



**Tender for Installation of Security Grills
on glass doors/windows of Master Bedroom and Access Corridor at
India House, Knocksinna, Foxrock, Dublin-18, Ireland.**

Tender No. DUB/872/05/2023

Dated: 05.04.2024

Last date for submission of bid: 26.04.2024

**Embassy of India
69, Merrion Road, Ballsbridge, Dublin-4
(D04 ER85)**

No. DUB/872/05/2023

Embassy of India

Dublin

NOTICE INVITING TENDER

Embassy of India, Dublin, invites tenders **under one bid three envelope system** from appropriately qualified, eligible and experienced firms/agencies registered in Ireland, for **supply and installation of security grill on glass windows/doors in the Master bedroom and access corridor to the Master bedroom** at Embassy's residential property – **India House**, Knocksinna, Foxrock, Dublin-18 (D18 E2W1).

2. The interested firms/agencies should submit the bids in **three separate sealed covers, superscribed as “Technical Bid”, “Bid Security Declaration” and “Financial Bid”**. All three sealed covers should be put in a separate single envelope superscribed as “Tender No. DUB/872/05/2023 for Installation of Security Grill at India House” and addressed to **“Ms. Hema Sharma, Head of Chancery, 69, Merrion Road, Ballsbridge, Dublin-4 (D04 ER85)”**. Please note that tender document will not be accepted after the expiry of stipulated date and time, i.e., **26.04.2024** under any circumstances.

3. Interested firms must submit **Bid Security Declaration as per Annexure-3**.

4. The Technical Bids will be opened on **29.04.2024** by a committee authorized by the Competent Authority of the Embassy of India Dublin. The financial bids of only those bidders, whose Technical Bids are found responsive, shall be opened by the Committee authorized for the purpose.

5. The **pre-bid site visit** may be conducted from **08th April to 17th April, 2024 between 10:00 to 12:00 hrs** on prior appointment basis to assess the job requirement / quantum of work involved. For any queries, please write to Ms. Hema Sharma, Head of Chancery on hoc.dublin@mea.gov.in / admn.dublin@mea.gov.in.

6. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.

7. The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason and the decision of the competent authority of the Embassy of India, Dublin shall be final and binding.

8. The detailed tender document, bid forms and other details can be obtained from the website <https://eprocure.gov.in/epublish/app> – Active Tender – tender Title–Dublin. Detailed Notice Inviting Tender is also available on Embassy's website www.indianembassydublin.gov.in.

(Hema Sharma)
Second Secretary(HOC)
Embassy of India, Dublin

DATES TO REMEMBER

<u>Events</u>	<u>Date</u>
Notice Inviting Tender	05.04.2024
Starting date of Tender submission	08.04.2024
Date of Clarification (Start)	05.04.2024
Date of Clarification (End)	19.04.2024
Site visit	08.04.2024 to 17.04.2024 (10:00 to 12:00 hrs) on appointment basis
Last date of Tender Submission	26.04.2024
Opening of Technical Bids	29.04.2024
Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria)	29.04.2024

1. GENERAL INSTRUCTIONS

- 1.1 For the Bidding / Tender Document Purposes, the Embassy of India Dublin shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Contractor and / or Bidder or interchangeably.
- 1.2 The tender document can be downloaded from the websites of <http://www.eprocure.gov.in>, <https://www.indianembassydublin.gov.in/tenders/> from 05.04.2024 onwards. The last date of submission of bids is **26.04.2024**.
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied by Bid Security Declaration, or any other requirements, stipulated in the tender documents are liable to be rejected.

- 1.5 The Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, Embassy of India, Dublin.
- 1.6 For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter handed over personally/courier or by email to the Embassy of India Dublin. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.
- 1.7 The bidders are required to visit the site to assess the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved.

2. **SCOPE OF WORK:**

Supply and installation of security grills on the glass windows/glass doors in the Master bedroom and access corridor to the Master bedroom of **India House** located at Knocksinna, Foxrick, Dublin-18, **EIR: D18 E2W1**).

There is **one glass door and 2 windows in the Master Bedroom**. Their dimensions (approx) are as follows:

Glass door	:	855 x 1880 mm
Window 1	:	1960 × 1170 mm
Window 2	:	2355 × 1170 mm

There are **one glass door and four glass windows in the Access corridor to the Master Bedroom**. Their dimensions (approx) are as follows:

Window 1	:	2450 × 1175 mm
Window 2	:	2450 x1175 mm
Window 3	:	855 × 1180 mm
Door	:	865 × 1880 mm
Window 4	:	2450 × 1175 mm

3. **SPECIFICATIONS**

The security grills should have following specifications:

- i. The security grills should be made of Zinc coated steel/aluminium. They should be of sturdy make with excellent security rating and provide effective protection against any unauthorised/forced entry attempt. The material used in the grill shall be complying with the accepted standard of quality like British standard / Indian Standard or equivalent.
- ii. The grills should be installed on the inside of windows/doors, so that they do not impact the aesthetics of the property when seen from the outside. This is also essential from a security standpoint.
- iii. The grills should be retractable/collapsible and secured with a lock/key mechanism, so they can be used as per requirement. The lock may be in the middle or on the edge depending on the size of the window/door.

- iv. The installed grills should not interfere with the opening of the windows/doors or curtains/blinds at the property (the glass windows at the property open on the inside).
- v. The colour/coating of the security grills should match the interior of the property, so as to be aesthetically pleasing.

3. MINIMUM ELIGIBILITY CRITERIA

- 3.1 Should be registered/incorporated in Ireland.
- 3.2 Should have satisfactorily executed at least 3 similar projects/works during the last three (03) years.
- 3.3 Should not have been barred or blacklisted by any organization in the Ireland, or by Government of India.

4. BID SECURITY DECLARATION

- 4.1 Interested firms must submit Bid Security Declaration as per Annexure-3 in a separate sealed envelope with their bids.
- 4.2 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, it will render the bidder ineligible to submit bids for contracts with the Embassy of Indian Dublin.
- 4.3 The bids without the Bid Security Declaration will be summarily rejected.

5. VALIDITY OF BIDS

- 5.1 Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.
- 5.2 In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
- 5.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.
- 5.4 **PRE-BID MEETING/SITE VISIT:** Interested firms/service agencies may visit the site for better understanding of the quantum and requirements of work from **08th to 17th April, 2024 between 10:00 to 12:00 hrs** after fixing a prior appointment by emailing on hoc.dublin@mea.gov.in or adm.dublin@mea.gov.in. The site address is **India House, Knocksinna, Foxrock, Dublin-18 (D18 E2W1)**.

6 PREPARATION OF BIDS

- 6.1 **Language:** Bids and all accompanying documents shall be in **English** only.
- 6.2 **Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria. **All the documents comprising the Technical Bid shall be put in a separate sealed envelope superscribed as “Envelope A – Technical Bid”.** Documents comprising the Bid:
- a. Technical Bid Submission Form duly signed and printed on Company's letterhead.
 - b. All attested supporting documents in proof of having fully adhered to minimum eligibility criteria as referred in Section-3 above.
- 6.3 **Bid Security Declaration:** Bid Security Declaration to be submitted separately in a sealed envelope superscribed as **“Envelope B- Bid Security Declaration”**.
- 6.4 **Financial Bid:** Bidder shall prepare the Financial Bid in the Price Schedule as provided in the Tender Document. Financial Bid shall be put in a separate sealed envelope superscribed as **“Envelope C- Financial Bid”**.

7. SUBMISSION OF BIDS

- 7.1 The Bidding firms have to submit the tenders in one bid three envelope system {i.e (i) Technical Bid, (ii) Bid Security Declaration, and (iii) Financial Bid} in the prescribed proforma. Tenders are to be submitted to Head of Chancery, 69, Merrion Road, Ballsbridge, Dublin-4 (D04 ER85). All the documents in support of eligibility criteria etc. and other required documents are to be submitted along with the Tender Documents. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

The tender shall be submitted in sealed envelopes as described below:

ENVELOPE ‘A’	Technical bid
ENVELOPE ‘B’	Bid Security Declaration
ENVELOPE ‘C’	Financial Bid

- 7.2 No Bid shall be accepted after the specified date and time. However, the Competent Authority in the Embassy of India Dublin reserves the right to extend the date / time for submission of bids, before opening of the Technical Bids.

8. BID OPENING PROCEDURE

- 8.1 The Technical Bids (Envelope A) shall be opened at the Embassy of India, Dublin, 69, Merrion Road, Ballsbrdige, Dublin-4 on 29.04.2024 at 10:00

am by the Tender Evaluation Committee constituted by the Competent Authority of the Embassy of India. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Embassy of India Dublin.

8.2 The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose.

8.3 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.

9. PERIOD OF COMPLETION

Period of completion for the work is three weeks from the initiation of works.

10. PAYMENT

The payment for works shall be made in full within **30 days** of completion of works and after issue of VAT Invoice.

11. LIQUIDATED DAMAGES

Liquidated damages shall be levied on Contractor for delay in completion if it is ascertained that contractor is responsible for delay. The rate of liquidated damages shall be calculated @ 0.5% of contract amount per day limited to maximum 10% of contract amount. This shall be computed on per day basis.

12. DEFECTS LIABILITY PERIOD

Defects liability period shall be 1 year from the date of supply. Contractor shall be bound to rectify any defects which are noticed during defects liability period at their own risk and cost.

13. Other Conditions

13.1 The successful bidder, on award of contract, must send the contract/acceptance in writing within 7 days of award of contract.

13.2 The grills to be installed should be of superior quality and should match the building. The bidder should produce samples of the grill to be installed and take approval of the client prior to the installation.

13.3 No request for revision/increase of approved rates will be entertained. No other charges like transportation fare, etc. will be payable for the works.

LETTER OF BID

Dated: _____

To,
The Head of Chancery
Embassy of India
69, Merrion Road,
Ballsbridge, Dublin-4 (D04 ER85)

Ref: Invitation for Bid No. _____ dated _____.

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents.

2. We offer to execute in conformity with the Bidding Documents for Installation of Security Grills at glass windows/doors of Master Bedroom/Access Corridor at India House, Knocksinna, Foxrock, Dublin-4.

3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.

4. 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.

5. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,
Authorized Signatory
Full Name and Designation

(To be printed on Bidder's letterhead)

Annexure -1

Format for Submitting the Technical Bid

(To be submitted in a separate sealed cover superscribed as “Envelope A – Technical Bid”)

BID No. _____

Date:.....

TECHNICAL INFORMATION

1.	Name of the Bidding Agency/Company	
2.	Address of the Bidding Agency/Company	
3.	Contact details of the Bidding Agency/Company	
4.	Year of Incorporation in Ireland (please attach Certificate of Incorporation)	
5.	Previous experience of undertaking similar works (please attach details)	
6.	Turnover of the firm for the last three years	

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

Annexure -2

Format for Submitting the Financial Bid

(To be submitted in a separate sealed cover superscribed as “Envelope C – Financial Bid”)

BID No. _____

Date:.....

To,

The Head of Chancery
Embassy of India
69, Merrion Road,
Ballsbridge, Dublin-4 (D04 ER85)

FINANCIAL BID

Proforma to be filled up and submitted by the bidder (in English)

1.	Name of the Bidding Agency/ Company	
2.	Address of the Bidding Agency/ Company	
3.	Contact details of the Bidding Agency/ Company	

Break-up of the total cost:

Item	Cost of installation of security grill (ex VAT)
Master Bedroom	
Glass door : 855 x 1880 mm	
Window 1 : 1960 × 1170 mm	
Window 2 : 2355 × 1170 mm	
Access Corridor to Master Bedroom	
Window 1 : 2450 × 1175 mm	
Window 2 : 2450 x1175 mm	
Window 3 : 855 × 1180 mm	
Door : 865 × 1880 mm	
Window 4 : 2450 × 1175 mm	

Total cost of installation of Security Grill= _____ (incl./ excl. taxes)

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

Annexure - 3

**Format for Bid Security Declaration
(To be submitted in a sealed cover superscribed as “Envelope B - Bid Security Declaration”)**

Bid Security Declaration Form

Date: _____

Tender No. _____

To,

The Embassy of India,
69, Merrion Road,
Ballsbridge, Dublin-4 (D04 ER85)

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity fail or reuse to execute the contract in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

(Signature of Authorized Signatory)

Name:

Designation:

Company seal: