

**No. WIN/872/1/2020  
High Commission of India  
Windhoek**

**Invitation of bids for External painting of Chancery main building, Annexe building (including roof tiles) & modification of all old grills (Burglar bars) with strong quality grills as per following details:**

- i) External painting of walls and roof tiles of Chancery main building and Annexe Building at 97, Nelson Mandela Avenue, Klein Windhoek.**
- ii) Modification of all old grills (Burglar bars) with strong quality grills at 97, Nelson Mandela Avenue, Klein Windhoek.**

**Tender No. WIN/872/2/2020 dated 28<sup>th</sup> October, 2020**

**Last date for submission of bids: 20<sup>th</sup> November 2020 (by 1100 hrs)**

<b>Section - I</b>	<b>:</b>	<b>Invitation for Tender</b>
<b>Section – II</b>	<b>:</b>	<b>Terms and condition</b>
<b>Section – III</b>	<b>:</b>	<b>Special Conditions of contract</b>
<b>Section – IV</b>	<b>:</b>	<b>General Technical specifications</b>
<b>Section - V</b>	<b>:</b>	<b>Price Schedule</b>

**No. WIN/872/1/2020**  
**High Commission of India**  
**Windhoek**

**Invitation of bids for External painting of Chancery main building, Annexe building (including roof tiles) & modification of all old grills (Burglar bars) with strong quality grills.**

The High Commission of India (HCI), Windhoek invites sealed tenders for for External painting of wall and roof tiles of Chancery and Annexe building & modification of all old grills (Burglar bars). 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 services.

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

[www.hciwindhoek.gov.in](http://www.hciwindhoek.gov.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.

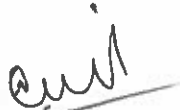
(c) Both the sealed covers, should be placed in the main sealed envelope superscripted "Tender for External painting of walls and roof tiles of Chancery & Annexe building & modification of all old grills ( Burglar bars) to High Commission of India" addressed to the Head of Chancery, High Commission of India, 97, Nelson Mandela Avenue, Klein Windhoek, P.O. Box No.1209, Windhoek and must reach on or before 23<sup>rd</sup> November 2020 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. High Commission of India, Windhoek will not be responsible for any postal delay. Bids will not be accepted by e-mail.

4. The High Commission of India, Windhoek 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 High Commission of India, Windhoek 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.	Pre-Bid meeting (please send an email to <a href="mailto:hoc.windhoek@mea.gov.in">hoc.windhoek@mea.gov.in</a> and <a href="mailto:adm.n.windhoek@mea.gov.in">adm.n.windhoek@mea.gov.in</a> to participate)	3 <sup>rd</sup> November 2020 by 1100hrs
2.	Last date for submission of Bids	23 <sup>rd</sup> November 2020 by 1100hrs
3.	Date of opening of Technical Bids (Participant bidders may wish to be present)	23 <sup>rd</sup> November 2020 at 1130 hrs
4.	Venue for pre-Bid meeting & 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 High Commission of India, Windhoek.

  
(Vipul Bawa)  
Head of Chancery

## SECTION – II : 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.
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. A tender valid for a shorter period shall stand rejected.
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, High Commission of India, 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. High Commission of India, Windhoek 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 High Commission of India, Windhoek 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. **Scope of work is as follows:**

- (a) Neat & proper painting of all external walls of Main building & Annexe building (white colours).
- (b) Neat & proper painting of the roof tiles and roof sheets (same original colours) & minor repair work of roof tiles roof sheets, if required (Bidder may inspect this during the pre-bid meeting) of main building and Annexe building.
- (c) Modification of old grills (burglar bars) in the main building & Annexe Building to make it same as the new grills, and painting of the modified grills (Bidder may inspect the new grills during the pre-bid meeting).

11. The services shall in general entail the following:

- a) Good quality of **Neo Paint** should be used for all work by bidder.
- b) Small repair of building walls & roof by contractor if required.
- c) After modification of grills (Burglar bars), painting work should be done by contractor.
- d) After completion of the work, the premises should be properly cleaned by the contractor.

12. All relevant clearances will be done for the appointed service provider. Prior to awarding of this contract, High Commission can verify with provided references and reserves right to discontinue and cancel this tender and process under its own discretion. No queries in this regard shall be entertained.

13. The tender is non transferable.

14. Payment will be made directly to service provider by bank transfer.

### **SECTION – III : 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 – IV: 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 - [adm.windhoek@mea.gov.in](mailto:adm.windhoek@mea.gov.in) and [prop.windhoek@mea.gov.in](mailto: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.
5. Details of work done at least three other organisations during the last 3 years. These organisations could be other Embassies/High Commissions or Organisations of similar or bigger size and responsibilities. The High Commission reserves the right to contact any of these references to ascertain feedback/confirm the details submitted.

## SECTION – V : PRICE SCHEDULE

**Format for submitting the Price Schedule External painting of Chancery, Annexe building, roof tiles & modification of all old grills (Burglar bars) with strong grills.**

### **Form of Tender**

(To be submitted by the Bidder in following format)  
High Commission of India, Windhoek.

Tender No. WIN/872/1/2020

Date: 16<sup>th</sup> November 2020

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.

SI No.	Name of premises	Charges	Total Amount in Namibian Dollar (N\$) including VAT & other taxes
1	2	3	4
a)	Neat & proper painting of all external walls of Main building & Annexe building (white colour).		
b)	Neat & proper painting of the roof tiles and roof sheets (same original colours) & minor repair work of roof tiles & roof sheets, if required, of main building and Annexe building.		
c)	Modification of old grills (burglar bars) in the main building & Annexe Building and painting of the modified grills.		
<b>Grand Total</b>			

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: