



**EMBASSY OF INDIA Bahrain**

**TENDER No. BAH/ ADM/551/24/2017**

**TENDER DOCUMENT FOR CHECKING/REPAIR OF ACCESS CONTROL (08 x BOLLARDS, 04 x REMOTE CONTROLLED SLIDING GATES AND 01 x BOOM BARRIER) INSTALLED AT EMBASSY OF INDIA AT BUILDING NO. 1090, ROAD 2819, AL SEEF- 428, MANAMA, BAHRAIN.**

**LAST DATE FOR SUBMISSION OF BIDS  
22 March 2023 at 1600 Hrs**

**DATE OF OPENING BIDS  
23 March, 2023 AT 1100 Hrs**

**PLACE OF OPENING OF BIDS  
Embassy of India, Bahrain  
Building No. 1090, Road No. 2819, Al- Seef , Manama, Bahrain.**

**(Ravi Kumar Jain)  
Second Secretary(HOC)  
Embassy of India, Bahrain**

**Embassy of India  
Bahrain  
\*\*\***

**NOTICE INVITING TENDER**

**Subject:** Invitation for competitive tender for **checking/repairing of Access Control (08 x Bollards, 04 x Remote Controlled Sliding Gates & 01 x Boom Barrier) installed at 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 **checking/repairing of Access Control (08 x Bollards, 04 x Remote Controlled Sliding Gates & 01 x Boom Barrier) installed at 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 1600 hrs of 22.03.2023. The schedule for bidding is as follows:

<b>S. No.</b>	<b>Events</b>	<b>Date</b>
1.	Tender Publish Date	28.02.2023
2.	Bid Submission Start Date	28.02.2023
3.	Bid Submission End date	22.03.2023 (1600 hrs)
4.	Opening of Bids	23.03.2023 (1100 hrs)

**SCOPE OF WORK**

**General**

**Checking/repairing of Access Control (08 x Bollards, 04 x Remote Controlled Sliding Gates & 01 x Boom Barrier) installed at Embassy of India, Bahrain.**

**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. *(A copy of valid trade license to be enclosed with the technical bid).*
- The bidder should submit precise profile of its activities and operations in different areas and fields. Bidder may give information of details of work/ services done for various important clients recently.

### **Earnest Money Deposit**

- The bidder should furnish refundable Earnest Money Deposit (EMD) of ***BHD 100.000*** in the form of a Demand Draft/Banker's cheque, Bank Guarantee or online payment to Bank Account in favour of '**Embassy of India, Bahrain,**' along with the bid. **Any bid not accompanied with EMD shall be rejected.**

The EMD will be forfeited on account of one or more the following reasons:

- The bidder withdraws his bid during the period of bid validity;
  - In case of a successful bidder, the selected bidder fails to undertake the works in time.
  - Furnishing of any wrong information.
- **Right to accept any bid and to reject any or all bids:** The **Embassy of India, Bahrain** reserves the right to amend any of the terms and conditions contained in the Tender document or reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of the Embassy shall be final and binding upon all bidders.
  - **Change Orders 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** at [hoc.bahrain@mea.gov.in](mailto:hoc.bahrain@mea.gov.in) for site visit before 15.03.2023.
  - **Notification of award:** Prior to the expiration of the period of bid validity, Embassy of India, Bahrain will issue letter of Intent to successful bidder that it is proposed to accept his bid. Upon the receipt of acceptance letter from successful bidder, the letter of award of work will be issued and EMD will be refunded to unsuccessful bidders at the earliest and latest within 30 days of award of work.

### **Termination of Contract :**

- The service provider shall pay the expenses of applicable duties for execution of agreement.
- 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 service provider shall employ as its representatives, servants and workmen after verifying their antecedents and loyalty before employing them for the works. It shall ensure that no person of doubtful antecedents and nationality is, in any way, associated with works.
- 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.
- The service provider would need to ensure that all the statutory requirements for operating buildings are in force and adhered to.

**Code of Conduct and Penalty for Non Performance:**

- The service provider or an experienced supervisor engaged by the service provider shall personally visit installations under operation.
- The service provider must know and follow their duties related to safety for all personnel.

**Performance/Service Guarantee:**

- The successful bidder will ensure to provide hassle-free services to the Embassy within the period of guarantee/warranty of the package.

**Taxes and Duties:** The bidder must include in their bids all duties, royalties and sales/service taxes or any other taxes, fees, charges as applicable. The Embassy will entertain no extra claim on this amount at any stage of execution of work. In case of any variations in the taxes, the same shall be charged after producing the Government notification.

**General Instructions for Compliance**

- The tenders should be submitted in three sealed covers – First cover/sealed containing *EMD or Bid Securing Declaration*, the *second* sealed cover should be superscribed "Technical & Financial Bid". These two sealed covers should be placed in a large sealed envelope superscribed "Tender for checking/repairing of Access Control at Embassy of India, Bahrain Chancery-cum-Residential Complex" and addressed to '**Head of Chancery, Embassy of India, 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 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. In case of withdrawal, the bidder will lose his Earnest Money Deposit.

\* \* \* \* \*

---

[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]**

---

**Performance / Service Guarantee Format**

To:  
Embassy of India  
Bahrain.

WHEREAS ----- (Name of the Service Provider) herein called "the Bidder" has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to provide Maintenance Services hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified therein as security for compliance with our performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a Guarantee.

THEREFORE We hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of \_\_\_\_\_ (Amount of the Guarantee in Words and Figures 5% of contract amount) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of \_\_\_\_\_ (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
**(Signature and Seal of Guarantors)**

Date :

Address :

## **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 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	
Specifications of the product	

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

### **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?
- 

- **Financial Information**

- Please provide copies of your firm's audited financial statements(income statement, balance sheet, cash flow statements) for the last 3 years.
- How long has your company been providing the services outlined in this Tender? Please list contact names and phone number for three (3) companies with which you have entered into facilities/property management contracts, and include a brief description of the scope covered under each.
- Please list your top five (5) customers and indicate what % of your business they represent.
- Who are your bankers?

**Part-II: Financial Bid**

Embassy of India, Bahrain  
REQUEST FOR PROPOSAL(TENDER)  
CHECKING/REPAIRING OF ACCESS CONTROL  
FOR  
**EMBASSY BUILDING OF E/I, BAHRAIN**  
**PART 2 – Financial Bid**

To:

**Office Address**

Dear Sir,

Sub: Financial Bid for Maintenance Services of E/I, Bahrain building

I/We are submitting tender for checking/repairing of ACCESS CONTROL (08 x Bollards, 04 x Remote Controlled Sliding Gates and 01 x Boom Barrier) at E/I, Bahrain building, against Tender Notice No.../.../ dated 00.00.2022.

As part of the Bid, we hereby offer:

- (i) BHD.....(In Words.....) for checking/repairing of 08 x Bollards, 04 x Remote Controlled Sliding Gates and 01 x Boom Barrier.
- (ii) BHD ..... for Service/Professional charges for repairing.
- (iii) BHD ..... for any other charges.

The above is inclusive of all the applicable taxes; fees, as per regulations.

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 including Earnest Money 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: