Notice Inviting Tender For shifting of High Commission from Male to Hulhumale

HIGH COMMISSION OF INDIA, MALE (MALDIVES)



REFERENCE NO. MAL/ADMN/867/02/2022 BID SUBMISSION LAST DATE: 23.05.2022

> HIGH COMMISSION OF INDIA MALE', MALDIVES

TENDER DOCUMENT

Table- A: Time and Work Frame

For shifting of High Commission from Male to Hulhumale

CRITICAL DATE SHEET

1	Date of Issue of Tender	09.05.2022
2	Bid Document Download / Sale Start date	09.05.2022
3	Date of Pre Bid Conference- For clarifying issues and doubts, if any, about specification of items and services projected in Bid document	
4	Bid submission End Date	1700 hrs. 23.05.2022
5	Date of opening of Technical bid	1000 hrs. 24.05.2022
6	Date of informing qualified bidders for opening of financial bids	26.05.2022
7	Date of opening of financial bids	10.00 hrs. 31.05.2022 Bidders may depute their representatives to be present at the time of opening of bids
8	Validity of Bid	180 days

High Commission of India Male', Maldives

Dated: 03.05.2022

Scope of Work

High Commission is presently located at Athireege Aage, Ameeru Ahmed Magu, Henveiru, Male'. The premise is mainly located at ground floor comprising of approximately 20 office rooms divided into 6 separate wings on functional basis. The High Commission is accessible from one side (Ameeru Ahmed Magu).

- 2. It is proposed to vacate the present premises and to shift to Galleon Residence, Lot No. 11499 N1 56(E), Hulhumale Phase-I. The proposed new location is near Redwave Mega Mall in Hulhumale. The property is accessible from Golhi no. 4, Hithigas Magu. It is is a building comprising Ground + 7 floors and terrace. The total built up area of the building is 1496.49 sq. mt.(16,100 sq. ft.). having 50 Office Rooms.
- 3. Mission is planning to shift wing wise starting from 1^{st} week of June tentatively. The indicative sequence of shifting is as under:

Date	Particulars
01-02.06.2022	Wing 1 (Part)
08-09.06.2022	Wing 2
12-13.06.2022	Wing 3
14-15.06.2022	Wing 4
16-17.06.2022	Wing 5
17-18.06.2022	Wing 6
2223.06.2022	Rest of Wing 1

(These are not final dates, may vary)

4. A tentative list of furniture/ IT items and other office paraphernalia to be shifted is as under for ready reference:

Sl. No.	NAME OF THE ITEM	NUMBER OF ITEMS
1	PC TABLE	20
2	WOODEN CUPBOARD	10
3	WOODEN GLASS CABINET	2
4	WOODEN TABLE SMALL	5
5	CENTRE TABLE	8
6	OFFICE CHAIR	30
7	STEEL RACK	10
8	FILING CABINET	10
9	SIDE TABLE	15
10	OFFICE TABLE WITH DRAWERS	13

10	OFFICE TABLE WITH DRAWERS	13
11	ALMIRAH	22
12	Vistors Chairs	35
13	WOODEN TABLE BIG	4
14	BOOK SHELF WITH RACK	10
15	FOLDABLE CHAIRS	35
16	L SHAPED COUNTER TABLE	2 2
17	WORKING TABLE	2
18	CONFERENCE TABLE	1
19	IRON RACKS FOR FILES	6
20	Flat storage cabinet	3
21	BIG SAFE 500-600 Kg	5
22	Library Almirah + Books	
23	2 Store room all items	
24	SOFA Set	Four 3 seater
		Seven single seater
		One 2 seater
25	Television	2
26	Glass door book shelves	3
27	CONFERENCE TABLE chairs	8
28	Shredder	
	Heavy Duty	1
	small	10
29	AC (indoor & Outdoor units)	10
11000		

The above list is tentative and may vary. It is recommended that interested firms may kindly survey the office premises before bidding.

5. The scope of work includes all (i) labor work, dismantling, removals, packing, (ii) packing material & other necessary tools, machines, workers etc., (iii) transportation of office equipments, furniture, files etc., (iv) unpacking at new location, assembling, installation and other related work. In other words, all the removal, packing, transportation, unpacking and assembly work and materials, tools including appropriate manpower and machine will be the sole responsibility of the service provider.

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MAL/ADMN/867/02/2022 High Commission of India Male', Maldives

03.05.2022

TENDER NOTICE

- 1. Sealed tenders from reputed, well experienced and financially sound Indian or Maldivian vendors/service providers registered with the Indian/Maldivian Govt., as the case may be, are invited by High Commission of India, Maldives on behalf of the President of India, under Two Bid System i.e; Technical Bid and Financial Bid for shifting of High Commission from Male to Hulhumale.
- 2. Interested firms may submit their bids complete in all respects after carefully reading the NIT 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 NIT as given in CRITICAL DATE SHEET.
- 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. No tender shall be entertained after this deadline under any circumstances what so ever.
- 5. Financial bids of only technically acceptable offers would be opened after intimating bidders 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.
- 6. 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.
- 7. Earnest Money Deposit: **US\$ 1000.00**. EMD Should be deposited in the form of DD/Banker's Cheque in the name of **"High Commission of India" payable at Male', Maldives** (Exemption from payment of EMD permitted as per Government of India regulations). EMD of disqualified bidder at technical bid evaluation stage will be returned to the bidder within one week of disqualification.
- 8. Performance Guarantee: Successful bidder will be required to submit performance bank guarantee of an amount equivalent to 10% of cost of the successful bid.
- 9. The bidding firm shall provide details of workers who will be deployed for handling of work of shifting and details of vehicles to be used for transportation, in advance.

- 10. If any of the assigned work is not found satisfactory or damages to the items are recorded during the process of shifting from current office to the new office, an appropriate amount shall be deducted for every major deficiency/damage from final settlement of payment. The amount to be deducted for damage/deficiency will be arrived at after mutual discussion.
- 11. The Bidding Company will have to ensure compliance of all mandatory labor laws/regulations laid down by the Government of the Maldives and any other relevant Acts and regulations enforceable from time to time without any liability on the High Commission of India, Male or without responsibility for statutory compliance of any kind by the High Commission.
- 12. The bidders shall visit the work place, and understand the scope of work thoroughly. Prospective bidders may fix a prior appointment latest by 19.05.2022 with Mr. Avinash Kumar, Attache (Admn.) mob. no. +960-7909323. If bidders submit bids without visiting the work site, they shall be deemed to have visited site.
- 13. Address for communication: -

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

14. 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)

15. Tender Fee-

NIL

16. Period for validity of tender: 180 days

17. Technical Bid

- a. Technical bid should contain all the details in respect of services being provided for shifting work, viz. no. of workers, quality of packing material, usage of tools/machine/crane, if any.
- b. Each page of Technical and Financial documents along with the supporting documents must be signed and stamped.
- c. Bidding Agency will not transfer, assign, pledge or sub-contract the work awarded/ to be awarded.
- d. The Bidding Agency will be bound by the details furnished by it in the bid . In case, any document furnished is found false at any stage, it would be deemed to be breach of terms $\mathcal E$ condition of work order making it liable for termination of work order and forfeiture of EMD or the Performance Bank Guarantee, as the case may be..
- e. In case of tie in the rates, the work will be awarded to the Bidding Agency who have higher work experience and higher value of the work of similar nature executed in the past.

- f. The Bidding Agency shall maintain all statutory records required under the applicable law of Republic of Maldives/Government of India. 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 bidding agency will be responsible for compliance of all statutory provisions relating to Service tax, GST as per the Republic of Maldives/ Government of India.
- h. Conditional bids will not be considered and will be rejected in the first instance.
- i. The bidders shall be responsible for faithful compliance of the terms and conditions as mentioned in the tender document.
- j. In case of any dispute on bid documents, the decision of competent authority in the Mission will be final and binding.

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

18. Non Disclosure Undertaking:

The bidding agency shall furnish a Non Disclosure Undertaking that the information shared by the High Commission during any stage of tendering and completion of work will not be shared with any party in future.

19. Right to Accept or Reject Tender:

- i) The right of acceptance of bid 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 bid and bidder shall be bound to perform the same at the rates quoted. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

20. 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.

21. LEGAL/Disputes & Differences:

Decision of The High Commission of India, Maldives shall be final and binding on all the bidders. 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.

Head of Chancery

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

Technical Bid Must Include following documents duly filled in with supporting documents:

A. APPLICATION FOR BID

1	Name of Bidding 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)	

B. TECHNICAL ELIGIBILITY REQUIREMENT FOR THE BIDDERS

Name of Bidding Firm

Sl. No.	REQUIREMENT	COPY OF RELEVANT DOCUMENT	ENCLOSED YES/NO	PAGE NO. OF BID DOCUMENT
1.	Bidding Agency should be registered with the appropriate registration authority.	Copy of Registration Certificate		
2.	Bidding 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, if any	Copy of Certificate of Importer-Exporter Code (IEC)		
4.	PAN Card (Not Applicable for Maldivian)	Copy of PAN card		
5.	Bidding Agency should have completed the work as per criteria given during last 03 years and out of which the value of work should be. a) Three similar completed works costing not less than the amount equal to 40% of the estimated amount. or b) Two similar completed work costing not less than the amount equal to 50% of the estimated cost. or c) One similar completed work costing not less than the amount equal to 80% of the estimated cost.	Copy of work order and completion certificate		
6.	IT returns/Annual Turnover for the last Three FY.	Certificate from Statutory Auditor		
7.	Declaration regarding black listing as per format attached	Declaration in enclosed format		

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(Signature of the Bidder, with official Seal)

Place:

c.

DECLARATION

1.	I,Son/ Daughter of Mr. mentioned above, is competent to sign this declar	ation and execute this tender document:	
2.	I have carefully read and understood all the undertake to abide by them:	terms and conditions of the tender and	
3.	My agency has not been blacklisted/ debarred fr Department of Government of India/Maldi- undertaking in the last Three (3) Years as on date	ves and Government of India/Maldives	
4.	The information/documents furnished along authentic to the best of my knowledge and belief	(B) (B)	
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 auth	orized person(s)	
	Date:	Full Name:	
	Place:	Seal:	

Financial Bid Form

Financial details including all taxes, for shifting of High Commission from Male to Hulhumale:

Sl. No.	Name of Items	Rate US\$ (All inclusive)
1.	Cost of labor, dismantling, removals, packing, packing material & other necessary tools, machines, workers etc., transportation of office equipments, furniture, files etc., unpacking at new location, assembling, installation and other related work	
3	Other charges, if any (please describe)	

Note:

Approving authority reserves the right to reject any or all the work order without assigning any reason.

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