

**Embassy of India
Doha**

Notice Inviting Tender

Subject : Construction of partition room in the premises of the Embassy of India, Doha.

Embassy of India, Doha invites sealed quotations from reputed, experienced and financially sound companies with valid CR number for Qatar to carry out the work given below in the “Brief Scope of Work.”

2. Brief Scope of Work

2.01 To construct one room of internal size of 3.6 m x 3.8 m with false ceiling at 2.4m height. The room will be built on floor 100mm higher to adjacent floor & walls will be 10cm thick with external cladding of cement sheet & internal cladding will be painted gypsum board. The roof will be made with sandwich panels and the room will have one door 1m x 2.1m & one window 1.2m x 1.2m and two lights, 4 nos. power points and power source of A/C unit.

3. General Conditions

3.01 The bidding company shall provide the full company profile with details of its registered office, the name & designation of its contact person along with his telephone / mobile no. and e-mail address.

3.02 The bidding company should be registered under the appropriate laws of the State of Qatar, should have a valid CR number for Qatar and should have all applicable / appropriate licenses for undertaking and completing the job. The proof of the same should be enclosed.

3.03 The bidding company should be qualified with an experience of at least 3 years in the field. Details of similar nature of work done in other Embassies/ Government offices /Companies with proof should be attached.

3.04 The bidding company shall furnish an undertaking (self-certificate) that the company hasn't been blacklisted by any Government agency and there has been no litigation with any Government Department.

3.05 The bidding company shall ensure compliance of all mandatory labour laws / regulations laid down by the Government of the State of Qatar and any other relevant Acts and regulations enforceable from time to time without any liability to the Embassy of India, Doha or without any responsibility for statutory compliance of any kind by the Embassy.

3.06 The bidding company shall not utilize or publicize or disclose or part with any statistic, data or information collected due to the assignment/contract without the express written consent of Embassy of India.

3.07 No advance payment shall be admissible for the work. Payment will be made only after completion of the work to the Embassy's satisfaction.

3.08 The bidding company shall enclose an undertaking accepting all terms and conditions mentioned in this document, as given at Annexure C of this document. The company shall also submit the duly filled in Annexures A and B of this document.

3.09 The Embassy of India, Doha shall have the right to amend or cancel any part of the tender or the entire tender without assigning any reason whatsoever.

3.10 Embassy's decision on the pre-qualification of the bidders and selection shall be firm and final. No queries shall be entertained in this regard.

4. Inspection of site

4.01 The authorized representatives of the company should visit the Embassy premises on **7th October, 2021** at 2:00 pm to understand the scope of work thoroughly. The bidders should give the names of their authorized representatives for the site visit to Attache(Estt), Embassy of India, Doha at admn.doha@mea.gov.in. The bidders shall be deemed to have visited the site and made themselves familiar with the site and scope of work whether they actually inspected the site or not.

5. Submission of Bids

5.01 Tenders shall be submitted in two parts, i.e. (i) Technical Bid and (ii) Financial Bid, to the Embassy of India, Doha, Villa No 86 & 90, Street No. 941,

Al Eithra Street, Zone 63, Onaiza PO Box Number 2788, Doha, Qatar, so as to reach the Embassy latest **by 1200 hrs of 21st October, 2021.**

Note: Technical Bid shall be placed in one envelope, the Financial bid shall be placed in a second envelope and both the envelopes shall be placed in a third envelope, superscribed with

“Technical & Financial Bids for construction of partition room at the premises of the Embassy of India, Doha”.

5.02 Embassy may, at its discretion, extend the deadline for submission of bids by issuing an Addendum in which case all rights and obligations of the proposed project and the companies shall thereafter be subject to the deadlines as extended.

5.03 Embassy will not accept delivery of bids by fax or e-mail. Bids received by fax or e-mail shall be treated as defective, invalid and rejected.

5.04 Financial bids of only those bidders who qualify the technical evaluation shall be opened.

5.05 No Proposal will be accepted after the deadline for submission.

5.06 The validity of the bids must be for at least six months with effect from the date of opening of the bids. The bidder should be amenable to the revalidation of the quote as per the Embassy's requirement. All bids should be in the English language only.

5.07 The original proposals (Technical and Financial) shall be prepared in indelible ink. They shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be authenticated by the person or persons who sign(s) the proposals.

5.08 All prices should be quoted in Qatari Riyals (QAR) and indicated both in figures and words. Figures in words will prevail.

5.09 The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

6. Pre- bid meeting

6.01 In no event will the Embassy be responsible for ensuring that bidder inquiries have been received by it. The Embassy will endeavour to provide a timely response to all questions and would provide information to the extent it is currently available to the best of its knowledge. The responses will be communicated through email or a Pre-Bid Meeting will be called, if deemed necessary. The last date for receiving queries for clarification is **15th October, 2021**. Any query received beyond the specified timeline will not be entertained.

