No. Abuj/Adm/826/5/15

High Commission of India

Abuja, Nigeria

(364, Cadastral Zone, Central Business Area, CBD, FCT, Abuja)

***

www.indianhcabuja.com

Date: June 29, 2015

Maintenance of Three Generator for the Chancery cum-Residential Complex and High Commissioner Residence, Abuja.

Tender No.: No. Abuj/Adm/826/5/14 dated June 29, 2015

Last date for submission of tenders: July 20, 2015 by 1100 hours.

Section-I : Invitation for Tenders (IFT)

Section-II : Instructions to Tenderers (ITT)
TENDER INVITATION FOR MAINTENANCE OF THREE GENERATORS OF SOUND PROOF OF 500 KVA, 140 KVA & 110 KVA AS THE CHANCERY CUM-RESIDENTIAL COMPLEX AND HIGH COMMISSIONER RESIDENCE IN ABUJA

The High Commission of India (HCI), Abuja invites sealed tenders in 2 (two) Envelope System (Technical bid and Financial bid) from reputed Firms having a regular office in Abuja for maintenance of the above 3 generators as per the details attached at Embassy Residence at Maitama and Residences of the High Commission of India, Abuja, Nigeria.

The Technical bid should consist of all technical details along with commercial terms and conditions and Financial bid should indicate item-wise price for the items mentioned in the technical bid.


The sealed bids would be accepted between 0900 hrs. to 1730 hrs. upto July 21, 2015 and by 1100 hrs. on July 22, 2015. EMD Pay Order/Demand Draft of Naira 25000/- (Naira two Five thousand only) in favour of ‘High Commission of India, Abuja’ should be submitted along with the Technical Bid. The Technical bid and the Financial bid should be sealed in separate covers and duly superscribed and both these covers should be put in a bigger cover, which should also be sealed and clearly superscribed as “Tender for supply of furniture at residences of the High Commission”. The sealed bids would be opened on July 22, 2015 at 3.30 p.m. in Conference Room of the High Commission. Intending tenderers or their authorized representatives may attend the opening of tenders.

High Commission of India, Abuja reserves the right to reject one or all of the bids without assigning any reasons.

For any tender-related enquiry/query/clarification, please contact:

Head of Chancery on 00-234-7080622800 and

E-mail: hoc.abuja@mea.gov.in

Head of Chancery
High Commission of India
Abuja
29.06.2015
**SECTION I: INVITATION FOR TENDER (IFT)**

No. Abuj/Adm/826/5/15

High Commission of India

Abuja Nigeria

**Invitation for Tender**

The High Commission of India, Abuja invites sealed tenders in 2 (two) Envelopes System from eligible Contractors for the undermentioned works as per terms and conditions set forth in the Tender Documents:

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<tbody>
<tr>
<td>1.</td>
<td>Ministry</td>
<td>Ministry of External Affairs, Government of India</td>
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<tr>
<td>2.</td>
<td>Agency</td>
<td>High Commission of India, Abuja Nigeria</td>
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<tr>
<td>3.</td>
<td>Procuring entity name</td>
<td>High Commission of India, Abuja, Nigeria</td>
</tr>
<tr>
<td>4.</td>
<td>Invitation Ref. no. &amp; Date</td>
<td><strong>Abuj/Adm/826/5/14 dated June 29, 2015</strong></td>
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<tr>
<td>5.</td>
<td>Procurement Method</td>
<td>Open Tendering Method</td>
</tr>
<tr>
<td>6.</td>
<td>Source of Fund</td>
<td>Government of India</td>
</tr>
<tr>
<td>7.</td>
<td>Tender Package No.</td>
<td>Abuj/Adm/ 826/5/14</td>
</tr>
<tr>
<td>8.</td>
<td>Tender Name</td>
<td>Maintenance of Three Generators for the Chancery cum-Residential Complex and High Commissioner Residence of India at Abuja.</td>
</tr>
<tr>
<td>10.</td>
<td>Tender Security Amount (Earnest Money Deposit)</td>
<td>Naira 25000/- in the form of Pay Order or Demand Draft or Bank Guarantee from any Scheduled bank</td>
</tr>
</tbody>
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of Nigeria in favour of ‘High Commission of India, Abuja’ (Note: the Fixed Deposit receipts will not be considered as security money)

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<tr>
<td>11.</td>
<td>Tender submission date</td>
<td>Between June 29 and July 21, 2015 from 0900 hrs. to 1730 hrs. (Abuja time on all working days)</td>
</tr>
<tr>
<td>12.</td>
<td>Tender Opening date and time</td>
<td>Tender bids received will be publicly opened at 3.30PM on July 22, 2015 in the Conference Room of the High Commission of India at 364, Cadastral Zone, CBD, FCT, Abuja. Intending tenderers or their authorized representative may attend the opening of tenders. The tenderer’s name, tender’s prices, discounts and such other details considered as appropriate by HCI, Abuja will be announced at the time of the opening of the sealed tenders.</td>
</tr>
</tbody>
</table>
| 13. | Name and address of the Officer for all tender-related enquiries | Head of Chancery, High Commission of India, 364, Cadastral Zone, CBD, FCT, Abuja Nigeria.  
Tel: 00-234-7080622800  
E-mail: hoc.abuja@mea.gov.in  
Website: http://hcindia-abuja.org |
| 14. | Name and address of office for opening Tenders | Conference Room, High Commission of India, 364, Cadastral Zone, CBD, FCT, Abuja Nigeria. |
| 15. | Special instructions | i) The Tenderers shall submit documentary evidence in respect of their technical capabilities and financial bid and also of their experience in execution of similar nature of work. The Tenderer’s Eligibility Document (Technical Tender) and Priced Tender Document shall be submitted in two separate Envelopes, marked ENVELOPE-1 AND ENVELOPE-2 respectively and these two envelopes shall be sealed in an outer Envelope superscribed Maintenance of three Gen Sets at High Commission of India. The Technical Tender, which will contain all technical details along with commercial terms and conditions, shall be evaluated first in order to determine the eligibility of the Tenderers to be included in the competition. The ‘Price Tender
Document”, which will contain service wise price for the items mentioned in the technical bid, of the Tenderers who will be found eligible to compete in the priced Tender, shall ONLY be opened.

ii) The Tenderer can submit only one tender, a Tenderer who submits or participates in more than one tender will be disqualified.

iii) The High Commission of India, Abuja reserves the right to accept or reject any or all the Tenders without assigning any reasons whatsoever.

iv) Two sets of Tender shall be submitted, one in original and one in copy. In case of any discrepancy between the original and the copy, the original shall prevail.

v) If the Tenderer submits any false-incorrect or forged certificates, his Tender will be rejected and the Tender security may be forfeited.

<table>
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<tr>
<th>16.</th>
<th>Brief Description of Works</th>
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<tbody>
<tr>
<td>1.</td>
<td>Fan Belt(s) tension checked</td>
</tr>
<tr>
<td>2.</td>
<td>Alternator Belt checked</td>
</tr>
<tr>
<td>3.</td>
<td>Changing of Oil Filters</td>
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<tr>
<td>4.</td>
<td>Changing of Fuel Filters</td>
</tr>
<tr>
<td>5.</td>
<td>Changing of Water Filters</td>
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<tr>
<td>6.</td>
<td>Changing of Air Filters and/or cleaning of same</td>
</tr>
<tr>
<td>7.</td>
<td>Changing of Engine Oil</td>
</tr>
<tr>
<td>8.</td>
<td>Drain, flush and refill radiator in addition to applying approved coolant</td>
</tr>
<tr>
<td>9.</td>
<td>Steam washing of radiator</td>
</tr>
<tr>
<td>10.</td>
<td>Checking of safety devices and ensuring strict functional compliance</td>
</tr>
<tr>
<td>11.</td>
<td>Checking of control systems, ATS and switch gears</td>
</tr>
<tr>
<td>12.</td>
<td>Check all gauges</td>
</tr>
<tr>
<td>13.</td>
<td>Other maintenance works as may be deemed necessary</td>
</tr>
<tr>
<td>14.</td>
<td><strong>RESPONSE TO DISTRESS CELLS</strong></td>
</tr>
<tr>
<td>15.</td>
<td><strong>CONSUMABLE PARTS</strong></td>
</tr>
</tbody>
</table>

The Service Company shall endeavour to respond to distress calls with in (1) one or (2) two hours.
All consumable parts consisting of engine oil, oil filters, fuel filters, air filters and radiator coolants shall be supplied by the Service Company and are included in the price of this agreement for the services that are contracted under this Agreement.

16. **DAMAGE TO EQUIPMENT**

Except as a result of manifest negligence on the part of the Service Company or its employees, the Client shall not hold the Service Company responsible for damage caused by the malfunctioning of the generator.

For any tender-related enquiry/query/clarification, please contact:

Head of Chancery on 00-234-708062800 and

E-mail: hoc.abuja@mea.gov.in

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High Commission of India

364, Cadastral Zone, CBD, FCT, Abuja Nigeria

29.06.2015
SECTION II: INSTRUCTIONS TO INTENDING TENDERERS (IIT)

1. Time for information of contract: As is indicated by this High Commission

2. Locations for works

High Commission of India in Abuja, and Residence of High Commissioner in Maitama, Abuja

3. Release of Payment

The payment shall be processed by:

Head of Chancery

High Commission of India

Abuja

4. Amendment of Tender Documents

At any time prior to the deadline for submission of bids, HCI, Abuja may, for any reason, whether on its own initiative or in response to the clarification request by a prospective tenderer, modify the tender document.

5. Earnest Money Deposit (EMD)

a. The tender documents must be accompanied by Earnest Money Deposit of appropriate amount, in the form of a Pay Order/ Demand Draft on any Nationalized Bank, in favour of ‘High Commission of India, Abuja’. The amount towards EMD is Naira 25000/- (Naira Twenty Five thousand only) and should be submitted along with the Technical Bid in the sealed envelope. Tenders submitted without EMD will stand rejected. EMD will not be accepted in the form of cash/cheque/ FDR/ BG or any other form except PO or Demand Draft. No interest shall be payable on EMD.
b. The EMD will be returned to the Tenderer(s) whose offer is not accepted by HCI, Abuja within 30 days from the date of declaration of the selected tenderer.

c. The successful tenderer, on award of contract, must send the contract/acceptance in writing, within 7 days of award of contract, failing which the EMD will be forfeited and the order will be placed to the next successful tenderer.

d. The EMD shall be forfeited:

I. if the tenderer withdraws the tender during the period of tender validity specified in the tender.

II. in case a successful tenderer fails to furnish the Performance Bank Guarantee

III. if the tenderer fails to furnish the acceptance in writing, within 7 days of award of contract.

6. Period of validity of tender

a. Tender shall be valid for a minimum period of 120 days from the date of submission of tenders. A tender valid for a shorter period shall stand rejected.

b. HCI, Abuja may ask for the tenderer’s consent to extend the period of validity. Such request and the response shall be made in writing only. The tenderer is free not to accept such request without forfeiting the EMD. A tenderer agreeing to the request for extension will not be permitted to modify his tender.

7. SUBMISSION OF TENDERS
The Tender shall be neatly arranged, plain and intelligible. Each page of the Tender should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Tender. The conditional tender will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by tenderer’s signature.

8. **Late Tenders**

   Any tender inadvertently received by HCI, Abuja after the deadline for submission of tenders, will not be accepted and returned unopened to the tenderer.

9. **AWARD OF CONTRACT**

   Award Criteria:

   a. HCI, Abuja shall award the contract to the eligible tenderer whose technical tender has been accepted and determined as the lowest evaluated commercial tender.

   b. The lowest price criteria shall be applied on the total.

   c. If more than one tenderer happens to quote the same lowest price, HCI, Abuja reserves the right to split the order and award the contract to more than one tenderers.

10. **Purchaser’s Right to amend Scope of Work**

    If, for any unforeseen reasons, HCI, Abuja is required to change the Scope of work, this change shall be acceptable to the tenderer without change in the unit price quoted.

11. **Interpretation of the clauses in the Tender Document / Contract Document.** In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document, HCI, Abuja’s interpretation of the clauses shall be final and binding on all parties.
ANNEXURE 1 – CONTRACTOR AUTHORISATION FORMAT

(on contractor/manufacturer’s/authorized distributor letterhead)

Date:

Head of Chancery
High Commission of India
Abuja

Subject: Manufacturer/authorized distributor authorization against tender No. Abuj/Adm/826/05/14 dated June 29, 2015 for maintenance of three generators – two in the Chancery complex and one at the High Commission’s residence in Maitama, Abuja.

Dear Sir,

We, M/s (Name of the Firm___________________) having registered office at (address of the Firm ____________________________________________________________) by virtue of being authorized distributor hereby undertake to submit quote, to meet the above mentioned tender requirements.

The undersigned is authorized to issue such authorization on behalf of M/s (Name of the manufacturer/company).

For M/s (Name of the manufacturer/company)

Signature & company seal

Name

Designation

e-mail

Mobile No.