



**EMBASSY OF INDIA  
SEOUL**

**TENDER NOTICE**

The Embassy of India, Seoul invites sealed quotation from reputed firms for **supply & on-site installation of furniture items & mattresses at GOI owned flats in Seoul.**

2. For further enquiries, Please visit our website:  
[www.indembassyseoul.gov.in/tender](http://www.indembassyseoul.gov.in/tender)

**3. Contact Details:**

Name of the Officer & Designation	Mr. Sharique Badr, First Secretary/HOC
Phone Number	+82-2-798-4257 (Extn.: 117)
Email	I. <a href="mailto:admn2.seoul@mea.gov.in">admn2.seoul@mea.gov.in</a> II. <a href="mailto:indianembseoul@gmail.com">indianembseoul@gmail.com</a>
Last date to submit bid	Tuesday, 20 December 2022 (till 1000 Hours)

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

**TENDER NOTICE**

**Subject: INVITATION OF BIDS FOR supply & on-site installation of furniture items & mattress at GOI owned flats in Seoul.**

1. The Embassy of India, Seoul invites sealed quotations from reputed firms for supply & installation of furniture items & mattresses 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 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 furniture to be supplies 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 items, the payment will be released on submission of invoice in normal course.

**(j) Specification:** The furniture items & mattresses 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 1000 Hours on 20 December 2022 (Tuesday)**. Tenders received after the deadline will not be considered. Tender bids will be opened at **1500 Hours on 20 December 2022**.



  
(Mr. Sharique Badr)  
First Secretary/Head of Chancery  
Embassy of India, Seoul  
Tel: +82-2-798-4257 (Extn. 117)  
Email(1): [admn2.seoul@mea.gov.in](mailto:admn2.seoul@mea.gov.in)  
(2): [indianembseoul@gmail.com](mailto:indianembseoul@gmail.com)



**List of Furniture for Tender**

Sl No.	Particulars of Furniture		Quantity	Specification
1	Mattress	Mattress of Single size	2	Standard quality - Single Size (L 200 x W 120 x H 37cm) – Latex Foam
2		Mattress of Queen size	1	Standard quality - Queen Size (L 220 x W 150 x H 37cm) – Latex Foam
3		Mattress of King size	1	Standard quality - King Size (L 220 x W 160 x H 37cm) – Latex Foam
4	Beds	Single size bed frame only	2	Single Size - Standard quality wooden(hardwood) bed with storage space and backrest (L 215 x W 120 x H 37cm)
5		King size bed frame only	1	King Size - Standard quality wooden(hardwood) bed with storage space and backrest (L 220 x W 160cm)
6	Dressing Table & Stool		1	Standard quality - MDF E0 grade (L 80 x W 60 x H 160cm)
7	Writing table		2	Standard quality - MDF E0 grade (L 160 x W 42 x H 70cm)
8			1	Standard quality - MDF E0 grade (L 300 x W 55 x H 60cm)
9	Chest of drawers/ Wardrobe		1	Standard quality - MDF E0 grade, glossy (L 56 x W 82 x H 190cm)
10	4 Chairs and settee		1	Settee: L 180 x W 90cm, Chairs: L 100 x W 90cm) [Primary Material- Fabric, Secondary & leg material- wood, Seat cushion- Fixed, Seat filling- Fresh foam]
11	Cupboard/ Side board		3	Standard quality - MDF, glossy (L 210 x W 54 x H 100cm x 15T)

**Note: Bidders are advised to inspect the respective apartment to discuss the specification, available means/convenience to supply & on-site installation of furniture items and mattress, before submitting the bid.**

**Delivery & Installation charge has to be included in the bid amount.**

**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 furniture items & mattresses.		
vi.	Approximate life-span of the furniture items & mattresses.		
Vii.	Warranty offered by the bidder for furniture items & mattresses.		
Viii.	Bid Securing Declaration (BSD)		
ix.	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	Qty.	Price per unit(KRW)	Total Price(KRW)
i.	Mattress of Single size [Standard quality - Single Size (L 200 x W 120 x H 37cm)] (Latex Foam)	2		
ii.	Mattress of Queen size [Standard quality - Queen Size (L 220 x W 150 x H 37cm)] (Latex Foam)	1		
iii	Mattress of King size [Standard quality - King Size (L 220 x W 160 x H 37cm)] (Latex Foam)	1		
iv	Single size bed frame only [Single Size - Standard quality wooden(hardwood) bed with storage space and backrest (L 215 x W 120 x H 37cm)]	2		
v	King size bed frame only [King Size - Standard quality wooden(hardwood) bed with storage space and backrest (L 220 x W 160cm)]	1		
vi	Dressing Table & Stool [Standard quality - MDF E0 grade (L 80 x W 60 x H 160cm) ]	1		
vii	Writing table [Standard quality - MDF E0 grade (L 160 x W 42 x H 70cm)]	2		



viii	Writing table [Standard quality - MDF E0 grade (L 300 x W 55 x H 60cm)]	1		
ix	Chest of drawers/ Wardrobe [Standard quality - MDF E0 grade, glossy (L 56 x W 82 x H 190cm)]	1		
X	4 Chairs and settee [Settee: L 180 x W 90cm, Chairs: L 100 x W 90cm)]	1		
xi.	Cupboard/ Side board [Standard quality - MDF, glossy, 15T (L 210 x W 54 x H 100cm)]	3		
<b>Gross Amount (exclusive of VAT)</b>				<b>KRW</b>

Name, signature and seal of the company/service provider