

**Embassy of India  
Bahrain**

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**Corrigendum - NOTICE INVITING TENDER**

**Subject:** Invitation for competitive tender for Maintenance of Chancery/Residential Building, **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 maintenance Companies registered under relevant Bahrain Companies Law which can provide maintenance services for **Embassy of India, Bahrain** Chancery-cum-Residence Building initially for a period of one year extendable for further two years under same terms and conditions. Scope of work has been defined in this tender document. The company should have a minimum of 10 years experience in the field as on 30.06.2023. Bids/quotations may be submitted to '**Head of Chancery, Embassy of India, Building No. 1090, Road No. 2819, Al-Seef- 428, P.O.Box: 26106, Manama, Bahrain**' by Post or hand delivered latest by 1500 hrs of **31.07.2023.** The schedule for bidding is as follows:

Pre bid meeting date	:	03.07.2023 (1000 hrs)
Bid submission (start date)	:	03.07.2023 (1200 hrs)
<b>Bid submission (end date)</b>	<b>:</b>	<b>31.07.2023 (1500 hrs) Revised</b>
<b>Bid Opening date (Technical):</b>	<b>:</b>	<b>31.07.2023 (1530 hrs) Revised</b>
<b>Bid Opening date (Financial)</b>	<b>:</b>	<b>06.08.2023 (1500 hrs) Revised</b>

**GENERAL QUESTIONNAIRE/CLARIFICATIONS/FAQs RELATED TO**  
**NOTICE INVITING TENDER FOR ANNUAL MAINTENANCE**  
**CONTRACT OF MEP & LIFTS**

1. Does the cost of spare parts for Lifts and Access Control equipment included in the Contract.

**In accordance with general guidelines for scope of work, cost of spare parts will be borne by the Embassy (including MEP, Lifts and Access Control Equipment). Monthly spare parts/materials up to upper ceiling of BD 1000/- (excluding VAT) will be provided by the maintenance company after taking prior approval of the Embassy and charged separately on actual basis subject to production of invoices.**

2. Monthly spare parts/ materials up to the upper ceiling of BD1000/- shall be included in our pricing at tender stage.

**Companies are required to mention cost of spare parts (i.e., BD 1000/- excluding VAT) separately in their financial bids.**

3. Number of standby technicians at site and working days and time.

**One technician from 7am to 5pm from Saturday to Thursday. Friday will be weekly off. However, the technician should be made available 24 x 7 on emergency/call basis.**

4. Complete list of MEP, Fire system and security system assets list with their Manufacturer/ supplier details.

**Desirous companies may visit the site for ascertaining the details.**

5. PPM frequency for all MEP equipment is Quarterly? and Fire system is monthly or quarterly ? please confirm.

**Programme of routine and preventive maintenance during the tenure of AMC shall comply with minimum requirements as Daily, Weekly, Fortnightly, Monthly, Bi-monthly, Quarterly, Half Yearly and Annually.**

6. Does UPS & Generator is under our scope? If yes then please provide equipment list details.

**Yes, the UPS and Generator is under the scope of work. Desirous companies may visit the site to ascertain the required details.**

7. Does Fuel for Generator is under client scope of work.

**Yes, the cost of fuel will be borne by the Embassy.**

8. Fire Fighting and Fire Alarm system complete layout and quantities include manufacturer details we required.

**Desirous companies may visit the site to ascertain the required details.**

9. Please clarify, Lifts required comprehensive or non-comprehensive maintenance. Any third-party inspection needs to cover under our scope. If yes then how many times in a year. Is any preferred third party contractor.

**Service/labour charges will be borne by the maintenance company. Cost of spare parts will be borne by the Embassy on prior approval basis.**

10. Access control equipment / infrastructure : we need full assets details, with their brand and local supplier details along with maintenance frequency for visit.

**Desirous companies may visit the site to ascertain the required details.**

11. Security passes do we need to pay any fees to the Embassy.

**No, there is no fee for security passes. However, prior permission is required.**

12. During holidays / off working hours/ events (after office hours) if required maintenance crew to be stationed do we charge separate overtime?

**The technician will be needed during holidays/off working hours in emergency/occasional basis. No overtime will be paid for the duty.**

13. Does Embassy have any maintenance software to maintain the property or do we need to provide?

**No, at present Embassy does not have any maintenance software.**

14. Monthly Payment will be made within how many days.

**The bills will be settled within 2 months.**

15. Do we need to submit bid by email of sealed envelope?

**The bidding companies may submit their bids physically at the Embassy in two sealed envelopes (i.e., technical bid and financial bid separately in two different sealed envelopes)**