



GOVERNMENT OF INDIA
Embassy of India
Tokyo

Tender Documents

**Details of Work: Replacement of/ Adjustment with the entrance metal gate
at Shiroganedaai Officers Apartments, Tokyo**

**Embassy of India
Tokyo**

Press Notice

Embassy of India, Tokyo invites, on behalf of President of India, bids on two bids system for " Replacement/ Adjustments of entrance metal gate at Shioganedai Apartments, Tokyo".

Earnest money deposit Tender	JPY 100,000 (or EMO declaration)
Processing fee	Nil
Last date and time of submission of bid	30.04.2020

The bid forms and other details can be obtained from the website <https://www.indembassy-tokyo.gov.in>. Detailed Notice Inviting Tender is also available on <https://eprocure.gov.in/epublish/app>.



(Praveen C Kala)

**Head of Chancery
Embassy of India, Tokyo
hoc.tokyo@mea.gov.in**

<p>Embassy of India Tokyo</p>	 <p>सत्यमेव जयते</p>	<p>2-2-11 Kudan Minami, Chiyoda-ku, Tokyo 1020074 Tel: +81-3-3262 2391 Fax: +81-3-3234 4866 E-mail: hoc.tokyo@mea.gov.in</p>
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TENDER NOTICE

TOK/872/1/2017 Dated 1.04.2020

Name of Works: "Replacement / Adjustments of entrance metal gate at Shiroganedai Apartments, Tokyo".

The Embassy of India, Tokyo, on behalf of the President of India invites Lump-sum Fixed Price Tender for Entrance Metal Gate related work at Shiroganedai Apartment.

2. Last date for submission of bids: 30.04.2020.

Tender Documents

Tender Contents

A. Technical Bid Documents:

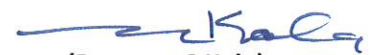
Document	I -	S-I	: Instruction to Bidders (Section-I)
Document	I -	S-II*	: Introduction and Credentials of Bidder (Section-II)*
Document	I -	S-III	: Terms and Conditions of contract (Section-III)
Document	I -	S-IV#	: Standard formats for Earnest Money Deposit/Bid Security/ Guarantee, etc. (Section-IV)/Earnest Money Declaration (Section IV(a) &IV(b)

*Section-II - Documents about the bidders, experience, name of other offices/residences where he is working/ has worked experience, etc. and any other information about bidder. These documents can be supplied and attached by bidders.

If the bidder submit Earnest Money (EMO) in form of Pay Order/demand draft, in favour of "Embassy of India, Tokyo ", no. need of Section IV(a) and Section IV(b)

B. Financial Bid Documents:

Document II	-S-V	: Form of Tender - Financial bid letter (Section-V)
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TOK/885/01/G/2019
Embassy of India
Tokyo

Instruction to Bidders (Section-I)

The Embassy of India, Tokyo invites sealed tenders for replacement/ adjustments with the entrance metal gate at Shiroganedai Apartments, Tokyo.

2. The tenders are invited under two bid system viz. Technical Bid and Financial Bid from reputed and experienced companies in Tokyo.

3. Basic Qualifying Criteria are as follows:

- i. The Company providing technical services (from hereon "the Service Provider") should have experience of providing such services in Japan
- ii. The Service Provider should be based in Tokyo, Japan

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

www.indembassy-tokyo.gov.in

<https://eprocure.gov.in/epublish/app> -> Tenders by Location ->Japan

5. Bidders are requested to go through the terms & conditions of contract contained in the bid document (Section III). Bidders are required to deposit Earnest Money Deposit (EMD) JPY 100,000(JPY One Hundred Thousand only) in the form of "Pay Order/demand draft, or Earnest Money Declaration. Bids received without EMO or Earnest Money Declaration will not be considered and rejected summarily.

