

**EMBASSY OF INDIA  
KATHMANDU**

**Expression of Interest  
to carry out Minor Repair Works**

**Embassy of India  
Kathmandu**

**NOTICE for Expression of Interest (EoI)**

Embassy of India invites *Expression of Interest (EoI)* from eligible established/reputed agencies for “**Providing services for carrying out Minor Repair work** (civil/electrical/plumbing/sanitary/maintenance) in Embassy of India, Kathmandu.”

2. Interested eligible established/reputed agencies may obtain further information and documents with scope of work by visiting website of Embassy at [www.indianembassy.org.np](http://www.indianembassy.org.np) and [www.eprocure.gov.in](http://www.eprocure.gov.in). Details can also be collected from office of HOC, Tel 01-4413347.

3. The last date of receipt of Expression of Interest (EoI) in sealed envelope is on or before **23<sup>rd</sup> July, 2020 up to 12:00 hrs**. The Expression of Interests will be opened in the presence of bidder's representatives who choose to attend on 23<sup>rd</sup> July, 2020 at 15:30 hrs in Embassy of India, Kathmandu in the office of HOC.

4. The Expression of Interest shall remain valid for **180 days** from the date of opening of technical bids. Any future clarification and /or corrigendum(s) shall be communicated through '**Tender Notice**' section on the Embassy website <http://www.indianembassy.org.np>

5. The Embassy of India reserves the right to shortlist/reject/cancel any or all firms/agencies without assigning any reason whatsoever.

**Kat/Proj/862/01/2020**

Sd/-  
(Head of Chancery)

**Embassy of India**  
**Kathmandu**

No.Kat/ Proj/862/01/2020

30<sup>th</sup> June 2020

**EXPRESSION OF INTEREST**

On behalf of the Embassy of India, Kathmandu, sealed tenders are invited for Technical Bid from reputed, experienced and financially sound companies/firms/contractors to carry out repair/construction/maintenance works within Embassy premises from time to time within the ceiling of Government of Nepal's fixed rates for the fiscal year 2076-77.

2. The main objective for fixing up the **eligibility criteria** is to shortlist the prospective bidders who have:

- Required Business Profile & Market Presence;
- Requisite Management & Operational Skills to provide an effective service delivery process as per best industry practice;
- Adequate experience in handling tasks of various size and scale;
- Adequate financial background and resources to manage an efficient service delivery process.

3. Listed below are the essential and desirable eligibility criteria, which would be considered while examining the proposal for empanelment:

**(A) Essential :-**

- The bidding firm should be a registered firm/entity legally authorised or competent to engage in the business in India/Nepal for at least the last five financial years ending 31st March 2020;
- The firms should have its registered office or branch office within the territory of India/Nepal.
- The number of working staff on regular payroll of the firms should be at least 15;
- The firm will have to provide an undertaking on their company's letter Head/ notarized Affidavit that they have not been indicted for any criminal, fraudulent or anti-competition activity. Any false statement could result in automatic disqualification;
- The firms would indicate the details of litigations, if any, they are involved in at the time of bidding itself;
- The minimum Annual Turnover of the company should be NRs.50 lakhs during the last 3 financial years;

Additional consideration shall be given for the firms possessing the following **desirable** attributes:

- ▲ Quality Certifications like ISO etc;
- ▲ Membership of any reputed International Association
- ▲ Previous experience of working with the Government Sector/PSU/Foreign Missions/UN Agencies/Multinational companies etc.

4. **Annual review of Performance and fulfilling of eligibility criteria:** The bidding firms may note that the Ministry would review the performance of the firms on an annual basis with regard to, inter-alia, the scope of service as indicated above and fulfilment of the essential conditions. This exercise may lead to empanelment of fresh firms and de-empanelment of firms which do not continue to comply the essential criteria as detailed above and best business practice.

5. Following parameters together with the points against each parameter shall be adopted as part of the technical bidding process to empanel a maximum of ten(10) companies:-

**Proposed Evaluation/ Point System**

S. No	Parameter and Maximum Marks	Range and Award of Marks	Remarks
1.	General work experience during the last 5 financial years  (30 marks)	For a minimum of 5 cases of work experience per year, 6 points could be awarded, subject to maximum of 30 points. Points shall be awarded on a running scale of 0 to 30. Example: For 4 cases of work experience in a year – 4.8 marks could be awarded and so on.	Documentation in support of a minimum of 5 work experience per years during the last 5 years to be provided along with supporting documents like invoices/bill of lading etc.
2.	Number of Staff  (15 marks)	For 15 members of staff - 6 points and for every 5 additional staff members, 3 points could be awarded, subject to maximum of 15 points.	
3.	ISO Certification  (5 marks)	For ISO Certification in the name of the company, 5 marks could be awarded.	
4.	Membership of any reputed International Association  (5 marks)	For membership of any reputed International Association in the name of the company, 5 marks could be awarded.	

