

## **NOTICE INVITING TENDER**

**Subject:** Invitation for competitive tender for supply and installation of Kitchen Chimney in the residential flats, **Embassy of India, Bahrain.**

On behalf of the President of Republic of India, **Embassy of India, Bahrain** invites **sealed** quotations from reputed, experienced and financially sound Companies registered under relevant Bahrain Companies Law which can supply **13 (Thirteen) Kitchen Chimneys** with reputed brand and install these in the residential flats of **Embassy of India, Bahrain**. Bids/quotations may be submitted to 'Head of Chancery, **Building No. 1090, Road No.2819, Al-Seef- 428, Manama.** ' by Post or hand delivered latest by 1100 hrs. of 25.11.2021. The schedule for bidding is as follows:

Pre bid meeting date	:	07.11.2021 (1100 hrs)
Bid submission (start date)	:	08.11.2021 (1100 hrs)
Bid submission (end date)	:	24.11.2021 (1100 hrs)
Bid Opening date (Technical & Financial)	:	25.11.2021 (1530 hrs)

Companies who wish to submit bids only for supply of item(Kitchen Chimney) may submit the financial bid only. Similarly, companies who have experienced for installation of Kitchen Chimney and may wish to submit their bids only for installation may submit both technical and financial bids.

### **Eligibility Criteria**

- The bidder must be registered under the Kingdom of Bahrain Companies Act and should have all applicable/appropriate licenses in their own name.
- Right to accept any bid and to reject any or all bids: The Embassy of India, Bahrain at its own discretion, accept or reject any bid/quotation without assigning any reasons thereof. The decision of the Embassy shall be final and binding on all.
- Site Visits: The bidders shall visit the work place, understand the scope thoroughly (even if it is not mentioned in this tender) and then quote for. The bidder shall contact Head of Chancery, **Embassy of India, Bahrain** for visiting the site on 07.11.2021.
- Notification of award: Prior to the expiration of the period of bid validity, Embassy will issue letter of Intent to successful bidder that it is proposed to accept his bid. Upon the receipt of acceptance letter from successful bidders, the letter of award of work will be issued.

### **Termination of Contract :**

- If the service provider imposes any condition, in conflict with the conditions mentioned herein, his tender is liable to be summarily rejected. In any case, none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the Embassy.
- The tendering authority (Embassy) reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which the service provider has submitted bid.
- Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the service provider.
- The service provider shall be deemed to have visited the site(s) and made themselves familiar with the working condition whether they actually inspect the site(s) or not.
- The tender shall remain valid for acceptance for a period of 180 days from the last date of submission.
- The rates quoted by the service provider shall be deemed to include all taxes and duties etc. as applicable. Liability, if any, towards staff and employees from principal employer's end shall be deemed to be included in the offer.

### **General Instructions for Compliance**

- The tenders should be submitted in sealed cover – superscribed “(a) Tender for supply of Kitchen Chimney” or (b) “ Tender for Installation of Kitchen Chimney” or (c) “ Tender for Supply and installation of Kitchen Chimney” in the Residential flats at Embassy of India, Bahrain, addressed to ‘Head of Chancery, *Building No. 1090, Road No.2819, Al-Seef- 428, Manama.*
- The ‘Technical Bid’ should contain – (a) The requisite information duly filled in as per Proforma at Annexure-I; (b) Agency profile including previous experience; (c) All other required documents. The bidder should also clearly mention in the tender that the terms and conditions of the tender are acceptable to them.
- The ‘Financial Bid’ should contain rates which are to be quoted on basis as proforma at Annexure-II.

- The tender forms shall be filled in ink or typed. No tender filled in pencil will be considered. The tender shall be signed, dated and witness in all places provided for in the documents. All corrections/deletions/scoring out/over writing shall be initialled. Any correction made in the tender documents by the bidder shall be made in ink only and not by using correcting fluid, and should duly be authenticated. Every page of the tender shall be initialled by the bidder, and submitted back as a token of accepting the laid down terms and condition. The bidder shall sign all schedule forming part of the tender.
- Late Bids: The bidders are advised, in their own interest, to ensure that the tender document reaches the Embassy well before the closing date and time of the bid submission. Any bid received after the deadline shall be rejected and returned unopened.
- Modifications and withdrawals: No documents may be modified after submission. In case of any changes the bidder may write the corrections and send the same and it is at the discretion of the tender inviting authority to accept the same or reject it, and no changes shall be accepted once the bids are opened.

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**[Letter head of the Company]**

I/We, \_\_\_\_\_, Representative(s) of  
M/s. \_\_\_\_\_ solemnly declare that:-

- Myself or my partners do not have any relative working in any office of Embassy of India, Bahrain.
  
- I/We Company have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.

**[Signature(s) of the Tenderer with Date & Seal]**

**Part-I : Technical Bid**

**Bidder's description format summary**

Name of the Bidding Firm	
Name of Partner(s) & Nationality	
Name of the Authorized Signatory Nationality Passport/CPR No.	
E Mail ID	
Telephone No.	
Fax No.	
Year of Incorporation	
Registration No.	
Service tax no.	
Registered Office & Address	
Branch offices in Bahrain (with address and Contact details) if any	
Total Staff Strength	
Total Technical staff	

**Bidder information – More detailed information on the following aspect may be given in typed form.**

**Business background**

- How many years has your firm been in business? How many years under its present business name?

**Claims and Suits (Explain any “Yes” answers)**

- Has your firm, its subsidiaries or its parent companies, ever filed for bankruptcy?
- Has your firm ever failed to complete work awarded to it?
- Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your firm or its officers?
- Has your firm filed any lawsuits or requested arbitration with regard to any contract(s) within the last five years?

**Part-II: Financial Bid**

Embassy of India, Bahrain  
REQUEST FOR PROPOSAL(TENDER)  
FOR

**Supply and Installation of Kitchen Chimney in Residential Flats , E/I, BAHRAIN  
PART 2 – Financial Bid**

To:

**Office Address**

Dear Sir,

Sub: Financial Bid for Supply and Installation of Kitchen Chimney in Residential Flats at E/I, Bahrain.

I/We are submitting tender for the Supply/ Installation/Supply and Installation of Kitchen Chimney (strike out whichever is not applicable) in the Residential Flats at E/I, Bahrain building against Tender Notice No...../...../ dated 00.00.2021.

As part of the Bid, we hereby offer quote towards Supply/ Installation/Supply and Installation of Kitchen Chimney (**strike out whichever is not applicable**) in the Residential Flats at E/I, Bahrain building as per following

(i) (a) Supply of Kitchen Chimney @ BD.....(in words) (Mention name of brand of chimney) per unit

(b) Total cost for 13 units of Chimney BD.....(In Words) (Including VAT@5%)

(ii) (a) Installation Charges BD ..... (per unit)

(b) Total installation charges for 13 units: BD .....(In words)

(iii) (a) Supply and Installation of Kitchen Chimney @BD .....(In words) per unit (mention name of brand of chimney)

(b) Supply and Installation of Kitchen Chimney for 13 units BD .....(In words)

We have read these conditions carefully and will comply strictly. We agree to bind by this offer if we are selected as the preferred bidder.

We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature,

If any information or document submitted is found to be false/incorrect, Embassy may cancel my/our Tender and can take any action as deemed fit including termination of the contract, for feature of all dues and blacklisting of my/our firm and all partners of the firm etc.

NOTE: All the above work will conform to Bahrain Municipality Norms.

The C.R. number of the company registered with Bahrain Chamber of Commerce is \_\_\_\_\_.

For and on Behalf of:

Signature (Authorized Signatory)

Designation: