

Embassy of India
Budapest

No. Bud/872/1/2023

31 March 2023

TENDER NOTICE

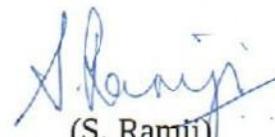
Name of the work: Bids for removal and installation of new wooden laminate flooring at Exhibition hall ,Chancery Annexe of the Embassy located at 1025 Budapest, Buzavirag Utca 14 as per the terms and conditions laid down in this tender document.

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The Embassy of India, Budapest invites sealed bids from registered firms/companies for removal & installation of new wooden laminate at Exhibition hall, Chancery Annexe Embassy.

2. The interested firms should submit the bids in sealed cover, superscribed as "Technical Bid" as per Annexure-I and "Financial bid" in a single cover superscribed as "Bids for removal & installation of new wooden laminate at Exhibition hall , Chancery Annexe of Embassy located at 1025 Budapest, Buzavirag Utca 14 as per the terms and conditions laid down in this tender document. The last date of submitting the tender documents is 20th April 2023 till 1600 hours. Please note that tender documents will not be accepted after the expiry of the stipulated date and time under any circumstances. Interested firms may send their representatives for inspection of the site and ascertain actual scope of work by prior appointment (Tel: (1) 325-7742) before submitting the sealed documents.

3. The bids will be opened on 21 April, 2023 at 1100 hours by a committee authorized by the competent authority of the Embassy.



(S. Ramji)

Head of Chancery
Embassy of India
Budapest

Tel: 1-325-7567

Email: hoc.budapest@mea.gov.in

Section I: Invitation for bids

The Embassy of India, Budapest requests proposals in sealed envelopes from appropriately qualified and adequately experienced Contractors for "Bids for removal & installation of new wooden laminate at Exhibition hall at Chancery at Embassy located at 1025 Budapest, Buzavirag Utca 14 as per the terms and conditions laid down in this tender document" as per following details:

Specifications:

The total area of the exhibition hall of the Embassy is required to be replaced as per the scope of the work listed below:

I. Remove old wooden flooring and install new floor covering/laminate with water proof technology at the Exhibition Hall of Embassy of India, Budapest;

II. Moving and re-installation of furniture/equipment as necessary:

III. Contractor is responsible for providing all items, material, labor, tools, equipment, transportation and incidents necessary and required for satisfactory, acceptable completion of the contract work or delivery of materials;

IV. Contractor shall be responsible for any injury, damage or loss to the property caused directly, in whole or in part, by their employees or agent;

V. The contractor shall comply with all applicable laws and codes having a bearing on the safety of persons or property and for injury, damage or loss. Contractor is responsible for the means, methods and sequence and all safety aspects of this work:

VI. A commercial warranty of wooden laminate covering for a period of not less than 05 years. There will be two years warranty for the work. In case of any defect, the contractor will take the corrective action without any cost to this office;

VII. The contractor is responsible for correct measurement of the area and other aspects.

VIII. The contractor is responsible for removal of debris, wooden laminate etc;

IX. The work will be completed in 30 working days from the day of award of work. The Embassy of India, Budapest reserves the right to levy penalty @, 1 percent of the contract price per day upto 10 percent of total price for delay beyond the scheduled periods;



X. All waste is to be removed and disposed of by the contractor after completion of work.

XI- The contractor shall comply with all applicable laws and codes having a bearing on the safety of persons or property and for injury, damage or loss. Contractor is responsible for the means, methods and sequence and all safety aspects of this work;

Eligibility criteria:

a) The prospective bidders should be a registered company under the local company laws and should have existence of at least 3 years.

b) The company/ agency should have at least 3 years of experience in the relevant field of work.

c) The company should have undertaken at least one work of similar nature of the value of HUF 3,000,000/- or 2 works of similar nature of the value of HUF 1,500,000/- each in the last years.

Contact information:

1. Mr. S. Ramji

Head of Chancery

Embassy of India

1025 Budapest , Buzavirag Utca 14

Email: hoc.budapest@mea.gov.in ,

2. Mr. Anurag Bhatt, ASO (Property)

Email: ga.budapest@mea.gov.in

Crucial dates and time

Sl. No.	Events	Date
1.	Notice Inviting Tenders	31.03.2023
2.	Site visit	03.04.2023-19.04.2023 (15:00 hrs -17:30 hrs) Except holidays and weekends with prior appointment.
3.	Last date of tender submission	20.04.2023- 1600 hrs
4.	Opening of Bids	21.04.2023 at 1200 hrs



Section II: Instructions to Bidders

1. Implementation / Timelines:

The work is to be completed in 30 working days after the award of the work.

2. Period of validity of Bids:

- a. Bids shall be valid for a minimum of 30 days from the date of submission of bids.
- b. The Embassy of India, Budapest may ask for the bidder's consent to extend the period of validity. A bidder agreeing to the request for extension will not be permitted to modify his bid.

3. Submission of Bids:

The bid shall be neatly arrange, plain and intelligible. Each page of the bid should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature. Bidder should submit their bid in large envelope with title "**Bids for removal and installation of new wooden laminate flooring at Exhibition hall ,Chancery Annexe of the Embassy located at 1025 Budapest, Buzavirag Utca 14**". The envelope should contain the following three envelopes inside:

Envelope A: Technical Bid as per proforma at Annexure-I.

Envelope B: Financial bid as per proforma at Annexure-II.

Envelope C: EMD or Bid Securing Declaration as per Annexure -III.

4. Late Bids:

Any bid received after the deadline for submission of bids, will not be accepted and returned unopened to the bidder.

5. Criteria for award of Contract/order:

- a. The Embassy of India, Budapest shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated financial bid.
- b. The lowest price criteria shall be applied on the total.

Section III: Minimum Eligibility Criteria

1. The following shall be the minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process:

- (a) **Legally Valid Entity:** The Bidder/Bidding firm shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the relevant Act or a firm having trade license granted by the competent authority to do business in



Budapest. The proof for supporting the legal validity of the bidder/bidding firm shall be attached with the bid.

(b) **Experience:** The Bidder shall have experience in undertaking similar nature of projects during last 03 years for Embassies/Government offices/large business establishments etc. and must have undertaken similar work.

(c) **Earnest Money Deposit / Bid Securing Declaration :** Thee bidder is required to submit an EMD of two percent of the estimated total value of the contract. In case the bidder is not willing to submit an EMD of two percent, they are required to submit a 'Bid Securing Declaration' in the format attached at the end of this Tender document at Annexure – III.

Section IV: Special Conditions of Contract:

1. Prices:

(a) The price quoted shall be considered firm and no price escalation will be permitted during the period of completion of the contract. The prices quoted should be in HUF including the VAT component.

2. Payments:

All payments shall be released as progress payments on the basis of certificate or work report submitted by the contractor and satisfied by the Embassy of India, Budapest. The contractor is required to submit a VAT invoice with payment deadline of at least 15 days for payments.



Annexure I
(Technical Bid)

S.No.	Particulars	Document/information need to be submitted
1	Whether company is registered in Hungary as per the local laws for last 3 years. Documents should also be enclosed.	Yes/No
2	Whether the company has satisfactorily completed at least one work of similar nature of the value of HUF 3,000,000/- or 2 works of similar nature of the value of HUF 1,500,000/- each in the last year.	Yes/No
3	Whether the company been blacklisted/banned from operating in Hungary by any organization	Yes/No



Annexure II

FINANCIAL BID PROFORMA

1. Name of the firm :
2. Address of the Registered Office :
3. Correspondence address:

4. Contact details:
 - Telephone:
 - Fax :
 - E-mail :

We have examined the tender conditions for above mentioned work and have inspected the site / taken an estimate as per tender documents. We offer to execute and complete the works in conformity with this tender as per our financial bid mentioned below:

Sl No	Items	Lump sum amount (including VAT) in HUF	Remarks, if any
1.	Repair work for removal and installation of new wooden laminate flooring at Exhibition hall ,Chancery Annexe of the Embassy located at 1025 Budapest, Buzavirag Utca 14 V	----- Note : Price quoted should be on an all-inclusive of all services, <u>personnel, repair material, other materials for works, transportation, taxes, consumables, VAT, etc.</u>	

Annexure III

Earnest Money Deposit / Bid Securing Declaration

(To be submitted on the Bidder's Letter Head)

We, Name of the company----- are submitting this declaration in lieu of Earnest Money Deposit for the ---Name of the work, thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by the Embassy of India, Budapest, for a period of Two years from the date of such Suspension Orders, under the following circumstances:-

- a. If after the opening of Tender, I/We withdraw or modify my/our Tender during the period of validity specified in the Bid Documents (including extended validity, if any) or do not accept the correction of the Tender Price pursuant to any arithmetical errors.

- b. If after the award of work, I/We fail to furnish the required Performance Security or sign the Contract, within the time limits specified in the Embassy Tender Document.

Signature of the Tenderer with seal

