

**No Duba/Admin/815/2/2009**  
**Consulate General of India**  
**Dubai**

**Invitation for Tender**

Sealed tenders are invited from eligible Contractors for the under mentioned requirements as per terms and conditions set forth in the Tender Documents:

1.	Tendering Authority	Consulate General of India, Dubai
2.	Invitation Ref no & date	No.Duba/Admin/815/2/2009
3.	Procurement Method	Limited Open Tendering Method
4.	Source of Fund	Government of India
5.	Tender Name	Supply, installation and commissioning of Security Alarm System (E-guard Grade 3), at the Consulate General of India, Dubai and Consul General's Residence, Dubai.
6.	Tender document available at	<a href="http://www.cgidubai.gov.in">www.cgidubai.gov.in</a> OR Central Procurement Portal: <a href="https://eprocure.gov.in/cppp/">https://eprocure.gov.in/cppp/</a> -> tenders by location -> Dubai
7.	Earnest Money Deposit/ Tender Security Amount	AED 1500/- (Dirham Seven Thousand and Five Hundred only) by way of Banker's cheque/Demand Draft in favour of <b>Consulate General of India, Dubai</b> . Any bid not accompanying with Earnest Money Deposit/Tender Security Amount shall be rejected. The EMD of unsuccessful bidder will be returned within 30 days after the award of the contract. The EMD will be forfeited in case the bidder withdraws his bid during the period of bid validity or in case of a successful bidder, the selected bidder fails to sign the agreement in time or furnish performance guarantee or furnishing of any wrong information.
8.	Tender Submission date	<b>Publication Date : 27/03/2023</b> <b>Pre Bid Meeting : 12/04/2023</b> <b>Last date of submission of bids 19/04/2023 (1300 hrs)</b> {A pre-bid meeting is scheduled at <b>1000</b> hrs on <b>12/04/2023</b> in the Consulate General of India, Dubai. Interested bidders may contact Mr.Chewang Dorjee Bhutia, AP&WO on mail: <a href="mailto:apwo.dubai@mea.gov.in">apwo.dubai@mea.gov.in</a> or contact no. 04-3971222/333 to attend the pre-bid meeting.}
9.	Estimated cost of tender	AED 30000/-
10.	Tender Opening Date &	Technical bid will be opened on <b>21/04/2023@</b>

	Time	<p><b>1500 hrs.</b> Intending tenderers or their authorized representatives may attend the opening of tenders.</p> <p>The date for opening of Financial Bids will be communicated at a later date. Only those bidders who are technically qualified will be called for opening of financial bids.</p>
11.	<p><b>Eligibility Criteria of Tenders</b></p>	<p>The invitation of tender is open at all eligible tenders as mentioned below:</p> <ul style="list-style-type: none"> <li><b>i) Tenderer should have a minimum of five years of overall experience in supply, installation, commissioning of security alarm systems and related services in UAE and have successfully completed similar type of work in any Govt / Semi Govt. / Autonomous Body / Embassy / Consulate.</b></li> <li><b>ii) Tenderer must have up to date Trade License.</b></li> <li><b>iii) Tenderer must have relevant ISO certificate.</b></li> <li><b>iv) Tenderer must be Dubai Police and SIRA approved Company.</b></li> <li><b>v) Audited Financial statement for last 3 years</b></li> <li><b>vi) Tenderer should have valid permit/registration from the relevant department of UAE Government to operate.</b></li> <li><b>vii) Rejection:- Consulate General of India, Dubai reserves the right to accept or reject proof of credentials at its sole discretion without having to furnish reasons thereof, to the applicants. Submission of false information/document shall render the bidder ineligible.</b></li> <li><b>viii) Cost of Tendering:- The Consulate General of India, Dubai will not be responsible to compensate for any expense or losses which might have been incurred by the Tenderer in the preparation and submission of his Tender/bid.</b></li> <li><b>ix) Validity of Bid:-The bid shall remain valid for a period of 180 (One Hundred Eighty) days from the date of opening of the bid or up to any mutually extended period.</b></li> </ul> <p>[Tenderer must include, as part of the tender, attested copies of documents mentioned above to establish their</p>

