

NOTICE INVITING TENDER

Embassy of India, Kathmandu invites tender/bids from all reputed and eligible vendors to supply of approximately fifty-seven (57) Nos of bonded PU foam coir mattresses of the size of 34” x 76” and one (01) Nos of bonded PU foam coir mattress of the size of 60” x 76” with a thickness of 4.5”. Exact number of mattresses may vary as per requirement. The mattress should be of Coirtuff/Kurlon/Sleepwell make or any other reputed brand with a minimum warranty of three years for Embassy of India, Kathmandu; published through Central Public Procurement Portal of Government of India (www.eprocure.gov.in) and www.indianembassy.org.np. Details of activities are as follows:-

Sl. No.	Activity	Date & Time
1.	Publishing date of Tender Notice	19.02.2018 at 1300 hrs
2.	Document Download start date	19.02.2018 at 1300 hrs
3.	Document Download end date	12.03.2018 at 1700 hrs
4.	Queries clarification start date	20.02.2018 at 1100 hrs
5.	Queries clarification end date	23.02.2018 at 1700 hrs
6.	Bid submission start date	12.03.2018 at 1100 hrs
7.	Bid submission end date	16.03.2018 at 1700 hrs

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of Contents	Annexure	Page No.
1.	Tender Notice	Annexure – I	2
2.	Scope of work and Terms and Conditions	Annexure – II	3 – 4
3.	Eligibility Criteria	Annexure – III	5
4.	Proforma for Technical Bid	Annexure – IV	6
5.	Proforma for Financial Bid	Annexure – V	7
6.	Tender Acceptance Letter	Annexure – VI	8

Sd/-
(Abhishek Dubey)
Head of Chancery

No. Kat/Estt/881/01/2017
Embassy of India, Kathmandu
Establishment Section

Embassy of India, Kathmandu,
P.O. Box No. 292,
336, Kapurdhara Marg, Kathmandu, Nepal.
E-mail ID- hoc.kathmandu@mea.gov.in
Telephone No.-01-4411851/4412374

Dated:-19.02.2018

TENDER NOTICE

Subject:- Tender invited from reputed firms to supply mattresses for the use of Embassy of India, Kathmandu - Reg.

Embassy of India, Kathmandu invites Tenders from reputed dealers for supply of approximately fifty-seven (57) Nos of bonded PU foam coir mattresses of the size of 34" x 76" and one (01) Nos of bonded PU foam coir mattress of the size of 60" x 76" with a thickness of 4.5". The mattress should be of Coirtuff/Kurlon/Sleepwell make or any other reputed brand with a minimum warranty of three years. Exact number of mattresses may vary as per requirement.

2. The last date of receipt of offer in sealed envelop is on or before **16th March, 2018 upto 1700 hrs.** Details of tender documents are available on website www.indianembassy.org.np and www.eprocure.gov.in. These documents can also be collected from Attache (Estt & Proj), Tel 01-4412374.

Sd/-
(Abhishek Dubey)
Head of Chancery

2. SCOPE OF WORK AND TERMS AND CONDITIONS

SCOPE OF WORK

1. Supply of approximately Fifty-seven (57) Nos of bonded PU foam coir mattresses of the size of 34” x 76” and One (01) Nos of bonded PU foam coir mattress of the size of 60” x 76” with a thickness of 4 to 4.5”. The mattress should be of Coirtuff/Kurlon/Sleepwell make or any other reputed brand with a minimum warranty of three years. Exact number of mattresses may vary as per requirement.

TERMS AND CONDITIONS

1. Earnest Money Deposit (EMD) of **NRs. 48,000/- (Nepali Rupee Forty-eight thousand only)** payable through Demand Draft/Banker's cheque/Cheque or Bank Guarantee from any of the Commercial Banks only drawn in favour of “Embassy of India, Kathmandu”, P.O. Box No. 292, 336 Kapurdhara Marg, Kathmandu, Nepal must be submitted to the Attache (Estt & Proj), Embassy of India, Kathmandu on or before last date of bid submission without which the quotations will not be considered. EMD must be enclosed with other documents. The EMD will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees.

2. The prospective bidders are requested to go through the enclosed, Terms and Conditions of the contract carefully. The bid documents are to be submitted offline/directly to Embassy of India, Kathmandu as per Annexure II & III. The rates quoted in the financial quotation should be inclusive of all charges. Taxes, as applicable will be paid by the vendor.

3. The Embassy of India, Kathmandu reserves the right to accept or reject any or part of the items found inferior in quality of workmanship or/and the quality of materials/goods.

4. Under no circumstances, the successful firm appoint any sub-contractor or sub-lease the contract.

5. Delay in execution of work in delivery will not be permissible on the grounds that the materials, items etc. are not available.

6. In case the contractor fails to cope with the workload or does not complete work with satisfactory report or dishonors the contract in any way, the contract awarded shall be liable for outright cancellation/termination summarily, without assigning any reasons thereof and the EMD and payment due to the firm, if any, shall also be forfeited. The Embassy of India, Kathmandu is free to entrust the job to any other firm/party at the risk and expenses of the defaulting contractor. In this connection, decision of the Embassy of India, Kathmandu shall be final and binding on the contractor.

7. Tenderers may please quote their unconditional rates. The price quoted at the time of submission of tender should remain valid for 90 days from the date of tender opening and the rates finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of one year. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during currency of the contract.

8. The contractor shall be responsible for payment of wages/settlement of dues with workers engaged by the firm as per prevailing labour/wage laws in force in Federal Democratic Republic of Nepal and the Embassy of India, Kathmandu shall not be a party to any dispute between the contractor and workers.
9. The prospective bidders are free to seek any clarifications/see the kind of requirement's Embassy of India is looking for. Attache (Estt & Proj), Embassy of India, Kathmandu, Kapurdhara Marg, Kathmandu (Nepal) (Telephone No. 01-4411851) may be contacted with prior appointment on any working day before tender opening.
10. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible/qualified to perform the contract satisfactory as per the terms and conditions incorporated in the tender letter. Embassy of India, Kathmandu reserves the option to select more than one firm for award of contract to ensure uninterrupted supply during the currency of the contract.
11. If any of the bidders have any objection with regard to the terms and conditions of the tender, the same may be pointed out within 10 days of the issue of the tender documents, before opening of tender.
12. The EMD money shall be returned to the unsuccessful bidder after expiry of final bid validity and atlest on or before the 30th day after award of contract.
13. The bills in triplicate, for the services prepared on the basis of rates will have to be submitted in favour of Embassy of India, Kathmandu, P.O. Box No. 292, 336, Kapurdhara Marg, Kathmandu, Nepal for effecting payment together with the copies of job works carried out duly signed by user officers/sections/units. No advance payment shall be made for the services. The payment will be released only after satisfactory completion of job with the adjustment of EMD only.
14. The job carried out shall be to the satisfaction of the Embassy of India, Kathmandu, else no payment will be made. Further, depending upon the severity of negligence, Embassy of India, Kathmandu reserves the right to blacklist the agency for a suitable period or from further participation in any of this Department's contracts. The decision of the competent authority of the Embassy of India, Kathmandu shall be final and binding on the firm/agency.
15. Rates shall remain fixed and valid during the period of contract. The contracting firm is required to provide the Service of repairs/maintenance and replacement of supplied items in Embassy of India, Kathmandu where the need be and no transportation charges will be paid by the Embassy of India, Kathmandu within the warranty period.
16. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice.
17. In case of any loss or damage to any item during the execution of job within the premises of the Embassy of India, Kathmandu or at the workshop of the contractor, it shall be the liability of the contractor and the Embassy of India, Kathmandu may, at its discretion, deduct total cost of the item or any part thereof from the bill of the contractor.

Signature of the Contractor

3. ELIGIBILITY CRITERIA

The Contractor/Firms/Tenderer shall furnish the following documents with the quotation for Technical Bid failing which the bid will be summarily rejected:-

1. The Tenderer/Bidder is bound by all terms and condition of this tender and any violation may invite forfeiture of his contract.
2. No conditional tenders/bids will be accepted.
3. **Each bidder shall have to submit copies of following documents with duly filled in financial bid document/proforma:-**
 - (a) Experience contractors who have satisfactorily executed three similar works with any Govt. Deptts./Govt. Undertaking/Hotels/any reputed organizations.
 - (b) Copy of PAN Card.
 - (c) Address Proof of Bidder/Tenderer.
 - (d) VAT Registration Certificate and No Due Certificate.
 - (e) Firm Registration Certificate.
 - (f) Certificate/Undertaking by the Tenderer/Contractor.
 - (g) Declaration by the Tenderer/Contractor.

Name & Signature of the
Authorized Signatory of the Firm
(With Seal of the Agency affixed) Date

4. TECHNICAL BID

PROFORMA FOR SUBMISSION OF TECHNICAL BID-FOR SUPPLY OF FURNITURE ITEMS ETC

Sl. No.	Required Documents	Description	Evaluation Mark	Enclosed (Yes/No)
1.	Experience	(a) The company/contractor/tenderer should have minimum two year's experience.	04	
		(b) Preference will be given to those company/contractor/tenderer which has experience in working with Diplomatic Mission/Govt. Departments/Hotels/any other reputed organization.	02	
2.	Registration Number	The company/contractor should have a valid Registration Number either in India and/or Nepal	01	
3.	VAT	Certificate that company/contractor pays VAT regularly and their VAT dues are cleared either in India and/or Nepal	01	
4.	Earnest Money Deposit (EMD)	EMD of NRs. 48,000/- by Cheque/Demand Draft in favour of Embassy of India, Kathmandu, payable at Kathmandu	Mandatory	
5.	PAN Card	Copy of PAN Card	Mandatory	
6.	Address Proof	Address Proof of the Bidder/Tenderer	Mandatory	
7.	Certificate/Undertaking by the Tenderer/Contractor		Mandatory	
8.	Declaration by the Tenderer/Contractor		Mandatory	

Note : All documentary proofs to be enclosed for above items.

I hereby agree to abide by all the terms & conditions of the tender document.

Name & Signature of the
Authorized Signatory of the Firm
(With Seal of the Agency affixed) Date

5. FINANCIAL BID

PROFORMA FOR SUBMISSION OF FINANCIAL BID – FOR SUPPLY OF MATTRESSES

Sl. No.	Description of work	Rate per Unit (in NRs)	Price of fifty-seven (57) Units (including VAT) (in NRs)
a.	SIZE OF 34” X 76”		

Sl. No.	Description of work	Rate per Unit (in NRs)	Price of One (01) Units (including VAT) (in NRs)
a.	SIZE OF 60” X 76”		

Note: - PU foam coir mattress of the size of 34” x 76” and 60” x 76” with a thickness of 4.5”. The mattress should be of Coirtuff/Kurlon/Sleepwell make or any other reputed brand with a minimum warranty of three years. Exact number of mattresses may vary as per requirement.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: _____

To
The Head of Chancery,
Embassy of India, Kathmandu,
P.O. Box No. 292, 336, Kapurdhara Marg,
Kathmandu, Nepal

Sub: Acceptance of Terms & Conditions of Tender.

Reference No – Kat/Estt/881/01/2017

Name of Tender/Work:- Award of contract for supply of mattresses to the Embassy of India,
Kathmandu.

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' for the designated web site(s): as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc. which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organisation too have all been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totally/entirely.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,
(Signature of the Bidder, with Official Seal)