

**NOTICE INVITING TENDER FOR SELECTING CONTRACTOR  
FOR RENOVATION OF MAIN CHANCERY BUILDING, EMBASSY OF INDIA, SEOUL**

The President of India acting through the Embassy of India in Seoul requests proposals in sealed envelopes from appropriately qualified and adequately experienced Contractors for renovation of Main Chancery Building, Embassy of India, Seoul. The proposal duly completed in prescribed format as per Notice Inviting Tender (NIT) must reach office of Mr. Md. Sharique Badr, Head of Chancery, Embassy of India, 101, Dokseodong-ro, Hannam-dong, Yongsan-gu, Seoul, Telephone No.: +82-2-798-4243; email- [hoc.seoul@mea.gov.in](mailto:hoc.seoul@mea.gov.in) on or before 1500 hrs on 18 November 2021. The detailed tender document along with its annexure may be downloaded from Central Procurement Portal <https://eprocure.gov.in/cppp/> and also the official website of the Embassy of India, Seoul at <https://www.indembassyseoul.gov.in/tenders/>

**2.** The objective of this Notice Inviting Tender is to select an appropriately qualified and adequately experienced Contractor by the Embassy of India, Seoul for renovation of its Main Chancery Building.

**3. Location and description of Property:**

Embassy of India,  
101, Dokseodong-ro,  
Hannam-dong, Yongsan-gu,  
Seoul, Republic of Korea

**4. Scope of Work:**

Attached at Section IV

**5. Period of Completion:** 90 days

**6. Site visit:** Physical visit to the site is advisable to have a general idea about the extent of works required and the amount of involvement by the Contractor. Interested firms can visit the site from 1000 hrs to 1500 hrs after prior appointment with Mr. Md. Sharique Badr, Head of Chancery, Embassy of India, 101, Dokseodong-ro, Hannam-dong, Yongsan-gu, Seoul, Telephone No.: +82-2-798-4243; email- [hoc.seoul@mea.gov.in](mailto:hoc.seoul@mea.gov.in)

**7. Submission:** The proposals (bids) should be submitted in two parts: (i) Technical Bid, which should contain the documents establishing the technical eligibility of the applicant and other documents required establishing sound financial condition, as per terms & conditions of this tender; and (ii) Financial Bid, which should be as per the format given in this tender. The last date of submission of sealed bids is 1500 hrs on Thursday, 18 November 2021 in the office of Mr. Md. Sharique Badr, Head of Chancery, Embassy of India, 101, Dokseodong-ro, Hannam-dong, Yongsan-gu, Seoul, Telephone No.: +82-2-798-4243; email- [hoc.seoul@mea.gov.in](mailto:hoc.seoul@mea.gov.in). Technical bids will be opened at 1600 hrs 18 November 2021 in the Embassy of India, Seoul. All pages of the submission document must be signed by authorised signatory.

**TENDER FOR SELECTING CONTRACTOR  
FOR RENOVATION OF MAIN CHANCERY BUILDING, EMBASSY OF INDIA, SEOUL**

**Tender Documents**

Tender Contents

**A. Technical Bid Documents:**

- Document I : Invitation to Tender
- Document I – S-I : Instruction to Bidders (Section-I)
- Document I – S-II : Introduction and Credentials of Bidder (Section-II)\*
- Document I – S-III : Terms and Conditions of contract (Section-III)
- Document I – S-IV : Scope of Work (Section-IV)
- Document I – S- V : Bid Security Declaration (Section –VIII)

**B. Financial Bid Documents:**

- Document II : Schedule of Quantity/Items/Bill of Quantities (BOQ) for calculating variations – Bidder is to provide anticipated quantity of each item along with rates as they would be supplied. Additional items may be quoted by Bidder. (Section-V)
- Document III : Form of Tender - Financial bid letter (Section-VI)  
(Lump sum fixed price to be quoted on this form by Bidder)
- Document IV : Standard formats for Earnest Money Deposit (EMD)/Guarantee, etc. (Section-VI)\*\*/ Bid Securing Declaration (BSD) (Section-VIII)\*\*

\* Section-II - Documents about the credential of the bidder, resources, company brochures, construction methodology, experience, management techniques, and any other information about bidder – These documents are to be supplied and attached by the bidder.

\*\* Section-VII & VIII – If EMD (Section-VII) has been submitted, there is no need to submit BSD (Section-VIII) and vice versa.

**TENDER FOR SELECTING CONTRACTOR  
FOR RENOVATION OF MAIN CHANCERY BUILDING, EMBASSY OF INDIA, SEOUL**

**Invitation to Tender**

1. The President of India acting through the Embassy of India in Seoul invites Lump-sum Fixed Price Tender for Renovation of Main Chancery Building, Embassy of India, Seoul. The Lump-sum Fixed Price / Amount tender shall be on the basis of following tender documents:

<b>Technical Bid Document:</b>	
Document – I	Press Notice, Invitation to Tender, Instructions to Bidders, Scope of Work & Eligibility Criteria
<b>Financial Bid Document:</b>	
Document- II	Form of Tender (Lump sum price to be quoted on this form by Bidder)
Document- III	Schedule of Items
Document- IV	Conditions of contract including standard formats for Bank Guarantee, etc.

2. The last date of submission of sealed bids is **1500 hrs on Thursday, 18 November 2021** in the office of Mr. Md. Sharique Badr, Head of Chancery, Embassy of India, 101, Dokseodong-ro, Hannam-dong, Yongsan-gu, Seoul, Telephone No.: +82-2-798-4243; email- [hoc.seoul@mea.gov.in](mailto:hoc.seoul@mea.gov.in). Any Tender received after this date and time will not be considered.

3. Technical bids will be opened at 1600 hrs on 18 November 2021 in the Embassy of India, Seoul.

4. The Tender shall remain valid for a period of One Hundred Eighty (180) days from the date of opening or till any extended period.

5. Eligibility Criteria:

**5.1 Permit:** The Tenderer should have valid permit/registration from a competent local authority for carrying out renovation work in the Diplomatic property of the Embassy of India.

**5.2 Similar work:** The Tenderer must have satisfactorily completed (i) one similar work of value of KW 502,000,000 or (ii) two similar works of value of KW 376,000,000 or (iii) three similar works of value of 251,000,000. Similar works means value of fixing/replacement of electrical work, replacement of pipes and redesigning of conference room for diplomatic buildings/buildings of international importance, office buildings, Hotels, Shopping Malls, Apartment Complex, etc.

**5.3 Bank Solvency:** Certificate of Solvency for KW 251,000,000 certified by bank. The certificate should not be older than six months.

**5.4 Annual Turnover:** The annual turnover of the tenderer should be equal to KW 314,000,000 during the immediate last three consecutive financial years.

**5.5 Profit-Loss:** The tenderer should not have suffered loss in more than two financial years in the previous five financial years and must not have suffered loss in the immediate previous financial year.

**6. Defects Liability Period:** Defects Liability period will be twelve months from date of completion of project.

**7. Performance Security:** 5% of the contract value shall be submitted in the form of a Bank Guarantee valid for a period of sixty days beyond the date of the completion of all the contractual obligations of the supplier under the contract and discharged after completion of work. Bank Guarantee shall be deposited within 15 days of issue of Letter of Intent. Letter of award of work shall be issued on receipt of performance guarantee. (Format of Performance Security is attached).

**8. Financial quote & variations:** Contractor shall quote his Lump-sum Fixed Price based on the enclosed Scope of Work. The Contractor shall note that Bill of Quantities (BOQ) shall not form part of the agreement and Contractor shall complete all the works as defined in the Scope of Work irrespective of the Bill of Quantities (BOQ) /details since these will not form part of the agreement. However, the unit rates quoted in the Bill of Quantities (BOQ) of items shall be used for working out the variations as per tender conditions.

**9. Commencement:** Commencement of the works shall be effected within Fifteen (15) days from the date of issue of Acceptance letter or Letter of Intent or handing over the site, whichever is later. Such 15 days period being defined as the mobilization period.

**10. Completion:** The Period of Completion for the whole of the works is 90 days calculated from the date of commencement of works.