		qualifications to perform the contract.]
10.	Period of contract	30 Days
11.	Performance Guarantee	<p>The successful bidder is required to submit a performance guarantee of 5% of the contract value within 10 days of signing the final agreement. The EMD of the successful bidder may be adjusted in the performance guarantee by depositing the difference in amount of performance guarantee or alternatively EMD could be refunded and a fresh performance guarantee may be issued. The guarantee shall remain valid during the tenure of contract period. The guarantee amount in full or part may be forfeited in the following cases:</p> <p>(i) When the terms and conditions of the contract are breached.</p> <p>(ii) When the service provider fails to comply with minimum service levels agreed upon.</p> <p>(iii) Failure of the service provider to comply with statutory requirements shall constitute sufficient grounds for annulment of the award and forfeiture of service guarantee.</p>
12.	Name and address of the office Receiving Tenders	Office of the Consul (Head of Chancery), Consulate General of India, Al Hamriya Diplomatic Enclave, Bur Dubai, Dubai.
13.	Name and address of the office for opening Tenders	Office of Consul (Head of Chancery), Consulate General of India, Al Hamriya Diplomatic Enclave, Bur Dubai, Dubai
14.	Special instructions	<p>i) Bidders shall submit their bid in a large sealed envelope super-scribed with <b>“Tender for installation of Security Alarm System (E-Guard Grade 3 )”</b> for Consulate General of India, Dubai premises and the residence of Consul General, addressed to <b>“Head of Chancery, Consulate General of India, P.O. Box No.737, Dubai”</b> which shall have following three envelopes inside:-</p> <p><b>Envelope A:-</b> This envelope should contain EMD and super-scribed as <b>“Earnest Money Deposit”</b>.</p> <p><b>Envelope B:-</b> This envelope should be super-scribed as <b>“Technical Bid”</b> and should contain a brief introduction, background, company details, credentials, VAT &amp; other registration and past performance of the bidder. They may attach any other documents such as company profile, company brochures, achievement of the</p>

		<p>company etc. This should also contain terms &amp; conditions as well as scope of work, the requisite information duly filled in as per proforma at Annexure-I, details of demand Draft/Banker's cheque for Earnest Money Deposit. The bidder should also clearly mention in the tender that the terms and conditions of the tender are acceptable to them.</p> <p><b>Envelope C:-</b> This envelope should be superscribed as "<b>Financial Bid</b>" and should contain rates which are to be quoted on monthly basis as per proforma at Annexure-II. This should also mention statutory taxes as applicable, separately.</p> <ul style="list-style-type: none"> <li>ii) The Tenderer shall submit documentary evidence in respect of their financial and technical capabilities and also of their experience in execution of similar nature of work.</li> <li>iii) The tenderer can submit only one tender. A Tenderer who submits or participates in more than one tender will be disqualified.</li> <li>iv) The Consulate General of India, Dubai reserves the right to accept or reject any or all the Tenders without assigning any reasons whatsoever.</li> <li>v) If the Tenderer submit any false, incorrect or forged certificates, his tender will be summarily rejected and the Tender security amount may be forfeited.</li> <li>vi) The Tenderer should be compliant with local regulations as regarding hiring of manpower for Security purpose and also with local taxation laws.</li> <li>vii) Quotation should be valid for at least 180 days.</li> </ul>
15.	Scope of work	<p>To supply, installation and commissioning of Security Alarm Systems( E-guard Grade 3) at the Consulate premises [Al Hamriya Diplomatic Enclave, Bur Dubai] and Consul General's Residence (Villa No R-21, Plot no 178, Emirates Hills-3, Phase-1, Dubai).</p> <p><b>Scope of Work:</b></p> <p><b>1. Supply, installation and commissioning of Security Alarm Systems(E-Guard Grade 3) at the Consulate General of India, Dubai and</b></p>

		<p>at Consul General's Residence, Dubai.</p> <ol style="list-style-type: none"> <li>2. To remove existing Security Alarm system along with security alarm buttons at both Consulate General of India, Dubai &amp; at Residence of the Consul General.</li> <li>3. Supply, installation and commissioning of 06 security alarm buttons at the Consulate General of India, Dubai.</li> <li>4. Supply, installation and commissioning of 01 security alarm button at the Consul General's Residence, Dubai.</li> <li>5. To maintain police connectivity of the alarm systems of the Consulate and Consul General's Residence for one year.</li> <li>6. To provide AMC with warranty including quarterly inspections of the alarm systems at both the locations.</li> <li>7. To provide all civil &amp; electrical work for the installation &amp; commissioning of security alarm system along with alarm buttons.</li> <li>8. Any necessary local authority approval will be the responsibility of the bidder/tenderer.</li> <li>9. To provide assistance on call basis.</li> </ol> <p>For any tender-related enquiry/query/clarification please contact: Mr. Chewang Dorjee Bhutia, AP&amp;WO mail: <a href="mailto:apwo.dubai@mea.gov.in">apwo.dubai@mea.gov.in</a></p>
16.	Conditional Acceptance of the Tender	The acceptance of the Tenders shall be conditional and not finally binding upon the CGI, Dubai. CGI Dubai may withdraw the acceptance of the Tender without any notice or other formality and may enter into a new Agreement for the execution of the works or any part of it.
17.	Amendments to Tender Documents	At any time prior to the date of opening of the tender, CGI, Dubai may issue an addendum in the Tender Documents in writing to all persons or firms to whom the Tender Documents have been issued, deleting, varying or extending any item of this Tender Documents. Prospective bidders shall promptly acknowledge receipt of each Addendum to CGI, Dubai.
18.	Disqualification of Tender	Tenderer may be disqualified for any reason including but not limited to the following:- i)If Tenderer sets forth any conditions which are

		<p>unacceptable to CGI, Dubai.</p> <p>ii)If any tender is submitted under a name other than the name of the individual firm, partnership or corporation that issued the Tender Documents.</p> <p>iii)If there is evidence of collusion between Bidders.</p> <p>iv)If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender.</p> <p>v)If Bid price is disclosed or become known before opening of Financial Bid.</p>
19.	No Escalation of Price	Price escalation, in rates due to any reason such as change in foreign currency exchange rate, increase in prices of equipment, labour, fuel (Petrol, diesel, gas,etc) , transport, electricity & water, levy of new taxes, hike in any tax rate, Cess etc shall not be applicable.

**Special Instructions:**

1. The tendering authority reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which the service provider has bid.

2. Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the service provider.

3. All personnel (technicians, drivers, support staff) involved in the exercise should be of Indian nationality and not of any other nationality.

The tenderer accepts all terms & conditions of the contract as listed above.

Signature and date of authorized representative : \_\_\_\_\_

Name of authorized representative: \_\_\_\_\_

Name of company: \_\_\_\_\_

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**Technical Bid**

To

Head of Chancery  
Consulate General of India  
Dubai

Dear Sir/Madam,

I/We, \_\_\_\_\_, Representative(s) of  
M/s. \_\_\_\_\_ solemnly declare that:-

1. I/We are submitting tender for the supply, installation and commissioning of security alarm systems against Tender Notice No.Duba/Admin/815/2/2009 dated dd/mm/yyyy .
2. The undersigned or my partners do not have any relative working in any office of Consulate General of India, Dubai.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price – Bid submitted by me/us is “WITHOUT ANY CONDITION”.
6. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
7. If any information or document submitted is found to be false/incorrect, Consulate may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.
8. All the terms and conditions of the tender are acceptable to us.

Yours sincerely,

(Signature of Tenderer)

**Annexure II – BILL OF QUANTITIES**

(To be submitted by the bidder in the following format)

**Name of the work: Supply, installation and commissioning of Security Alarm System (E-guard, Grade 3), at the Consulate General of India, Dubai and Consul General's Residence, Dubai..**

<b>Sl. No.</b>	<b>Items required for completion of work</b>	<b>Quantity</b>	<b>Brand of Material (Quality)</b>	<b>Cost (in AED)</b>
1				
2				
3				
4				
5				

**Note:**

1. The Schedule of Quantities should be enclosed by the bidder. Bidders are requested to identify and quote the rates of individual items. Items required for completion of the work may be added to the Schedule of Quantities with the whole nomenclature of the item.
2. Bidders shall satisfy themselves with 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.
3. Before the tender submission, the bidder may add items and quantities to the items in the Schedule of Quantities as per the scope of the work and site visit.
4. It shall be the bidder's responsibility to satisfy himself with the completeness of the documents for the scope of work and his assessment of the work after the site visit and as per the tentative scope of work mentioned in the tender document.
5. 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.
6. The total amount of schedule of quantities prepared by the Contractor should be transferred to the Form of Tender (Section VII).

Sign of authorized representative of Company: \_\_\_\_\_

Name of authorized representative: \_\_\_\_\_

Name of company: \_\_\_\_\_

Address:

Date:



**Annexure III- FORM OF THE TENDER – FINANCIAL BID LETTER**

**(To be submitted by the bidder in the following format)**

**Name of the work: Supply, installation and commissioning of Security Alarm System (E-guard Grade 3), at the Consulate General of India, Dubai and Consul General's Residence, Dubai.**

To:

**[*Consulate General of India, Dubai*]**

We have examined tender conditions for the work mentioned earlier and have inspected the site and general conditions under which the Works are to be carried out. We offer to execute and complete the Works and remedy any defects therein, in conformity with this Tender, which includes all these documents for the Lump Sum Fixed Price of AED \_\_\_\_\_ (in words AED \_\_\_\_\_) exclusive of VAT.

2. If this offer is accepted, we will commence the Works as soon as it is practicable and complete the Works in accordance with the documents mentioned earlier within the Time for Completion.

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

Sign of authorized representative of Company: \_\_\_\_\_

Name of authorized representative: \_\_\_\_\_

Name of company: \_\_\_\_\_

Address:

Date:

**Annexure IV : GENERAL INFORMATION AND EMD DETAILS**

1	EMD Details DD No and date: Amount in DHS: Name of the Bank:	
2	Name and Address of the Bidder:	
3	Contacts:	
4	Telephones:	
5	Fax:	
6	E-mail:	
7	Mobile No:	
8	Category of the Bidder (Whether company, partnership firm or Proprietary concern)	
9	Details of Owners/Partners (Please attach passport copies)	
10	Name of Chief Executive Officer and Telephone No.	
11	Year of Establishment	
12	Trade License Number (please provide copy)	
13	Yearly turnover of the last 5 years.	
14	Name and Address of the Banker	
15	List of major Clients and the size of orders executed	

**Note: Separate sheets may be attached wherever necessary.**

**Signature of the Tenderer  
With stamp and date**