Date: August 18, 2016

Renovation of the Chancery building, High Commission of India, Abuja

Tender No.:
Abu/Adm/881/05/16 dated August 18, 2016

Last date for submission of tenders: Monday, 31st August, 2016 by 1030 hours.

Section-I : Invitation for Tenders (IFT)

Section-II : Instructions to Tenderers (ITT)

Section-III : Special Conditions of Contract (SCC)

Section-IV : General Technical Specifications (GTS)

Section-V : Price Schedule 2
High Commission of India  
Abuja  Nigeria

SECTION I: INVITATION FOR TENDER (IFT)

1. High Commission of India, Abuja (HCI) invites sealed tenders from eligible contractors for the undermentioned works as per terms and conditions set forth in the Tender Document. Tender document can be downloaded free of charge from the following website from August 23 to August 30, 2016:

Website: [http://hcindia-abuja.org](http://hcindia-abuja.org)

2. Date of submission of sealed tenders and opening of tenders:
   a. Last date for submission of tenders: August 31, 2016 by 1030 Hrs
   b. Tenders will be opened on August 31, 2016 at 1200 noon at: Conference Room, High Commission of India, 364, Cadastral Zone, CBD, Abuja.
   c. The representatives of Tenderers may choose to attend the opening of the Tenders.
   d. The authorized representative of intending tenderers, present at the time of opening of the sealed tenders shall be required to sign an attendance register as a proof of having attended the tenders opening.
   e. 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.
SECTION II: INSTRUCTIONS TO INTENDING TENDERERS (IIT)

1. Time for completion of work / Timelines

Three weeks from the date of commencement (to be indicated in the letter to commence)

2. Locations for works

Renovation of Chancery building at 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.

a. The successful tenderer, on award of contract, must send the contract/acceptance in writing, within 2 days of award of contract failing with the order will be placed to the next successful tenderer.

6. Period of validity of tender

a. Tender shall be valid for 15 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 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.
SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Prices
   a. The contract price quoted shall be considered firm and no price escalation will be permitted.
   b. Tenderers must quote the price in the format given in Contract Price Schedule at Section – V of this document.
   c. All prices are to be quoted only in Nigerian Naira.
   d. The prices quoted should be inclusive of transportation, insurance etc.

2. Taxes and Duties:
   a. The prices quoted should be inclusive of all taxes and duties if applicable till Abuja.

3. Warranty:
   All the items covered under the schedule of requirements, shall carry minimum 01 (one) year on site comprehensive warranty from the date of installation of the items. The tenderer must undertake to provide the installation and warranty service at Abuja. The repairing/rectification/replacement/configuration required, if any, of the items under warranty must be done at on site workshop.

4. Payments:
   a. Payment will be made at High Commission of India, Abuja.

6. Penalty for delayed Services
   a. HCI, Abuja reserves the right to levy penalty @ of 0.5% of the contract price per day of delay beyond the scheduled period, subject to maximum of 5% of the contract value.
   b. HCI, Abuja reserves the right to cancel the order in case the delay is more than 15 days.
   c. The penalties, if any shall be recovered from the amount due after completion of work.

7. Force Majeure:
   HCI, Abuja may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of an Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Tenderer’s premises.
SECTION: IV

GENERAL TECHNICAL SPECIFICATIONS

RENOVATION OF CHANCERY, HIGH COMMISSION OF INDIA, ABUJA

Part 1:
- Painting of main Entrance and Exit Gates along with the painted pointed iron bars (which are rusted) on the boundary walls, which will be painted upto the Chancery area and unpainted iron angles throughout the boundary walls,
- Painting of two gates leading to residential blocks,
- Painting of the fuel pump stands
- Painting of sewage treatment plant and adjacent water cylinders
- Painting of flag pole

Part-II:
- Painting of multi-purpose hall of the Chancery
- Painting of staircase area including walls
- Painting of Reception area including walls
- Painting of outside Chancery Reception area including pillars etc.
- Painting of dome, small four pyramids and surrounding areas (Chancery’s roof area)

Part-III:
- Painting of corridor area (Chancery building) with ceiling on upper and ground floors
- Polishing of all doors on upper and ground floors from inside and outside

Part-IV:
- Chemical cleaning of area around the flag pole in the front lawn of the chancery,
- Repair and painting of the fountain area
- Spray painting of black light poles in the front lawn
- Painting of boundary areas (Red) around the flag pole area

Part-V:
- White-washing of the External walls (in and out from three sides- leaving out the Chadian side), some inside areas, IBSA block & Security Reception Rooms

Part-VI:
- Cleaning with painting (grey colour) of the stones fixed on the edges of the driveways from Main Entrance to Chancery area and from Exit Entrance to Chancery area and near the proposed sapling area,
- Painting of security barriers lying outside the Chancery

Part-VII:
- Cleaning & polishing of granite tiles all around the Chancery, walls, floors, corridors etc.

Part-VIII:
- Floor tiles to be replaced in the two security rooms
- WCs near the main Entrance and Exit Rooms are to be replaced and refurbished.

Part IX:
- Re-fixing of granite peeled-off tiles and tiles which may fall any time.
- Platform in the sapling area
- Granite board concerning formal inauguration of the Building

Part-X:
- The broken glass door near the Reception to be replaced.

2. Paint to be used is: Dulux

3. Please indicate, as applicable, quantity of drums of paint to be used for each job mentioned above.

4. Two coats of painting/polishing to be done.

5. Please also indicate cost of each drum of paint, material etc., and labour charges quotation-wise.

6. Please indicate number of days within which each job can be completed.

7. Quotation to be submitted separately for each job mentioned above, but all can be put together in one envelope.

8. The Firm concerned will be fully responsible for the safety and insurance of its employees.

*****
ANNEXURE 1 – CONTRACTOR AUTHORITY FORM
(on contractor/manufacturer’s/authorized distributor letterhead)

Date:

Head of Chancery
High Commission of India
Abuja

Subject: Manufacturer/authorized distributor authorization against tender no. Abu/Adm/881/05/16 dated August 18, 2016 for renovation of Chancery, High Commission of India, Abuja, Nigeria.

Dear Sir,

We, M/s (Name of the manufacturer) having registered office at (address of the manufacturer) by virtue of being manufacturer for (Name of the product/s), hereby authorize M/s (Name of the contractor) having their office at (Address of contractor) to submit quote, negotiate, supply, provide after sales support for our range of products quoted by them to meet the above mentioned tender requirements.

M/s (Name of the manufacturer) within the scope of requirement as per the tender mentioned above through its authorized partner M/s (Name of the contractor) shall provide support & product warranty services for a minimum period of 1 year from the date of supply at Abuja.

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

For M/s (Name of the manufacturer)

Signature & company seal
Name
Designation
e-mail
Mobile No.
ANNEXURE 2 – NOTIFICATION OF AWARD

Contract No: Abu/Adm/881/05/16 August 18, 2016
To: [Name of Contractor]

This is to notify you that your Tender dated [insert date] for the execution of the Works for [name of project/Contract] for the Contract Price of Naira [amount in figures and in words], as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by [name of Employer].

You are requested to proceed with the execution of the Works on the basis that this Notification of Award shall constitute the formation of a Contract, which shall become binding upon you after signing the Contract Agreement within 02 (two) days,

We attach the Contract Agreement for your perusal and signature.

Signed
Duly authorised to sign for and on behalf of [name of Procuring Entity]
Date:
ANNEXURE 3 – CONTRACT AGREEMENT

THIS AGREEMENT made the [day] day of [month] [year] between [name and address of Employer] (hereinafter called “the Employer”) of the one part and [name and address of Contractor] (hereinafter called “the Contractor”) of the other part:

WHEREAS the Employer invited Tenders for certain works, viz, [brief description of works] and has accepted a Tender by the Contractor for the execution of those works in the sum of [Contract price in figures and in words] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereafter referred to.

2. The documents forming the Contract shall be interpreted in the following order of priority:
   a. the signed Contract Agreement;
   b. the letter of Notification of Award;
   c. the completed Tender Submission Sheet as submitted by the Tenderer;
   d. the Drawings;
   e. the priced Bill of Quantities as submitted by the Tenderer;
   f. Scope of Work, and

3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the works and to remedy any defects therein in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Nigeria on the day, month and year first written above.

For the Employer: For the Contractor:
Signature
Print Name
Title
In the presence of

Name
Address
SECTION : – V

Format for Submitting the Price Schedule as detailed in the Technical Specifications Section.

High Commission of India, Abuja

BID No. Abu/Adm/881/05/16     dated August 18, 2016

Price Schedule

Name of firm

Address for correspondence

Contact

Details

Unit Price (in Naira)

Total Price  (in Naira)

1 2 3 4 5

Note: 1. Above quoted prices are complete in all respect as per technical specifications inclusive of all taxes & duties, packing, forwarding, transit insurance, loading & unloading, transportation, installation & other charges etc.

2. Certified that rates quoted for the above items are as per specifications, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorised Signatory)

Name & Designation :

Company seal :