



सत्यमेव जयते

**GOVERNMENT OF INDIA**

**Embassy of India  
Lomé**

**Name of Work: Supply for purchase of furniture for chancery/ Office  
(Embassy of India, Lomé).**

**Tender Documents**

**Period of Work: 21 days**

**Government of India  
Embassy of India  
Lomé**

**Embassy of India  
Lomé**

**Press Notice**

Embassy of India, Lomé invites, on behalf of President of India, bids on two bid system for "Supply of furniture items for one house of Embassy of India, Lomé.

Period of completion	21 Days
Earnest money deposit	CFA 200,000
Tender processing fee	Nil
Last date and time of submission of bid	<b>22.12.2020, 1700 hrs.</b>

The bid forms and other details can be obtained from the website <http://www.embassyofindialome.gov.in> Detailed Notice Inviting Tender is also available on <https://eprocure.gov.in/epublish/app>.

  
(Praveen C Kala)

**Charge d'Affaires a.i.  
Embassy of India, Lomé  
[hoc.lome@mea.gov.in](mailto:hoc.lome@mea.gov.in)**



Embassy of India Lomé  
Room no. 2415  
Hotel 2 Fevrier, Lomé  
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## TENDER NOTICE

**Name of Works: Supply for purchase of furniture for chancery/ Office (Embassy of India, Lomé).**

LOM/673/1/2020  
01.12.2020

Dated

The Embassy of India, Lomé, on behalf of the President of India invites Lump-sum Fixed Price Tender for Supply of furniture items for one house of Embassy of India, Lomé. The broad details of supply required is in Scope of Work (Section IV).

2. Last date for submission of bids: **22.12.2020 (1700 hrs.)**

### **Tender Documents**

#### Tender Contents

##### A. Technical Bid Documents:

<b>Document</b>	<b>I</b>	<b>: Invitation to Tender</b>
<b>Document</b>	<b>I -</b>	<b>S-I : Instruction to Bidders (Section-I)</b>
<b>Document</b>	<b>I -</b>	<b>S-II* : Introduction and Credentials of Bidder (Section-II) *</b>
<b>Document</b>	<b>I -</b>	<b>S-III : Terms and Conditions of contract (Section-III)</b>
<b>Document</b>	<b>I -</b>	<b>S-IV#: Standard formats for Earnest Money Deposit/Bid Security/ Guarantee, etc. (Section-IV)/Earnest Money Declaration (Section IV(a) &amp; IV(b))</b>

\*Section-II - Documents about the bidders, experience, name of other offices/residences where he is working/ has worked etc. and any other information about bidder. These documents can be supplied and attached by bidders.

# If the bidder submits Earnest Money (EMO) in form of Pay Order/demand draft, in favor of "Embassy of India, Lomé", no. need of Section IV(a) and Section IV(b)

##### **B. Financial Bid Documents:**

**Document 11-S-V : Schedule of Items (Section-V)**

**Document 11-S-VI : Form of Tender - Financial bid letter (Section-VI)**

(Item wise price for supply of furniture items in CFA to be quoted on this form by Bidder)

  
(Praveen C Kala)

Charge d'Affaires a.i.

Embassy of India, Lome

Room no. 2415, Hotel 2 Fevrier, Lomé

Tel no. 00-228 22238600



LOM/673/01/20

Embassy of India

Lomé

**Instruction to Bidders (Section-I)**

**Subject: Supply for purchase of furniture for chancery/ Office (Embassy of India, Lome).**

The Embassy of India, Lomé invites sealed tenders for Supply of furniture items for one house of Embassy of India, Lomé

The tenders are invited under two bid system viz. technical Bid and Financial Bid from reputed and experienced suppliers of furniture in Lomé.

The tender document can be downloaded from the following websites:

[WWW.embassyofindialome.gov.in](http://WWW.embassyofindialome.gov.in)

<https://eprocure.gov.in/epublish/app> -> Tenders by Location -> Togo

Bidders are requested to go through the terms & conditions of contract contained in the bid document (Section III). Bidder are required to deposit Earnest Money Deposit (EMD)

CFA 200,000 (CFA Two Hundred Thousand only) in the form of "Pay

Order/demand draft, Bank Guarantee from a Scheduled bank of Tokyo in favor of Embassy of India, Lomé "or Earnest Money Declaration. **Bids received without EMO or Earnest Money Declaration will not be considered and rejected summarily.**

The Tenders should be submitted in two sealed envelopes as below, along with prescribed EMD or Earnest Money Declaration:

The first sealed cover superscripted as "Technical Bid" should contain details of technical capabilities of the firm (with documentary evidence i.e. Company registration paper, experience with other Embassy/ other reputed organization in Lomé (as per Section -II).

The second envelope superscripted "**Financial Bid**" should contain Price Schedule of Quantity (Section V) and rates only for furniture items as per Section VI.

(C) Both the sealed covers, along with EMD or Earnest Money Declaration should be placed in the main sealed envelope superscripted "Supply of furniture Items for one house of Embassy of India, Lomé " addressed to the Head of Chancery, Embassy of India, Lomé, room no. 2415, Hotel 2 Fevrier, and must reach on or before 10.12.2020 (1500 hrs.). Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Embassy will not be responsible or any postal delay. Bids may not be sent by e-mail.

The Embassy 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 Embassy in this regard will be final and binding upon the bidders.

The Important schedules and dates are given below:

Sr No.	Key Event	Dates
1.	Date of publishing on CPP Portal	01.12.2020
2.	Date of receiving the bids (Start)	02.12.2020
3.	Date of clarification (start)	03.12.2020
4.	Date of clarification (end)	19.12.2020
5.	Bid Submission Closing Date	22.12.2020
6.	Technical/Financial Bid opening Date	23.12.2020

**For Any tender related enquiry/clarification/site visit, please contact Mr. Praveen C Kala, Charge d' Affaires a.i. by email [hoc.lome@mea.gov.in](mailto:hoc.lome@mea.gov.in) or by phone +228 91699175.**

**All bidders are requested to read and understand the terms & conditions of the contract before submitting their bids. No change or violation of aforementioned terms and conditions is permissible once the quotation is accepted by the Embassy.**

  
(Praveen C Kala)

**Charge d' Affaires a.i.**

**Section-II**

**Introduction and Credentials of Bidder/TECHNICAL INFORMATION** (Proforma to be submitted with Technical Bid by the bidder)

Name of firm :

Address of the Registered Office:

Correspondence address:

Contact details: Telephone No.:

Fax :

E-mail:

Sr No.	Requirements	Response
1.	a) Brief introduction of the company.	
	b) Has tenderer executed at least one similar project of CFA 2,000,000 or two similar projects of CFA 1,000,000 in last 10 years?	
	c) Total number of regular employees with the firm.	
	d) Annual Turnover of the firm for the last two years.	
	e) Registration Certificate & license for the services.	
	f) Has tenderer incurred any loss in more than 2 years during last 5 years?	
2.	Details work plan and methodology for undertaking the job.	
3.	List: Other Embassies/Consulates or reputed organization where you provided or are providing services of similar nature.	

Kindly submit supporting documents

Name of Company

Seal



## Section-III

### **Terms and Conditions of Contract**

At any time prior to the deadline for submission of bids, Embassy of India, Tokyo may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.

Embassy of India awards the contract to the eligible bidder whose technical tender has been accepted and determined as the lowest evaluated commercial tender. The lowest price criteria shall be applied on the total.

Interpretation of the clauses in the Tender Document/contract Document. In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender documents, Embassy of India, Lomé 's interpretation of the clauses shall be final and binding on all parties.

The successful bidder, on award of contract must send the contract/acceptance in writing within 3 days of award of contract; otherwise the Contract will be awarded to the next successful bidder i.e. L-2.

**After acceptance of order:** All furniture for a room should be matching and having matching finish. The bidder will be responsible for taking approval of the purchaser prior to the production of the final goods. Approved prototypes would be permitted to be included as part of the supplied goods. The prototypes will be presented well in advance in order to allow sufficient time for any corrections to be made without causing delay to the project completion. Any delays to the supply beyond the completion due to the failure of the bidder to present acceptable prototypes will make the bidder liable to delay penalties.

No request for revision/increase of approved rates during the currency of tenure will be entertained. No other charges like transportation fare etc. will be payable for providing the services.

**Validity of Bid** – The Bid shall remain valid for a period of 180 days from the date of the opening of the bid or up to any mutually extended period.

Period of completion for the work is 21 Working Days.

**Defects liability period:** Defects liability period shall be as per Warranty Period of the furniture items and 1 year from the date of supply. Contractor shall be bound to remove/ rectify / replace any defects / damaged/defective furniture which is noticed during defects liability period at his own risk and cost.

Commencement date of supply shall be counted from the date of Issue of Letter of Acceptance of Letter of Award or from the date of handing over of site whichever is later.

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.

The tenderer shall guarantee among other things, the following: - a. Quality, strength and performance of the materials used; b. Follow up service, if required.; c. Good workmanship.

No escalation on rates due to delay in works shall be admissible.

The Employer will not be bound to accept the lowest or any tender nor to give a reason for the rejection of any Tender.

**Specification:** The item of work & material used in the work shall be complying with the standard of quality like British standard & Indian Standard or equivalent. The material used /or workmanship should be of equivalent or higher standard than the existing items. Sound engineering practice should be adopted in all items of work execution.

On completion of work, Contractor shall submit all equipment manuals, guarantee cards, specifications etc. The Final Bill of work shall be paid only on completion of work and depositing all documents as above.



The firm would be responsible for its workers in terms of their antecedents and conduct, service performance and behavior as also the payment of salaries, compensation etc.

The Tenderer shall examine the scope of work and other Documents and all Addenda (if any) before submitting his Tender and shall become fully informed as to the extent, quality, type and character of operations involved in the Works. The Tenderer shall visit and acquaint himself with the Site of the Works. The tenderer shall take entire responsibility in the interpretation of this report and of the site conditions. No consideration or compensation will be given for any alleged misunderstanding of the nature of the work to be executed.

#### **Tender and Schedule of Quantities –**

Bidders shall satisfy themselves of the quantities quoted in the Schedule of Quantities. These quantities shall be taken as guidance to assess the approximate quantum of work involved in the project. The Contractor prior to the submission of the tender, may add to items, quantities to the items in Schedule of Quantities as per the scope of the work, and site visit. It shall be the responsibility of the bidder to satisfy himself of the completeness of the documents for the scope of work and his own assessment of the work after site visit and as per the tentative scope of work mentioned in tender document. No extra cost shall be entertained and payable if any additional information or detail is provided later for carrying out the works as specified in the tender documents.

Bidders are required to quote Lump-sum fixed prices on “Form of Tender”. Bidders may prepare schedule of quantity as per scope of work identifying item description, quantity and rates. The total amount of schedule of quantity prepared by them should be transferred to Form of Tender.

The Price/amount must be quoted both in figures and in words on the Form of Tender and the currency must be in JPY only. In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender.

Final Tender Price- Decision on bid will be taken based on the final price quoted on the Form of Tender Price/Amount as quoted in the “Form of Tender” shall be the basis for deciding the tender quote and the L1 bidder. In case of any mismatch in the final quoted price on Form of Tender and Total amount worked out on rates in Schedule of Quantities, the final price quoted on Form of Tender shall be considered for comparison of bids and decision on bid.

If amount quoted on Form of Tender is more than amount worked out on Schedule of Quantities, the rates in the Schedule of Quantities shall not be altered/adjusted. If amount quoted on Letter of Tender is less than amount worked out on Schedule of quantities, the rates on schedule of quantities shall be adjusted in the ratio to match with quoted final price on the Form of Tender.

Bidders would be required to furnish the information and submit documents, as per the attached proforma and would quote prices strictly on Lump Sum basis only. Price quoted should be on all-inclusive basis and shall include the cost of all services, personnel, material, transportation etc. Technical information should be given in separate envelope.

Quoted price is price inclusive of all taxes except VAT. Item I quantity indicated in the scope of work I schedule of quantity are tentative and some variation during execution may take place. The quoted price should include charges for Labor I transportation and civil works required I necessary, if any, for complete installation. Nothing extra is payable for such variation.

Earnest Money Deposit – Demand draft/Banker’s cheque/Bank Guarantee in favor of Embassy of India, Tokyo or Bid Securing Declaration (Section IV(a) and IV(b)).

Disqualification of Tender -Tender may be disqualified for any reason including, but not limited to the following:

If tenderer sets forth any conditions which are unacceptable to the Employer.

If any tender is submitted under a name other than the name of the individual firm, partnership or corporation that was issued the Tender Document. C) If there is evidence of collusion between Bidders.



d) If Tender sets forth any offer to conditionally discount, reduce or modify its tender. E) If Bid price is disclosed before opening of Financial Bid.

Employer's right to waive - The Employer reserves the right to waive any deficiency in any tender where such waiver is in the interest of the Employer except that no proposal will be accepted if the Earnest Money Deposit (EMD) or Bid Securing Declaration in lieu of EMD or/any of the preceding statutory documents was not submitted with the tender.

Payment: The payment schedule under the terms of this contract will be as under:

i). Payment Stage 1: Advance payment: Advance payment of 60% of the accepted contract price as per the provisions of conditions of contract, against bank guarantee of equivalent amount.

ii) payment State 2: Installation completion and handing over stage: payment of 40% of the accepted contract value (after any applicable adjustments under the terms of the contract) will be paid on completion of installation of the furniture and other interior items at their designated locations. The bidder will be responsible for providing competent supervision of the unpacking and installation of the various items supplied.

#### Section-IV

#### Bank Guarantee Proforma for Earnest Money Deposit/Tender Security

Bank Guarantee No....

Brief description of contract: - **Supply for purchase of furniture for chancery/ Office (Embassy of India, Lomé).**

Name and Address of Beneficiary: Two flats of Embassy of India, Lomé.

Date:

Whereas M/s (Name of Contractor with address) \_\_\_\_\_ have submitted their tender for Name of work : \_supply of furniture items In two residence of Embassy of India , Lome and one of the tender conditions is for the M/s (Name of Contractor with address) \_\_\_\_\_ to submit a Bank Guarantee for Earnest Money Deposit amounting to 200,000/- (CFA two hundred thousand Only). In fulfilment of the tender conditions, we, (Name of Bank with address) hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount 200,000/- (CFA two hundred thousand Only. This guarantee is valid for a period of 180 Days and any claim and statement hereunder must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to 200,000/- (CFA two hundred thousand Only).

Notwithstanding anything to the contrary contained herein above, this guarantee is valid from *(date of issue)* up to the *(date after 180 days from date of issue)* \_ and claims under this guarantee should be submitted not later than

*(date after 180 Days from date of issue)* \_\_\_\_\_

This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

Date \_\_\_\_\_ Signatures \_\_\_\_\_

#### **Section IV (a)**

##### **Bid Security/Earnest Money Deposit/Bank Guarantee**

To safeguard against a bidder's withdrawing or altering its bid during the bid validity period, Bid Security (also known as Earnest Money) is to be deposited by the bidder. The bidders should furnish bid security along with their bids. The bid security may be in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (Proforma attached) from any of the commercial Bank, the Bid Security is to remain valid for a period of 180 days beyond the final bid validity period.

In place of Bid Security, the Bidders has option to sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for 60 months from being eligible to submit Bids for contracts with the Embassy of India.



**Section-IV(b)**

Earnest Money/Bid Securing Declaration

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for 05 years from being eligible to submit any bid for contracts with Embassy of India, Lome.

Date -----

Signatures \_\_\_\_\_

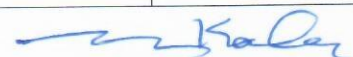
## Section-V

### Schedule of quantities (BOQ)

All furniture for the embassy should be matching theme and should be of matching finish. The furniture required is for a formal setting. The furniture should be mahogany or natural wood color, with matching finish in each room.



SN	Furniture	Measurements (m)	Description	Total Qty
1	Table for ambassador			1+Computer Desk
2	Table for Officers	2m		2
3	Table for local employees	Normal table		5
4	Table (Long table) for reception			1
5	Table for Attaché	1.5 m		2
6	Conference Table	5 m		1
7	Chairs for reception			50
8	Podium	Normal		1
9	Micro			2
10	Sound system			1
11	TV for consular room for public			1
12	Office Book cases			3
13	Paper shredder			4
14	Office storage cabinet			6
15	Filing Cabinet			3
16	Notice board			1
17	White board			1
18	Lockers			2
19	Desk Lamps			4
20	Sofa for Ambassador office			1
21	Sofa for ambassador meeting room			1
22	Sofa for Second secretary			1
23	Sofa for first secretary			1



**Praveen C. Kala**  
**Charge d' Affaires a.i.**

**Section-VI**

**Form of Tender (Financial Bid Letter)**

(To be submitted by the Bidder in following format)

TO: Embassy of India, Lomé

We declare:

That we are equipped with necessary expertise and facilities required for carrying out the work "Supply of furniture items for the chancery of Embassy of India, Lomé " as per the requirements of the contract. Our tender offer price for the above work order all complete as per the requirements of the contract is CFA ----- (CFA----- only). We have carefully read and understood the terms and conditions of the tender and enclose herewith complete Financial Bid as required by you. We do hereby confirm that our bid price is inclusive of all. We offer to execute and complete the Works and remedy any defects therein, in conformity with this Tender.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature \_\_\_\_\_

In the capacity of-----

Duly authorized to sign tenders for and on behalf of

Address:

Date: