

**Embassy of India
Tokyo**

NOTICE INVITING TENDER / REQUEST FOR PROPOSAL

The **Embassy of India in Tokyo (Japan)** invites the interested companies dealing in civil, electrical and other building maintenance works, to confirm interest and undertaking of works which are listed in the '**Scope of Work**', attached with this Notice Inviting Tender (NIT), with the aim of being selected to competitively price the works in order to carry out the said work. The properties are located in Kudan-Minami; Nishi-Waseda; Daizawa; Shirogane-dai; Moto-Azabu and Nishihara.

(A) ELIGIBILITY CRITERIA :

1. Bidders should demonstrate and explain their technical, professional and practical experience of having completed similar work and will need to provide details of similar work undertaken in the last 3 years, including such works carried out in any of the Diplomatic Missions in Tokyo of following values

i) Two similar work of value not less than Japanese Yen 4,000,000/-

or

ii) One similar work of value not less than Japanese Yen 5,400,000/-

2. Bidders may also indicate their experience of undertaking work related to Elevator maintenance and Security system equipments wherever installed in the properties detailed in the Scope of Work.

3. Bidders may also submit, in brief, the history of their company with annual turnover. They may also furnish the certificate/license, if any, that may indicate their qualification for undertaking such works in Japan.

4. Bidder should confirm that they are able to inspect the said properties detailed above, between 1300 hrs to 1700 on 05 February 2018 in order to provide a competitive quote as stipulated in the 'Scope of Work'. The quotes should be provided to the Embassy in sealed cover addressed to the Head of Chancery, Embassy of India, Tokyo and should be clearly labeled "Quotes for Building Maintenance" and must be delivered by 1400 hrs on 12 February 2018.

5. To assist evaluation and comparison of the bids, the Embassy at its discretion, may ask the bidders for clarification on their bids. The clarification and responses from the bidders shall be in writing.
6. If the bidder is asked to competitively quote for the works, the Embassy is not bound to accept the lowest quote or any tender, and reserves the right to accept the whole or any part of the tender.
7. The bidder will be required to provide information on work that has been undertaken for similar sized organizations and provide the following information:
 - (a) The name, business and location of the organization
 - (b) The name and contact details of the referee at the organization
 - (c) Date on which maintenance agreement was signed with a brief description of products or services provided
8. The bidder is required to provide the following organization profile of the company:
 - (a) Full legal name of the company;
 - (b) Complete address, including registered office of the company;
 - (c) Contact person, Telephone, facsimile and e-mail contact details;
 - (d) Company ownership, structure and location of ultimate Holding Company, if any;
9. The bidding company should be free from any legal, administrative cases and cases related to damages/contractual liability. If it is found at a later stage that such information was hidden from the Embassy, the bidding company would become ineligible to take part in the process. If during the contract period such information comes to light, the contract would be liable to be terminated immediately and all costs on such termination will be borne by the Company. The bidder is requested to submit a self-declaration to this effect on the company's official letter pad.

(B) SUBMISSION OF BID :

1. Sealed bids in two separate envelopes containing Technical and Financial bids should be submitted. **Envelopes (I)** should be super-scribed "Quotes for Building Maintenance of Embassy of India, Tokyo" – Technical Bid and **Envelope (II)** should be super-scribed "Quotes for Building Maintenance of Embassy of India, Tokyo" – Financial Bid. Both bids should be submitted together and should be submitted along with an Earnest Deposit certificate issued by a recognized bank for an amount of Japanese Yen 135,000/-

Envelope I of Technical Bid should contain eligibility related documents.

Envelope II for Financial Bid should contain the offer by bidder for the scope of work.

Envelope I of all tenders shall be opened first. Eligibility related documents shall be evaluated and parties will be qualified/ disqualified after evaluation.

Envelope II of Financial Bid of qualified tenderers shall then be opened at (Embassy will notify time, date and place) in presence of tenderers or their representative.

2. Sealed offers shall be submitted addressed to:

Head of Chancery,
Embassy of India,
2-2-11 Kudan Minami,
Chiyoda-ku, Tokyo
102 0074

3. The tender box shall be sealed at the stipulated deadline for submission. Both the envelopes (Envelope I and Envelope II) should be clubbed together and put in the main sealed envelope with details as mentioned in Para-1 above.

4. Envelopes for technical bid shall indicate the name and address of the bidder/sender to identify the bid and to enable the bid to be returned unopened in case it is declared 'late' or 'rejected'.

5. Offers received through Fax/E-mail or through open letter shall summarily be rejected / ignored.

(C) JURISDICTION :

In the event of any dispute, the Jurisdiction of courts in Tokyo, Japan would be applied and the settlement by courts in Japan will be final.
