



EMBASSY OF INDIA BEIJING

INVITES TENDER
FOR

RENOVATION-CUM-INTERIOR DESIGNING WORK OF
NEW DELHI HALL AT SCO SECRETARIAT, BEIJING

NOTICE NO. PEK/GEN/872/3/2022

LAST DATE FOR SUBMISSION OF BIDS

19/10/2022 UP TO 1500 HRS (BEIJING TIME)

DATE OF OPENING BIDS

19/10/2022 AT 1600 HRS (BEIJING TIME)

EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE, CHAOYANG
DISTRICT, BEIJING 100600 TEL-00-86-10-8531 2500/2501/2502/2503

Tender for renovation-cum-interior designing work at SCO Secretariat, Beijing

The Embassy of India intends to renovate one of the rooms in the SCO Secretariat (55 sq. mtr) at No. 7, Ritan Road, Beijing as 'New Delhi Hall'. The dimension of the room, which is located in the 3rd floor of the SCO Secretariat, is at Annexure I. The Embassy of India, Beijing invites bids from established / reputed companies / firms / individual architect cum interior designer, based in China with specialization in theme based renovation and interior designing of office space with Indian characteristics.

2. Eligibility Criteria for bidders:-

a. For Company:

- i. The company should be established at least 3 years ago;
- ii. The company should have had average annual financial turn-over of RMB 3,00,000 (excluding VAT) or more on similar work during the last three consecutive financial years. The statements should be duly audited/certified by a Chartered Accountant. The year in which no turnover is shown would also be considered for working out the average;
- iii. The company must have satisfactorily completed in the last five years (a) One similar work of RMB 5,00,000 or (b) Two similar works of RMB 3,50,000 or (c) Three similar works of RMB 2,50,000;
- iv. The company should possess a valid certificate of registration in China to do such job;
- v. The company should have prior experience of architectural/ interior design work with Indian elements (desirable).

b. For individual architect cum interior designer:

- i. 10 years of minimum work experience as a chief designer / project manager in similar work;
- ii. Bachelors degree in Architecture / Interior Design;

- iii. Prior experience of architectural / interior design work with Indian elements (desirable).
- iv. The individual architect cum interior designer should have executed projects or was a project manager in the company which has executed projects during the last five years of worth (A) One similar work of RMB 5,00,000 or (B) Two similar works of RMB 3,50,000 or (C) Three similar works of RMB 2,50,000;
- v. He/she should be able to employ a construction/renovation company with valid certificate of registration in China to do such job;

The design and construction norms should comply with the local regulations in China. The company/architect will also be required to get necessary approvals including safety procedures, fire protection, water, electricity facilities etc., from the Foreign Service Bureau of China.

3. Scope of Work:

The hall to be renovated / designed is of a total area of 55 sqm located at the 3rd floor of the SCO Secretariat. The rough sketch of the hall is given at **Annexure I**. The renovation / interior designing work includes:

- i. Designing and carrying out necessary construction work to refurbish this space to create 'New Delhi Hall' that would reflect Indian elements in it.
- ii. The 'New Delhi Hall' should cater to multipurpose activities including conducting meetings (including video conferencing facility), cultural events, yoga, movie screening etc.
- iii. Refurbishment should also include purchase and installation of necessary furniture (meeting table, chairs), electric and electronic items as well as interior decoration elements broadly based on Indian themes.
- iv. Purchase and installation of tables and chairs for conducting meetings.
- v. Purchase and installation of appropriate number of chairs for cultural programmes.

- vi. Purchase and installation of adequate number of air conditioners.
- vii. Purchase and installation of electrical and electronic equipment.
- viii. Mounting of Indian handicraft / paintings.
- ix. Covering the balcony area with glass to make it weather proof.
- x. Wooden flooring with heating facility.
- xi. Replacing doors and windows with Indian style doors and windows.
- xii. Installation of artificial ceiling with lighting.
- xiii. East wall of the room to be completely covered with LED screen to make a digital wall.
- xiv. Provision of a small stage (retractable) of 4*2 meters, along side the digital wall.
- xv. Signage at the entrance of New Delhi hall.
- xvi. Audio/visual equipment and related control unit to be placed in room 'A' of the proposed New Delhi Hall.
- xvii. Purchase and installation of video conferencing facility.
- xviii. Painting of walls and appropriate wooden paneling if it is part of the design.

4. Terms of tender:

- i. Retention Money limited to 5% of the accepted tender amount and 5% of each Running bill will be deducted towards retention money. Retention money shall be released against equivalent amount of Bank Guarantee (BG) to be submitted by Contractor. BG should be valid for completion period plus defects notification period.
- ii. Performance Security : This will be equal to 5% of Accepted tender amount. This should be in the form of an unconditional and irrevocable Bank Guarantee (as per template) and should be valid upto 60 days beyond the stipulated date of completion. In case of time extension, the validity of Performance security BG should be extended up to 60 days beyond the extended date of completion. Performance Security shall be submitted by the successful bidder within 21 days after notification of award.

iii. Liquidated Damage : It shall be 0.5% per week of delay limited to 10% of accepted tender cost. This shall be calculated on per day basis for each day of delay.

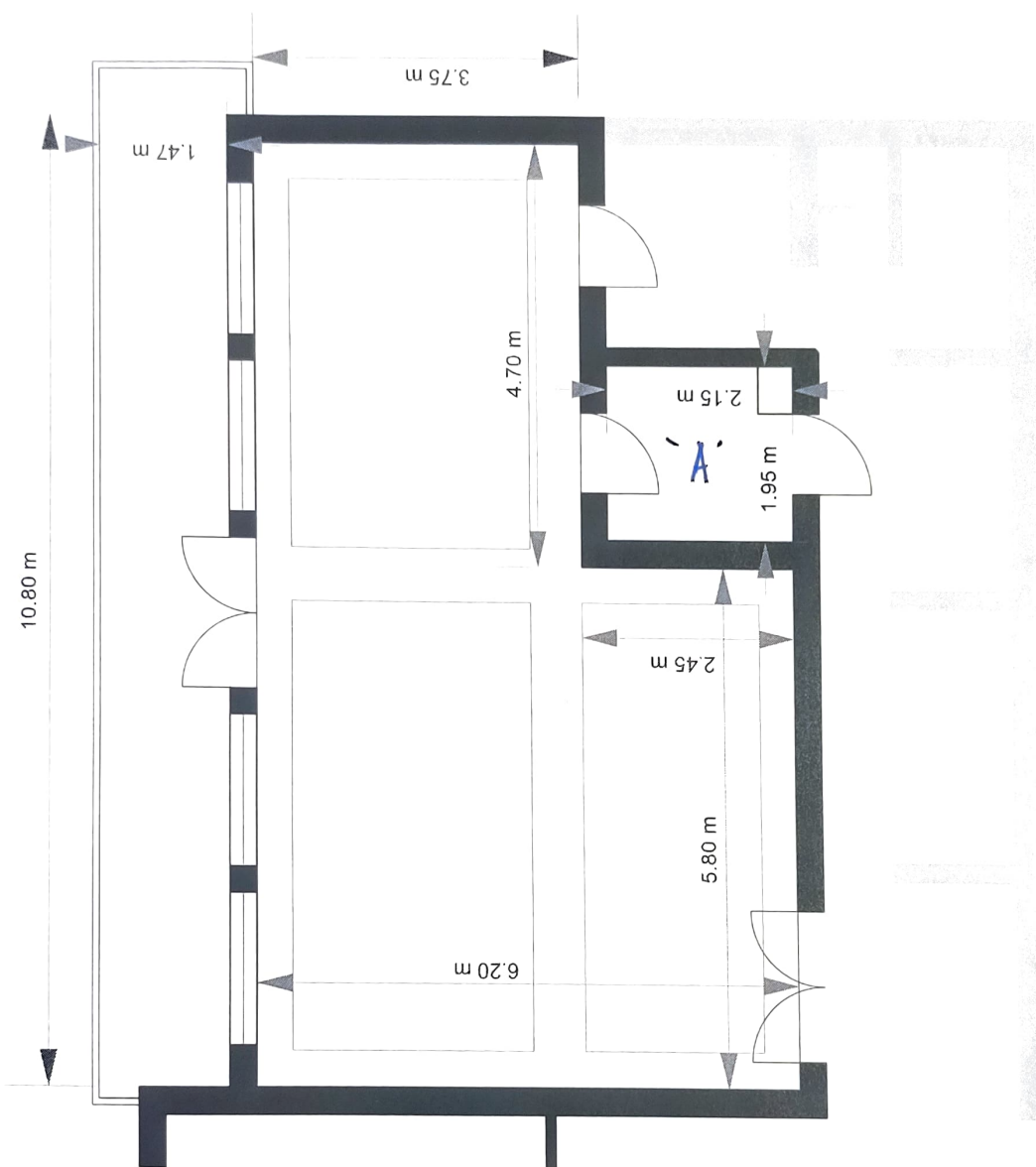
5. Bid system:

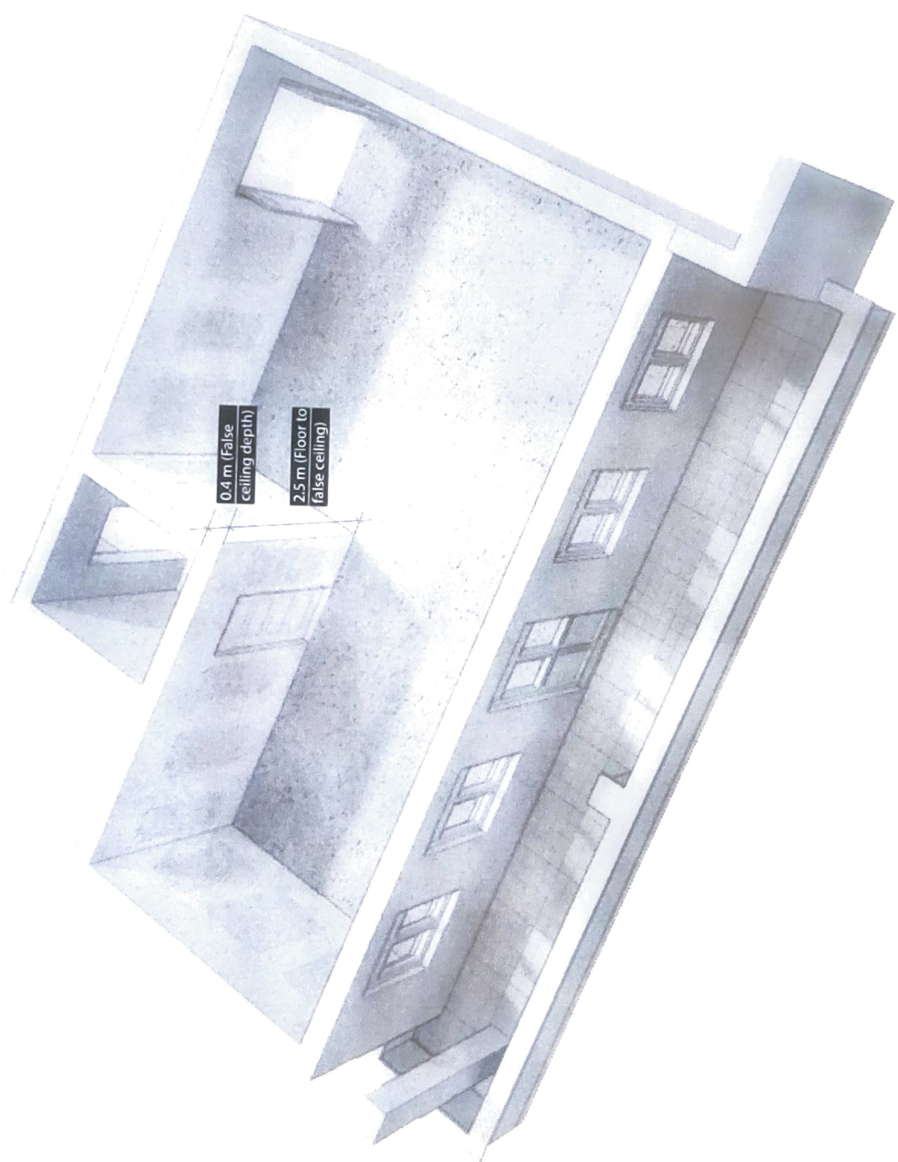
The following bidding system shall be followed for this tender:

- (i) The bidder shall submit offer in five separate sealed envelopes, namely (a) First envelope - superscribed as **“Bids Security Declaration”** as per the enclosed format at **Annexure II** (b) Second envelope – superscribed as **“Technical Bid – Renovation-cum-interior designing work at SCO Secretariat, Beijing”** (c) Third envelope – superscribed as **“Preliminary design - Renovation-cum-interior designing work at SCO Secretariat, Beijing”** (d) Fourth envelope – superscribed as **“Financial Bid – Renovation-cum-interior designing work at SCO Secretariat, Beijing”**. All the four sealed envelope shall be kept inside a large sealed envelope i.e. in a Fifth envelope superscribed as **“Tender Quotation for Renovation-cum-interior designing work at SCO Secretariat, Beijing”**. It should also be superscribed at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;
- (ii) The second envelope must accompany supporting documents in support of eligibility criteria as defined at para 2. The third envelope should contain a preliminary design of the room at SCO Secretariat proposed to be renovated with all the details/requirements as given in para 3 as well as technical details of all the electronic and electrical equipment. The fourth envelope, financial bid, should clearly indicate, individual costing as well as various supporting documents, if any, as per scope of work defined at para 3.
- (iii) The bids shall be submitted to The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600. The bids may be submitted by hand in person or by courier. The bids by “Fax /E-mail” shall not be accepted;

- (iv) Bids received after the closing date and time as prescribed in the tender notice, shall NOT be accepted under any circumstances;
- (v) Technical bid shall be opened on the date and time as given in the tender notice at Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600.
- (vi) Preliminary design envelope shall be opened on the date and time, to be communicated later, at Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600.
- (vii) Financial bid shall be opened on the date and time, to be communicated later, at Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600.
- (viii) Firstly, the envelope containing the BSD would be opened. No bid will be accepted without BSD and will be rejected at once. Technical Bids will be opened for only those bidders who have submitted BSD. The preliminary design envelope will be opened only for those bidders who qualify technical bid criteria. Then, Financial Bids of only those bidders who have qualified in the Preliminary Design stage would be opened.

The Embassy can facilitate visit of interested parties to the SCO Secretariat to see the existing space and to understand the requirements before submission of quotations. The bids must be valid for a period of at least three (3) months. Any bids with validity less than three months shall not be accepted. The proforma given at **Annexure III** should also be filled and sent along with bid.





0.4 m (False ceiling depth)

2.5 m (Floor to false ceiling)

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 bids document (2 years if not specified) from being eligible to submit Bids for contracts with the entity that invited the Bids.

Date:

Signature

Name of the Company

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID

1.	Name of the firm	
2.	Address of the firm	
3.	Contact details	
4.	Registration and incorporation particulars	
5.	Period of bid validity	
6.	Experience in dealing with similar works	
6.	Any other information	

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 firm _____

Seal of the firm