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No.Ban/Admn/885/01/2023

Embassy of India

Bangkok

Notice Inviting Tender

Dated 14.08.2023

Subject: Invitation of tender for “supply and installation of Lighting and sound system in Swami Vivekananda Cultural Center, Bangkok”

The Ambassador of India to Thailand, for and on behalf of the President of the Republic of India invites lump-sum tenders from reputed, experienced and financially sound companies registered under relevant laws of the Kingdom of Thailand which can supply and installation of Lighting and sound system in Swami Vivekananda Cultural Center, Bangkok as per specifications mentioned in ‘Scope of work’ Section -2 of this tender document.

2. The interested service provider companies have to submit the tender in two bid system {i.e. (i) Technical Bid and (ii) Financial Bid}. Tenders are to be submitted to Head of Chancery, Room No. 201, Administration Wing, Embassy of India, Bangkok. The Bids will be opened on **06.09.2023** at **1500 Hrs** by the Committee authorized by the Competent Authority of this Embassy. The financial bids of only those bidders, whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose.

3. The site visit may be conducted between 1000 hrs to 1600 hrs from 14.08.2023 to 05.09.2023 on prior appointment basis to assess the job requirement / quantum of work involved.

4. The pre-bid meeting will be held in Conference Room of Embassy of India, Bangkok at 3rd Floor, Embassy of India, 46, Prasarnmitr, Sukhumvit, SOI 23, Bangkok - 10110, Thailand on **24.08.2023** at **1500 hours**.

5. The Tender Notice is also published on Central Public Procurement Portal (CPPP) of Government of India <http://eprocure.gov.in/e-publishing>, the website of Embassy of India, Bangkok, <https://embassyofindiabangkok.gov.in> and the website of Ministry of External Affairs, Government of India

<https://mea.gov.in/>. There is no fee for tender documents. The important schedule is given below:

Date of Publishing	:	14.08.2023	(1800 hrs)
Bid submission start date	:	14.08.2023	(1800 hrs)
Seek clarification start date	:	14.08.2023	(1800 hrs)
Pre-bid meeting	:	22.08.2023	(1500 hrs)
Seek clarification end date	:	05.09.2023	(1600 hrs)
Bid submission end date	:	05.09.2023	(1200 hrs)
Bid opening date	:	06.09.2023	(1500 hrs)

6. The English language is to be used for the needs of this tender. Therefore, all supporting documents must be in English. No other language will be accepted. The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of the Embassy shall be final and binding.


(Dharmendra Singh)
First Secretary (Head of Chancery)
Tel No +66-820401805
E-mail: hoc.bangkok@mea.gov.in

Section-1: Instructions to the bidders

1. General Instructions

1.1. For the Bidding / Tender Document purposes, the Embassy of India, Bangkok shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Service provider and /or Bidder or interchangeably'.

1.2. While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

2. Minimum Eligibility Criteria and Eligibility Documents

2.1. **Legally Valid Entity:** The Bidder/Bidding companies 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 City Corporation to do business in Bangkok. **The proof for supporting the legal validity of the Bidder/Bidding company shall be attached attested copies of certificates issued by the respective authority with the technical bid.**

2.2. **Registration:** The Bidder/Bidding Firm must have VAT registration with the concerned authority. **The proof in support of the same (attested copy of VAT registration certificate) shall be attached with the technical bid.**

2.3. **Experience:** The bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements, as described in the bidding documents. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the support work sought by the Embassy of India, Bangkok, for the entire period of the contract. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the bidding document.

The details of the work may also be elaborated to specify whether the works have been done for Embassies /Government Ministries /Departments /Public Sector Companies /reputed corporate organization /multinational companies. As a proof in support of the same, attested copies of experience certificates for completed work/ongoing work issued by the Foreign

Embassies/Government Ministries/ Departments/ Public Sector Companies/ reputed corporate organization/multinational companies shall be attached with the technical bid.

3. **Site Visit:** Bidders may also undertake site visit for visualization and better understanding of the quantum of work any time after fixing a prior appointment with Mission's concerned officer on his mobile no +66-820401805.

