

No. Tal/Adm/868/1/2023

Embassy of India

Tallinn

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## **TENDER NOTICE**

Bids are invited from interested firms towards purchase and installation of Intercom Cabling and installation of Intercom Equipment System in the premises of the Embassy of India in Tallinn, Estonia.

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### **Chapter I – Tender Details and General Instructions**

Embassy of India, Tallinn invites Bids under Two bid system- containing **Technical Bid** and **Financial Bid** from experienced & registered firms, complete in all respects should be addressed to the Head of Chancery, Embassy of India, Tallinn by hand/courier to reach before the deadline of 1700 hrs. on 6.3.2023.

The submitted Bids should clearly carry the subject line “**Purchase and Installation of Intercom Cabling and installation of Intercom Equipment System**”. All tenders received after the deadline will be summarily rejected.

2. All bidders should submit along with the Tender the following documents:

- i. Separate bids in the prescribed Technical Bid Document and Financial Bid Document (proformas attached in chapter II and III).
- ii. Both the above documents must be signed by authorized signatories of the bidding firm with a seal / stamp.
- iii. Documents of registration of the company / firm proprietorship with the concerned Estonian authorities.
- iv. Details of experience in the field of linstallation of Intercom Cabling and installation of Intercom Equipment System with Embassies /reputed Companies/Government agencies.

3. **Last date for submission of bids is 1700 hrs. on 06.3.2023.**

4. The bidder should be a company or firm duly registered with the concerned authorities in Estonia. Bidder must be a firm with a past record of providing installation of Intercom Cabling and installation of Intercom Equipment System in Estonia. Embassy of India reserves the right to reject bids from firms who are blacklisted by Governments of Estonia or India for poor performance in the past, or those who do not have adequate experience in the field.

5. The bids will remain valid for 180 days from tender closing, for award of contract after obtaining approval of competent Indian authorities. No price escalation would be allowed.

6. The successful bidder has to sign a contract with the Embassy of India in an appropriate form for execution of the contact.

7. First the Technical bid will be opened and the pre-qualification of the bidder will be assessed and then financial document of only those bidder [s] who meet the technical criterion will be opened.

8. The winning bidder would be required to dedicate one supervisor /manager who can be contacted for all queries / requirements.

9. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF:

S. No.	Key event	Dates
1.	Date of publishing of Tender	13.02.2023
2.	Date of receiving the bids (start)	14.02.2023
3.	Date of clarification (start)	14.02.2023
4.	Date of clarification (end)	05.03.2023
5.	Bid Submission closing date	06.03.2023
6.	Technical Bid opening Date	07.03.2023 at 1500 hrs.

10. Bids may be submitted to *Head of Chancery, Embassy of India, Regus, Tornimae 5, Tallinn, Estonia* till February 28, 2023 and thereafter at Embassy of India, Tornimae 5, 5<sup>th</sup> Floor, Tallinn, 10145 .

11. For clarifications / queries, if any, prior to submission of bid, prospective bidders may contact the undersigned, on Phone 00371-6640021/58129210 during office hours on working days or email their queries to [hoc.tallinn@mea.gov.in](mailto:hoc.tallinn@mea.gov.in).

-Sd/  
**(Manoj Sharma)**  
**Head of Chancery**

## **Scope of Work**

The Embassy of India, Tallinn invites tender proposals from interested firms for installation of intercom cabling and installation of Intercom equipment in the Embassy of India, Tallinn office premises at Tornimäe 5, Tallinn.

Scope of work given below is tentative. The bidder may inspect the site and understand the full scope of work. They may add any other item required to complete the work. Their quote on form of tender should include the cost of complete work which includes the scope of work mentioned below and also the additional item of work which they feel necessary for completion of the work. The bids shall be compared based on final amount mentioned in the bid.

### **Scope of Work**

A PABX system with its full infrastructure is required to be installed at the Chancery premises of the Embassy situated on the same floor.

The work involves network construction for telephone cable to each office of Embassy personnel, Conference room, Auditorium, Kitchen, guard posts etc and supply/installation of PABX System and 20 Digital keyphone instrument units. There is existing cable also to most of the areas and if there is requirement of that to some places that has to be included.

The following facilities need to be installed:

- Network cable construction for PABX line and internet connection line with proper Coverings( all areas have cable connections and for areas no cabling, there cabling to be done) and installation/supply of digital key phone instrument to each room. There is existing cabling done to most of the areas and if there is requirement of that to some places that has to be included.
- Supply/installation of main PABX system which have capacity of 20 with proper lockable rack (Digital Phone Intercom System (System should be flexible and upgradable to increase the telephone lines whenever needed)
- Two Telephone units having caller id, call record facility and call history management for two of the direct lines. Provision of giving customized voice messages when these two phone lines are dialed. Automated voice messages during off hours. Call record facility. With redial, speed dial, speaker phone.
- Supply/Installation of Network hub system with Firewall which have maximum 20 capacity with proper lockable rack Warranty, minimum 1 year
- Supply/ installation of 20 Digital Key-phone instruments
- U.P.S (Uninterrupted Power supply) Power battery backup minimum 02 hours will be giving power backup after electric power failure and stabilizer as per capacity of the system
- Interiors works near around including all accessories, if any Miscellaneous works, if any

- All the materials which used for above works have to be the highest standards

(Note: The site of work may be inspected by the interested bidder to estimate scope of work and at that time add any other item which may be further required by Embassy for completion of work.)

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## **Chapter II – Technical Bid Documents**

### **Instruction to Bidders**

#### **Subject: Installation of Intercom Cabling and Intercom Equipment System**

1. The Embassy of India, Tallinn invites sealed tender bids for Installation of Intercom Cabling and Intercom Equipment System in its Office Building .
2. Tenders are invited under two bid system viz **Technical bid** and **Financial bid** from reputed and experienced firms in Tallinn, Estonia. The Tender document can be downloaded from the Embassy of India's website [www.indembassytallinn.gov.in](http://www.indembassytallinn.gov.in) under the heading Tenders or from [www.https://eprocuregov.in/cpp](https://eprocuregov.in/cpp).
3. Bidders are requested to go through the terms and conditions of contract contained in the bid document.
4. The tender is invited in two parts (i) **Technical Bid** (along with Bid Security Declaration and Technical bid Letter as per the annexures A, B and D) and (ii) **Financial Bid**;(As per Annexure C)
5. **The first sealed cover should be superscripted as "Technical Bid"** containing technical documents showing technical capabilities of the firm while the **second sealed cover should be superscripted as "Financial Bid"** containing price schedule and lump sum rate for Installation of Intercom Cabling and Intercom Equipment System in Embassy of India, Tallinn Office Building.
6. **Both sealed covers should be placed in the main sealed envelope(third envelope) superscripted "Installation of Intercom Cabling and Intercom Equipment System in Embassy of India, Tallinn"** addressed to : **Head of Chancery, Embassy of India, Regus, Tornimae 5, Tallinn,10145, till February 28, 2023 and after that at Head of Chancery, Embassy of India, Tornimae 5, 5<sup>th</sup> Floor, Tallinn, 10145, Estonia**. Bids may be hand delivered or sent by post addressed to the Embassy of India, Tallinn so as to reach on or before the prescribed timeline. Embassy will not be responsible for postal delay.
7. 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.
8. In the first stage, only the envelope containing the Technical Bid along with Bid Security Declaration will be opened on the appointed date and time, in presence of the bidding companies (one representative each) and shown as a token of

receipt of the documents in time. The sealed envelope containing the Financial Bid will be shown to the members present, but will not be opened at this stage.

9. The Technical Bids will be examined and evaluated by the Embassy subsequently on the basis of responses to the NIT. Bidding companies which do not qualify in the technical evaluation will not be considered for qualification to the Financial Bid stage.
10. Bidding companies, which have qualified in the Technical Bid stage, will be informed by email/telephonically to be present on the date and time fixed by the Embassy and the financial bids will be opened in their presence.
11. After opening of the financial bids, L1 bidder will be announced based on the lowest financial quote. The final decision of the Embassy on award of contract will be communicated in due course. The notification of award will constitute the formation of contract.

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

1. At any time prior to the deadline for submission of the bids, Embassy of India, Tallinn may, for any reason, whether on its own initiative or in response to any clarification requested by a prospective bidder, modify the tender document.
2. Embassy of India, Tallinn may award 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 total.
3. 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, Embassy of India, Tallinn's interpretation of the clauses will be final and binding on all parties.
4. 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., L2.
5. After acceptance of order, the winning company must complete the installation of the cabling and intercom equipment as per the Scope of Work mentioned in Bill of Quantities.
6. No request for revision/ increase of approved rate during the currency of project execution will be entertained. No other charges will payable for providing the services except the lump sum amount quoted in the financial bid.
7. Validity of Bids: The bids shall remain valid for a period of 180 days from the date of opening of bids or up to any mutually extended period.
8. Period of completion of work is 15 working days.
9. Defects liability period: The winner of the project will be required to provide technical assistance in the first three months after installation of the wiring and equipment to ensure the system functions smoothly without any issues.
10. Commencement of date of supply shall be counted from the date of Issue of Letter of Acceptance of Letter of Award.
11. No escalation on rates due to delay in works shall be admissible.
12. The Embassy will not be bound to accept the lowest or any tender nor give any reason for the rejection of the Tender Document.
13. Lump Sum Fixed Price Tender: This is a lump sum fixed price tender with extent of work with extent of work as Addenda (if any) before submitting and shall become fully informed as to the extent, quality, type and character of operations involved in the works.
14. Tender and Schedule of Quantities-
  - (i) Bidders shall satisfy themselves of the quantities quoted in the schedule of quantities prior to the submission of the tender. It shall be the responsibility of the bidder to satisfy

himself of the completeness of the documents for the scope of the work. No extra cost shall be entertained and payable beyond the lump sum rate.

(ii) 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.

(iii) The lump sum fixed price / amount must be quoted both in figures and in words on the Form of Tender. In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender.

15. 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 equipment, material, services, labour transportation, etc. Technical information should be given in separate envelope.

16. Quoted price is final fixed lump sum price inclusive of all costs. Items of quantity indicated in the scope of work in Schedule of Quantity are tentative and some variation during execution may take place.

17. Commencement date of work shall be counted from the next day of Issue of letter of award or from the date of handing over of site whichever is later. Liquidated damage shall be levied on contractor for delay in completion if it is ascertained that contractor is responsible for delay. The rate of liquidated damage shall be calculated @ 0.5% of contract amount per week limited to maximum 10% of contract amount. This shall be computed on per day basis.

18. Defects liability period shall be 365 days from date of practical completion of work. Contractor shall be bound to remove/ rectify / replace any defects / defective work which is noticed during defects liability period at his own risk and cost. For water proofing work the guarantee for the work shall be 10 years from date of completion.

19. Retention money/Bank Guarantee: Retention money @ 5 % of contract amount shall be retained. The entire balance retention money shall be released at the end of defects liability period after satisfactory performance of work / workmanship of the work during defects liability period. The retention money can be converted in Bank Guarantee of equivalent amount.

20. Contractor's all risk policy: - A suitable Contractor's all risk policy shall be obtained by contractor at his own expense as per the prevailing local practice/local law before commencement of work. Mission shall be indemnified from any mishaps/accident at site.

21. Workmen Compensation policy: - A suitable Workmen Compensation policy as per prevailing local practice/local law shall be obtained by contractor at his own expense before commencement of work. Mission shall be indemnified from any mishaps/accident at site.

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

- a) If tenderer sets forth any conditions which are unacceptable to the Embassy.
- b) 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.

23. Embassy's right to waive- The Embassy 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 any of the statutory documents was not submitted with the tender.

24. Payment: The payment would normally be paid after the completion of the project. However, in case the lowest bidder selected requests for any advance payment, part payment as advance can be paid against a bank guarantee.

25. On completion of work, contractor shall submit all equipment manuals, guarantee cards, specifications etc. The final bill of work shall be paid only of completion of work and depositing all documents as above.





**TECHNICAL BID PROFORMA**

1. Name of the firm:

2. Address of the Registered Office:

3. Correspondence address:

4. Contact details:

Telephone:

E-mail:

<b>Sl.No.</b>	<b>Requirements</b>	<b>Reply / Remarks</b>
1.	Brief introduction of the company	
2.	Previous experience in the field (minimum of 3 years)	
3.	Registration Certificate & license for the services in Estonia	
4.	Installation of similar or higher capacity PABX equipment during last One year in Estonia Names of major clients with documentary proof	

**Technical Bid Letter**

(to be submitted by the bidder in following format)

Head of Chancery  
Embassy of India,  
Tallinn, Estonia

Date:  
Letter of Bid

Ref: Invitation for Bid No.. .....

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents including any Addendum issued in accordance with Instructions to Bidders.

2. We, in conformity with the Bidding Documents offer to provide and carry out installation of Intercom Cabling and installation of Intercom Equipment System in the premises of the Embassy of India in Tallinn, Estonia as per the scope of work defined in this tender.
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 maybe accepted at any time before the expiry of the period.
4. We also declare that M/s .....(Name of the bidder)..... has not been declared ineligible or blacklisted on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature by any Govt. agency of the Estonia Country.
5. We also accept all the terms and conditions of this bidding document 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.
6. I/We or my/our partners do not have any relative working in the office of Embassy of India, Tallinn

Yours sincerely,  
Authorised Signatory

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

Full Name and Designation

**Chapter III- Financial Bid Proforma**

1. **Name of the firm:**
2. **Address of the Registered Office:**
3. **Correspondence address:**
4. **Contact details:**  
**Telephone:**  
**E-mail:**

<b>S. No.</b>	<b>Items</b>	<b>Charges</b>	<b>Remarks, if any</b>
1	<p>Towards purchase and installation of Intercom Cabling and installation of Intercom Equipment System in the premises of the Embassy of India in Tallinn</p> <p><b>Note:</b> Price quoted should be on an <b>all-inclusive basis</b> and shall include the cost of all equipment, personnel, transportation, rentals, taxes, consumables, warranty, etc</p>		

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

**(Signature of the authorized signatory)**

**Dated** \_\_\_\_\_

**Name and address of the Agency/Company** \_\_\_\_\_ **Seal of the firm**

No. Tal/Adm/813/1/2023  
Embassy of India  
Tallinn

**Subject: PABX tender**

**Bid Security 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 the period of time specified in the request for bid document from being eligible to submit Bids for contracts with the Government of India.

Date:  
Place:  
Name:  
Signature:



