

No. WIN/815/1/2017
High Commission of India
Windhoek

Invitation of bids for installation of one each security booth at four premises in Ludwigndorf, Klein Windhoek and Eros areas.

Tender No. WIN/815/1/2017 dated 29th November 2017

Last date for submission of bids: 20th December 2017 (by 1100 hrs)

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Invitation of bids for installation of one each security booth at four premises in Ludwigndorf, Klein Windhoek and Eros areas.

The High Commission of India (HCI), Windhoek invites sealed tenders for installation of security booth at the above mentioned premises. The tenders are invited under two bid system viz. Technical Bid and Financial Bid from reputed and experienced firms having regular office in Windhoek for providing security services to above mentioned premises.

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

www.hciwindhoek.in

<http://eprocure.gov.in/cppp>

Bidders are requested to go through the terms and conditions contained in the bid document.

3. The tender should be submitted in two sealed envelopes as below.

(a) The first sealed cover superscripted as "Technical Bid" should contain (i) duly filled-in Annexure along with relevant documents/information and , (ii) Acceptance of terms & conditions given in Section - II.

(b) The second sealed envelope superscripted "Financial Bid" should contain only rates as per Section - V of the Tender Document.

(c) Both the sealed covers, should be placed in the main sealed envelope superscripted "Tender for providing security services to High Commission of India" addressed to the Head of Chancery, High Commission of India, 97, Nelson Mandela Avenue, Klein Windhoek, P.O. Box No.1209, Windhoek and must reach on or before 20th December 2017 latest by 1100 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. Mission will not be responsible for any postal delay.

4. The Mission 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 the Mission in this regard will be final and binding upon the bidders.

5. The important schedules and dates are as under:

Sl. No.	Key Event	Dates
1	Last date for submission of Bids	20 th December 2017 by 1100 hrs
2	Date of opening of Bids (Participant bidders may wish to be present)	20 th December 2017 at 1500 hrs
3	Venue for opening of Bids	Conference Room, High Commission of India 97, Nelson Mandela Ave. Klein Windhoek

6. All bidders are requested to read and understand the terms & conditions of the contract as detailed in the Section -II before sending their bids, as no change or violation of the aforementioned terms and conditions is permissible once the quotation is accepted by the Mission.

(Vinay Kumar)
Head of Chancery

SECTION - III: Scope of Works.

Scope of Works for 4 x 1.5x1.5 x 2.0m high Security Houses for four premises:

- Dig trenches 600x500mm for foundation of houses and add soil poisoning for future termites.
- Throw foundation with 42.5 cement for normal MPa strength.
- Build double brick foundation till ground and floor level.
- Build single brick wall 2.7m high with 1.5m for 4 corners excluding 3 aluminum windows and metal door openings with a concrete flooring also 42.5 cement normal MPa.
- Install rhino board ceiling inside
- Plaster whole building insert aluminum windows sizes 900x600mm with on top opening and metal door 810x2032.
- Put roof coverings IBR Zink with trusses fabricated and metal primer.
- Paint whole building in and out with white PVA paint and floor with grey SABS approved floor oil paint. Also paint metal features with white high gloss oil paint.
- Install 4 LED lights one outside and one inside with 2 point adaptor plug. Electrical cable from main house to security houses ranges between 10m to 30m depending of house.
- Sub meter for electricity reading for use in the booth and fence etc.
- +/- 5 to 10 square meter interlocks in front of security house

SECTION – III: 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. The Bidders shall submit documentary evidence in respect of their technical capabilities and the Financial Bid.
3. At any time prior to the deadline for submission of bids, HCI, Windhoek may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.
4. Tender shall be valid for 90 days from the date of submission of tenders.
5. Any tender received after the deadline for submission of tenders will not be accepted.
6. 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 Document, Mission's interpretation of the clauses shall be final and binding on all parties.
7. The successful bidder, on award of contract, must send the contract/acceptance in writing, within seven (7) days of award of contract, failing which the order will be placed to the next successful bidder.
8. Mission reserves the right to terminate the contract at any point of the time during the tenure of contract, if the services are not found satisfactory or the contractor dishonours the contract. Decision of the Mission in this regard shall be final and binding upon the contractor.
9. No request for revision/increase of approved rates during the currency of the contract will be entertained. No other charges like transportation fare etc will be payable.
10. The tender is non transferable.
11. Payment will be made directly to service provider by cheque or through bank transfer.

SECTION – IV : SPECIAL CONDITIONS OF CONTRACT

1. Prices:

- (a) Price quoted by the bidder and agreed to the HCI, Windhoek 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 Section - V of this document.
- (c) All prices are to be quoted in Namibian Dollars (N\$) only.
- (d) The prices quoted should be inclusive of all taxes including VAT.

2. Taxes and Duties:

Tax invoice should be printed in the name of High Commission of India, P. O. Box No. 1209, Windhoek.

SECTION - V: GENERAL TECHNICAL SPECIFICATIONS

- 1. The Bidders should submit a brief introduction, background, company documents and details, credentials, VAT & other registration and references. They may attach any other documents such as company profile, company brochures, achievement of the company, social security and all risk insurance etc.
- 2. Technical queries if any may addressed to the email ID - prop.windhoek@mea.gov.in
- 3. Bidder shall not have been blacklisted by any of the Departments/Ministries, Organisation. A duly signed undertaking to this effect must be submitted with the bid.
- 4. Quoted price by the bidder should be final inclusive of all taxes including VAT. Nothing extra is payable for such variation.

SECTION – VI : PRICE SCHEDULE

Invitation of bids for installation of one security booth each at four premises in Ludwigndorf, Klein Windhoek and Eros areas.

Form of Tender

(To be submitted by the Bidder in following format)

High Commission of India, Windhoek.

Tender No. WIN/815/1/2017

Date: 29th November 2017

We have examined tender conditions for the above named service and have inspected the sites and general conditions under which the services to be provided.

Sl No.	Name of premises	Materials including VAT	Labour charges including VAT	Total Amount in Namibian Dollar (N\$) including VAT & other taxes
1	2	3	4	5
1	4 Quenta Street			
2	106 Nelson Mandela Avenue			
3	8 Asuriet Street, Eros			
4	3 Asuriet Street, Eros			
	Grand Total including VAT			

2. We understand that the High Commission of India is not bound to accept the lowest or any tender it may receive.

3. Certified that rates quoted for the above items are as per specifications, terms & conditions mentioned in the tender document.

Yours sincerely,

(Signature of Authorised Signatory)

Name & Designation:

Company Seal:

Date: