

Embassy of India  
Brussels

**Invitation for the tender for partial renovation of the heating system in the Chancery Building.**

**Annexure**

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**Invitation for Tender for partial renovation of the heating system in the Chancery Building.**

**Annexure**

**Chapter I**

**Instructions to Bidders**

Bids complete in all respects should be submitted in sealed envelopes addressed to Embassy of India, Brussels on or before 3.30 P.M. on Friday 29<sup>th</sup> of July 2011 at the office of the Head of Chancery, Embassy of India, Brussels in person, or by mail or courier to reach before the deadline of 3.30 P.M. on Friday 29<sup>th</sup> of July 2011. Two Separate sealed envelopes containing technical and financial proposals must be sent. These may be contained in an envelope that should be clearly marked “***Tender for partial renovation of the heating system in the Chancery Building.***”. All tenders received after the deadline will be rejected.

2. All bidders should submit along with the Tender the following documents:

- i. The bid in the prescribed Financial Bid Document along with detailed item-wise price in prescribed Tender and Financial Document (both attached herewith).
  - ii. Both the above documents must be signed by authorized signatories of the bidding firm.
  - iii. Self-attested photo-copy of registration of the company/firm/proprietorship with the concerned Belgian authorities.
  - iv. Annual Report (where statutorily required to be filed), and Financial Reports for the last 3 years, preferably audited ones.
  - v. Details of experience in the field of **renovation of the heating system in the Chancery Building**.
3. Bids will be opened immediately after the bid closing hours i.e. 4 pm on Friday 29<sup>th</sup> of July 2011 in the office of the Head of Chancery, Embassy of India, Brussels. Bidders, if so desired, could be present at the bid opening.
4. Conditions for Pre-qualification of bidders shall be as under,
- a. One work of Euro 67,000 value of similar work as specified above completed with in last 5 years  
or
  - b. Two works of Euro 50,000 value of similar work as specified above completed with in last years  
or
  - c. Three similar works costing not less than Euro 35,000 value of similar work as specified above completed with in last 5 years.
- If the bidder is not satisfying any one of the above requirements, they will be disqualified.

## Chapter II

### **Conditions of Contract**

5. The bidder should be a company or firm or sole proprietorship duly registered with the concerned authorities in Belgium. **Bidder must be a firm with a past record of dealing with renovation of the heating systems of the office buildings**. Embassy of India reserves the right to reject bids from firms who are blacklisted by Government of Belgium or Government of India for poor performance in the past, or those who have no experience in the field of renovation as mentioned above.

6. The bids will remain valid for 120 days from tender closing, for award of contract after obtaining approval of competent Indian authorities. No price escalation would be allowed.
7. The work should be completed within 75 days after award of the contract.
8. All the items/works should be of good quality as per the relevant specifications of the Belgian authorities for heating systems. All the items should be guaranteed against manufacturing defects for a period of one year. Breakage, if any, in transit during the supply period should be replaced free of cost. All the works should have a warranty/guarantee of one year and any defects observed during the warranty/guarantee period should be rectified by the contractor free of cost. It may be noted that due weightage will be given to the scope and duration of warranty/guarantee offered by the contractor in assessment of tenders.
9. The successful bidder should submit a performance guarantee of 5% of the tendered amount within a week of the signing of the contractual agreement. This performance guarantee can be in form of bank draft/fixed deposit or bank guarantee. The performance guarantee will be returned on completion of the project.

**Client shall not pay any additional expenditure for services rendered during the performance guarantee period.**

10. Not required under Clause 21, of C.V. shall be..... after one year on the date of completion of works.
11. The bidder should deposit Euro 1700 as Earnest Money Deposit in the form of bank draft favouring HOC, Embassy of India, Brussels along with the tender.
12. **No request for advance payment will be entertained.**
13. After physical verifications of the renovation work is found satisfactory, payment would be released, within 30 days of the raising of the bills by the contractor.
14. In case of non-completion of work within the specified period delay penalty @ 0.3% of the tender amount shall be levied for a delay of each day subject to maximum of 10 %. Acceptance of this may be indicated in the financial proposals. The bidder will be disqualified if this clause is not accepted.
15. Renovation Work

The Contractor is required to renovate the heating system by replacing the gas oil tank based heating to gas based heating in accordance to the scope

work and the norms and specifications of the Belgian authorities within 75 days of the date of the contract.

16. The bids after evaluation in the Embassy of India will be sent to the competent authorities in the Government of India in New Delhi for approval. Therefore, the bid should remain valid for acceptance up to 120 days, without any price escalation.
17. The Embassy reserves the right to reject all or any bids without assigning any reasons. Bidders should have technical capability/competence for renovation work as per prescribed standard/quality. The bidders will be given, if requested for, an opportunity with prior appointment to meet the Ambassador or their representative, if there are any clarifications or concerns on bid process

### **Chapter III**

#### **Schedule of Requirements**

18. The renovation work includes,  
Phase 1- Removal of the waste and closing of the presently used gasoil tanks and removal of the necessary pipes. The detail scope of work is attached at Annexure 1.  
Phase 2- Replacing both the boilers by one condensing boiler and installation of gas detection.  
Contractor should obtain necessary certifications for both the phases from the relevant Belgian authorities and thereby fulfill all the legal requirements for the work.  
Contractor should also hire an independent firm to certify that the quality of work done meets the local norms and specification for this kind of work.  
Contractor should provide the cost of annual maintenance after the performance guarantee period.

### **Chapter IV**

#### **Price Schedule**

19. The bidders should provide unit price against each item in the 'Tender and Financial Document' with sub – totaling as required and submit the bid in the prescribed 'Financial Bid Document' (both are attached).

### **Chapter V**

#### **Contract Form**

20. The successful bidder has to sign a contract with the Embassy of India in an appropriate form, for execution of the contract.

21. Invoicing/Payments
  - a. The firm shall be paid 10 % of the contract value within a week of the signing of the contract after furnishing of Bank Guarantee of equivalent amount.
  - b. Upto 90% of the total amount shall be paid as the actual bills of work are raised and the initial payment of 10% shall be adjusted.
  - c. 5% shall be paid on completion of the work in all respects.
  - d. 5% shall be paid after the defects liability period of one year from the completion of the work.

## **Chapter VI**

### **General**

22. Bidder must submit two envelopes as under,
  - 1) One containing financial bid document only.
  - 2) Second containing EMD + Balance of tender document and technical document.
23. First the Technical document will be opened and the prequalification of the bidder will be assessed and then financial document of only the successful bidder will be opened latter for which the date and time will be intimated to the short listed bidders.
24. For clarifications/queries, if any, prior to submission of bid, prospective bidders may contact Ms. Mala Narendra, Attache (Admin), on Phone 26451862 during office hours from 10.30 a.m. to 5.00 p.m. during working days.
25. In case of any dispute, the jurisdiction will be of the local court.

### **Attachments**

- i. Financial Bid Document
- ii. Tender and Financial Document

[To be submitted on Letter Head of the Bidder]

**FINANCIAL BID DOCUMENT**

No.	Items	Cost in Euros
1.	Phase 1- Removal of the waste and closing of the presently used gasoil tanks and removal of the necessary pipes. The detail scope of work is attached at Annexure 1.	
2.	Phase 2- Replacing both the boilers by one condensing boiler and installation of gas detection.	
3.	A quality check by an independent agency that the work has been done in accordance to the standards and norms of Belgium and that proper certificates for the same have been obtained.	
	<b>Total Cost</b>	

The annual cost of maintenance after the performance guarantee period.- \_\_\_\_\_Euros.

Place  
Signature  
Date  
Designation  
  
firm

Name &  
  
of authorized signatory of the bidding

## Annexure 1

### **Scope of Work (Phase 1)**

No	Items
1.	Cleaning and filling the 25000 lit underground gasoil tank with sand and obtaining proper certification from the relevant Belgian authorities. Removal and processing of solid waste Removal and processing of liquid waste;
2.	Cleaning and filling of 2 basement tanks of 10000 lit with sand and obtaining proper certification from the relevant Belgian authorities. Removal and processing of solid waste Removal and processing of liquid waste
3	Removal of all pipes in the basement.
4.	Pumping pure gasoil to tank vehicle.
5.	Obtaining proper certificates as required from the Belgian Authorities.

### **Scope of Work (Phase 2)**

1.	Dismounting both boilers and cleaning the chimneys
2.	Installation of condensing boiler
3.	Connecting water for heating
4.	Connecting Chimneys and adding second wall to the Chimney
5.	Installation of new gas pipe, gas throttle and filter
6.	Electrical connection of the new installation
7.	Start up the new equipment and bringing into service
8.	Supply and installation of magnetic gas valve
9.	Installation of two gas detection heads for the burners and meters
10	Installation of gas detection switch board
11	Insulation heat collector
11	Obtaining proper certificates as required from the Belgian Authorities.