

**Embassy of India
Tallinn**

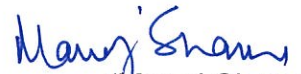
No. Tal/ADM/881/1/2023

June 5, 2023

TENDER NOTICE

The Embassy of India, Tallinn invites Lump-sum Fixed Price Tender for supply and installation of Stage platform/Deck in the Auditorium of the Embassy. The details of items required are given under Scope of Work.

2. Last date for submission of bids: 27.6.2023 (1500 hrs local time)



(Manoj Sharma)

Head of Chancery

Embassy of India, Tallinn

Email-hoc.tallinn@mea.gov.in

Tel-00372-6888000

**Embassy of India
Tallinn**

TENDER NOTICE

The Embassy of India, Tallinn invites sealed tenders for **Supply and installation of Stage Platform/Deck** for its Auditorium in the 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 such items in Estonia.

3. The tender document can be downloaded from the Embassy of India's website www.indembassytallinn.gov.in under the heading Tenders or from [www.https://eprocuregov.in/cpp](https://eprocuregov.in/cpp).

4. Bidders are requested to go through the terms & conditions of the Tender contained in the bid document. Bidder are required to deposit **Earnest Money Deposit (EMD)** (Euro 600.00 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 tender is invited in two parts (i) **Technical Bid** (along with Bid Security Declaration and Technical bid Letter as per the annexures A, B,D and E) and (ii) **Financial Bid**;(As per Annexure C)

1. **The first sealed cover should be superscripted as "Technical Bid"** containing technical documents showing technical capabilities of the firm while the **second sealed cover should be superscripted as "Financial Bid"** containing price schedule and lump sum rate for supply and installation of Stage-Platform/Deck in Embassy of India, Tallinn.
2. **Both sealed covers should be placed in the main sealed envelope(third envelope) superscripted "Supply and Installation of Stage-Platform in Embassy of India, Tallinn"** addressed to : **Head of Chancery, Embassy of India, Tornimae 5, 5th Floor, Tallinn, 10145, Estonia**. Bids may be hand delivered or sent by post addressed to the Embassy of India, Tallinn so as to reach on or before the prescribed timeline. Embassy will not be responsible for postal delay.
3. 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.
4. In the first stage, only the envelope containing the Technical Bid along with Bid Security Declaration 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.
5. The Technical Bids will be examined and evaluated by the Embassy 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.
6. Bidding companies, which have qualified in the Technical Bid stage, will be informed by email/telephonically to be present on the date and time fixed by the Embassy and the financial bids will be opened in their presence.

7. After opening of the financial bids, L1 bidder will be announced based on the lowest financial quote. The final decision of the Embassy on award of contract will be communicated in due course. The notification of award will constitute the formation of contract.


(a) Bids should not be sent by e-mail.

8. The Important schedules and dates are given below:

Sr No.	Key Event	Dates
1.	Date of e-publishing on CPP Portal	06.06.2023
2.	Date of receiving the bids (Start)	07.06.2023
3.	Date of clarification (start)	07.06.2023
4.	Date of clarification (end)	27.06.2023
5.	Bid Submission closing date	27.6.2023
6.	Technical Bid opening Date	28.6.2023

8. For any tender related enquiry/clarification, please contact Head of Chancery by email hoc.tallinn@mea.gov.in or Mr Abhishek Choudhary, email-admn.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.


(Manoj Sharma) 5/6/23
Head of Chancery
hoc.tallinn@mea.gov.in
Embassy of India, Tallinn
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Scope of Work

Supply and Installation of Stage-Platform/Deck

- a. Stage-Platform/Deck of Apprx. 4 m x4m using (100x 100 cm podiums, 100x50 cm podiums, also need a customised piece for a pillar area),
- b. Legs, lock key
- c. Stage skirt, plain black
- d. Stairs 20 cm
- e. Box for legs
- f. Dolly with wheels for moving the decks
- g. Stage carpet