6. The Tenders should be submitted in two sealed envelopes as below, along with prescribed EMD or Earnest Money Declaration:

(a) The first sealed cover superscripted as "Technical Bid" should contain details of technical capabilities of the firm and Company's profile

(b) The second envelope superscripted "Financial Bid' should contain rates only

(c) Both the sealed covers, along with **EMD or Earnest Money Declaration** should be placed in the main sealed envelope superscripted "Work related to Entrance metal gate at Shiroganedai Apartments, Tokyo " addressed to the Head of Chancery, Embassy of India, Tokyo 2-2-11 Kudan Minami, Chiyoda-ku, Tokyo 1020074, and must reach on or before 30.04.2020. 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. Embassy will not be responsible or any postal delay. Bids may not be sent by e-mail.

7. The Embassy 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 Embassy in this regard will be final and binding upon the bidders.

8. The Important schedules and dates are given below:

Key Event	Dates
Date of e-publishing on CPP Portal	2.4.2020
Date of receiving the bids (Start)	3.4.2020
Date of clarification (start)	3.4.2020
Date of clarification (end)	30.4.2020
Bid Submission Closing Date	30.4.2020
Technical Bid opening Date (Date and time for opening of financial bids of technically qualified bidders will be communicated separately)	4.5.2020

9. All bidders are requested to read and understand the terms & conditions of the contract before submitting their bids. No change or violation of aforementioned terms and conditions is permissible once the quotation is accepted by the Embassy.


(Praveen C Kala)
Head of Chancery

Section-II

Introduction and Credentials of Bidder/TECHNICAL INFORMATION (Proforma to be submitted with Technical Bid by the bidder)

Name of firm :

Address of the Registered Office:

Correspondence address:

Contact details:

Telephone No. :

Fax :

E-mail :

Requirements	Response
Brief introduction of the company.	
Has tenderer executed at least one similar project of JPY 900,000 or two similar projects of JPY 500,000 in last 10 years?	
Registration Certificate & license for the services.	
Has tenderer incurred any loss in more than 2 years during last 5 years?	
Details work plan and methodology for undertaking the job.	
List: Other Embassies/Consulates or reputed organization where you provided or are providing services of similar nature.	

Name of Company

Seal

Section-III

Terms and Conditions of Contract

1. At any time prior to the deadline for submission of bids, Embassy of India, Tokyo may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.
2. Embassy of India award the contract to the eligible bidder whose technical tender has been accepted and determined as the lowest evaluated commercial tender. The lowest price criteria shall be applied on the total.
3. 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 documents, Embassy of India, Tokyo's interpretation of the clauses shall be final and binding on all parties.
4. The successful bidder, on award of contract must send the contract/acceptance in writing within 7 days of the award of contract; otherwise the Contract will be awarded to the next successful bidder i.e. L-2.
5. No request for revision/increase of approved rates during the currency of tenure will be entertained. No other charges like transportation fare etc. will be payable for providing the services.
6. Validity of Bid - The Bid shall remain valid for a period of 90 days from the date of the opening of the bid or up to any mutually extended period.
7. The firm would be responsible for its workers in terms of their antecedents and conduct, service performance and behavior as also the payment of salaries, compensation etc.
8. Lump Sum Fixed Price Tender - This is a LUMPSUM FIXED PRICE TENDER with Extent of Work as shown on scope of works. The Tenderer shall examine the scope of work and other Documents and all Addenda (if any) before submitting his Tender and shall become fully informed as to the extent, quality, type and character of operations involved in the Works. The Tenderer shall visit and acquaint himself with the Site of the Works. The tenderer shall take entire responsibility in the interpretation of this report and of the site conditions. No consideration or compensation will be given for any alleged misunderstanding of the nature of the work to be executed.
9. Tender and Schedule of Quantities -
 - (i) Bidders shall satisfy themselves of the quantities quoted in the Schedule of Quantities. These quantities shall be taken as guidance to assess the approximate quantum of work involved in the project. The Contractor prior to the submission of the tender, may add to items, quantities to the items in Schedule of Quantities as per the scope of the work, and site visit. It shall be the responsibility of the bidder to satisfy himself of the completeness of the documents for the scope of work and his own assessment of the work after site visit and as per the tentative scope of work mentioned in tender document. No extra cost shall be entertained and payable if any additional information or detail is provided later for carrying out the works as specified in the tender documents.
 - (ii) Bidders are required to quote Lump-sum fixed prices on "Form of Tender". Bidders may prepare schedule of quantity as per scope of work identifying item description, quantity and rates. The total amount of schedule of quantity prepared by them should be transferred to Form of Tender.

(iii) The Lump-sum Fixed Price/amount must be quoted both in figures and in words on the Form of Tender and the currency must be in JPY only. In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender.

10. Final Tender Price- Decision on bid will be taken based on the final price quoted on the Form of Tender. Lump-sum Fixed Price/Amount as quoted in the "Form of Tender" shall be the basis for deciding the tender quote and the L1 bidder. In case of any mismatch in the final quoted price on Form of Tender and Total amount worked out on rates in Schedule of Quantities, the final price quoted on Form of Tender shall be considered for comparison of bids and decision on bid.

If amount quoted on Form of Tender is more than amount worked out on Schedule of Quantities, the rates in the Schedule of Quantities shall not be altered/adjusted. If amount quoted on Letter of Tender is less than amount worked out on Schedule of quantities, the rates on schedule of quantities shall be adjusted in the ratio to match with quoted final price on the Form of Tender.

11. Bidders would be required to furnish the information and submit documents, as per the attached proforma and would quote prices strictly on Lump Sum basis only. Price quoted should be on all-inclusive basis and shall include the cost of all services, personnel, material, transportation etc. Technical information should be given in separate envelope.

12. Quoted price is final fixed lump-sum price inclusive of all taxes except VAT. Item I quantity indicated in the scope of work I schedule of quantity are tentative and some variation during execution may take place. The quoted price should include lump-sum charges for Labour I transportation and civil works required I necessary, if any, for complete installation. Nothing extra is payable for such variation.

13. Earnest Money Deposit - Demand draft/Banker's cheque/Bank Guarantee in favour of Embassy of India, Tokyo or Bid Securing Declaration (Section IV(a) and IV(b).

14. Disqualification of Tender -Tender may be disqualified for any reason including, but not limited to the following:

- a) If tenderer sets forth any conditions which are unacceptable to the Employer.
- b) If any tender is submitted under a name other than the name of the individual firm, partnership or corporation that was issued the Tender Document.
- c) If there is evidence of collusion between Bidders.
- d) If Tender sets forth any offer to conditionally discount, reduce or modify its tender. e) If Bid price is disclosed before opening of Financial Bid.

15. Employer's right to waive - The Employer reserves the right to waive any deficiency in any tender where such waiver is in the interest of the Employer except that no proposal will be accepted if the Earnest Money Deposit (EMD) or Bid Securing Declaration in lieu of EMD or/any of the preceding statutory documents was not submitted with the tender.

Section-IV

Bid Security/Earnest Money Deposit/Bank Guarantee

To safeguard against a bidder's withdrawing or altering its bid during the bid validity period, Bid Security (also known as Earnest Money) is to be deposited by the bidder. The bidders should furnish bid security along with their bids. The bid security may be in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (Proforma attached) from any of the commercial Bank, the Bid Security is to remain valid for a period of 180 days beyond the final bid validity period.

In place of Bid Security, the Bidders has option to sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for 60 months from being eligible to submit Bids for contracts with the Embassy of India.

Earnest Money/Bid Securing Declaration

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for 05 years from being eligible to submit any bid for contracts with Embassy of India, Tokyo.

Date

Signatures _____

Form of Tender (Financial Bid Letter) Section-V

(To be submitted by the Bidder in following format)

TO: Embassy of India, Tokyo

We declare:

That we are equipped with necessary expertise and facilities required for carrying out this work. Our tender offer price for the above work order is complete as per the requirements of the contract and is in JPY.

We have carefully read and understood the terms and conditions of the tender and enclose herewith complete Financial Bid as required by you. We do hereby confirm that our bid price is inclusive of all. We offer to execute and complete the Works and remedy any defects therein, in conformity with this Tender.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature _____

In the capacity of-----

Date: