invites sealed tenders for **Supply of office furniture Items** for its new Chancery premises in Tallinn.

2. The tenders are invited under two bid system viz, Technical Bid and Financial Bid from reputed and experienced suppliers of furniture in Tallinn.
3. The tender document can be downloaded from the following website:
 - <https://eprocure.gov.in/epublish/app> -> Tenders by Location -> Tallinn
 - <https://www.indembassytallinn.gov.in/tenders-all.php>
4. Bidders are requested to go through the terms & conditions of the Tender contained in the bid document (Section III). Bidder are required to deposit **Earnest Money Deposit (EMD)** Euro 1000.00 only) in the form of "Pay Order/demand draft/Cheque, Bank Guarantee from a recognised Bank in favour of Embassy of India, Tallinn" or 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 superscribed 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 Tallinn (as per Section -II).
 - (b) The second envelope superscribed "**Financial Bid**" should contain Price Schedule of Quantity (Section V) and rates only for furniture items as per Section VI.
 - (c) Both the sealed covers, along with EMD or Earnest Money Declaration should be placed in the main sealed envelope superscribed "**Supply of office furniture Items for Embassy of India, Tallinn**" addressed to the Head of Chancery, Embassy of India, Regus Business Centre, Second Floor, Tornimae 5, Tallinn, 10145, and must reach on or before 10.2.2023 (**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.
 - (d) Bids should 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:

| Sr No. | Key Event | Dates |
|--------|------------------------------------|--------------------------------|
| 1. | Date of e-publishing on CPP Portal | 20.01.2023 |
| 2. | Date of receiving the bids (Start) | 21.01.2023 |
| 3. | Date of clarification (start) | 21.01.2023 |
| 4. | Date of clarification (end) | 09.02.2023 |
| 5. | Bid Submission closing date | 10.2.2023 |
| 6. | Technical Bid opening Date | 13.2.2023 or next working date |

8. For any tender related enquiry/clarification, please contact Mr. Manoj Sharma, Head of Chancery by email hoc.tallinn@mea.gov.in.

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.

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Section-II

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:
5. Telephone No.:
6. Fax:
7. E-mail:

| Sl. No. | Requirements | Response |
|---------|--|----------|
| 1. | Brief introduction of the company. | |
| 2. | Has tenderer executed at least one similar project of Euro 50,000 or two similar projects of Euro 25,000 in last 10 years? | |
| 3. | Total number of regular employees with the firm. | |
| 4. | Annual Turnover of the firm for the last two years. | |
| 5. | Registration Certificate & license for the services. | |
| 6. | Details work plan and methodology for undertaking the job. | |
| 7. | List: Other Embassies/Consulates or reputed organization where you provided or are providing services of similar nature. | |

Kindly submit supporting documents

Signature of the authorized signatory(ies)

Name of Company

Seal

Section-III

Terms and Conditions of Contract

1. At any time prior to the deadline for submission of bids, Embassy of India, Tallinn 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, Tallinn'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 3 days of award of contract; otherwise, the Contract will be awarded to the next successful bidder i.e., L-2.
5. After acceptance of order: All furniture for a room should be matching and having matching finish. The bidder will be responsible for taking approval of the purchaser prior to the production of the final goods. Approved prototypes would be permitted to be included as part of the supplied goods. The prototypes will be presented well in advance in order to allow sufficient time for any corrections to be made without causing delay to the project completion. Any delays to the supply beyond the completion due to the failure of the bidder to present acceptable prototypes will make the bidder liable to delay penalties. Bidders should give clear timelines for delivery/installation of the furniture items.
6. 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.
7. 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.
8. Period of completion for the work is 15 Working Days.
9. Defects liability period: Defects liability period shall be as per Warranty Period of the furniture items and 1 year from the date of supply. Contractor shall be bound to remove/rectify/replace any defects/ damaged/defective furniture which is noticed during defects liability period at his own risk and cost.
10. Commencement date of supply shall be counted from the date of Issue of Letter of Acceptance of Letter of Award.
11. Liquidated damages shall be levied on Contractor for delay in completion if it is ascertained that contractor is responsible for delay. The rate of liquidated damages shall be calculated @0.5% of contract amount per day limited to maximum 10% of contract amount. This shall be computed on per day basis.
12. The tenderer shall guarantee among other things, the following: -
 - a) Quality, strength and performance of the materials used

b) Follow up service, if required

c) Good workmanship

13. No escalation on rates due to delay in works shall be admissible.

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

15. Specification: The item of work & material used in the work shall be complying with the high standard of quality and name of the wood used should be mentioned.

16. On completion of work, Contractor shall submit all furniture manuals, specifications, and warranties/guarantees, manuals, guarantee cards, etc. The Final Bill of work shall be paid only on completion of work and depositing all documents as above.

17. The firm would be responsible for its workers in terms of their antecedents and conduct, service performance and behavior as also the payment of salaries, compensation etc.

18. 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.

