



सत्यमेव जयते

GOVERNMENT OF INDIA

**CONSULATE GENERAL OF INDIA
HONG KONG**

**Name of Work: External wall repainting (waterproofing) and repairing work at 22
Black's Link, Link Estate, Hong Kong**

Tender Documents

Period of Work: 40 days

**Government of India
Consulate General of India
Hong Kong**

**Consulate General of India
Hong Kong**

Press Notice

Consulate General of India, Hong Kong invites, on behalf of President of India, bids on two bid system for "External Wall Painting and Repairing of wall work " at 22 Black's Link, Link Estate, Hong Kong

Period of completion –	40 Days
Earnest money	HK\$ 8000.00
Tender processing fee	Nil
Last date and time of submission of bid	09/04/2018 upto 3:00 pm.

2. The bid forms and other details can be obtained from the website <https://eprocure.gov.in/epublish/app> -> Tenders by Location -> Hong Kong

Detailed Notice Inviting Tender is also available on www.cgihk.gov.in

3. In case of site visit before submission of tender, kindly make an appointment in advance.

(Narayan Singh)
Head of Chancery
Consulate General of India
hoc.hongkong@mea.gov.in

<p align="center">Consulate General of India Hong Kong</p>	 <p align="center">सत्यमेव जयते</p>	<p align="right">16-A, United Centre, 95 Queensway, Hong Kong Tel: 3970 9922 Fax: 2866 4124 E-mail: hoc.hongkong@mea.gov.in</p>
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TENDER NOTICE

Name of Works: External wall repainting (waterproofing) and repairing work at 22 Black's Link, Link Estate, Hong Kong

HON/PROP/872/1/2017 –Whitewashing

Dated 16/03/2018

The Consulate General of India on behalf of the President of India invites Lump-sum Fixed Price Tender for External wall repainting (waterproofing) and repairing work at 22 Black's Link, Link Estate, Hong Kong. The broad details of the maintenance work required is in Scope of Work (Section IV).

2. Last date for submission of bids: 09/04/2018 (1500 hrs)

Contents of Tender Document

1. Section I : Instruction to Bidders
2. Section II : Introduction and Credentials of Bidder
3. Section III : Terms and Conditions of contract
4. Section IV : Scope of Work
5. Section V : Standard formats for Earnest Money Deposit / Bid Security / Guarantee, etc
6. Section VI : Earnest Money Declaration
7. Section VII : Schedule of Items
8. Section VIII : Form of Tender - Financial bid letter

(Narayan Singh)
Head of Chancery
Consulate General of India, Hong Kong
16 A United Centre, 95 Queensway,
Admiralty, Hong Kong
Email: hoc.hongkong@mea.gov.in
Office No. 39709922

HON/PROP/872/1/2017- Whitewashing
Consulate General of India
Hong Kong

Instruction to Bidders (Section-I)

Subject: External wall repainting (waterproofing) and repairing work at 22 Black's Link, Link Estate, Hong Kong

The Consulate General of India, Hong Kong invites sealed tenders for External wall repainting (waterproofing) and repairing work at 22 Black's Link, Link Estate, Hong Kong

2. The tenders are invited under two bid system viz. technical Bid and Financial Bid from reputed and experienced companies in whitewashing work at 16-A&B United Centre, 95, Queensway, Admiralty, Hong Kong
3. The tender document can be downloaded from the following websites:
--- www.cgihk.gov.in
----- <https://eprocure.gov.in/epublish/app> -> Tenders by Location -> Hong Kong
4. Bidders are requested to go through the terms & conditions of contract contained in the bid document (Section III). Bidder are required to deposit Earnest Money Deposit (EMD) HK\$ 8,000/- (HK\$ eight thousand only) in the form of "Pay Order/demand draft, Bank Guarantee in favour of " Consulate General of India, Hong Kong"(Section V) or Earnest Money Declaration(Section VI). **Bids received without EMD or Earnest Money Declaration will not be considered and rejected summarily.**
5. 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 Section II of tender document, giving details of technical capabilities of the firm with documentary evidence and signed copy of Section III accepting terms and conditions of contract. Also company should enclose duly filled in Section IV on scope of work.
 - (b) **The second envelope superscripted " Financial Bid"** should contain Section VII of tender documents explaining Schedule of quantity and "Form of Tender" as in Section VIII giving Lump sum fixed price.
 - (c) Both the sealed covers, and EMD with Section V or Earnest Money Declaration (Section VI) should be placed in the main sealed envelope superscripted "**External wall repainting (waterproofing) and repairing work at 22 Black's Link, Link Estate, Hong Kong**" addressed to the Head of Chancery, Consulate General of India, Hong Kong at 16-A, United Centre, 95, Queensway, Admiralty, Hong Kong, and must reach on or before 09/04/2018 (1500 hrs.). 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.

6. The Consulate 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 Consulate in this regard will be final and binding upon the bidders.

7. The Important schedules and dates are given below:

Sr No.	Key Event	Dates
1.	Date of publishing on CPP Portal	16/3/2018
2.	Date of receiving the bids(Start)	16/3/2018
3.	Date of clarification (start)	16/3/2018
4.	Date of clarification (end)	09/04/2018 (1500 hrs)
5.	Bid Submission Closing Date	09/04/2018 (1500 hrs.)
6.	Technical Bid opening Date (Date and time for opening of financial bids of technically qualified bidders will be communicated separately)	09/04/2018 (1530 hrs.)

8. For Any tender related enquiry/clarification/site visit, please contact Mr. H.S. Bisht, Vice Consul (Administration) by email protocol.hongkong@mea.gov.in or by phone + 852 39709933.

(Narayan Singh)
Head of Chancery

Section-II

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

1. Name of firm :
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details :
 - Telephone No. :
 - Fax :
 - E-mail :

Sr No.	Requirements	Response
1.	a) Brief introduction of the company including number of regular employees.	
	b) Previous experience in the field (minimum of three years).	
	c) Annual Turnover of the firm for the last two years	
	d) Whether the firm has suffered loss in any of previous 3 years	
	e) Registration Certificate & license for the services	
2.	Details work plan and methodology for undertaking the job detailed in Scope of work.	
3.	List: Other Consulate or reputed organization/companies where you are providing services of similar nature	

Kindly submit supporting documents like registration certificate, experience certificate etc.

Name of Company
Seal

Section-III

Terms and Conditions of Contract

Terms and conditions of contract:-

1. CGI Hong Kong shall 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.
2. The successful bidder, on award of contract, must send the contract/acceptance in writing within 7 days of award of contract; otherwise the Contract will be awarded to the next successful bidder i.e. L-2.
3. 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.
4. The Contractor shall follow the local laws & practice, the Consulate General of India shall be kept immune from any mishappening at site.
5. **Validity of Bid** - The Bid shall remain valid for a period of 180 days from the date of the opening of the bid or up to any mutually extended period.
6. **Defects liability period:** Defects liability period shall be as per Warranty Period of the equipment and material, **12 months** for the work executed from date of practical completion of work. Contractor shall be bound to remove/ rectify / replace any defects / defective work which is noticed during defects liability period at his own risk and cost.
7. **Performance Security:** 5% of the contract value in the form of a Bank Guarantee valid for a period of sixty days beyond the date of the completion of all the contractual obligations of the contractor. The security will be returned on successful completion of work.
8. **Mobilisation Advance** :10% of contract amount and up to maximum of 30% against equivalent Bank Guarantee may be taken by successor bidder.
9. **Retention Money** : 5% of contract amount will be retained and released after 12 months ie. Defect Liability Period.
10. **Liquidated damages** shall be levied on Contractor for delay in completion if it is ascertained that contractor is responsible for delay. The rate of liquidated damages shall be calculated @ 0.5% of contract amount per day limited to maximum 10% of contract amount. This shall be computed on per day basis.
11. The tenderer shall guarantee among other things, the following:- a. Quality, strength and performance of the materials used; b. Follow up service, if required.; c. Good workmanship.

12. The Period of Completion for the whole of the works is **40 days** calculated from the Fifteen days from the date of handing over of the Site, whichever is later. Such 15 days period being defined as the mobilization period.

13.. Payment:- Payment will be linked to pre-determined stages of progress of work:

- (a) Advance of 10-30% of accepted tender cost on placement of Work Order
- (b) On completion balance amount will be paid keeping apart from retention money
- (c) 5% of accepted tender cost will be kept as retention money to be released after **12** months of completion of work, subject to satisfaction of the employer about the work done.

14. Specification: The item of work / material used in the work shall be complying with the standard of quality like British standard / American standard / Indian Standard or equivalent. Sound engineering practice should be adopted in all items of work execution.

15. 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

16 **Tender and Schedule of Quantities -**

(i) Schedule of Quantities (Section-VII) should be enclosed by Bidders in the Financial Bid. Bidders are requested to identify and quote the rates of individual items. Items required for completion of the work may be added in the Schedule of Quantities with full nomenclature of the item. 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**" (Section-VIII) Bidders may prepare schedule of quantity as per scope of work identifying item description, quantity and rates. 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. 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 HK\$ only. In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender.

17. **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.

18. Bidders would be required to 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.

19. Item / quantity indicated in the scope of work / schedule of quantity are tentative and some variation during execution may take place. The quoted price should include lump-sum charges for Labour/ transportation and civil works required / necessary, if any, for complete installation. Nothing extra is payable for such variation.

20. **Earnest Money Deposit** - Demand draft or Banker's cheque or Bank Guarantee (Section-V) or Bid Securing Declaration (Section VI) 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.

21. **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.

[Company accepts the terms & conditions of contract]

Sign of authorized representative of Company: _____

Name of authorized representative: _____

Name of company : _____

Section-IV

Scope of work

Scope of work given below is tentative, the bidder may inspect the site and understand the full scope of work and give his detailed work plan, total area, material to be used, nomenclature of the material, and other technical details. (Please do not mention cost in this section)

I.	Wash & clean entire external walls.	
II)	Scrub and remove loose and peeled off paint	
III)	Check and remove loose and cracked concrete, repair area with mortar and anti-rust paint (Dulux brand). Plaster & repaint all repaired area	
IV)	Inspect, clean and repair all storm pipes	
V)	Repair damaged wall surface area	
VI)	Apply waterproof Coating	
VII)	Apply primer followed by acrylic paint water base (Dulux brand)	
VIII)	Touch up & apply sealant or gasket to all external window glasses.	
IX)	Inspect , paint of metal shutters, scrub existing paint, apply primer and paint (Dulux brand)	
X)	Inspect, repair or replace all external lights (SITECO brand)	
XI)	Treatment of balcony floor-apply water proof material and lead water to drain away properly.	
XII)	Clean the debris	

Sign of authorized representative of Company: _____

Name of authorized representative: _____

Name of Company : _____

Section-V

Bank Guarantee Proforma for Earnest Money Deposit/Tender Security

Bank Guarantee No.....

Brief description of contract:- Water proof external wall painting repairing work at 22 Black Link, Link Estate, Hong Kong for Consulate General of India, Hong Kong.

Name and Address of Beneficiary:- Consulate General of India, Hong Kong

Date :

Whereas M/s (Name of Contractor with address)_____ have submitted their tender for Name of work : _____ at 22 Black Link, Link Estate, Hong Kong for Consulate General of India, Hong Kong and one of the tender conditions is for the M/s (Name of Contractor with address)_____ to submit a Bank Guarantee for Earnest Money Deposit amounting to (Local currency) ____/- (HK\$ _____ **Only**). In fulfilment of the tender conditions, we, (Name of Bank with address)_____ hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of Local currency ____/- (HK\$ _____ **Only**).

This guarantee is valid for a period of **180 Days** and any claim and statement hereunder must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to HK\$ ____/- (**HK\$ in words _____ Only**)

Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from (**date of issue**) _____ up to the (date after **180** days from **date of issue**) _____ and claims under this guarantee should be submitted not later than (date after **180 Days** from **date of issue**)_____.

This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

This guarantee shall be governed and construed in accordance with the laws of Hong Kong and is governed by the United Rule for Demand Guarantee (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the Hong Kong Courts.

Sign of authorized representative of Company: _____

Name of authorized representative: _____

Name of Company : _____

Section-VI**Earnest Money/Bids 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 Consulate General of India, Hong Kong.

Sign of authorized representative of Company: _____

Name of authorized representative: _____

Name of Company : _____

Section-VII

Schedule of Quantity

(To be submitted by the bidder)

S.No.	Items required for completion of work	Nomenclature of the item	Quantity	Brand of material (quality)	Cost
i)	Breakup of Material to be used - Paint, primer, cement, etc.				
ii)	Labour				
iii)	Transport				
iv)	Insurance				
v)	Rent of equipments employed				
VI)	Other items				

Sign of authorized representative of Company: _____

Name of authorized representative: _____

Name of Company : _____

Section-VIII**Form of Tender**

(To be submitted by the Bidder in following format)

TO: **Consulate General of India**

We have examined tender conditions for the above-named work and have inspected the site and general conditions under which the Works are to be carried out. We offer to execute and complete the Works and remedy any defects therein, in conformity with this Tender, which includes all these documents for the **Lump-Sum Fixed Price** of HKD:

_____ exclusive of VAT.

If this offer is accepted, we will commence the Works as soon as is practicable and complete the Works in accordance with the above-named documents within the Time for Completion.

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

Sign of authorized representative of Company: _____

Name of authorized representative: _____

Name of company : _____