

**NOTICE INVITING TENDER**

**Subject: Invitation for competitive tender for supply of office furniture at Consulate General of India, Dubai (UAE).**

Consulate General of India, Dubai invites tender under single stage two-bid system from registered vendors for supply of Office Furniture, as per details given in the tender documents.

2. The tender document can be downloaded from the website – [www.https://eprocure.gov.in](https://eprocure.gov.in) (Central Public Procurement Portal) or [www.cgidubai.gov.in/tenders](http://www.cgidubai.gov.in/tenders) (Consulate General of India, Dubai website).

3. The interested service providers/firms have to submit the tenders in two-bid system [i.e. (I) Technical Bid and (II) Financial Bid]. The Technical Bid and the Financial Bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. Bidder must ensure that all the necessary documents including those in support of eligibility criteria etc., are to be submitted along with the Technical Bid in one sealed envelope. The Financial Bid will be submitted in a separate sealed envelope. Tenders are to be submitted to Head of Chancery, Consulate General of India, Al Hamariya, Diplomatic Enclave, P.O. Box No. 737, Dubai, UAE by 1700 hrs of 15.12.2020. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances. The schedule of bidding is as follows:

Bid submission start date	:	24.11.2020 (0830 hrs)
Pre bid meeting date	:	07.12.2020 (1000 hrs)
Bid submission end date	:	15.12.2020 (1700 hrs)
Bid opening date	:	16.12.2020 (1000 hrs)

4. The Technical Bid will be opened on 16.12.2020 at 1000 hrs in the Consulate General of India, Dubai by the committee authorized by the Competent Authority of this Office. The Financial bids of only those bidders whose Technical bids are accepted shall be opened by the Committee at 1200 hrs on the same day (16.12.2020)

5. The Consulate General of India reserves the right to accept/reject any bid(s) without assigning any reason(s) and the decision of the Competent Authority of the Ministry shall be final and binding.

Sd/-xxxxxxx  
(Sanjeev Kumar)  
Head of Chancery

**Technical Proposal Submission Form**

**Letter of Bid**

To,

Dated: \_\_\_\_\_

Head of Chancery  
Consulate General of India  
P.O. Box-737, Diplomatic Enclave  
Dubai, UAE

**Reference: Invitation for Bid No. Duba/Prop/881/5/2020 dt. 24.11.2020**

We, the undersigned, declare that :

We have examined and have no reservations to the bidding documents, including addenda issued in accordance with instructions to bidders.

2. We offer to execute in conformity with the bidding documents, for providing Office Furniture to the Consulate General of India, Dubai.
3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the bidding documents and shall remain binding upon us and may be 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 documents 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

(Authorized person shall attach a copy of authorization for signing on behalf of bidding company)  
Full name and designation  
(To be printed on bidder's letterhead)

## **SECTION 1 : INSTRUCTIONS TO BIDDERS**

### **1. Timeline for services to be provided**

Upon award of the tender, the firm will have to provide the Office Furniture within 30 days.

### **2. Amendment of bidding documents**

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

### **3. Period of validity of bids**

a. Bids shall be valid for a minimum of 180 days from the date of submission of bids. A bid valid for a shorter period shall stand rejected.

b. Consulate General of India, Dubai may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. A bidder agreeing to the request for extension will not be permitted to modify his bid.

### **4. Submission of Bids**

The Bid shall be neatly arranged, plain and comprehensible. 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.

### **5. Late Bids**

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

### **6. Award of Contract :- Award Criteria:**

a. Consulate General of India, Dubai shall award the contract to the eligible bidder whose bid has been accepted and determined as the lowest evaluated bid.

b. The lowest price criteria shall be applied on the total.

c. If more than one bidder happens to quote the same lowest price, Consulate General of India, Dubai reserves the right to award the contract to any one bidder.

### **7. Purchaser's right to amend scope of work**

If, for any unforeseen reasons, Consulate General of India, Dubai is required to change the scope of service, this change shall be acceptable to the bidder without change in the unit price quoted.

### **8. 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 Document, Consulate General of India's interpretation of the clauses shall be final and binding on all parties.

## SECTION 2 : CONDITIONS OF CONTRACT

### 1. **Prices**

- a. The price quoted shall be considered firm and no price escalation will be permitted at the later stage
- b. Bidders must quote the price in the format given in Price schedule at Section 4 of this document
- c. All items are to be quoted only in AED
- d. The prices quoted should be inclusive of all applicable taxes and charges

### 2. **Payments**

70% payment will be released after successful delivery and installation of the complete supply of furniture. 20% will be released after 30 days and remaining 10% will be released after 90 days.

3. The tenderer shall submit documentary evidence in respect of their technical capabilities as quoted by them.

4. **Defects Liability Period** : Defect liability period will be 12 (Twelve) months from the final delivery/installation of the office furniture. All furniture would cover a guarantee/warranty of minimum 12 months. During the above period, the supplier would be bound to replace the defective furniture item(s), which may come to notice during Defects liability period or within the Defects Liability Period, without any additional cost to the Consulate.

5. The tenderer can submit only one tender; a tenderer who submits more than one tender will be disqualified.

### 6. **Penalty for delayed services**

Consulate General of India, Dubai reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of contract.

### 7. **Force Majeure**

Consulate General of India, Dubai may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of any Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

### 8. **Earnest Money Deposit (EMD)**

The bidder should furnish refundable Earnest Money Deposit (EMD) of **AED 1400/-** in the form of a Demand Draft/Banker's cheque/Bank Guarantee in favour of Consulate General of India, Dubai along with the bid. Any bid not accompanying with EMD shall be rejected. The EMD of unsuccessful bidder will be returned after the award of the contract.

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

- a. The bidder withdraws his bid during the period of bid validity;
- b. In case of a successful bidder, the selected bidder fails to sign the agreement in time;
- c. Furnishing of any wrong information.

### SECTION 3 : GENERAL TECHNICAL SPECIFICATIONS

1. Firm should have overall good experience in the supply of office furniture of minimum three years in the field.
2. Firm should have valid Trade license to operate and VAT registration certificates from the concerned departments.
3. Eligibility criteria:
  - a. The bidders must have done similar works of **(i) one similar work of value of AED 56,000/- or (ii) two similar works of value of AED 35,000/- or (iii) three similar works of value of AED 21,000/-**. The company should have a good financial standing Profit and loss Statements.
  - b. The bidder should submit precise profile of its activities and operations in different areas and fields related to the defined scope of work. Bidder may give information of details of work/ services done for various important clients recently.

**SECTION 4 : Format for submitting the price schedule for supplying Office Furniture  
(on company's letter head)**

Tender No. Duba/Prop/881/05/2020 dt. \_\_\_\_\_

**Price Schedule**

Sr.No.	Item details	Detailed specification, size, design, material, colour etc.	Amount in AED

Note:

1. Above quoted prices for the work are complete in all respects as per the scope of work, inclusive of all taxes & other charges etc
2. Certified that rates quoted are as per specifications, terms & conditions mentioned in the tender document

Yours faithfully,  
(Signature of authorized signatory)  
Name & designation: Company seal

## SECTION 5 : DETAILS OF WORKS TO BE CARRIED OUT (SCOPE OF WORK)

Consulate General of India, Dubai invites sealed quotations from reputed and experienced office furniture suppliers/manufacturers of UAE for the procurement of following furniture items for the various wings at Chancery building of Consulate General of India, Dubai.

S.N.	Item	Specification	Quantity
1	Modular Work station for Passport section	Work station with table mounted partition in 30 CMs height from table top, Table size 140x160 cms along with standing pedestal W/3-4 drawers and high back durable revolving office chairs with steel base & steel arms and adjustment control	20
2	Office table for passport section	Office table of solid wood (160x80 cm) with drawers and high back durable revolving office chairs with steel base & steel arms and adjustment control	2
3	Modular Work station for Labour section	Work station with table mounted partition in 30 CMs height from table top, Table size 140x160 cms along with standing pedestal W/3-4 drawers and high back durable revolving office chairs with steel base & steel arms and adjustment control	6
4	Modular Work station for Consular Section	Work station with table mounted partition in 30 CMs height from table top, Table size 140x160 cms along with standing pedestal W/3-4 drawers and high back durable revolving office chairs with steel base & steel arms and adjustment control	6
5	Office table for Protocol section	Office table of solid wood (140x70 cm) with drawers and high back durable revolving office chairs with steel base & steel arms and adjustment control	2
6	Custom made heavy duty metal lockers for mobile phone/tablets	W 130 x D 20 x H 186 (for 60 phones in the pattern of 5x12)	2
7	Custom made heavy duty metal lockers for Laptops	W 38 x D 30 x H 186 (for 12 laptops in the pattern of 1x12)	1
8.	Office Chairs	Revolving office chairs / steel base /strong & sturdy for long years of use	10

2. **Site Visit / Pre-bid meeting:** The bidders shall visit the work place, understand the scope thoroughly and then quote for. The bidder shall contact Vice Consul (Property), Consulate General of India, Dubai on [prop.dubai@mea.gov.in](mailto:prop.dubai@mea.gov.in) or at +971-4-3971222/333 for visiting the site on 07.12.2020. Design/sample pictures may be shown and discussed during the pre-bid meeting.