4. Preparation of bids

4.1. **Technical Bid:** Technical Bid should be prepared as per the proforma at **Section – 3** and as per the instructions given in the Tender Documents alongwith all required information, documents in support of the minimum eligibility criteria.

4.2. **Financial Bid:** Financial Bid shall be submitted in a separate sealed envelope along with the bid documents as per the proforma at **Section-4** of this tender document. Financial bids of only those bidders will be opened who qualify in the technical bids.

4.3. **Taxes and Duties:** The bidder must include in their bids all duties, royalties and sales/service taxes or any other taxes, fees, charges as applicable. The Embassy will entertain no extra claim on this amount at any stage of execution of work. The Embassy of India, Bangkok is VAT exempted organization. VAT exemption certificate will be provided to the bidder for claiming VAT exemption.

5. **Earnest Money Deposit(EMD):** Earnest Money Deposit of THB 10,000/- in the form of Account Payee Demand Draft/Pay Order in favor of Embassy of India, Bangkok is required to be submitted along with tender bids. The EMD shall be valid for at least 45 days beyond the validity of the tender document. Bids shall not be considered in case the EMD is not submitted and is rejected summarily. EMD of unsuccessful bidders will be returned with 30 days of declaration of result. However, the EMD of the successful bidder will be returned within 30 days after the submission of Performance Security.

6. **SUBMISSION OF BIDS:** The Bidders have to submit the bids in **two Envelope** – First Envelope (Envelope ‘A’) containing Technical Bid and should be superscribed “Technical Bid”, the *second* Envelope (Envelope ‘B’) containing Financial bid and should be superscribed “Financial Bid”. Both the sealed covers should be placed in a large sealed envelope superscribed “supply and installation of Lighting and sound system in Swami Vivekananda Cultural Center, Bangkok” and addressed to ‘Head of Chancery, Embassy of India, Bangkok, 46, Soi 23 (Prasarnmitr), Sukhumvit Road, Bangkok-10110.

7. **BID OPENING PROCEDURE**

7.1. The Bids shall be opened in the Conference Room of Embassy of India, Bangkok, 46, Soi 23 (Prasarnmitr), Sukhumvit Road, Bangkok-10110 on 06.09.2023 at 1500 hrs before the Committee constituted by the Competent Authority of the Embassy of India, Bangkok in the presence of such bidders, who may wish to be present themselves personally or through their representatives.

7.2. The envelope “A” containing Technical Bid shall be opened first. After evaluation of Technical Bids on site, a list of qualified bidders will be prepared. Thereafter, Financial Bids (envelope “B”) of only those bidders, who qualify in Technical Bids, shall be open by the Committee authorized for the purpose.

8. **Contract Management:** In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the Embassy of India, Bangkok shall have the right at any time to terminate the contract forthwith and initiating administrative actions for black listing etc.

solely at the discretion of the competent authority in Embassy of India, Bangkok. The Embassy of India, Bangkok will have the right to review, for extension or cancel contract at any stage of execution with 30 days of notice.

9. Performance/Service Guarantee: The bidder is required to submit 5% of total value of the contract as Performance Guarantee within 07 days of signing the final contract (*Proforma at Annexure -I*). The Security Deposit will be released after 60 days of successful completion of the work. No interest shall be paid on the Performance/ Service Guarantee. The guarantee amount in full or part may be forfeited in the case of terms and conditions of the contract are breached.

10. PAYMENTS: No advance payment will be made. The payment shall be released on satisfactory completion of assigned work

Section-2 : Scope of Work

Lighting and sound system with following specifications should be installed

Specifications for Lighting System:

1. 64 LED RGWV par cans 16 units
2. LED warm white (face light) 12 units
3. Light Bar mounting on ceiling 04 units
4. Moving head 04 units
5. Dimmer board (06 channels)
6. Board Control
7. Fog machine
8. Cables & Accessories 01 set

Specifications for Sound System:

1. 15 inches mid-hi speaker 04 units
2. 18 inches sub-woofer 02 units
3. 12 inches monitor speaker 04 units
4. Shure wireless microphone 04 units with antenna and receivers
5. Microphone stand long 04 units
6. Microphone stand short 04 units
7. Midas/Shure Digital mixing console 01 units
8. Cables & Accessories 01 set

(To be printed on Bidder's letterhead)

Section-3 : Technical Bid

**“supply and installation of Lighting and sound system in Swami
Vivekananda Cultural Center, Bangkok”**

Dated:, 2023

To,

Sh. Vipul Pawar
Second Secretary (PIC) and HOC
Embassy of India,
46, Soi 23 (Prasarnmitr),
Sukhumvit Road, Bangkok-10110

Ref: Invitation for Bid No. dated

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 supply and installation of Lighting and sound system in Swami Vivekananda Cultural Center, Bangkok.

3. 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.

4. We also accept all the terms and conditions of this bidding document and undertake to abide by them.

5. Following attested supporting documents in proof of having fully adhered to Minimum Eligibility Criteria/Eligibility Documents are enclosed.

(i) Certified copies of Registration/Incorporation particulars of Company/Firm from appropriate authorities.

- (ii) Certified copies VAT registration
- (iii) Proof of minimum experience of completion of works of similar nature in any Foreign Embassies/Government Ministries/Departments/Public Sector Companies/reputed corporate organization/ multinational companies.
- (iv) Power of Attorney/Authorization for signing the bid documents.

Yours sincerely,
Authorized Signatory
Full Name and Designation

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)

Section-4 : Financial bid

“supply and installation of Lighting and sound system in Swami Vivekananda Cultural Center, Bangkok”

Dated:, 2023

To,

Sh. Vipul Pawar
Second Secretary (PIC) and HOC
Embassy of India,
46, Soi 23 (Prasarnmitr),
Sukhumvit Road, Bangkok-10110

Ref: Invitation for Bid No. dated

Sub: Financial Bid for “supply and installation of Lighting and sound system in Swami Vivekananda Cultural Center, Bangkok”.

I/We are submitting tender for “supply and installation of Lighting and sound system in Swami Vivekananda Cultural Center, Bangkok” against Tender Notice No. dated

As part of the Bid, we hereby offer THB.....(In Words Thai Baht) exclusive of VAT per month, for providing Maintenance services of Computers and related peripherals of Embassy of India, Bangkok.

We have read these conditions carefully and will comply strictly. We agree to bind by this offer if we are selected as the preferred bidder.

If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.

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,

If any information or document submitted is found to be false/incorrect, Embassy of India, Bangkok may cancel my/our Tender and can take any action as deemed fit including termination of the contract, for feature of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.

Note: All the above work will conform to Bangkok Municipality Norms.

Signature

**For and on Behalf of:
(Authorized Signatory)
Designation:**

Performance / Service Guarantee Format

To,

Embassy of India
Bangkok.

WHEREAS ----- (Name of the Service Provider) herein called "the Bidder" has undertaken, in pursuance of tender No. **No. Ban/Admn/885/01/2023** dated to provide "supply and installation of Lighting and sound system in Swami Vivekananda Cultural Center, Bangkok". hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified therein as security for compliance with our performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a Guarantee.

THEREFORE We hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of _____ (Amount of the Guarantee in Words and Figures 5% of annual invoice) 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 limit of _____ (Amount of Guarantee) 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 _____, 20__

(Signature and Seal of Guarantors)

Date :

Address :

Section-5

Checklist of Documents Submitted in Technical Cover

S. No.	Supporting Documents (Self-Attested documents should be attached)	Page No.	Enclosed Yes/No
1.	Submit the Firm Registration with the bid		
2.	Self-Attested copy of experience of having successfully completed. (Documentary evidence should be enclosed) during last three years (similar furniture work)		
3.	Certified copies VAT registration		
4.	The firm should provide EMD in favor of Embassy of India, Bangkok.		
5.	Financial Bid Should submit in separate sealed cover.		
6.	Power of Attorney/Authorization for signing the bid documents		

Checklist of Documents Submitted in Financial Cover

S. No.	Supporting Documents (self-attested documents should be attached)	Page No.	Enclosed Yes/No
1.	Financial Bid		

(Name of Authorised Person with Seal)

