

No. WIN/872/4/2018
High Commission of India
Windhoek

Invitation of bids for scope of general painting of interior of India House at 31 Anna Street, Ludwigsdorp, Windhoek.

Tender No. WIN/815/1/2017
2018

Dated 26th October

Last date for submission of bids: 15th November 2018 (by 1100 hrs)

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Invitation of bids for scope of general painting of interior of India House at 31 Anna Street, Ludwigsdorp, Windhoek.

The High Commission of India (HCI), Windhoek invites sealed tenders for general painting of interior 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 carrying out the above work (painting) at the 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 – III.
- (b) The second sealed envelope superscripted "Financial Bid" should contain only rates as per Section – V & VI of the Tender Document.
- (c) Both the sealed covers, should be placed in the main sealed envelope superscripted "**Tender for painting of India House**" 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 15th November 2018 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	15 th November 2018 by 1100 hrs
2	Date of opening of Bids (Participant bidders may wish to be present)	15 th November 2018 by 1530 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 -III 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.

SECTION – II : Scope of Works

Scope of general painting of interior of India House Anna Street # 31 Ludwigsdorp Windhoek.

- **Clean down sugar soap and prepare 2 coats of waterproof SABS white paint for interior walls paint cutting in corners. Also use interior crack filler for holes and cracks:**
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 - Top Rooms +/- 56.5 sqm
 - Middle Floor rooms +/- 105 sqm
 - Bottom Entrance, Top Hallway, bottom living room, lower room, safe +/- 188 sqm
 - Dinning Room, TV Room, Bar Area TV room +/- 137 sqm
 - Kitchen, Laundry room and servants quarter 125 sqm
- **Prepare fill gaps with painter's mate and paint ceilings with approved acrylic white paint.**
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 - Top Rooms +/- 17 sqm
 - Middle Floor rooms +/- 22 sqm
 - Bottom Entrance, Top Hallway, bottom living room, lower room, safe +/- 47 sqm
 - Dining Room, TV Room, Bar Area TV room +/- 21 sqm
 - Kitchen, Laundry room and servants quarter 17.5 sqm
- **Sand down and apply one coat sealer and 2 coats of oil based varnish on noty pine ceiling and wooden doors.**
 -
 - Kitchen door 1.6 sqm
 - Top Bedroom ceiling 10.5 sqm

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, HCI, Windhoek'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 for providing the services.
10. The tender is non transferable.

11. Payment will be made directly to service provider by cheque or through bank transfer.

12. Quoted price is final fixed lumpsum price inclusive of all taxes including VAT. Item/quantity indicated in the scope of work/schedule of quantity are tentative and some variation during execution may take place. Nothing extra is payable for such variation.

13. Period of completion for the work is seven (7) days. Liquidated damage shall be levied on contractor for delay in completion if it is ascertained that contractor is responsible for delay. The rate of liquidated damage shall be calculated @ 0.5% of contract amount per week limited to maximum 10% of contract amount. This shall be computed on per day basis.

14. Defects liability period shall be 180 days from date of practical completion of work. Contractor shall be bound to remove/ rectify / replace any defects / defective work which is noticed during defects liability period at his own risk and cost. For water proofing work the guarantee for the work shall be 10 years from date of completion.

15. Commencement date of work shall be counted from the next day of Issue of letter of award or from the date of handing over of site whichever is later.

16. Retention money:- Retention money @ 5 % of contract amount from each bill for payment shall be deducted. 50% of retention money shall be released on record of practical completion of the work. 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.

17. 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 mishappening/accident at site.

18. Workmen Compensation policy:- A suitable Contractor's all risk policy as per prevailing local practice/local law shall be obtained by contractor at his own expense before commencement of work. Mission shall be indemnified from any mishappening/accident at site.

19. No mobilization advance shall be paid.

20. No escalation on rates due to delay in works shall be admissible.
21. Specification: The item of work / materiel used in the work shall be complying with the standard of quality like British standard / American standard / Indian Standard or equivalent. The material used /or workmanship should be of equivalent or higher standard than the existing items. Sound engineering practice should be adopted in all items of work execution.
22. Contractor is bound to complete the work once they sign the contract agreement. In case of non-completion of work or showing no intention to complete the work within stipulated time of completion of work or within approved extended time of completion of work, the mission shall be at liberty to forfeit retention money, performance guarantee and any other dues of contractor available with department.
23. Contractor is also bound to rectify / replace the defective item of work or workmanship which may come to notice during defects liability period or within the the guarantee period of water proofing work at his own risk and cost. In case of non-compliance of removal / rectification/ replacement of defective item of work or workmanship , the employer shall be at liberty to forfeit full or part of his retention money and/or performance guarantee and/or any other money or guarantee of the contractor available with the Employer.
24. 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.

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 – VI 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

Scope of general painting of interior of India house Anna Street # 31 Ludwigsdorp Windhoek.

Form of Tender

(To be submitted by the Bidder in following format)

High Commission of India, Windhoek.

Tender No. WIN/872/4/2018
26th October 2018

Date:

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	India House, 31 Anna Street, Ludwigsdorf, Windhoek			

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: