

REQUEST FOR PROPOSAL

**FOR SUPPLY & DELIVERY OF TWO 20 FEET CONTAINERS TO HIGH COMMISSION
OF INDIA, MALE' MALDIVES AT SITE ADDRESS: HUKURU MISKIY, REETHIGAS
HINGUN, MALÉ (MALDIVES)**

REFERENCE NO. HM/MALE/2021-2022/09

**HIGH COMMISSION OF INDIA
MALE', MALDIVES**

Tender No. **HM/MALE/2021-2022/09**



सत्यमेव जयते

TENDER DOCUMENT

**FOR SUPPLY & DELIVERY OF TWO 20 FEET CONTAINERS AT THE SITE ADDRESS:
HUKURU MISKIY, REETHIGAS HINGUN, MALÉ (MALDIVES)**

**To
The High Commission of India, Male'
Maldives**

**High Commission of India,
Male', Maldives
PROCUREMENT NOTICE**

**TENDER TITLE: FOR SUPPLY & DELIVERY OF TWO 20 FEET CONTAINERS TO
HIGH COMMISSION OF INDIA, MALE' MALDIVES AT SITE ADDRESS: HUKURU
MISKIY, REETHIGAS HINGUN, MALÉ (MALDIVES)**

**TENDER REFERENCE NO: HM/MALE/2021-2022/09
BID SUBMISSION LAST DATE: 23.11.2021**

Section-1

Table- A: Time and Work Frame

**SUPPLY OF TWO 20 FEET CONTAINERS TO
HIGH COMMISSION OF INDIA, MALÉ (MALDIVES)**

**CRITICAL DATE
SHEET**

1	Date of Issue of Tender	02.11.2021
2	Bid Document Download / Sale Start date	02.11.2021
3	Date of Pre Bid Conference- For clarifying issues and doubts, if any, about specification of items and services projected in Bid document.	No
4	Bid submission End Date	23.11.2021 at 1700 hrs
5	Date of opening of Technical bid	24.11.2021 at 1100 hrs
6	Date of informing qualified bidders for opening of financial bids	28.11.2021
7	Date of opening of financial bids	01.12.2021 at 1100 Hrs <i>Bidders may depute their representatives to be present at the time of opening of bids</i>
8	Declaration of awarding of work to successful bidders	04.12.2021
9	Validity of Bid	60 days

Dear Sir,

1. The High Commission of India, Male' (Maldives) invites the tenders on behalf of President of India in the prescribed form under the Two Bid System- *Technical Bid and Financial Bid* for supply of two 20 feet containers to high commission of India, *Malé*, Maldives on CIF basis.
2. The system adopted for tendering will be **Two Bid System** (simultaneous receipt of separate technical and financial bids) with **Technical Bid** *consisting of all technical details along with commercial terms and conditions;* and **Financial Bid** *indicating item-wise price for the items mentioned in the technical bid.* Technical Bid should, interlaid, contain all technical details of services and solutions as attached herewith to be provided along with documentary proofs. Financial bid should, inter alia indicate item-wise price and other commercial/financial terms against the items mentioned in the Technical Bid on CIF basis.
3. ***The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed.*** *The technical bids will be opened at the first instance and evaluated by a competent committee. At the second stage financial bids of only those technically acceptable offers would be opened after intimating them the date and time of opening the financial bid for further evaluation and ranking before awarding the work to successful bidder.*
4. **Document Download:** Tender documents may be downloaded from the website of Indian High Commission (<https://hci.gov.in/male/?0208?td0>); and Ministry of Arts, Culture & Heritage, Maldives website (<http://heritage.gov.mv/>) and from the Twitter handle of National Center for Cultural Heritage, Maldives (@HeritageMv) as per the schedule given in CRITICAL DATE SHEET.
5. **Bid Submission:** Applicants/intending or interested Bidders are invited to submit their proposal after carefully reading the Request for Proposal (RFP) by providing (a) Technical Bid, and (b) Financial Bid, separately, clearly mentioning (i) 'Technical Proposal', and (ii) 'Financial Proposal' respectively. Such proposals are to be submitted in High Commission of India, Male' within the stipulated date and time as mentioned in the Bid document as given in CRITICAL DATE SHEET.
6. **Earnest Money Deposit:** The bidders must have to sign a Bid Security Declaration (format attached) in lieu of Earnest Money Deposit.
7. Estimated Cost of Tender: USD 17,500/-
8. Address for communication, areas given below: -

Contact Details: Contact Person: Head of Chancery

High Commission of India, AthireegeAage, Ameer Ahmed Magu, Henveiru Male'
– 20125 (Maldives) Email: hoc.male@mea.gov.in Phone No.: +960 3013828

Address for Communication: High Commission of India

Athireege Aage, Ameer Ahmed Magu, Henveiru Male' – 20125 (Maldives)

F.NO.HM/MALE/2021-2022/09

Government of India
Ministry of External Affairs
High Commission of India
Male', Maldives

Dated: 02/11/2021

TENDER DOCUMENT

For supply of two 20 feet containers to High Commission of India, Malé, Maldives:

Details & Specifications of containers:

Sl. No.	Brief description of item	Dimension (feet)	Quantity
1	Supply and delivery of a containers for office purpose with following facilities: - (i) Toilet facilities with washbasin (ii) Equipped with AC (iii) Good quality fitting of electrical points with circuit breaker for tube lights, computers, mobile charging etc. (iv) A separate door with lock facilities (v) Ports for the connection of water, electricity & Sewerage (vi) Price quoted for above mentioned container must include all the taxes, transportation, loading & unloading etc. complete.	20(L)x8(W)x8(H)	1
2	Supply and delivery of a containers for storage purpose with following facilities: - (i) Container must have the lock facility. (ii) Good quality fitting of electrical points with circuit breaker for tube lights. (iii) Price quoted for above mentioned container must include all the taxes, transportation, loading & unloading etc. complete.	20(L)x8(W)x8(H)	1

- **Total days for supply of above mentioned containers within 30 days of issue of work order.**

F.NO.HM/MALE/2021-2022/09
Government of India
Ministry of External Affairs
High Commission of India
Male', Maldives

02.11.2021

TENDER NOTICE

1. Sealed tenders on behalf of the President of India, are invited under **Two Bid System** i.e; Technical Bid and Financial Bid from reputed, well experienced and financially sound vendors/suppliers/firms registered with the Indian/Maldivian Govt. departments for supply of two 20 feet containers to High Commission of India, Male' on CIF basis.
2. The Time Period for execution of work is within 30 days from the date of issue of work order.
3. Complete Tender Document can be downloaded from the website of CPPP (<https://eprocure.gov.in/epublish/app>), website of Indian High Commission (<https://hci.gov.in/male/>); Ministry of Arts, Culture & Heritage, Maldives website (<http://heritage.gov.mv/>) and from the Twitter handle of National Center for Cultural Heritage, Maldives (@HeritageMv).
4. Interested vendors/supplier may submit/deposit the tender documents complete in all respects and other requisite documents **on or before 23.11.2021**.
5. No tender shall be entertained after this deadline under any circumstances what so ever. The Technical Bid of tenders will be opened at **24.11.2021 at 11:00 Hrs.**
6. The High Commission will inform the qualified bidders for opening of financial bids on **28.11.2021**.
7. At the second stage, financial bids of only those technically acceptable offers would be opened on **01.12.2021 at 11:00 Hrs** after intimating them the date and time of opening the financial bid for further evaluation and ranking before awarding the work order to successful bidder. Bidders may depute their representatives to be present at the time of opening of financial bids.

The High Commission of India reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the High Commission of India, Maldives in this regard shall be final and binding on all parties in all circumstances.



Head of Chancery
High Commission of India
For and on behalf of the President of India

1. PREFACE:

Sealed Tenders are invited by the High Commission of India, Male' on behalf of the President of India under two bid system i.e. Technical and Financial Bid from reputed, experience and financially sound companies/firms/agencies for supply of two 20 feet containers to High Commission of India, Male' Maldives within one month of issue of work order on as and when required basis on the terms and conditions mentioned in the tender documents. The bids should be quoted on CIF basis.

2. NAME AND ADDRESS OF THE AUTHORITY WHERE SEALED TENDERS ARE TO BE SENT:

High Commission of India
AthireegeAage, Ameer Ahmed Magu,
Henveiru, Male' – 20125 (Maldives)
Phone No: +960- 3323015/3013828 Email: hoc.male@mea.gov.in

2.1 CONTACT PERSON FOR ANY QUERIES RELATED TO TENDER:

Tender related clarification may be obtained from:

Head of Chancery

High Commission of India
AthireegeAage, Ameer Ahmed Magu,
Henveiru, Male' – 20125 (Maldives)
hoc.male@mea.gov.in (Phone No.:+960- 3323015/3013828)

Sl. No.	Name of the work & location	Details
i.	Tender fee:	NIL
ii	Tender No:	HM/MALE/2021-2022/09
iii	Submission of earnest money deposit (EMD)	Sign a Bid Security Declaration form (format attached) in lieu of Earnest Money Deposit
iv	Last date of the submission/receipt of the Tender	23/11/2021

3.1 Submission of the Tender:

High Commission of India
AthireegeAage, Ameer Ahmed Magu,
Henveiru, Male' – 20125 (Maldives)
Phone No: +960- 3323015/3013828 Email: hoc.male@mea.gov.in

4. SCHEDULE FOR INVITATION FOR BIDS:

- i) Date of issue/publish of tender document : 02/11/2021
ii) Last Date of receipt of Tender : 23/11/2021
iii) Date and time of opening of Technical Bid : 24/11/2021 at 11:00 Hrs
iv) Date and Time of opening of Financial Bid : 01/12/2021 at 11:00 Hrs
v) Date of awarding of the work : 04/12/2021
vi) Bid will be opened at High Commission of India, Male', Maldives.

5. PERIOD FOR VALIDITY OF TENDER DOCUMENTS: 60 days

6. TYPE OF BID: - Two bid system (Technical & Financial) i.e; Two cover system.

7. SCOPE OF WORK: -

To provide the following two twenty feet container to High Commission of India, Male' Maldives on CIF basis (on door to door basis).

Sl. No.	Brief description of item	Dimension (feet)	Quantity
1	Supply and delivery of a containers for office purpose with following facilities: - (vii) Toilet facilities with washbasin (viii) Equipped with AC (ix) Good quality fitting of electrical points with circuit breaker for tube lights, computers, mobile charging etc. (x) A separate door with lock facilities (xi) Ports for the connection of water, electricity & Sewerage (xii) Price quoted for above mentioned container must include all the taxes, transportation, loading & unloading etc. complete.	20(L)x8(W)x8(H)	1
2	Supply and delivery of a containers for storage purpose with following facilities: - (iv) Container must have the lock facility. (v) Good quality fitting of electrical points with circuit breaker for tube lights. (vi) Price quoted for above mentioned container must include all the taxes, transportation, loading & unloading etc. complete.	20(L)x8(W)x8(H)	1

- **Total days for supply of above mentioned containers within 30 days of issue of work order.**

8. EARNEST MONEY DEPOSIT (EMD):

Every bidder must sign the Bid Security Declaration (format attached) In lieu of Earnest Money Deposit.

9. Technical Bid

- a. All documents should be duly signed.
- b. Each page of NIT must be signed and stamped.
- c. Agency will not transfer, assign, pledge or sub-contract the work awarded/ to be awarded.
- d. The tenderer will be bound by the details furnished by him/her to this Department, in the tender or at subsequent stage. In case, any document furnished by him/her is found false at any stage, it would be deemed to be a breach of terms & condition of work order making him/her liable for legal action besides termination of work order.
- e. In case of tie in the rates, the work will be awarded to the agency who have more work experience and more value of the work executed in the past, of similar nature.
- f. The tendering agency shall maintain all statutory records required under the applicable law of Republic of Maldives. The agency shall produce the same, on demand, to the concerned authority of this Department or any other authority under law. A compliance certificate in this regard will be needed along with the bills.
- g. The tendering agency will be responsible for compliance of all statutory provisions relating to Service tax, GST as per the Republic of Maldives.
- h. The Tax at Source (TDS) and GST shall be deducted as per the provisions of the Government of Maldives, as amended from time to time and a certificate to this effect shall be provided to the agency by this Department.
- i. Conditional bids will not be considered and will be rejected in the first instance.
- j. The tenderer/bidders shall be responsible for faithful compliance of the terms and conditions as mentioned in the tender document.
- k. In case of any dispute on bid documents, the decision of competent authority will be final and binding.

NOTE: - Documentary evidence is required to establish the eligibility requirement for the conditions mentioned in Technical Bid.

10. BID VALIDITY

The bids shall be valid initially for a period of **60 days** from the last date of Bid submission.

11. RIGHT TO ACCEPT OR REJECT TENDER

- i) The right of acceptance of tender will rest with The High Commission of India, Male', Maldives
- ii) The High Commission of India Maldives reserve the right to accept the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted. All the tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

12. BIDDER TO GET INFORMED HIMSELF FULLY:

The authorized signatory of tender document will be deemed to have carefully read and understood the tender documents along with the terms & conditions and thereafter has filed the tender document for bid process.

13. LEGAL/Disputes & Differences: Decision of The High Commission of India, Maldives shall be final and binding on all the bidders/tenderer. However, any dispute can be referred to an Arbitrator, and will be settled according to the Government of India's Rules and Regulations and not according to Local Laws of the Maldives.

**TECHNICAL ELIGIBILITY REQUIREMENT FOR THE
BIDDERS/SUPPLIERS/FIRMS/AGENCIES**

Name of Tenderer/Bidders/ Firm/ Agency

SI. No.	REQUIREMENT	COPY OF RELEVANT DOCUMENT	ENCLOSED YES/NO	PAGE NO. OF BID DOCUMENT
1.	Tenderers/Company/ Firm/ Agency should be registered with the appropriate registration authority.	Copy of Registration Certificate		
2.	Tenderers/Company/ Firm/ Agency should be registered with Service Tax/sales tax/GST Authorities	Copy of Service Tax/sales tax/GST Certificate		
3.	Valid Certificate of Importer-Exporter Code (IEC) issued by competent authority. (Not Applicable for Maldivian)	Copy of Certificate of Importer-Exporter Code (IEC)		
4.	PAN Card (Not Applicable for Maldivian)	Copy of PAN card		
5.	IT returns/Annual Turnover for the last Three FY.	Certificate from Statutory Auditor		
6.	Declaration regarding black listing as per format attached	Declaration in enclosed format		

Date:

(Signature of the Bidder, with official Seal)

Place:

DECLARATION

1. I, _____ Son/ Daughter of Mr. _____ signatory of the agency/ firm mentioned above, is competent to sign this declaration and execute this tender document:
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
3. My agency has not been blacklisted/ debarred from participating in tender of any Ministry/ Department of Government of India/Maldives and Government of India/Maldives undertaking in the last Three (3) Years as on date of opening of this Tender.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
5. I/we are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person(s)

Date:

Full Name:

Place:

Seal:

FINANCIAL BID

Financials details including all taxes, transportation, insurance, loading & unloading, Packing, etc. to be furnished by the bidders for supply of following two twenty feet containers to High commission of India, Male' Maldives: -

Sl. No	Brief description of item	Dimension (feet)	Quantity	Rate (USD)	GST (USD)	Total (USD)
1	Supply and delivery of a containers for office purpose with following facilities: - i. Toilet facilities with washbasin ii. Equipped with AC iii. Good quality fitting of electrical points with circuit breaker for tube lights, computers, mobile charging etc. iv. A separate door with lock facilities v. Ports for the connection of water, electricity & Sewerage vi. Price quoted for above mentioned container must include all the taxes, transportation, loading & unloading etc. complete.	20(L)x8(W)x8(H)	1			
2	Supply and delivery of a containers for storage purpose with following facilities: - i. Container must have the lock facility. ii. Good quality fitting of electrical points with circuit	20(L)x8(W)x8(H)	1			

	breaker for tube lights. iii. Price quoted for above mentioned container must include all the taxes, transportation, loading & unloading etc. complete.					
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CONDITIONS

1. The above mentioned item should be supplied to the complete satisfaction of the officer-in-charge of work conforming to the Standard Specifications.
2. It shall be the responsibilities of the vendor/supplier to ensure that no damage is caused during the transportation of above mentioned items. High Commission will not accept any damaged/faulty items and will not pay for the same until the vendor replace the damaged item.
3. The supplier will be fully responsible till the above mentioned items reaches the given location/address.
4. In case the item is not as per specification, the same shall be replaced by the vendor/supplier. High Commission will not be responsible for any theft or loss at any stage before handing over of the consignment at the delivery address.
5. The supply of above mentioned items should be commenced immediately from the date of issue of work order and must be completed within stipulated time **(30 days)** from the date of receipt of work order.
6. No compromise will be accepted in respect of quality and specification of the above mentioned items.
7. The vendor/supplier shall be liable for any issues arising in relation to any payment of taxes, custom duty etc.
8. The rates provided above must be on CIF basis including cost of items, cost of transportation, insurances, customs duties if any, taxes, loading and unloading, packing etc. and will be managed by vendor completely. No extra amount will be paid to the vendor over the rates quoted by the vendor/supplier/tenderer.
9. Approving authority reserves the right to reject any or all the work order without assigning any reason.


Head of Chancery

Bid-Security Declaration

To,
Head of Chancery,
High Commission of India, Male'
H. Athireege Aage, Ameer Ahmed Magu,
Malé, Maldives

Reference: Tender No. _____ dated _____

I/We , irrevocably declare as under:

I/We understand that, as per Tender/bid conditions, bids must be supported by a Bid Security Declaration In lieu of Earnest Money Deposit.

I/We hereby accept that I/We may be disqualified from bidding for any contract with High Commission of India (HCI), Male' for a period of two years from the date of disqualification as may be notified by HCI, Male' (without prejudice to HCI's rights to claim damages or any other legal recourse) if,

- 1) I am /We are in a breach of any of the obligations under the bid conditions,
- 2) I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
- 3) On acceptance of our bid by HCI, Male', I/we failed to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature:

Name & designation of the authorized person signing the Bid-Securing Declaration Form:

Duly authorized to sign the bid for and on behalf of: _____ (complete name of Bidder)

Dated on _____ day of _____ month, _____ year.

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid).

APPLICATION FOR TENDER

1	Name of Tendering Company/Firm/Agency	
2	Name of proprietor/Director of Company/Firm/Agency)	
3	Full Address of Regd. Office:	
	Telephone/Mobile No.	
	Fax No.	
	E-mail Address	
4	Full Address of local Branch office	
	Telephone/Mobile No.	
	Fax No.	
	E-mail Address	
5	Banker of Company/Firm/Agency (full Address)	
	(a) Telephone Number of Banker	
6	GST Registration Number/TIN number, if any (Attach attested copy)	