

High Commission of India
Colombo

01/04/2013

Tender for Breakdown repair in Pump Room of the High Commission of India Building Premises

Tender Notice

High Commission of India, Colombo invites sealed quotations under the two bid system (technical and financial) from reputed companies/firms for breakdown repair in Pump Room of the High Commission of India Building Premises. The interested bidders must have a strong presence in Sri Lanka or must have local agents in Sri Lanka.

Bidders may purchase the Tender Documents from the address mentioned below, against payment (non-refundable) of SLR 1,000/- drawn in favour of 'High Commission of India, Colombo' towards the fee of tender documents may be enclosed with the technical bid.

Address for purchase of Document:

Head of Chancery
High Commission of India
36-38, Galle Road, Colombo-03

Tender Date: 01 April 2013

Pre-Bid Meeting: 15 April 2013 (1530 hrs)

Last Date of Submission of Bids: 22 April 2013 (1500 hrs)

Opening of Technical Bids: 22 April 2013 (1530 hrs)

Bids (technical and financial) may be submitted in separate sealed covers individually and enclosed in a larger envelope marked "**Tender for Breakdown repair in Pump Room of the High Commission of India Building Premises**" so as to reach latest by **1500 hrs on 22 April 2013. All tenders received after the deadline will be rejected.**

The technical bid and the financial bid documents (**in duplicate**) may be deposited with the undersigned at the High Commission of India. The bid should include all the details and meet terms and conditions listed in the tender documents.

The sealed quotations (technical bids) will be opened in presence of authorized representatives of bidders **at 1530 hrs on 22 April 2013** in the High Commission of India.

**Head of Chancery
High Commission of India
36-38, Galle Road, Colombo-03**

Terms and Conditions

1. Sealed quotations may be submitted under the two bid system (technical and financial) by any legally registered company/firm for purchase of servers for monitoring portal of Indian Housing project in Sri Lanka.
2. The company/firm must have strong presence in terms of sales and service in the island. The company/firm must also arrange for transportation of all the items to the designated point in Colombo at his own expense.
3. The supplied items must be assembled with original spare parts and software. All consumables used must be freely available in Sri Lankan markets.
4. A certificate guaranteeing that adequate amount of spare parts will be available in the island for at least Three years from the date of supply may be provided along with the technical bid.
5. Bidders are requested to submit their bid (technical and financial) in a sealed cover marked "Tender for breakdown repair maintenance in the pump room of High Commission of India" so as to reach latest by 3.00 P.M. on 22 April 2013. The technical bid and financial bid should be sealed by the bidder in separate covers duly super scribed thus and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed.
6. The bid may be submitted to Head of Chancery, High Commission of India, 36-38, Galle Road, Colombo-03 and acknowledgement obtained.
7. **OPENING OF BIDS:** The sealed quotations (technical bids) will be opened in presence of authorized representatives of bidders at 3.30 PM on 15 April 2013 in the High Commission of India. After scrutiny of technical bids by the Tender Evaluation Committee, financial bids of only those bidders who qualify the technical evaluation will be opened at a time and date to be intimated later.
8. **EARNEST MONEY DEPOSIT (EMD):** Technical bids should contain EMD of SLR 30,000=00 by DD/PO drawn in favour of High Commission of India, Colombo. Alternatively, a standard bid guarantee (format as in **Annexure C**) issued by a bank or an insurance agency approved by the Central Bank of Sri Lanka, in favour of the High Commission of India, Colombo of this amount may be provided. The Bid Guarantee of all unsuccessful bidders will be released after the tender is finalized. The Bid Guarantee should be valid for a minimum period of 120 days from the date of opening of tenders. Technical bids without Earnest Money Deposit/Bid Guarantee will be rejected.
9. **PERFORMANCE GUARANTEE:** The successful bidder shall submit, within fourteen working days after the award of tender, a Performance Guarantee (format as in **Annexure D**) provided by a reputed bank or an insurance agency approved by the Central Bank of Sri Lanka, of an amount equal to ten percent (10%) of the value of order, drawn in favour of the High Commission of India, Colombo for the due execution of the contract within the

specified period. The Performance Guarantee should be valid for a period of 120 days from the date of award. If the Performance Guarantee is not submitted within 14 working days of the letter of award, the award will be cancelled and the Guarantee will be forfeited. The EMD of the bidder, whose tender is accepted, will be discharged when the said bidder's Performance Guarantee has been accepted.

