

Embassy of India
Budapest

No. Bud/872/5/2018

04 May 2022

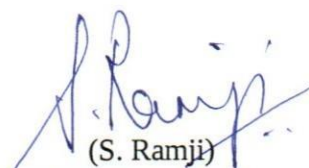
TENDER NOTICE

Name of the work: Invitation of competitive bids for installation of Floor covering/laminate at Embassy residence area at 1025 Budapest, Buzavirag Utca 16.

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The Embassy of India, Budapest invites sealed bids under two bid system from registered firms/companies for installation of Floor covering/laminate at Embassy residence area at 1025 Budapest, Buzavirag Utca 16.

2. The interested firms should submit the bids in two separate sealed covers, superscribed as "Technical Bid" and "Financial bid". Both sealed covers should be put in a single enveloped superscribed as "**Installation of Floor covering/laminate**" and addressed to "Head of Chancery, Embassy of India, Budapest, 1025 Budapest, Buzavirag Utca 14". The last date of submitting the tender documents is 25 May 2022 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 (Contact person: Mr. Anurag Bhatt, ASO (Property), Tel: (1) 325-7742, before submitting the sealed documents.

3. The bids will be opened on 26 May, 2022 at 1200 hours by a committee authorized by the competent authority of the Embassy. The financial bids of only those bidders whose Technical bids are found acceptable shall be opened by the committee authorized for the purpose.


(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 “installation of Floor covering/laminate at Embassy residence area at 1025 Budapest, Buzavirag Utca 16.” as per following details:

- I. Remove old carpet flooring and ceramic flooring and install new floor covering/laminate in the Embassy residence;
- II. Move and reinstall 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 floor 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 to take correct and final measurement of the area for installation of floor covering/laminate work.
- VIII. The contractor is responsible for disposal of old carpet flooring, old ceramic material and other debris;
- IX. The work will be completed in 15 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. 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 30 days of the completion of work; and
- XI. All waste is to be removed and disposed of by the contractor after completion of work.

1. Contact information:

Mr. S. Ramji

Head of Chancery

Embassy of India

1025 Budapest , Buzavirag Utca 14

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

2. Two bid system:

The two-bid system will be followed for this tender. In this system, bidder must submit his offer in two separate sealed envelopes as explained below:

Envelope No. 1: “Technical Bid” shall contain:

- A) Duly filled Technical Bid with proper seal and signature of authorized person on each page of the bid submitted.
- B) A copy of Certificate of Incorporation, Partnership Deed/Memorandum and Articles of Association, as applicable.
- C) The bidder must submit plan for carrying out the work.
- D) Please refer to Section-III for other document relating to minimum eligibility criteria required to be included in the Technical Bid.

Envelope No. 2: “Financial Bid” shall contain:

Price schedule complete in all respects with proper seal and signature of authorized person. Both the technical bid and financial bid envelopes should be sealed separately and clearly marked as “Envelope no. 1- Technical Bid” and Envelope no. 02- Financial Bid”. Both the sealed envelopes should be placed in a third larger envelope clearly mentioning “Technical Bid & Financial Bid” Installation of Floor covering/laminate at Embassy residence area at 1025 Budapest, Buzavirag Utca 16.

Crucial dates and time

Sl. No.	Events	Date
1.	Notice Inviting Tenders	04.05.2022
2.	Site visit	04.05.2022-25.05.2022 (15:00 hrs -17:30 hrs) Except holidays and weekends
3.	Last date of tender submission	25.05.2022- 1600 hrs
4.	Opening of Bids	26.05.2022 at 1200 hrs

Section II: Instructions to Bidders

1. Implementation/Timelines:

The work is to be completed in 15 working days after the award of the work.

2. Period of validity of Bids:

a. Bids shall be valid for a minimum of 60 days from the date of submission of bids. A bid valid for a shorter period shall stand rejected.

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 05 years for Embassies/Government offices/large business establishments etc. and must have undertaken similar work.

(c) **Bid Security Declaration:** Contractor will submit a declaration that if they withdraw or modify their bids during the period of validity of tender or if they are awarded the contract and they fail to sign the contract, they will be suspended for 3 years from being eligible to submit bids for a contract with the Embassy of India, Budapest.

2. Documents supporting the Minimum Eligibility Criteria:

- (i) As proof of having fully adhered to the minimum eligibility criteria under Section III, 1(a), attested copies of certificates issued by the respective authority should be attached with the bid documents.
- (ii) As proof of having fully adhered to minimum eligibility criteria at 1(b), attested copied of experience certificates for completed work/ ongoing work issued by the Foreign Embassies/Government offices/large business establishments shall be attached with bid document.
- (iii) As proof of having fully adhered to minimum eligibility criteria at 1(c), copy of bid security declaration should be attached.

Section IV: Special Conditions of Contract:

1. Prices:

- (a) The price quoted shall be considered firm and no price escalation will be permitted.
- (b) All amounts are to be quoted only in Hungarian forints.

2. Warranty:

A commercial warranty of Floor covering/laminate 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 the Embassy of India, Budapest.

3. Payments:

No advance payment is permissible. 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 30 days of the completion of work.

4. Penalty for delayed Services:

The Embassy of India, Budapest reserves the right to levy penalty @ 1 percent of the contract price per day up to 10 percent of total price for delay beyond the scheduled periods.