

**EMBASSY OF INDIA
COPENHAGEN**

No. COP/872/02/2019

Dated: 14/08/2023

**NOTICE INVITING TENDER FOR
REPLACEMENT/INSTALLATION OF NEW MOQUETTE AND
DISPOSAL OF EXISTING DAMAGED MOQUETTE AT EMBASSY
OF INDIA, COPENHAGEN**

The Embassy of India, Copenhagen invites sealed tenders from interested firms for replacement/installation of new and disposal of existing damaged moquette in the Chancery.

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

www.indianembassycopenhagen.gov.in

www.http://epublish.gov.in/cppp

3. The tender should be submitted in a sealed envelope superscripted "**Tender for replacement/installation of new moquette and disposal of existing damaged moquette in the Chancery**" addressed to the **Head of Chancery, Embassy of India, Copenhagen, Vangehusvej 15, 2100 Copenhagen**, and must reach on or before 29 September 2023 by 1700 hours. Bids may be sent by post in two sealed envelopes (Envelope A- Technical Bid documents, Envelope B- Financial Bid documents) 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. Queries, if any, may be addressed to Head of Chancery at email hoc.copenhagen@mea.gov.in and prop.copenhagen@mea.gov.in.

4. The import schedules and dates are as under:

DATES TO REMEMBER

S. No.	Events	Date
1.	Tender Publish Date	29 August 2023
2.	Document Download Start Date	29 August 2023
3.	Bid Submission end date	29 September 2023
4.	Opening of Tender	03 October 2023

Tenderer must submit following with their bids:

A. Technical bid

- Copy/undertaking of company's license to perform this work
- Copy of Company's VAT registration
- Introduction and Credentials of Tenderer: This should be brief introduction, background, company details, credentials and past performance of the Tenderer and may attach other documents such as company profile, achievement etc.
- Bids must have date, signature and seal of authorised company representative.

B. Financial Bid

- Cost of performing the work- as per annexure I
- Form of tender- to be printed on the letter Head of the company and duly signed.

5. Terms and Conditions

5.1. The Mission reserves right to reject any or all bids/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.

5.2. The Tender shall be neatly arranged and legible. 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.

5.3. The Bidders shall submit documentary evidence in respect of their technical capabilities and experience in supply of similar products.

5.4 Any tender received by the Mission after the deadline for submission of tenders will not be accepted.

5.5 The Firm concerned will be fully responsible for the safety and insurance of its employees.

5.6 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.

6. Scope of Work

Replacement/installation of new moquette and disposal of existing damaged moquette in the Chancery requires the following works to be carried out:

This shall include all labor, tools, material, equipment, etc. to complete the work as required by plans, customer selection sheet, and individual lot conditions as identified.

- 1) Installation of new moquette in the Chancery.
- 2) Disposal of existing damaged moquette.

All work performed in accordance with the plans, Embassy's specifications, the specifications hereinafter set forth and any standard production changes incorporated through an approved Change Authorization Request/Contract Change Order.

GENERAL REQUIREMENTS (applies to all aspects of above mentioned scopes)

1. CONTRACTOR shall be responsible for inspection of Chancery for trash, debris and any damage prior to commencement of work. CONTRACTOR is to report any trash, debris, or damage to the Embassy. And immediately or will be held responsible for the cost to remove, sweep or repair/replace any damage to the Chancery.
2. CONTRACTOR shall be used designated areas provided by the Embassy for loading and unloading of the materials at the Chancery.
3. CONTRACTOR shall provide any necessary adjustments and/or corrections that may be required for inspections and incur the cost of re- inspections and advise Embassy of the same.
4. CONTRACTOR must inspect his work after completion and make any necessary corrections prior to Embassy inspecting the work. All work must be complete prior to processing payment.

7. Instruction to Bidders

Price & Terms of Payment

7.1 Price quoted by the Bidder and agreed to by Eol Copenhagen shall be considered final and no price escalation will be permitted thereafter.

7.2 Bidders must quote the price in the format given in Contract Price Schedule at Annexure-1 of this document.

7.3 All prices are to be quoted in Danish Kroner (DKK) only.

7.4 **Bid Validity:** The bids should be valid for 180 days.

7.5 The attention of Bidders is drawn as to compliance with laws and regulations concerning safety and health, labor regulations, social insurance, labour taxes, tax deduction, import restrictions duties and levies, company's tax, VAT etc. **All rates and sum inserted against items of works shall be inclusive of VAT and all other taxes.**

7.6 All employees and labour of the bidder need to have valid identification documents. Entry of men and material in and out of the site is regulated and under strict security supervision. The Bidder will have to comply with the security guidelines of the Embassy, and ensure safety precautions as per the safety standards to avoid any project related injury to workers. Any liability arising out of such incidents in the premises of the Embassy and work place injury shall be that of Bidder's responsibility and **NOT** Embassy of India's responsibility repeat **NOT** Embassy of India's responsibility.

7.7 Bidder shall have deemed to have read carefully all the Tender Documents, Scope of Work and Specifications etc. The quoted price should be inclusive and complete in all respect and as per the highest standards of work.

7.8 Price escalation in rates due to any reason such as increase in prices of material, equipment & labour, fuel (petrol, diesel, gas etc.), electricity & water, levy of new taxes, hike in any tax rate, Cess or due to delay in completion etc. **shall not be applicable.**

7.9 The Embassy reserves the right to accept/reject the lowest or any tender or to give a reason for the rejection of any Tender.

7.10 **Earnest Money Deposit:** The bidder should furnish refundable Earnest Money Deposit (EMD) of DKK 25000/- in the form of a Demand Draft/Banker's cheque, Bank Guarantee or online payment to Bank Account in favour of 'Embassy of India, Copenhagen,' along with the bid. Any bid not accompanied with EMD shall be rejected. The EMD will be forfeited on account of one or more the following reasons:

- (i) The bidder withdraws his bid during the period of bid validity
- (ii) In case of a successful bidder, the selected bidder fails to supply the goods in time.
- (iii) Furnishing of any wrong information.

7.11 **Force Majeure:** Embassy of India Copenhagen may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of an Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.



SS (HOC)

14 Aug 2023

Financial Bid Proforma

1. Name of the firm:
2. Address of the Registered Office:

3. Correspondence address:

4. Contact details:
 - (a) Telephone:
 - (b) Fax:
 - (c) E-mail:

We have examined tender conditions for the above-named work and have inspected the site and general conditions under which the works are to be carried out. We offer to execute and complete the Works and remedy any defects therein, in conformity with this Tender, which includes all these documents for the Lump Sum Fixed Price of: DKK _____ exclusive of VAT.

If this offer is accepted, we will commence the Works as soon as is practicable and complete the Works in accordance with the above-named documents within the Time for Completion.

[Signature(s) of the Tenderer(s) with Name, Designation, Date & Seal]