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

20. 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.

21. 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.

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

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

24. 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 Embassy.
- (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.

25. Embassy's right to waive - The Embassy reserves the right to waive any deficiency in any tender where such waiver is in the interest of the Embassy 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.

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

- (a) Payment Stage 1: Advance payment: Advance payment of 30% of the accepted contract price as per the provisions of conditions of contract, against bank guarantee of equivalent amount.
- (b) Payment State 2: Installation completion and handing over stage: payment of balance 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.

**Section-
IV**

Bank Guarantee Proforma for Earnest Money Deposit/Tender Security

Bank Guarantee No....

Brief description of contract: - **Supply of office furniture Items for Chancery**

Name and Address of Beneficiary: - **Embassy of India, Tallinn**

Date:

Whereas M/s..... (Name of Contractor with address) have submitted their tender for Name of work: Supply of office furniture items for Chancery and one of the tender conditions is for the M/s (Name of Contractor with address) to submit a Bank Guarantee for Earnest Money Deposit amounting to Euro1000.00. In fulfilment of the tender conditions, we, (Name of Bank with address) hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount Euro1000.00. This guarantee is valid for a period of 180 Days and any claim and statement hereunder must be received at the abovementioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

Notwithstanding anything to the contrary contained hereinabove, the maximum penal liability under this guarantee is restricted to Euro1000.00.

Notwithstanding anything to the contrary contained herein above, this guarantee is valid from..... (Date of issue) up to the (Date after 180 days from date of issue) and claims under this guarantee should be submitted not later than (date after 180 Days from date of issue).

This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

Date _____

Signatures _____

Section-IV(a)

Bid Security/ Earnest Money Deposit/ Bank Guarantee

To safeguard against a bidder's withdrawing or altering its bid during the bid validity period, Bid Security (also known as Earnest Money) is to be deposited by the bidder. The bidders should furnish bid security along with their bids, The bid security may be in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (Proforma attached) from any of the commercial Bank. The Bid Security is to remain valid for a period of 180 days beyond the final bid validity period.

In place of Bid Security, the Bidders has option to sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for 05 years from being eligible to submit Bids for contracts with the Embassy of India.

Section-IV(b)

Earnest Money/Bid 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 05 years from being eligible to submit any bid for contracts with Embassy of India, Tallinn.

Date _____

Signature of the authorized signatory(ies)

Seal

Section -V

Technical specifications & details of office furniture

Ambassador's Office

- a. Office desk - 1 (8x3 feet)
- b. Computer table – 2 (5x2 feet)
- c. Visitors 'chairs – 6
- d. Sofa set – 3, 2, 2-seater or 3,2,1,1 seater, Total 7-seater
- e. Centre table – 1
- f. Side table – 3
- g. Side rack low height -1
- h. Side racks – high for books, etc-2
- l. Steel cabinet with strong lock -1
- j. Coat Hanger-1
- k. Sleek table for TV -1
- l. Conference Table plus 6 Chairs

Visitor's Lobby

- a. Sofa Set 5, 2, 2-seater(total 9-seater)
- b. Visitor chairs- 6
- c. Centre Table- 1

Office 1

- a. Office desk – 2 (Approx. 5 to 6 feet length)
- b. Computer table – 2
- c. Visitor's chairs – 6
- d. Sofa set(5-seater)- 2
- e. Centre table – 2
- f. Side table – 4
- g. Side racks – high for books, etc-2
- h. Steel cabinets with lock-2
- i. Coat hanger-2
- j. Executive Officer chair-2

Office 2

- a. Office table – 4 (Approx. 4 feet length)
- b. Computer table - 4
- b. Office Chair – 4
- c. Visitor's chairs – 4
- d. Filing cabinet-4

Reception

- a. Office chair-1
- c. Sofa sets – 12-seater
- d. Centre table – 2
- e. Side table – 4
- f. Side rack =1

Security(Reception)

One small table

Chair

Office 3

- a. Office table – 5 (Approx. 4 feet length)
- b. Computer table - 5
- b. Office Chair – 5
- c. Visitor's chairs – 4

Office 4

- a. 3-Seater sofa

- b. small desk – 02 (Approx. 3to 4 feet length)
- c. Chair – 02
- d. Computer table - 1

Meeting Room

- a. Long Meeting table (14-seater)
- b. Matching chairs – 14

Consular Section

- a. Tables – 3
- b. Computer table – 2
- c. Office Chairs-3
- d. Low Filing cabinets-2
- e. Office table-2

Auditorium

- a. Chairs (One type, stackable)-150
- b. Comfortable chairs-10
- c. Storage almirah-Wooden-1

Section-VI
Form of Tender (Financial Bid Letter)
(To be submitted by the Bidder in following format)

TO: Embassy of India, Tallinn

We declare:

That we are equipped with necessary expertise and facilities required for carrying out the work "Supply of office furniture items for Chancery "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 Euro - ----- (Euro----- 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: