



CONSULATE GENERAL OF INDIA, HONG KONG

**INVITES QUOTATIONS
FOR ANNUAL MAINTENANCE CONTRACT
FOR BUILDING MAINTENANCE OF
09 RESIDENTIAL PROPERTIES
(LIST AT ANNEXURE-I)
FOR TWO YEARS
(FROM THE DATE OF SIGNING)**

TENDER NO. 03

LAST DATE FOR SUBMISSION OF BIDS

11.10.2023 (1700 hours - HONG KONG TIME)

DATE OF OPENING BIDS

12.10.2023 (1500 hours - HONG KONG TIME)

Himanshu
19/09/23

**Himanshu Gupta
Head of Chancery
Consulate General of India
Hong Kong**

**CONSULATE GENERAL OF INDIA HONG KONG
16-A, UNITED CENTRE, 95 QUEENSWAY, ADMIRALTY, HONG KONG
Telephone: (852) 3970 9900**

Invitation for Bids

Consulate General of India Hong Kong invites Bids / Quotations from reputed Property Management Companies (PMCs) based in Hong Kong with specialization in maintenance of Residential properties for Annual Maintenance Contract (AMC) of 09 Residential Properties (List at Annexure-I) for a period of two years from the date of signing the AMC.

1. Eligibility criteria for bidders:

- The company should be in operation for more than 5 (five) years.
- The company/ agency should have sufficient number of Property Management staff and supervisory staff for the proper execution of the contract.

2. Scope of Work:

S.No.	Description of work	Maximum number of jobs per month
1.	<p>Maintenance & Repair of Electrical & Mechanical Installations</p> <p>a. Minor electrical installations which may be required to be set up during the period of contract such as but not limited to erection of an additional electrical point, rewiring small parts where total wire used is less than 50 metres, ducting/ cabling of wire from one room to another (distances less than 10 metres). The company should be able to provide any material if the cost of material for such rewiring/ electrical installation is less than 1,500 HKD including the cost of wiring/MCB etc. Any item with a cost beyond 1,500 HKD will be provided by the Consulate on a case by case basis.</p> <p>b. In case of any emergency breakdown in electric & mechanical installation, restoration to be carried out within 24 hours</p>	8
	<p>c. Works related to building repairs, plumbing including repairing water leakage & sanitary facilities; and carpentry works such as fixing wooden furniture, painting, polishing, fixing scratches; repair/replacement</p>	8

	parts of chimneys, Air Conditioners, pedestal/ceiling fans etc. and all other maintenance related work including moving support as required.	
2.	Provide spare parts for electrical installations and technical consumables like replacement of bulbs (LED), holders, fixtures, wire, MCBs and other electrical fittings where the per unit cost of the item is upto the value of 1,500 HKD without limitation.	10
3.	Provide technical consumables for civil repair, masonry work, plumbing work, carpentry work where the cost of the consumable item is up to a value of 1,500 HKD per unit free of charge without limitation.	9
4.	Complete scraping, re-plastering and interior painting/whitewashing of apartments	4 in one year
5.	Paint/whitewash touch ups of wall sections after repairs	6
6.	Deep cleaning of Apartments including cleaning of Carpets, Curtains & Sofas	5 in one year
7.	Carry out Pest Control	9 in one Year

3. Bid system:- The company/ agency shall submit its offer in **three separate sealed envelopes**, namely, (a) **First envelope-** superscripted "Technical Bid- for Annual Maintenance Contract for 09 Residential Properties of the Consulate General of India Hong Kong for a period of two years", (b) **Second envelope-** superscripted "Financial Bid- for Annual Maintenance Contract for 09 Residential Properties of the Consulate General of India Hong Kong for a period of two years". Both the sealed envelopes shall be kept inside a large sealed envelope, i.e. in a **Third envelope** superscripted as "Tender Quotation for Annual Maintenance Contract for 09 Residential Properties of the Consulate General of India Hong Kong for a period of two years". It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;

- ix. The sealed bid shall be submitted to **The Head of Chancery, Consulate General of India, 16-A, United Centre, 95 Queensway, Admiralty, Hong Kong;**
- x. **The bids must be submitted in English.**
- xi. Contact person Mr. Pramod Kumar, ASO(Property), Email: property.hongkong@mea.gov.in
- xii. The bid may be submitted by Hand in person or by post. The bids by "Fax / E-mail" shall not be accepted;

- xiii.** Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
- xiv.** Bid shall be opened on the date and time as given in the tender notice at **Consulate General of India, 16-A, United Centre, 95 Queensway, Admiralty, Hong Kong**, in the presence of the authorized representatives of the companies, who may wish to attend. Only the technical bid shall be opened on 12.10.2023. Financial Bid will be opened for all those parties who have qualified technically.
- xv.** The bid has to be submitted as per the format specified at 'Annexure II & III' respectively;
- xvi.** The Bidder can arrange for a pre-bid site visit by contacting Mr. Pramod Kumar, ASO (Property) over email property.hongkong@mea.gov.in and see the premises. The Bidders are free to bring technician for studying the scope of work for the civil, electrical and masonry work. The pre-bid site visit can be arranged latest by date 30.09.2023.

4. Mode of Payment:

Payment against bill/invoice shall be released on quarterly basis at the end of each quarter by cheque.

5. The bidder must submit **Performance Guarantee** amounting to 5% of the Annual Service Fee upon signing of the Contract which shall be in the form of Guarantee bond issued by any Licensed Bank in Hong Kong.

6. The bidder must submit **Bid Security** amounting to HKD 5,000/- of the bid amount in the form of Account Payee Demand Draft or Banker's Cheque drawn on any Licensed Bank in Hong Kong with a validity period of forty-five days beyond the final bid validity period.

7. Late Penalty/ Liquidity damage (LD) will be levied for every day of delay beyond 30 days in completion of maintenance work from the date of receipt of email from the Consulate directing that the said maintenance work be carried out. The LD amount will be calculated for every day of delay, based on 0.5% per week of delay, with the ceiling amount not exceeding 10% of the bid amount.

8. Consulate reserves the right for canceling the tender at any stage and without specifying any reason for cancellation.

List of 09 Residential Properties of Consulate General of India Hong Kong

Sl No.	Properties	Area
1	15 Watson Rd Victoria Centre, Blk 1, 31/F, Flat A	655 Sq.ft.
2	15 Watson Rd Victoria Centre, Blk 1, 29/F, Flat B	621 Sq.ft.
3	15 Watson Rd Victoria Centre, Blk 1, 31/F, Flat B	621 Sq.ft.
4	15 Watson Rd Victoria Centre, Blk 1, 29/F, Flat C	621 Sq.ft.
5	15 Watson Rd Victoria Centre, Blk 1, 29/F, Flat D	655 Sq.ft.
6	15 Watson Rd Victoria Centre, Blk 1, 31/F, Flat D	655 Sq.ft.
7	155 Tin Hau Temple Rd, Bedford Gardens Onfook Court, Blk E, 16/F, Flat B	695 Sq.ft.
8	155 Tin Hau Temple Rd, Bedford Gardens Onfook Court, Blk E, 12/F, Flat F	715 Sq.ft.
9	155 Tin Hau Temple Rd, Bedford Gardens Onfook Court, Blk E, 16/F, Flat F	715 Sq.ft.

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE TECHNICAL BID

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Contact details of the Bidding Agency/Company.	
4.	Name of the Proprietor/Partners/Directors. of the Agency/Company.	
5.	Registration and incorporation particulars of the Agency/Company.	
6.	Experience in BUILDING MAINTENANCE work (No. of years).	
7.	No. of workers in the company – Manager, Supervisor, technical staff, handymen	
8.	Any other information.	
9.	Annual Turnover	

Scope of Work

S.No.	Description of work	Comments (please write YES or No, mention deviations if any)
1.	<p>Maintenance & Repair of Electrical & Mechanical Installations</p> <p>a. Minor electrical installations which may be required to be set up during the period of contract such as but not limited to erection of an additional electrical point, rewiring small parts where total wire used is less than 50 metres, ducting/ cabling of wire from one room to another (distances less than 10 metres). The company should be able to provide any material if the cost of material for such rewiring/ electrical installation is less than 1,500 HKD including the cost of wiring/MCB etc. Any item with a cost beyond 1,500 HKD will be provided by the Consulate on a case by case basis.</p> <p>b. In case of any emergency breakdown in electric & mechanical installation, restoration to be carried out within 24 hours</p>	
	<p>c. Works related to building repairs, plumbing including repairing water leakage & sanitary facilities; and carpentry works such as fixing wooden furniture, painting, polishing, fixing scratches; repair/replacement parts of chimneys, Air Conditioners, pedestal/ceiling fans etc. and all other maintenance related work including moving support as required.</p>	
2.	<p>Provide spare parts for electrical installations and technical consumables like replacement of bulbs (LED), holders, fixtures, wire, MCBs and other electrical fittings where the per unit cost of the item is upto the value of 1,500 HKD without limitation.</p>	
3.	<p>Provide technical consumables for civil repair, masonry work, plumbing work, carpentry work where the cost of the consumable item is up to a value of 1,500</p>	

	HKD per unit free of charge without limitation.	
4.	Complete scraping, re-plastering and interior painting/whitewashing of apartments	
5.	Paint/whitewash touch ups of wall sections after repairs	
6.	Deep cleaning of Apartments including cleaning of Carpets, Curtains & Sofas	
7.	Carry out Pest Control	

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____

Seal of the firm

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE FINANCIAL BID

The financial bid can be done itemwise, describing the cost as per each item of the scope of work.

Description	Amount incl. taxes if any (HKD)
Annual charges for BUILDING MAINTENANCE of 09 Residential Properties of Consulate General of India Hong Kong as per Scope of work.	
Total	

Other issues related to Financial Bid

1	Period of Bid validity (minimum 180 days).	(Please mention the last date of validity)

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____

Seal of the firm

CIVIL MECHANICAL WORKS

S. No.	Item/ Equipment Description
1	BUILDING MANAGEMENT FACILITIES
1.1	Luminaires Indoor
1.2	The functioning of air conditioners and fans
1.3	Luminaires waterproof outside
1.4	Windows and door, suitable weatherproofing to be done before the onset of winter.
1.5	Ceiling, walls, floor
1.6	Painting/Polishing/Replacement of wooden laminates
1.7	Repair/replacement of knobs, stoppers, handles, locks etc.
1.8	Repair/maintenance of wooden furniture.
2	WATER
2.1	Water supply valves
2.2	water pipes

2.3	Pressure boosting pump
3	DRAINAGE
3.1	Indoor/outdoor water drainage
3.2	Indoor/outdoor sewerage system
3.3	Waste Water Pump maintenance
3.4	Drain water pump
3.5	Roof and rainwater gutter maintenance
4	SANITARY FACILITIES
4.1	Standard toilet wall mounting
4.2	Wash basin facilities
4.3	Bath combination, general
5	PLUMBING
5.1	Maintenance of water transfer pump and booster pump;
5.2	Maintenance of cold and hot water system;

5.3	Maintenance of drainage system, periodical checking of manhole, main drainage of all types of gully traps and floor traps;
5.4	Replacement of damaged flexible hose, angle valves and fittings;
5.5	Maintenance of pumps and internal pipe work
6	Electrical
6.1	Checking functions of all MCCBs, MCBs and ELCBs, MDBs and distribution boards;
6.2	Checking, repair/replacement of all switches of light fittings, sockets and cleaning of all electrical equipments and accessories;
6.3	Replacement of damaged tubes, bulbs, chokes; etc.