Terms and Conditions

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: The bidder will be responsible for taking approval of the purchaser prior to the production of the final goods. Bidders should give clear timelines for delivery/installation of the 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, incase of variance the delivery time must be mentioned.
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 items 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. Retention money/Bank Guarantee: Retention money @ 5 % of contract amount shall be retained. The entire balance retention money shall be released at the end of defects liability period after satisfactory performance of work / workmanship of the work during defects liability period. The retention money can be converted in Bank Guarantee of equivalent amount.
13. Contractor's all risk policy: - A suitable Contractor's all risk policy shall be obtained by contractor at his own expense as per the prevailing local practice/local law before commencement of work. Mission shall be indemnified from any mishaps/accident at site.
13. 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

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

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

16. Specification: The item of work & material used in the work shall be complying with the high standard of quality.

17. 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.

18. 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.

19. 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.

20. Tender and Schedule of Quantities -

(i) Bidders shall satisfy themselves of the scope of work. 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.

21. 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.

22. 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.

23. 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.

24. Earnest Money Deposit - Demand draft/Banker's cheque/Bank Guarantee in favor of Embassy of India, Tallinn or Bid Securing Declaration.

25. 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.

26. 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.

27. Payment: The payment would normally be paid after the completion of the project. However, in case the lowest bidder selected requests for any advance payment, part payment as advance can be paid against a bank guarantee.

28. On completion of work, contractor shall submit all equipment manuals, guarantee cards, specifications etc. The final bill of work shall be paid only of completion of work and depositing all documents as above.

TECHNICAL BID PROFORMA

**Introduction and Credentials of Bidder / Technical Information
(Proforma to be submitted with Technical Bid by the bidder)**

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details: Telephone:
E-mail:

Sl.No.	Requirements	Reply / Remarks
1.	Brief introduction of the company	
2.	Previous experience in the field (minimum of 2 years)	
3.	Registration Certificate & license for the services in Estonia	
4.	Installation of similar or higher capacity stage platforms during last one year in Estonia Names of major clients with documentary proof	

Please submit supporting documents

Signature of the authorized signatory(ies)

Name of Company

Seal

Technical Bid Letter

Annexure-B

(to be submitted by the bidder in following format)

Head of Chancery
Embassy of India,
Tallinn, Estonia

Letter of Bid

Ref: Invitation for Bid No..

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents including any Addendum issued in accordance with Instructions to Bidders.

2. We, in conformity with the Bidding Documents offer to supply and installation of Stage-Platform in the Auditorium of the Embassy of India in Tallinn, Estonia as per the scope of work defined in this tender.
3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.
4. We also declare that M/s(Name of the bidder)..... has not been declared ineligible or blacklisted on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature by any Govt. agency of the Estonia Country.
5. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.
6. I/We or my/our partners do not have any relative working in the office of Embassy of India, Tallinn

Yours sincerely,
Authorised Signatory

(Authorised person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation

Financial Bid Letter
(To be submitted by the Bidder in following format)

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:
Telephone:
E-mail:

S. No.	Items	Charges	Remarks, if any
1	Towards supply and installation of Stage-platform in the Auditorium of the Embassy of India in Tallinn(As per scope of work) Note: Price quoted should be on an all-inclusive basis and shall include the cost of all equipment, personnel, transportation, rentals, taxes, consumables, warranty, etc		

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____ Seal of the firm

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 03 years from being eligible to submit Bids for contracts with the Embassy of India.

Date _____

Signatures _____

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 03 years from being eligible to submit any bid for contracts with Embassy of India, Tallinn.

Date _____

Signature of the authorized signatory(ies)

Seal

Bank Guarantee Proforma for Earnest Money Deposit/Tender Security

Bank Guarantee No....

Brief description of contract: - **Supply and installation of Stage-Platform/Deck**

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

Date:

Whereas M/s..... (Name of Contractor with address) have submitted their tender for supply and installation of Stage-Platform/Deck for Embassy of India 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 Euro600.00. 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 Euro600.00. 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 Euro600.00.

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 _____

Sign