

EMBASSY OF INDIA, KATHMANDU
P.O. BOX NO. 292,
336, KAPURDHARA MARG, KATHMANDU, NEPAL

Tel Phone No: – 01-4413347
– 01-4411851

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Name of Work Contract for repairing, change of foam and upholstery of four seater
(2 + 1 + 1) Sofa set and six dining chairs in 43 residential quarters
(actual number may vary)

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Sd/-
Abhishek Dubey
Head of Chancery

Signature & name with Address of Bidder/Contractor

EMBASSY OF INDIA, KATHMANDU
P.O. BOX NO. 292,
336, KAPURDHARA MARG, KATHMANDU, NEPAL

NOTICE INVITING TENDER

Embassy of India, Kathmandu invites tender/bids from all reputed and eligible vendors under two bids/cover system i.e. **Technical Bid (Cover-1)** and **Financial bids (Cover-2)** for Repairing and Upholstery of Sofas and Dining chairs in 43 residential quarters (actual number may vary) of 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	25.04.2018 at 1600 hrs
2.	Document Download start date	25.04.2018 at 1600 hrs
3.	Document Download end date	14.05.2018 at 1700 hrs
4.	Queries clarification start date	26.04.2018 at 1100 hrs
5.	Queries clarification end date	04.05.2018 at 1700 hrs
6.	Bid submission start date (Cover -1 & 2)	26.04.2018 at 1100 hrs
7.	Bid submission end date (Cover -1 & 2)	14.05.2018 at 1700 hrs
8.	Technical Bid Opening date (Cover - 1)	17.05.2018 at 1100 hrs

2. Tender Notice can be downloaded directly from Central Public Procurement Portal of Government of India (www.eprocure.gov.in) and Embassy of India, Kathmandu website i.e. www.indianembassy.org.np or can be collected from the office of Attache (Establishment), Embassy of India, Kathmandu. Submission of duly filled in Tender Document/Bids are required to be deposited at the office of Head of Chancery, Embassy of India, Kathmandu, P.O. Box No. 292, 336 Kapurdharamarg, Kathmandu, Nepal.

Sd/-
Abhishek Dubey
(Head of Chancery)

PRE-QUALIFICATION CRITERIA/PROFORMA FOR SUBMISSION

Sl. No.	Required Documents	Description	Evaluation Mark	Enclosed (Yes/No)
1.	Experience	(a) The company/contractor should have minimum two year's experience.	04	
		(b) Preference will be given to those company/contractor which has experience in working with Diplomatic Mission/Govt. Departments/Hotels/any other reputed organization.	02	
2.	Turnover	Last two years Income Tax Returns and one year balance Sheet with as a proof of Minimum Turnover of 10 Lakhs.	02	
3.	Registration Number	The company/contractor should have a valid Registration Number either in India and/or Nepal	01	
4.	VAT	Certificate that company/contractor pays VAT regularly and their VAT dues are cleared either in India and/or Nepal	01	
5.	EMD	EMD of NRs. 2,70,000/- by Demand Draft/Bank Guarantee in favour of Embassy of India, Kathmandu, payable at Kathmandu. Please enclose copy of receipt/deposit of EMD in the form of Demand Draft/Bank Guarantee.	Mandatory	
6.	PAN Card	Copy of PAN Card	Mandatory	
7.	Address Proof	Address Proof of the Bidder/Tenderer	Mandatory	
8.	10% Performance Money of the approved cost or the submitted EMD will be taken only from successful bidder and returned only after six month of the completion of job without any interest.			
9.	There must be two envelopes, one for Technical Bid and other for Financial Bid with clearly and boldly written over them Technical Bid and Financial Bid. No indication of financial bid is required to be produced/enclosed in Technical Bids.			
10.	All tender documents are required to deposit at the office of Head of Chancery, Embassy of India, Kathmandu, P.O. Box No. 292, 336 Kapurdharamarg, Kathmandu, Nepal.			

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

Sd/-
Abhishek Dubey
Head of Chancery

Embassy of India, Kathmandu
Establishment Section

ADDITIONAL CONDITIONS

Subject:- Repairing, change of foam and upholstery of Sofa set and dining chair.

1. The work shall be completed within 45 (Forty-five days) from the date of award of the work.
2. 3% Penalty will be recovered from the bill for delay in every thirty days after the scheduled time limit.
3. 10% Performance guarantee will be recovered from the bill after completion of the work.
4. The performance guarantee will be released after 6 (six) months from the date of completion of work.
5. Only best quality and approved material viz Ply Board, Clothes, foam etc should be used for the proposed work.
6. 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.
7. The Earnest Money Deposit (EMD) shall be returned to the successful bidder only after receipt of performance security and will not carry any interest.
8. Embassy of India, Kathmandu reserve to itself the right to reject any tender/bid without assigning any reasons thereto.

Sd/-
Abhishek Dubey
(Head of Chancery)

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

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

APPROXIMATE ESTIMATE

Sl. No.	Work Description	Estimated Cost
1.	Repairing, change of foam and upholstery of four seater (2 + 1 + 1) Sofa set and six dining chairs in 43 quarters (actual number may vary)	NRs 27,00,000.00 (Subject to revision at actual work done)

UNDERTAKING / CERTIFICATE

NAME OF WORK : — REPAIRING, CHANGE OF FOAM AND UPHOLSTERY OF FOUR SEATER
(2 + 1 + 1) SOFA SET AND SIX DINING CHAIRS IN 43 QUARTERS
(ACTUAL NUMBER MAY VARY).

1. I/We _____
Contractor/Proprietor/Director/Partner/authorized 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 action and execution of contract and undertake to abide by them.

3. The information/documents furnished are true and authentic to the best of my knowledge and belief, I/we, am/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 or may lead to blacklisted.

4. I, do hereby declare that our firm has neither been blacklisted/no criminal case pending against the firm by any of the Govt. Institute/Ministries/Departments/PSUs/other organizations with which the firm had contracted of during the last three years nor has been penalized by such offices/organizations.

(Signature of Bidder/Contractor)

Date : _____

Full Name : _____

Place : _____

Seal:- _____

DECLARATION BY THE TENDERER/CONTRACTOR

1. I/We _____ hereby tender for the execution of repair work under Embassy of India, Kathmandu as per the terms and conditions of the tender action and contract.

2. I/We hereby agree to abide by and fulfill all the terms and conditions/provisions as annexed hereby and so far as applicable or in default thereof to forfeit and pay to the Embassy of India, Kathmandu sum of rupees mentioned in the said conditions without prejudice to the Embassy of India, Kathmandu's right to claim damages for breach of contract. The sum of NRs 2,70,000.00 (Nepali Rupees Fifty Thousand) deposited as Earnest Money is to be absolutely forfeited by Embassy of India, Kathmandu, if I/We found to be defaulter at any stage during the execution of the Contract Agreement within the specified time limit.

3. The Earnest Money will only be refunded to the unsuccessful tenderer in due course after finalization/approval of the tender of successful bidder by the Competent Authority without any interest.

(Signature of Bidder/Contractor)

Date : _____

Full Name : _____

Place : _____

Seal:- _____

SCOPE OF WORK

TECHNICAL SPECIFICATION

1. UPHOLSTERY OF SOFA SET (CUSHIONED) & DINING CHAIRS

Sl. No.	Description of work
1.	Renovation of sofa set (incl. Providing tat, jute, cotton, marking doori, Ply Board of 10 mm, foam etc.) and dining chairs (incl. Foam, Spirit polishing, repair etc) (i) Sofa Set – 4 Seater (2+1+1) (ii) Dining Chairs set – 6 (Six)
2.	Supply of cloth for Upholstery (i) For sofas' cloth:- (i) Composition:- 100% Polyester (ii) Gram per sq. meter:- 0.530 gm (iii) Width:- 140 cm <u>Sample should be attached</u> (ii) For chairs' cloth:- (i) Composition:- 100% Polyester (ii) Gram per sq. meter:- 0.440 gm (iii) Width:- 140 cm <u>Sample should be attached</u>
3.	50 Density foam for sofa set (Good Quality)
4.	Installation of Ply Board of 10 mm at the bottom of the sofa set and other article must be of Good Quality.
5.	Note:- Approved samples are considered for financial bidding. Technical specification of the material has to be enclosed. Vendors can visit with prior information and approval to check the scope of work. All queries are required to be clarified on 01-4411851 during the prescribed period of time.

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

FINANCIAL BID

Proforma for Submission of Financial Bid
For Upholstery & Repairing of Sofa Set and Dining Chairs

1. UPHOLSTERY OF SOFA SET (CUSHIONED) AND DINING CHAIRS IN 43 QUARTERS

Sl. No	Description of work	Unit Gross Rate (in NRs) (including all Taxes/VAT)
1.	Renovation of four seater sofa set (incl. Providing tat, jute, cotton, marking doori, Ply Board (10 mm), foam etc.) and six dining chairs (incl. Foam, Spirit polishing, repair etc) in a single quarter.	
	(i) Sofa Set – 4 Seater (2 + 1 + 1)	
	(ii) Dining Chairs set – 6 (Six) Chairs	
	Total cost in 43 quarters =	
PRICE BREAKUP		
	Supply of cloth for upholstery & repairing	Rate per Meter (in NRs.)
	For sofas' cloth:- (i) Composition:- 100% Polyester (ii) Gram per sq. meter:- 0.530 gm (iii) Width:- 140 cm <u>Sample should be attached</u>	
(i)	50 Density foam for sofa set (Good Quality)	
	Transportation Charge	
	Any other charge (if any)	
	Tax/VAT	
	Gross/Final Rate for Four (2+1+1) seater sofa set	
	(ii) For chairs' cloth:- (i) Composition:- 100% Polyester (ii) Gram per sq. meter:- 0.440 gm (iii) Width:- 140 cm <u>Sample should be attached</u>	
(ii)	1.8LB/ft3 density foam (Good Quality)	
	Transportation Charge	
	Any other charge (if any)	
	Tax/VAT	
	Gross/Final Rate for Six (06) Dining Chairs	

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