10. **RETENTION MONEY:** Retention money to the extent of 5% of invoice amount will be retained up to the warranty period and released thereafter, subject to proper functioning of supplied equipments and satisfactory after sales service. However, the deducted retention money can be released against a bank guarantee for the full amount of retention money.

11. **VALIDITY AND CURRENCY OF BIDS:** All bids shall hold good for acceptance for a minimum period of 90 days from the date of closing of tender. The price quoted should be in Sri Lanka Rupees and written clearly in ink or typewritten. The total amount of the bid should be given in words as well as in figures.

12. The quoted price (as of the point of delivery indicated in Delivery schedule, should be exclusive of all taxes, duties and levies etc. However, the taxes, duties and levies etc. as applicable may be quoted separately. The VAT Registration number should be indicated, if registered for VAT. Otherwise, the tender is liable to be rejected. If the bidder is not registered for payment of VAT, a certificate to that effect, obtained from the Commissioner General of Inland Revenue, should be annexed to the tender.

13. The bidder may provide the following:

With the Technical Bid:

- (i) Self-attested photo-copy of registration of the company/firm/ proprietorship with the concerned Sri Lankan / Indian authorities.
- (ii) Details of experience in similar field in Sri Lanka or in India
- (iii) Document to support the country of origin declaration in the Price Schedule form, where applicable.
- (iv) Manufacturer's authorization letter authorizing the bidder to supply the goods.
- (v) Documentary evidence to establish conformity of the goods to the technical specifications in the bidding documents along with the Technical Specification Form.
- (vi) Documents and information as required in the Bidder Information Form (**Annexure E**)
- (vii) The bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods during the warranty period.

(viii) EMD as mentioned in paragraph 8 above **(the bid will be rejected if the EMD is not submitted in the Technical Bid envelope)**

With the Financial Bid:

(i) Price quotation in the Price Schedule Forms

14. Any alteration or deletions in the bid should be authenticated by the full signature of the bidder.

15. **WARRANTY:** The item offered should carry a comprehensive warranty of five years. Any deviation in the warranty period should be indicated.

16. **MODE OF PAYMENT:** Payments will be released only after the items as tendered are handed over/delivered at designated places in perfect working condition, to the High Commission of India.

17. **DELIVERY:** The successful bidder must complete delivery, as stipulated above, of the item within a period of thirty days from the date of purchase order. Payment will be done only after successful supply of the material at designated places in nine Provinces of Sri Lanka. The exact places and the quantities to be supplied there will be intimated by the High Commission later. If the successful bidder fails to hand over within the stipulated period, liquidated damages @ 1% of the tender amount shall be levied for a delay of each calendar week or part thereof, subject to a maximum of 10%.

18. **ACCEPTANCE OF TENDERS:** The High Commission of India reserves the right to reject any or all tenders or accept any tender or a part thereof without assigning any reason

Annexure A – Specifications for breakdown repair in pump room

Sl. No.	Item	Quantity	
1	Cost of condenser Water Pump & Motor Bearings (original SKF Brand) – 3 sets	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Cost of new Flexible Couplings for Condenser Water Pumps with new Bolts & Nuts – 06 Nos	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Cost of new Flanges with new Bolts & Nuts – 09 Nos	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Cost of new Rubber Gaskets for the Flanges and Flexible Couplings – 21 Nos.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Cost of new Gland Packing for Pump Mechanical seals – 03 sets	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Cost of new Rubber Bushes for Pump Couplings – 18 Nos.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Cost of new B.I. Pipe for replacing with Corroded Pipe – 1 length	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Cost of new B.I. Reducer Fittings for new pipes – 3 Nos.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	Cost of Dismantling Corroded Pipes and broken Bolts of Pump Housing – 1 lot	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	Fabrication and welding cost of new pipe assemblies – 3 sets	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	Cost of labour for complete job – 1 lot	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Annexure – B
Price Schedule for repairs

S.No.	Item Description	Quantity	Unit Price (excluding Taxes charges, Duties and Levies) (in Sri Lankan Rupees)	Applicable Taxes charges, Duties and Levies for one unit (in Sri Lankan Rupees)	Total Price (excluding Taxes charges, Duties and Levies) (in Sri Lankan Rupees)
1	Cost of condenser Water Pump & Motor Bearings (original SKF Brand) – 3 sets	3			
2	Cost of new Flexible Couplings for Condenser Water Pumps with new Bolts & Nuts – 06 Nos	6			
3	Cost of new Flanges with new Bolts & Nuts – 09 Nos	9			
4	Cost of new Rubber Gaskets for the Flanges and Flexible Couplings – 21 Nos.	21			
5	Cost of new Gland Packing for Pump Mechanical seals – 03 sets	3			
6	Cost of new Rubber Bushes for Pump Couplings – 18 Nos.	18			
7	Cost of new B.I. Pipe for replacing with Corroded Pipe – 1 length	1 length			
8	Cost of new B.I. Reducer Fittings for new pipes – 3 Nos.	3			
9	Cost of Dismantling Corroded Pipes and broken Bolts of Pump Housing – 1 lot	1 lot			
10	Fabrication and welding cost of new pipe assemblies – 3 sets	3 sets			
11	Cost of labour for complete job – 1 lot	1 lot			
Total					

(Please submit separate forms for any alternate models proposed)

VAT registration number (if applicable)

Total amount in words; Sri Lankan Rupees

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Signature of the Bidder
(Common Seal of the Company)
Name & address of the Company -
.....
.....
.....
Name address of the Authorized Officers:
.....
.....
Telephone Number - Fax Number -
Date// 2011

Annexure C
BID BOND FORM

WhereasHereinafter called "The TENDERER" has submitted his/their Tender dated For the "Tender for breakdown repair maintenance in the pump room of High Commission of India", as per specification schedule annexed. Know all men by these presents that we (Here in after called the Bank) are bound to the (Here in after called THE PURCHASER) in the sum offor which payment well and truly to be made to the said PURCHASER The bank binds itself, its successors and assigns by these presents sealed with the common seal of the said bank this Day of 2013.

The conditions of the obligation are:- .

1. If the TENDERER withdraws his bid during the period of bid validity specified by the TENDERER on the bid form or
2. If the TENDERER having being notified of the acceptance of his bid by the PURCHASER' during the period of Bid validity
 - a. Fails or refuses to execute the CONTRACT.

Or

- b. Fails or refuses to furnish the performance bond. We undertake to pay to the PURCHASER up to the above amount upon receipt of his first written demand, without the PURCHASER having to substantiate his demand PURCHASER will state that the amount claimed by him is due to him owing to the occurrence of one or both conditions, specifying the occurred condition or conditions.

This guarantee will remain in Force up- to and including 120 days after the period at BID validity, and any demand in respect thereof should reach the BANK not later than the above date.

.....
Signature of the Bank

Annexure D

PERFORMANCE BOND FORM

“Tender for breakdown repair pump in the High Commission of India’

Whereas hereinafter Called "The SUPPLIER" has undertaken, in pursuance of CONTRACT dated 2013 to breakdown repair of pump for High Commission of India.

Hereinafter called "The CONTRACT" and where as it has been by you in the said CONTRACT that the SUPPLIER shall furnish you with a “Bank. Guarantee” by a recognized Bank for the sum specified herein as security for compliance with the SUPPLIER's performance obligation in accordance with the CONTRACT and whereas we agreed to give the SUPPLIER a Guarantee.

Thereof we hereby affirm that we are guarantors and responsible to you on behalf of SUPPLIER, up to a total of 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 limits of 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 2013.

.....
Signature and the Seal of the Bank

..... We understand that you are not bound to accept the lowest or any tender you may receive Dated thisday of Two Thousand and Eleven.

Signature

.....in the capacity of duly authorized to sign tenders for and on behalf of
.....(Name and Address of the company)

(IN BLOCK CAPITAL LETTERS)

Name : _____

WITNESSES

.....
Address:

.....
Signature:

.....
Name

.....
Address:

.....
Signature:

Annexure-E

Bidder Information Form

1. Bidder's Legal Name:
2. In case of JV. Legal name of each party:
3. Bidder's business registration details: (Attach copy of registration)
4. Bidders year of registration:
5. Bidders legal address:
6. Bidder's Authorized representative information: Name: Address: Telephone: E-Mail Address:
7. Attached are copies of original document of: <ul style="list-style-type: none">• Article of Incorporation or Registration of firm named in 1• In case of JV. Letter of intent to JV or JV agreement