**11. Mobilisation Advance:** i) Maximum 10% of contract amount against equivalent Bank Guarantee. The mobilization advance shall be released only after obtaining a bank guarantee bond from scheduled bank for amount of advance to be released and valid for the contract period. This shall be kept renewed time to time to cover the balance amount and likely period of complete recovery together with interest. The advances shall not be released less than 2 instalments. The interest on advance shall be calculated from the date of payment to the date of recovery. Both dates are inclusive.

ii) It shall be ensured that at any point of time, Bank Guarantee is available for the amount of outstanding advance.

iii) The recovery should be commenced after 10% of the work is completed and the entire amount together with interest shall be recovered by the time 80% of the work is completed.

**12. Retention Money:** 10% of contract amount of each bill for payment shall be deducted. 50% of this retention money shall be released on record of practical completion and remaining 50% released at the end of Defect Liability period.

**13. Arbitration:**

- 13.1** If any dispute, difference or question at any time arises between the Mission and the Contractor in respect of the agreement signed which cannot be settled mutually or in case of termination, shall be referred to arbitration.
- 13.2** The arbitration proceedings will be conducted in accordance with and be subject to the UNCITRAL (United Nations commission on International Trade Laws) Arbitration Rules, as amended from time to time and the decision of the arbitrators as mentioned above shall be final and binding on the parties.
- 13.3** The Arbitration will have its sittings in Embassy of India, Seoul

**14. Rejection:** Embassy of India, Seoul 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.

**15. Sub-contractors:** The Tenderer must submit with his offer a list of Sub-Contractors and Specialists names he proposes to use on the Works. Embassy of India, Seoul reserves the right to accept or reject any pre-approved sub-Contractor even after formal award of Contract and/or commencement of work with or without reason.

**16.** The successful Tenderer shall be responsible for coordinating his work with various sub-Contractors and other bid-pack Contractors employed on the Works coordinating his work between various trades, obtaining all the necessary information from sub-Contractors for the purpose of the overall programming of his works; supplying all the normal attendance to all sub-Contractors and assuming the overall responsibility for the aforesaid.



Address:

Email :

**[Md. Sharique Badr]**

Head of Chancery  
Embassy of India,  
101 Dokseodong-ro, Hannam-dong,  
Yongsan-gu, Seoul  
hoc.seoul@mea.gov.in

**TENDER FOR SELECTING CONTRACTOR  
FOR RENOVATION OF MAIN CHANCERY BUILDING, EMBASSY OF INDIA, SEOUL**

**Section-I**

**1. INSTRUCTION TO BIDDERS**

**1.1** The Bidding Documents comprise of:

Section-I	:	Instruction to bidders
Section-II	:	Introduction and Credentials of Bidder
Section -III	:	Terms and conditions of Contract
Section- IV	:	Scope of work
Section- V	:	Schedule of Quantity
Section - VI	:	Form of Bid
Section - VII	:	Standard formats for Earnest Money Deposit (EMD)/Guarantee, etc.
Section-VIII	:	Bid Securing Declaration (BSD)

***If EMD (Section-VII) has been submitted by bidder, there is no need to submit BSD (Section-VIII)***

**1.2 Site visit:** Physical visit to the site is advisable to acquaint himself with the Site of the Works. The tenderer shall take entire responsibility in the interpretation of the 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.

**1.3 Cost of Tendering** – The Embassy of India, Seoul will not be responsible to compensate for any expense or losses which might have been incurred by the Tenderer in the preparation and submittal of his Tender/bid.

**1.4 Earnest Money Deposit/Bid Securing Declaration–**

**1.4.1** The bidder shall submit a Demand draft or Banker's cheque or Bank Guarantee (as per attached format) or Online payment to the bank account of Embassy of India amounting to KW 12,500,000 or Bid Securing Declaration (Section-VIII).

**1.4.2** The bidder shall submit either Section-VII or Section-VIII.

**1.4.3** Failure to honour the Bid Securing Declaration shall render the bidder ineligible to participate in any tender on behalf of Government of India, for a period of two years from the date of publication of the Tender in which the default has happened.

**1.5 Lump Sum Fixed Price Tender** - This is a LUMPSUM FIXED PRICE TENDER with extent of Work as indicated in scope of works.

**1.5.1** The bidder shall examine the scope of work and other Documents and all Addenda (if any) before submitting his Tender/Bid and shall become fully informed as to the extent, quality, type and character of operations involved in the Works.

**1.5.2** 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.

**1.5.3** The total amount of schedule of quantity prepared by them should be transferred to Form of Tender.

**1.5.4** The Lump-sum Fixed Price/amount must be quoted both in figures and in words on the Form of Tender and the currency must be Korean Won only.

**1.5.5** In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender.

**1.6 Validity of Bid** - The Bid shall remain valid for a period of 180 (One Hundred Eighty) days from the date of the opening of the bid or up to any mutually extended period.

### **1.7 Tender and Schedule of Quantities**

**1.7.1** Schedule of Quantities should be enclosed by Bidders. Bidders are requested to identify and quote the rates of individual items. Items required for completion of the work may be added in the Schedule of Quantities with full nomenclature of the item.

**1.7.2** 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.

**1.7.3** The bidder, 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.

**1.7.4** 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.

**1.7.5** 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.

**1.8 Final Tender Price** - Decision on bid will be taken based on the final price quoted on the Form of Tender. Lump-sum Fixed Price/Amount as quoted in the "Form of Tender" shall be the basis for deciding the tender quote and the L1 bidder.

### **1.9 Errors and Rectification:**

**1.9.1** 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.

**1.9.2** 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.

**1.9.3** 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.

**1.10 Submission of bids:** Bidders shall submit their bid in a large sealed envelope super-scribed with 'Renovation of Main Chancery Building' for Embassy of India, Seoul which shall have following three sealed envelopes inside:

**Envelope A:** Should contain the document mentioned in Section-VII or Section-VIII. This envelope is to be super-scribed as "**EMD or BSD**" (as the case may be).

**Envelope B:** Should contain the documents mentioned in Section-I to Section-IV. This envelope should be super-scribed as "**Technical Bid**".

**Envelope C:** Should contain the documents mentioned in Section-V and Section-VI. This envelope should be super-scribed as "**Financial Bid**".

**1.10.1** The last date of submission of sealed bids is 1500 hrs on Thursday, 18 November 2021 in the office of Mr. Md. Sharique Badr, Head of Chancery, Embassy of India, 101, Dokseodong-ro, Hannam-dong, Yongsan-gu, Seoul, Telephone No.: +82-2-798-4243; email- [hoc.seoul@mea.gov.in](mailto:hoc.seoul@mea.gov.in)

**1.10.2** The date and time for submission may be deferred by an official notification in writing issued by the Embassy of India, Seoul to all Bidders. Tenders received after this date will not be considered.

**1.10.3** Any Bid received after date and time of submission will not be considered and will not be opened. Any such unopened Bid will be returned to respective bidder.

**1.11 Conditional Acceptance of the Tender** - The acceptance of the Tender shall be conditional and not finally binding upon the Embassy of India, Seoul. The Embassy of India, Seoul 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.

**1.12 Amendments to Tender Document** - At any time prior to the date of opening of the tender, the Embassy of India, Seoul may issue an addendum in the Tender Document in writing to all persons or firms to whom the Tender documents have been issued, deleting, varying or extending any item of this Tender Document. Prospective bidders shall promptly acknowledge receipt of each Addendum to the Embassy of India, Seoul.

**1.13 Clarification:** Any further information or clarification which the Tenderer may require in order to complete his bid, may contact Mr. Md. Sharique Badr, Head of Chancery, Embassy of India, 101, Dokseodong-ro, Hannam-dong, Yongsan-gu, Seoul, Telephone No.: +82-2-798-4243; email- [hoc.seoul@mea.gov.in](mailto:hoc.seoul@mea.gov.in).

**1.14** All information requested by and supplied to one bidder will be supplied to all bidders.

**1.15** Unless it is in formal manner described above, any representation or explanation to the Bidder shall not be considered valid or binding on the Embassy of India, Seoul as to the meaning of anything connected with the Tender Document.

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

**1.16.1** If tenderer sets forth any conditions which are unacceptable to the Embassy of India, Seoul.

**1.16.2** 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.

**1.16.3** If there is evidence of collusion between Bidders.

**1.16.4** If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender.



**1.16.5** If Bid price is disclosed or become known before opening of Financial Bid.

**1.17 Compliance with Laws and Regulations and Pricing of Schedule of Quantities** -The attention of Bidders is drawn as to compliance with laws and regulations concerning safety and health, labour regulations, social insurance, labour taxes, tax deduction, import restrictions duties and levies, company's tax, input tax and output tax (VAT), etc.. All rates and sum inserted against items of works and in Form of Tender shall be exclusive of Value Added Tax.

**1.18 Compliance with Tender Document** - Bidder shall be deemed to have read carefully all the Tender Documents, Specifications and drawings, etc. and visited site. The quoted Lump-sum Fixed price are inclusive all cost and charges and complete in all respect to make the project functional as per the standard and to the entire satisfaction of the Embassy of India, Seoul.

**1.19 No escalation of price** - Price escalation, in rates due to any reason such as change in foreign currency exchange rate, increase in prices of material, equipment & labour, fuel (petrol, diesel, gas, etc.), transport, electricity & water, levy of new taxes, hike in any tax rate, Cess or due to delay in completion, etc. shall not be applicable.

**1.20 Payments:**

**1.20.1** All payments shall be released as progress payments on the basis of certificate submitted by the Contractor and satisfied by the Embassy of India, Seoul.

**1.20.2** The detailed work schedule and the payment schedule would be furnished by the Contractor to the Embassy of India, Seoul who will approve it before it forms part of the agreement.

**1.20.3** However, in the event of non-compliance of the payment schedule or otherwise due to the reasons acceptable to the Embassy of India, Seoul, the progress payment shall be made by the Embassy of India, Seoul on the basis of evaluation of work done.

**1.20.4** All permissible deduction shall be effected during the Progress Payment, in line with the provisions of the Contract.

**1.21 Embassy of India, Seoul's right to waive** - The Embassy of India, Seoul reserves the right to waive any deficiency in any tender where such waiver is in the interest of the Embassy of India, Seoul 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.

No. SEO/ADM/885/3/2019  
Embassy of India  
Seoul

**TENDER FOR SELECTING CONTRACTOR  
FOR RENOVATION OF MAIN CHANCERY BUILDING, EMBASSY OF INDIA, SEOUL**

**Section-II**

**2. Introduction and Credentials of Bidder**

**(To be submitted by the bidder)**

**Note:** This shall be submitted by the bidder. This should be a brief introduction, background, company details, credentials, VAT & other registration and past performance of the bidder. They may attach any other documents such as company profile, company brochures, achievement of the company etc.

**TENDER FOR SELECTING CONTRACTOR  
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**Section-III**

**3. Terms and Conditions of Contract**

**3.1** Quoted price is final fixed lump-sum price inclusive of all taxes except VAT. Item/quantity indicated in the scope of work/schedule of quantity are tentative and some variation during execution may take place. Nothing extra is payable for such variation.

**3.2** Quoted price shall be exclusive of VAT. The quoted price should include lump sum charges for Labour/transportation and civil works required/ necessary, if any, for complete installation.

**3.3** Period of completion for the work is 90 Days.

**3.4** 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% per week limited to maximum of 10% of the Tendered Cost or actual cost of the project. This shall be computed on per week basis.

**3.5** Defects liability period shall be as per Warranty Period of the equipment and 365 days from the completion of the project. 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. Contractor is bound to rectify/replace the defective item of work or workmanship which may come to notice during defects liability period or within the Defects Liability Period. In case of non-compliance of removal/rectification/ replacement of defective item of work or workmanship, the Embassy of India, Seoul shall be at liberty to forfeit full or part of his retention money and/or performance guarantee and/or any other money or guarantee of the Contractor available with the Embassy of India, Seoul.

**3.6** 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.

**3.7** Commencement date of work shall be counted from the 15 days of Issue of Letter of Acceptance of Letter of Award or from the date of handing over of site whichever is later.

**3.8** Payment:- Payment may be released through Running Account Bills and strictly linked with progress of work as per the following schedule:

**3.8.1** Mobilization Advance of maximum 10% of accepted tender cost on placement of Work Order against Bank Guarantee of equivalent amount drawn in favour of Embassy of India, Seoul;

**3.8.2** Running Account (RA) Bills for 4% of accepted tender cost in stages as per payment schedule;

**3.8.3** 10% of accepted tender cost after completion of work in all respects;

**3.8.4** 10% of accepted tender cost after handing over to the Embassy of India for beneficial use to be released after 12 months of completion of work, subject to satisfaction of the employer about the work done. The detailed work schedule and the payment schedule would be furnished by the Contractor to Embassy of India, Seoul who will approve it before it forms the part of the agreement. All permissible deductions shall be effected during the settlement of Running Account Bills.

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

**3.10** Each RA bill payment shall be made for at least 4% of physical progress.

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

**3.12 Non-completion of work:** In case of non-completion of work within stipulated time or within approved extended time, the Embassy of India shall be at liberty to confiscate the retention money, performance guarantee and any other dues of the Contractor.

**3.13 Force Majeure and EoT clause:** In the event of force majeure i.e. unforeseeable events such as war, floods, earthquake etc beyond the reasonable control of the Parties to the contract which prevent either party from meeting their obligations under this contract, the contractual obligations as far as affected by such event shall be suspended for as long as the force majeure continues provided that the other party is notified within two weeks after occurrence of the force majeure. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder. In the event of force majeure either party shall be entitled to prolongation of this Contract equal to the delay caused by such force majeure.

**3.14** Table of significant dates and Check list of documents to be attached with the bid/tender at an appropriate place in the tender document.

**3.15** 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.

**3.16 Validity of the Contract:** The work Contract shall become effective and valid from the execution date of signing of the Contract by both the parties and the effective date of contract shall be effective from the initial date of services operated under this Agreement, to not be later than for a period of 1 (one) year.

**3.17 Additional Work:** Embassy of India, Seoul shall not allow any claims for additional work performed by contractor unless the additional work is authorized by Embassy of India, Seoul in writing prior to the performance of the additional work or the

incurrence of additional expenses. Any additional work authorized by Embassy of India, Seoul shall be compensated at a rate mutually agreed to by the parties.

**3.18 Termination of Contract:** In the following cases, both parties can terminate the contract in whole or in part, and this shall be notified in writing.

- a) If the work does not begin as per commencement date, without prior notification.
- b) If Contractor or an employee of the company does not work in accordance with the instructions of Embassy of India as per the contract.
- c) If the contractor or Embassy of India materially violate principal terms of the contract.
- d) If the finished work differs from the scope of work and specifications, without the consent of Embassy of India.
- e) If contract is terminated because of Embassy of India non-performance of contract, Embassy of India shall reimburse to the contractor the amount for completed work. If contract is terminated because of contractor's non-performance of contract, Contractor shall reimburse the amount already paid to the company.

**TENDER FOR SELECTING CONTRACTOR  
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**Section-IV**

**SCOPE OF WORK**

**Introduction:- 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 on **Form of tender.**

**A. Creation of Conference Room in place of non-functioning Library**

- Rectangular long conference table with

Length	:	480 cms.
Width	:	148 cms
Seating capacity	:	18-20 people.
Material	:	Teak/ Mahogany Solid Wood

With custom made inbuilt infrastructure for mikes and video conferencing.

- chairs : 20 with comfortable seats  
➤ 6 Wall mounted folding chairs on one side wall  
➤ Installation of multi-media audio/video presentation system

- Video System:

Projector : EPSON EB-2255U

- Screen and 120" projector with remote (electronic roll down screen) need to be centered within the new space as specified in the drawings.
- Installation of ceiling mounted projection screen

DVC system set up

- High Resolution Web cam : Logitech Rally 4K
- Ceiling speakers : Bose DS16

- Audio System:

- Mic system : CM-601 Boundary mic - 04 pcs  
Gppsmack mic – WVM 3400 – 14 pcs  
Wireless mic + receiver (9000 MHZ) – RU8011DB
- Mixer/Amplifier : Yamaha 12 channel Echo canceller (Anvil one)

Mic Control Unit – WMC-340 – 1 pc  
Mic Chairman Unit – WSM – 340C – 1 pc  
Mic delegate Unit – WSM – 340 D – 13 units

- AC system- heating and cooling : (2 units) LG
  - i. Outer unit : RPUW100S9S
  - ii. Roof mount (library) – RW1100A2S
  - iii. Roof Mount (Waiting Room) – R-W0400c2S

- Internet, intercom, and telephone networking/wiring
- Removal/Replacement of the wooden base on the walls

Wood material : Teak Wood 9T with coating

- Remodeling / Renovation of attached washroom
  - Removal of existing fixtures
  - Installation of new plumbing fixtures
  - Installation of floor tiles
  - Installation of new cabinets and vanities
  - Replacement of commode and addition of new bowl urinal
  - Installation of Glass screen
- Windows glasses with one way window film
- Removal/replacement of current Glass partition between reception and conference room
- Creation of Backdrop for photo-op on one wall [letters to be written].
- Provision of display shelves on one corner of wall

Wood material : Teak wood – 18T with coating

- Provision of book shelves on one corner of wall

Wood material : Teak wood – 18T with coating

- Replacement of false ceiling with focus/spot and other ordinary (yellow) lights
- Provision of
  - one Podium,
  - Big size wall clock,
  - Coat stand,
  - side cabinet for coffee machine, etc.

- Change of floor tiles

Library & waiting Room :BST – 6008/BST -6001 (600X600 Ceramic tiles)  
Reception :GREEN TEA CREAM (600X600 Ceramic tiles)

#### Electrical and Data work.

- The Contractor shall be responsible of removing and relocating all electrical, data and phone outlets and connections in the existing partition walls and floor.
- New electrical outlets, light switches and data and phone connections need to be installed as indicated in the drawings.
- All the electrical lines and power conduits must be located inside the drywall partitions and within the floor.
- The TV's outlets and connections will be removed and all lines will be relocated and determined by the drawings.

#### **B. Creation of small meeting room-cum-holding room near Reception**

- An oval or rectangular long wooden (Teak or Mahogany) conference table with seating capacity of 6 people.
- Good quality chairs - 6
- Tea/coffee table/cabinet
- Internet, intercom and telephone wiring
- Book shelves on three walls
- Small store room inside after partition
- Change of floor tiles
- AC system- heating and cooling

#### **C. Change of old water, heating/cooling pipelines and drainage pipes**

- Complete dismantling and installation of new pipes for:
  - Heating/Cooling water circulation pipes,  
Pipe material : K-Type (20SU, 25SU, 30SU, 40SU, 50SU, 60 SU)
  - Hot/Cold water supply pipes  
Pipe material : Artiron + Magic (D20\*25T, D25\*25T, D32\*25T, D40\*25T, D50\*25T, D65\*25T)
  - Drains/sewerage pipes  
Pipe material : PVC VG1 (D50, D75, D100, D150)
- Complete check and repair of the plumbing system

#### **D. Replacement of cooling unit installed at rooftop of the building and change of all fan coils of AC units**

#### **E. Change and upgrade of electricity wires and feeder line.**

- Change of feeder line
- Change of main switch boards
- Replacement of existing electricity supply wire to be affected by increased voltage



- F. Waterproofing work of whole chancery building – rooftop and side walls
- G. RePainting work of internal walls, outer boundary wall, parking area, doors/ windows frames, Cleaning of facade
- o All the materials which used for above works have to be same level or higher than Korean standards
  - o All materials purchased for this project need to be previously inspected before arrival.
  - **(Note: The site of work may be inspected by the bidder to estimate scope or work and add any other item which may be required for completion of work.)**

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**Section-V**

**f) Schedule of Quantity**

(To be submitted by the bidder)

Sl. No.	Items	Quantity	Cost Material/labour
1.			
2.			
3.			
4.			
5.			

**Note:** Please refer to Section-I of the document

a. Schedule of Quantities should be enclosed by Bidders. Bidders are requested to identify and quote the rates of individual items. Items required for completion of the work may be added in the Schedule of Quantities with full nomenclature of the item.

b. 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.

c. The bidder, 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.

d. 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.

e. 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.

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**Section-VI**

**g) Form of Tender**

**(To be submitted by the bidder)**

TO: Ambassador of India in,  
Embassy of India, Seoul

We have examined tender conditions for the above-named work 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: KW \_\_\_\_\_ exclusive of VAT.

If this offer is accepted, we will commence the Works as soon as is practicable and complete the Works in accordance with the above-named documents within the Time for Completion.

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

Signature:

Name:

in the capacity of -----

duly authorized to sign tenders for and on behalf of

Address:

Date:

**TENDER FOR SELECTING CONTRACTOR  
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**Section-VII**

**h) Bank Guarantee Proforma for Earnest Money Deposit/Tender Security**

Bank Guarantee No.....

Brief description of contract: **Renovation of Main Chancery Building, Embassy of India, Seoul**

Name and Address of Beneficiary: Embassy of India, Seoul, 101 Dokseodong-ro, Hannam-dong, Yongsan-gu, Seoul, Republic of Korea.

Whereas M/s (**Name of Contractor with address**) \_\_\_\_\_ have submitted their tender for **Renovation of Main Chancery Building at Embassy of India, Seoul**, 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 **KW 12,500,000**. 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 of **KW 12,500,000**.

2. This guarantee is valid for a period of 180 (One hundred and eighty) 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.

3. Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to **KW 12,500,000**.

4. Notwithstanding anything to the contrary contained hereinabove, 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**) \_\_\_\_\_.

5. 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.

6. This guarantee shall be governed and construed in accordance with the laws of the (**Name of the Country**) \_\_\_\_\_ and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the (**Name of the Country**) \_\_\_\_\_ Courts.

Date:

Place:

Name:

Signature:

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**Section-VIII**

(This may be submitted by the bidder in lieu of the document at Section-VII)

**BIDS 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 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:  
Name:

Place:  
Signature:

**TENDER FOR SELECTING CONTRACTOR  
FOR RENOVATION OF MAIN CHANCERY BUILDING, EMBASSY OF INDIA, SEOUL**

**Bank Guarantee Proforma for Performance Security**

Bank Guarantee No.....

Brief description of contract: **Renovation of Main Chancery Building, Embassy of India, Seoul**

Name and Address of Beneficiary: Embassy of India, Seoul, 101 Dokseodong-ro, Hannam-dong, Yongsan-gu, Seoul, Republic of Korea.

Whereas M/s (**Name of Contractor with address**) have submitted their tender for : **Renovation of Main Chancery Building, Embassy of India, Seoul**, and one of the tender conditions is for the M/s (**Name of Contractor with address**)\_\_\_\_\_ to submit a Bank Guarantee for Performance Security (3% of contract value-consultant's fee) amounting to (**To be indicated in local currency by the Mission/Post calculated as 3% of the tendered cost**). 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 of (**To be indicated in local currency by the Mission/Post calculated as 3% of the tendered cost**).

2. This guarantee is valid for a period of **60 Days after the date of completion of work** 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.

3. Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to (**To be indicated in local currency or US\$ by the Mission/Post calculated as 3% of the tendered cost**)

4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from (**date of issue**) \_\_\_\_\_ up to the (**date should be two months after the date of completion of work**) \_\_\_\_\_ and claims under this guarantee should be submitted not later than (**from date of expiry**)\_\_\_\_\_.

5. 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.

6. This guarantee shall be governed and construed in accordance with the laws of the (**Name of the Country**) \_\_\_\_\_ and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the (**Name of the Country**) \_\_\_\_\_ Courts.

Date:  
Name:

Place:  
Signature:

**DOCUMENTS FOR TECHNICAL BID**

S No.	Eligibility Criteria	Accepted Documents (Any of those listed)
1.	company profile, company brochures, achievement of the company	➤ a brief introduction, background, company details, credentials, VAT & other registration and past performance of the bidder
2.	Valid Permit/Registration from a competent local authority	➤ Business Registration Certificate issue by National Tax Service (NTS)
3.	Eligibility Criteria/ Similar work One work – 502,000,000 Two works – KW 376,000,000 Three works – KW 251,000,000	➤ Certificate issued by Korea Specialty Contractors Association (KOSCA) ➤ Proof of work with EoI in earlier years of the indicated value ➤ Completion Certificate issued in a previous contract
4.	Bank Solvency of KW 251,000,000.	➤ Certificate issued by any Korean Bank ➤ Certificate issued by Korea Specialty Contractors Association (KOSCA) ➤ Self-Certification issued by the company. <i>[The certificate should not be older than six months]</i>
5.	Annual Turnover equal to KW 314,000,000 Profit-Loss : The tenderer should not have suffered a loss in any of the previous five financial years	➤ Certificate of Financial Statement issue by National Tax Service ➤ Certificate issued by Korea Specialty Contractors Association (KOSCA) ➤ Certificate issued by Registered Chartered Accountant
6.	Earnest Money Deposit for KW 12,500,000 OR Bid Securing Declaration	➤ Bid Securing Declaration in the format given at Section VIII, OR ➤ Earnest Money Deposit in format given at Section VII