



**EMBASSY OF INDIA
SEOUL**

TENDER NOTICE

The Embassy of India, Seoul invites sealed quotation from reputed firms for **supply & on-site replacement of wallpaper & flooring at GOI owned flats in Seoul.**

2. For further enquiries, Please visit our website:
www.indembassyseoul.gov.in/tender

3. Contact Details:

Name of the Officer & Designation	Mr. Swapnil D. Thorat, Second Secretary/HOC
Phone Number	+82-2-798-4257 (Extn.: 117)
Email	admn2.seoul@mea.gov.in
Last date to submit bid	Friday, 30 June 2023 (till 1700 Hours)

**SEO/885/04/2022
Embassy of India
Seoul**

TENDER NOTICE

Subject: INVITATION OF BIDS FOR supply & on-site installation of wallpaper & flooring at GOI owned flats in Seoul.

1. The Embassy of India, Seoul invites sealed quotations from reputed firms for supply & on-site installation of wallpaper & flooring at Government of India owned flats in Kukdong Green Apt., Dokseodang-ro, Oksu-dong, Seoul and Doosan Apt., Geumho-dong, Seongdong-gu, Seoul.

2. Bidders are advised to inspect and examine the site and satisfy themselves before submitting their tenders/bids as to the size of the rooms, halls, open areas, the means of access to the site and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender, without any additional charges.

3. Bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequently on any misunderstanding or otherwise shall be allowed.

4. Submission of a tender by bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done of conditions will be available to him as per the local conditions and other factors having on the scope of work.

5. **The terms & conditions of the tender would be as follow:**

(a) **Scope of work:** The type & quality of the material for wallpaper & flooring to be supplied & installed by the bidder is attached to the tender notice at **Annexure 'A'**.

(b) Tender details: Bidder should furnish with the tender, complete and full details of the job & equipment to be used as part of Technical bid as per **Annexure 'B'**.

(c) Tender Documents: The Tender documents will be free of cost. The Embassy will not be responsible to compensate for any expenses or losses which may be incurred by the bidder in the preparation and submission of the bid.

(d) Two stage bidding: This will be a two-staged bidding process. The bidders have to provide **two separate sealed covers for Technical & Financial bid**. These two sealed covers may be kept in one single envelope for submission. The financial bid will be opened of only those bidders whose technical bid are accepted. Proforma for submission of Financial bid is placed at **Annexure 'C'**.

(e) Quoted (bid) price: Price quoted should be on an **all-inclusive basis** and shall include the cost of all services, equipment, assembly of items, personnel, transportation, taxes etc. No extra cost beyond the quoted amount shall be payable in any circumstances. VAT, Income Tax and all other taxes are the sole responsibility of bidder and should therefore be excluded from the quoted price.

(f) Commencement of work/Time of completion: Once the contract is awarded, the winning bidder will have to start the work with immediate effect and complete the work within 14 days.

(g) Validity of the Bids: Price quoted in the bids of the tender should remain valid for acceptance for ninety (90 days)

from date of closing of tender, without any price escalation for whatever reasons.

(h) Notice of Acceptance: A bid shall be treated as successful only after the competent authority in the Embassy of India has approved it in accordance with the terms of the Tender Notice. Embassy of India shall send the notice of acceptance to the successful lowest Bidder. Subsequent to the notice, a contract shall be signed between the Embassy of India and the successful lowest Bidder for supply of the agreed items.

(i) Payment: No advance payment will be made. However, on supply & on-site installation of wallpaper & flooring, the payment will be released on submission of invoice in normal course.

(j) Specification: The material for wallpaper & flooring shall be of equal or higher quality of Korean/US/Indian standards.

(k) Right to revoke: The Embassy of India reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of contract.

(l) Performance insurance bond: The successful bidder will be required to submit a performance insurance bond for 5% of the bid value and valid for one year at the time of signing of contract.


(m) Retention money: At completion of work, the payment will be released after deducting 5% of retention money of the total contract amount or bid value. This retention money will be released on completion of 365 days.

(n) Liquidated damage: Shall be levied for delay in execution of work. The compensation rate of liquidated damage shall be calculated @0.5% per week of delay in completion of work (delay owing to contract's fault) upto maximum of 10% of contract amount. This shall be computed on per day basis is @0.0714% per day.

(o) 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 here-under.

(p) Interpretation: In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document, Embassy of India's interpretation of the clauses shall be final and binding on all parties.

6. The bids in sealed envelope(s) should be submitted to the tender issuing authority, **Head of Chancery, Embassy of India, Seoul (101, Dokseodang-ro, Hannam-dong, Yongsan-gu, Seoul) latest by 1700 Hours on 30 June 2023 (Friday)**. Tenders received after the deadline will not be considered. Tender bids will be opened at **1000 Hours on 04 July 2023**.


(Mr. Swapnil D. Thorat)
Second Secretary/Head of Chancery
Embassy of India, Seoul
Tel:+82-2-798-4257 (Extn. 117)
Email(1):admn2.seoul@mea.gov.in

Annexure 'A'

SCOPE OF WORK

Sl. NO.	Particulars	Dimension/ Size of the item (CM)	Address for supply & installation
i.	Supply & Installation of wallpaper & flooring	Please visit & take the measurement	Mr. Bijender K Balahra, 101-1704, Kukdong Green Apat., Oksu-dong, Seongdong-gu, Seoul
ii.	Supply & Installation of wallpaper & flooring	Please visit & take the measurement	Mr. Chandan Kumar, 101-701, Kukdong Green Apat., Oksu-dong, Seongdong-gu, Seoul
iii.	Supply & Installation of flooring	Please visit & take the measurement	Mr. Aakash Singh, 101-602, Kukdong Green Apat., Oksu-dong, Seongdong-gu, Seoul
iv.	Supply & Installation of wallpaper & flooring	Please visit & take the measurement	Mr. Prashant K Yadav, 101-1001, Kukdong Green Apat., Oksu-dong, Seongdong-gu, Seoul
v.	Supply & Installation of wallpaper & flooring	Please visit & take the measurement	Mr. Sharad Chandra Tripathi, 101-1704, Kukdong Green Apat., Oksu-dong, Seongdong-gu, Seoul

Note: Bidders are advised to inspect the respective apartment to discuss the specification, available means/convenience to supply & installation of wallpaper & flooring.

For any clarification in this regard, please feel free to contact Ms. Bohyun Nam (Contact Number:010-3276-9756).

Annexure 'B'

TECHNICAL BID PROFORMA

1. Name of the firm:
2. Address of the Registered office:
3. Correspondence Address:
4. Contact details:
 - Telephone:
 - FAX:
 - Email:

INFORMATION TO BE PROVIDED IN TECHNICAL BID

Sl.No.	REQUIREMENTS	REPLY	REMARKS (if any)
i	Registration certificate of the company under relevant statutory regulations applicable in the Republic of Korea.		
ii.	Certificate/related document showing income or payment of income tax to authority for the last three years.		
iii.	Past experience, service history & achievements of the company.		
iv.	Type of material & Quality of the material of wallpaper and flooring.		
V.	Approximate life-span of the wallpaper and flooring		
vi.	Warranty offered by the bidder for wallpaper and flooring		
vii.	Bid Securing Declaration (BSD)		
viii.	Form of Tender (Certificate)		

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, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit Bids for contacts with the Government of India.

Date:

Place:

Name:

Signature:

Form of Tender

(To be submitted by the Bidder in following format)

To,

Head of Chancery
Embassy of India
Seoul

I/We have examined tender conditions for the above-named work 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 Fixed Price Lump Sum of: KW..... (Korean Won.....) 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 (14 days).

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

Signature

in the capacity of

Duly authorized to sign tender for and on behalf of

(Name of Company)

Address:

Date:

FINANCIAL BID

PROFORMA TO BE FILLED UP AND SUBMITTED

i.	Name of the Bidder/Agency/Company	
ii	Address of the Bidder/Agency/Company	
iii.	Contact details of the Bidding Bidder/ Agency/Company	

Cost of items as per Scope of Work

Sl. No.	Particulars & Dimension	Price per unit(KRW)	Total Price(KRW)
i.	Supply & Installation of wallpaper & flooring (101-1704 Kukdong Green Apat.)		
ii.	Supply & Installation of wallpaper & flooring (101-701 Kukdong Green Apat.)		
iii	Supply & Installation of flooring (101-602 Kukdong Green Apat.)		
iv	Supply & Installation of wallpaper and flooring (101-1001 Kukdong Green Apat.)		
v	Supply & Installation of wallpaper & flooring (Dusan Apat., Geumho-dong)		

Name, signature and seal of the company/service provider