7. Tendering Process

7.01 In the first stage, only the envelopes, containing the Technical Bid and Bid Security Deposit will be opened on **21st October, 2021 at 4:00pm**, in presence of the bidding companies (one representative each). The bidders desirous of attending shall give the names of their authorized representatives to Attache(Estt), Embassy of India, Doha at admn.doha@mea.gov.in in advance. The sealed envelope containing the Financial Bid will be shown to the members present, but will not be opened at this stage.

7.02 The Technical Bids will be examined and evaluated by the Embassy. Bidding companies who do not qualify in the technical evaluation will not be considered for qualification to the Financial Bid stage and their financial bids will be returned unopened.

7.03 Bidding companies who have qualified in the Technical Bid stage, will be informed by email to be present on the date and time fixed by the Embassy and the financial bids will be opened in their presence.

7.04 After opening of the financial bids, L1 will be announced based on the lowest financial quote. The final decision of the Embassy on award of contract will be communicated in due course. The notification of award will constitute the formation of contract.

7.05 Embassy shall reserve the right at all times to postpone or cancel the scheduled bid opening. In the event of the specified date of bid opening being declared a holiday, the bids shall be opened at the appointed time and location, preferably on the next working day.

TECHNICAL SPECIFICATIONS

1. Ground Slabs

Ground slab to be 100mm thick concrete placed on existing flooring with form work on three sides. A layer of steel mesh A142 to be placed in middle of 10cm thick concrete. The size of ground slab to be adequate to allow walls to rest on slab.

2. Steel Structure

The steel structure to consist of 8 columns and 4 nos rafters made of 50x100 mm hollow sections. The columns to rest on ground slabs & rafters to be fixed to columns, Sandwich panel with minimum thickness of 50mm to be placed on rafters & joints of sandwich panels to be sealed. The wall touching the roof sheets to be cut to allow sliding of sandwich panel inside to make leak proof joint. G I gutter to be fixed on the lower end of the roof sheets & the gutter to be covered with fascia to hide the gutter. The cut edge of sandwich panel to be covered with trime and joint between wall & roof sheets to be sealed with a trim and sealant.

3. Walls

Walls to be made by fixing G.I studs between steel columns. The walls will have cement sheet on outside and gypsum board on inside. The gap between both boards will be filled with 50mm thick fiberglass insulation. The joints in gypsum bounds to be taped & filled and the walls will be painted internally & externally.

4. False Ceiling

False ceiling consisting of 60 x 60 vinyl faced gypsum tiles with exposed grid to be erected.

5. Doors & Windows

One aluminum door with aluminum frame to be erected in wall. The door leaf will have glass with reflective finish. One window of size 1.2m x 1.2m to be provided with one sliding leaf & one fixed leaf. The window to have solar reflective glass. Both door & window to have white powder coated finish.

6. Flooring

The flooring to consist of 30cm x 30cm tiles fixed with tile adhesive to the ground slab.

7. Electrical Works

Electrical works consist of providing 2 nos 60 x 60 LED locally available light fittings & providing 4 nos. power points in the room. Electrical provision for one no. split A/C unit to be provided. The power to be tapped from nearest electrical D.B

TECHNICAL BID PROFORMA

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:
Telephone:
Fax:
E-mail:

SN	Requirements	Reply	Remarks, if any
1	(a) Brief introduction of the company (b) Previous experience in the field (minimum of three years) (c) Registration Certificate & license for the services (duly attested copies to be enclosed)		
3	(a) Details of current contracts of services undertaken by the firm (b) Details of past contracts of services undertaken by the firm (c) Testimonials [Clients' letters / certificates etc.]		
4	Copies of other documents sought in the Tender.		

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

Annexure B

FINANCIAL BID PROFORMA

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:
Telephone:
Fax:
E-mail:

SN	Item	Charges in QAR	Remarks, if any
1	Total amount for providing services with details of expenditure like labour charges, cost of material, transportation, etc.		

Total Amount : QR _____.

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

UNDERTAKING

I/We, _____, representative(s) of
M/s. _____ solemnly declare that:-

1. I/We are submitting my/our bid against the Tender Notice no. Doh/_____ dated _____ brought out by the Embassy of India, Doha for .
2. I/We or my/our partners do not have any relative working in any office of Embassy of India, Doha.
3. All information furnished by me/us in respect of fulfilment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price – Bid submitted by me/us is “WITHOUT ANY CONDITION”.
6. I/We have not been banned/delisted by any Government or Quasi Government agencies or PSUs.
7. I/We accept all the terms and conditions of tender.
8. If any information or document submitted is found to be false/incorrect, Embassy may cancel my/our Tender and take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.

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

Checklist

Item	Submitted (Yes / No)
Annexure A in separate envelope	
Annexure B in separate envelope	
Annexure C in same envelope as Annexure A	