6. The interested firms which fulfill the essential criteria in paragraph 4(A) above, may deposit their applications as hard copy along with the following documents:

- ⤴ Duly filled attached EOI questionnaire (*Annexure-I*)
- ⤴ Company Profile in detail to demonstrate their capability in efficiently handling the jobs described above;
- ⤴ Address of registered office and branches (if any);
- ⤴ Proof of registration of the firm/incorporation of the company;
- ⤴ Proof that the firm either has its registered office or a proper branch in Nepal/India;
- ⤴ Precise profile of its key clients along with satisfactory performance report from at least three of them for services provided;
- ⤴ A list of clients in Government sector / PSU / Foreign Missions/ UN Agency/ Multinational Company with proof;
- ⤴ Attested copies of audited financial statements during the last three years;
- ⤴ A notarized Affidavit that the firm has not been indicted or involved in any criminal / fraudulent / anti-competition activity;
- ⤴ Details of litigation involved in, if any;
- ⤴ Copy of quality control certification (if any);
- ⤴ Proof of membership of reputed International Association (if any);
- ⤴ Details of general work experience for the past 5 (five) financial years;

7. The schedule for bidding is as under:-

▲ Last date & time for depositing	:	23 <sup>rd</sup> July 2020 12:00 hrs.
# Place for depositing papers	:	Office of HOC Embassy of India Kathmandu
#Date & time for opening	:	23 <sup>rd</sup> July 2020 (15:30 hrs)
Place of opening	:	Office of HOC, Embassy of India Kathmandu

\* Proposal received after the deadline will be rejected.

# If there is any change in the dates/premises, it will be intimated.

8. The panel shall be valid for two years after the issue of letter of intent; thereafter the validity of the panel shall be extended further for one more year if the performances of the empanelled firms/companies/contractors prove to be satisfactory.

9. The companies which fulfil the eligibility criteria would be required to convey their consent to be on the panel and sign an acceptance document conveying the firm's willingness to comply with the prescribed terms and conditions, as per the document titled "Acceptance of Terms & Conditions" attached as Annexure II.

10. **General Instructions:-**

- ▲ This Expression of Interest (EOI) is not an offer to contract but represents a definition of specific requirements and invitation to recipients to submit a response addressing such requirements. Issuance of this EOI inviting technical bid and submission of your response and the subsequent receipt and evaluation of your response by Embassy of India, Kathmandu does not commit the Embassy to empanel any bidder.
- ▲ All communications and information should be provided in writing. The bidder should designate one person (contact person and authorized representative & signatory) authorized to represent the bidding firm in its dealings with the Embassy. This designated person should hold the Power of Attorney and be authorized to perform all tasks including, but not limited to, providing information, responding to enquiries, entering into contractual commitments on behalf of the bidding firm. The covering letter submitted by the bidder shall be countersigned by the authorized signatory and shall bear the stamp of the entity thereof.
- ▲ All communications and information provided should be legible and wherever information is given in figures the same should also be mentioned in words. In case of conflict between amounts stated in figures and words, the words will be taken as correct.
- ▲ All applications and EOI Questionnaires incomplete in any respect or those which are not consistent with the requirements as specified in this document or those that do not contain other documentation as per the specified formats may be considered non-responsive and are liable for rejection.
- ▲ All information contained in this Tender shall be considered as confidential

information. This information shall not be disclosed by the bidders except for the sole purpose of their response to the Tender. In no event shall this document may be made a copy or transcribed or distributed in whole or part without the authorization of Embassy. The Embassy may take appropriate legal action against defaulters.

- ^ Strict adherence to the formats wherever specified is required and non-adherence to the formats may be a ground for declaring the bid non-responsive.
- ^ The Embassy reserves the rights to seek additional information from the bidders if found necessary, during the course of evaluation of the bid. Non-submission, incomplete submission or delayed submission of such additional information or clarifications sought by the Embassy, may be a ground for rejection the Bid.

**11.** The Expression of Interest document and Questionnaire can be downloaded from the Embassy website.

**12.** The Embassy of India, Kathmandu reserves the right to amend / withdraw any of the terms and conditions in the EOI or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Embassy in this regard shall be final and binding on all.

Sd/-  
**(Vipra Pandey)**  
**Head of Chancery**

**Embassy of India**  
**Kathmandu**

**Acceptance of Terms & Conditions**

In response to Embassy of India, Kathmandu's acceptance of our bid for empanelment on behalf of M/s \_\_\_\_\_, the undersigned, in his/her capacity as \_\_\_\_\_ conveys the company's willingness to be on the panel of the Embassy of India, Kathmandu and accept the following terms and conditions for provision of services:

1. **Quotation details:** All empanelled agencies /firms will be free to quote for any work proposal, within the ceiling of Government of Nepal's fixed rates for the fiscal year 2076-77, giving the following detailed break-up:
  - (i) Cost of materials, measurement/volume of work;
  - (ii) Cost of labour; and
  - (iii) VAT and other taxes, if any.
2. **Compliance with eligibility criteria:** The company undertakes to confirm to the eligibility criteria at all times during their empanelment with Embassy of India, Kathmandu and in case the company happens to fail to meet any of the prescribed criteria at any time, bring the same to the attention of the Embassy of India, Kathmandu forthwith with a clear understanding that this could result in their being disqualified. Withholding of such information will automatically lead to disqualification.
3. **Validity of Quotations:** Once the company quotes the rates, it would be under obligation to perform at those rates. In the event the company subsequently refusing to discharge the services at quoted rates, for any reason, Embassy would reserve the rights of taking suitable action against such company including disqualification. Quotation will remain valid for a period of **180 days**.
4. **Award of contract:** The job will be assigned to L1 bidder.
5. **Submission and opening of bids:** All the empanelled companies will be provided information with regard to upcoming works and will be invited to provide their quotations by the indicated date. All quotations should be opened on a pre-fixed date and time. The representatives of the quoting companies are free to attend the bid opening.
6. **Adherence to the deadline:** After the formation of panel, non-adherence to the deadline to submit the quotations in respective individual cases would deemed to be a matter of grave concern. Subsequently, all the empanelled firms who are asked to submit quotations, if not interested in submitting the quotation due to

any reason, should intimate to the Embassy within the stipulated time. Moreover, repetitive non-adherence to the deadline or non-submission of the quotations by the empanelled companies/firms/contractors may lead to their depanelment.

Signature:

Name:

Designation:

Date:

Place:



**EXPRESSION OF INTEREST**  
**QUESTIONNAIRE**

Name of the Company/Firm:

[Kindly attach company profile\* and Audited financial statements of last three years]

S. No.	Criteria	Response	Remarks
△	Whether the firm/company is registered	Yes/ No	Certificate of Incorporation/registration and details thereof may be enclosed.
△	Whether the company has a registered office/ branch office in India/Nepal	Yes/No	Suitable certificates, if any, may be enclosed
△	Number of years of international experience	No of years:	Should be at least 5 years with Government /PSU/ Foreign Mission/ UN agencies / multinationals
△	General work experience during last 5 financial years	No. of years	Documentation in support of experience during the last 5 years to be provided along with supporting documents such as invoices/bill of lading etc.
△	Annual Turnover of the company	Amount	Minimum Annual turnover of NRs.50 lakh during last 3 financial years
△	Number of employees on regular payroll of the firms.	Num:	Should be at least 15 and documentary proof may be provided.
△	Any previous indictment in any criminal, fraudulent or anti-competition activity	Yes/No	If no, an undertaking on company's letter Head/notarised affidavit for the same may be furnished.
△	Details of litigation involved in, if any.	Yes/No	If yes, provide details of the same
△	Whether it possesses Quality Certifications (ISO etc.)	Yes/No	If yes, provide details and enclose copy of the certificates
△	Whether it holds the membership of reputed international association	Yes/No	If yes, provide details and enclose copy of the certificates
△	List of Key Clients/Distinguished Clienteles	Yes/No	Satisfactory performance report from at least three of them for services may be enclosed

[\*Company Profile shall include name of company, name of Proprietor/CEO/MD, contact numbers, year in which company was formed, Number of years of experience in civil/electric/plumbing/sanitary/maintenance related works, Details of registration with Govt of Nepal/India, Annual Turnover, details of VAT/GST registration with Govt of Nepal/India besides Audited financial statements of last 3 years and any other relevant information]

## Undertaking

We, hereby, declare that our Expression of Interest is made in good faith and the information given is true and correct to the best of our knowledge and belief. I understand that any wrong or misleading information will lead to disqualification.

Thanking you,

Yours faithfully,

(Signature)

Name:

Designation:

Seal:

Date:

Place: