

Embassy of India
Budapest

No. Bud/872/1/2018

09 January 2023

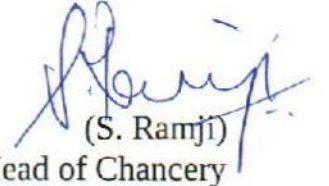
TENDER NOTICE

Name of the work: Bids for removal & installation of new wooden laminate flooring at Exhibition hall ,Chancery Annexe of the Embassy located at 1025 Budapest, Buzavirag Utca 14 as per the terms and conditions laid down in this tender document.

The Embassy of India, Budapest invites sealed bids from registered firms/companies for removal & installation of new wooden laminate at Exhibition hall, Chancery Annexe Embassy.

2. The interested firms should submit the bids in sealed cover, superscribed as "Technical Bid" as per Annexure-I and "Financial bid" in a single cover superscribed as "Bids for removal & installation of new wooden laminate at Exhibition hall , Chancery Annexe of Embassy located at 1025 Budapest, Buzavirag Utca 14 as per the terms and conditions laid down in this tender document. The last date of submitting the tender documents is 30 January 2023 till 1600 hours. Please note that tender documents will not be accepted after the expiry of the stipulated date and time under any circumstances. Interested firms may send their representatives for inspection of the site and ascertain actual scope of work by prior appointment (Tel: (1) 325-7742) before submitting the sealed documents.

3. The bids will be opened on 31 January, 2023 at 1200 hours by a committee authorized by the competent authority of the Embassy.



(S. Ramji)

Head of Chancery
Embassy of India
Budapest

Tel: 1-325-7567

Email: hoc.budapest@mea.gov.in

Section I: Invitation for bids

The Embassy of India, Budapest requests proposals in sealed envelopes from appropriately qualified and adequately experienced Contractors for "Bids for removal & installation of new wooden laminate at Exhibition hall at Chancery at Embassy located at 1025 Budapest, Buzavirag Utca 14 as per the terms and conditions laid down in this tender document" as per following details:

Specifications:

The total area of the exhibition hall is 130 Sq. meters.

- I. Remove old wooden flooring and install new floor covering/laminate in the Embassy residence;
- II. Moving and re-installation of furniture/equipment as necessary;
- III. Contractor is responsible to provide all items, material, labor, tools, equipment, transportation and incidents necessary and required for satisfactory, acceptable completion of the contract work or delivery of materials;
- IV. Contractor shall be responsible for any injury, damage or loss to the property caused directly, in whole or in part, by their employees or agent;
- V. The contractor shall comply with all applicable laws and codes having a bearing on the safety of persons or property and for injury, damage or loss. Contractor is responsible for the means, methods and sequence and all safety aspects of this work;
- VI. A commercial warranty of wooden laminate covering for a period of not less than 03 years. There will be one year warranty for the work. In case of any defect, the contractor will take the corrective action without any cost to this office;
- VII. The contractor is responsible for correct measurement of the area and other aspects.
- VIII. The contractor is responsible for removal of debris, wooden laminate etc;
- IX. The work will be completed in 30 working days from the day of award of work. The Embassy of India, Budapest reserves the right to levy penalty @, 1 percent of the contract price per day upto 10 percent of total price for delay beyond the scheduled periods;
- X. All waste is to be removed and disposed of by the contractor after completion of work.

- XI-The contractor shall comply with all applicable laws and codes having a bearing on the safety of persons or property and for injury, damage or loss. Contractor is responsible for the means, methods and sequence and all safety aspects of this work;

Eligibility criteria:

- a) The prospective bidders should be a registered company under the local company laws and should have existence of at least 3 years.



- b) The company/ agency should have at least 3 years of experience in the field of carpentry works.
- c) The company should have undertaken at least one work of similar nature of the value of HUF 3,000,000/- or 2 works of similar nature of the value of HUF 1,500,000/- each in the last years.
- d) 90 % payment will be made within 10 days of presentation of invoice after successful completion of the work and 10 % payment will be made after 90 days of the completion of work.

Contact information:

1. Mr. S. Ramji

Head of Chancery

Embassy of India

1025 Budapest , Buzavirag Utca 14

Email: hoc.budapest@mea.gov.in ,

2. Mr. Anurag Bhatt, ASO (Property)

Email: ga.budapest@mea.gov.in

Crucial dates and time

Sl. No.	Events	Date
1.	Notice Inviting Tenders	09.01.2023
2.	Site visit	10.01.2023-29.01.2023 (15:00 hrs -17:30 hrs) Except holidays and weekends
3.	Last date of tender submission	30.01.2023- 1600 hrs
4.	Opening of Bids	31.01.2023 at 1200 hrs

Section II: Instructions to Bidders

1. Implementation/Timelines:

The work is to be completed in 30 working days after the award of the work.

2. Period of validity of Bids:

- a. Bids shall be valid for a minimum of 30 days from the date of submission of bids.

b. The Embassy of India, Budapest may ask for the bidder's consent to extend the period of validity. A bidder agreeing to the request for extension will not be permitted to modify his bid.

3. Submission of Bids:

The bid shall be neatly arranged, plain and intelligible. Each page of the bid should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

4. Late Bids:

Any bid received after the deadline for submission of bids, will not be accepted and returned unopened to the bidder.

5. Criteria for award of Contract/order:

a. The Embassy of India, Budapest shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated financial bid.

b. The lowest price criteria shall be applied on the total.

Section III: Minimum Eligibility Criteria

1. The following shall be the minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process:

(a) **Legally Valid Entity:** The Bidder/Bidding firm shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the relevant Act or a firm having trade license granted by the competent authority to do business in Budapest. The proof for supporting the legal validity of the bidder/bidding firm shall be attached with the bid.

(b) **Experience:** The Bidder shall have experience in undertaking similar nature of projects during last 03 years for Embassies/Government offices/large business establishments etc. and must have undertaken similar work.

Section IV: Special Conditions of Contract:

1. Prices:

(a) The price quoted shall be considered firm and no price escalation will be permitted.

2. Payments:

90 % payment will be made within 15 days of presentation of invoice after successful completion of the work and 10 % payment will be made after 90 days of the successful completion of work.



Annexure I
(Technical Bid)

S.No.	Particulars	Document/information need to be submitted
1	Whether company is registered in Hungary as per the local laws for last 3 years. Documents should also be enclosed.	Yes/No
2	Whether the company has satisfactorily completed at least one work of similar nature of the value of HUF 3,000,000/- or 2 works of similar nature of the value of HUF 1,500,000/- each in the last year.	Yes/No
3	Whether the company been blacklisted/banned from operating in Hungary by any organization	Yes/No
