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**Embassy of India**

**Kuwait**

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NOTICE INVITING TENDER  
FOR SELECTING CONTRACTOR FOR  
**REPLACEMENT OF FLOOR TILES IN  
THE CHANCERY BUILDING**

OF  
EMBASSY OF INDIA, KUWAIT

**TENDER NO. - Kuw/Admn/872/01/2015**

**DATED - 2nd November 2023**

**LAST DATE SUBMISSION OF BID- 23rd November 2023**

**No. KUW/ADMN/872/1/2015**

**Embassy of India**

**Kuwait**

**Notice inviting Tender for selecting contractor for replacement of floor tiles at the Basement, Ground floor, First floor and Second floor in the Chancery building of Embassy of India, Kuwait**

The President of India acting through the Embassy of India in Kuwait requests proposals in sealed envelopes from appropriately qualified and adequately experienced Contractors for **replacement of floor tiles at the Basement, Ground floor, First floor and Second floor in the Chancery**. The proposal duly completed in prescribed format as per Notice Inviting Tender (NIT) must reach office of Head of Chancery, Embassy of India, at Diplomatic Enclave, Arabian Gulf Street, P.O. Box 1450, Safat-13015, Kuwait Telephone No.: +965-22550725; email- [hoc.kuwait@mea.gov.in](mailto:hoc.kuwait@mea.gov.in) on **or before 1600 hrs. on 23rd November 2023**. 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, Kuwait from <https://indembkwt.gov.in/index.php> .

2. The objective of this Notice Inviting Tender is to select an appropriately qualified and adequately experienced Contractor by the Embassy of India, Kuwait for **replacement of floor tiles at the Basement, Ground floor, First floor and Second floor in the Chancery**.

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

Embassy of India,  
Diplomatic Area,  
Arabian Gulf Street,  
P.O. Box 1450, Safat-13015,  
Kuwait

4. **Scope of Work:**

Attached at Section IV - (**Annexure 'A'**)

5. **Period of Completion: 60 days**

6. **Site visit:** Physical visit to the site is highly advisable to have a general idea about the extent of main work required and miscellaneous other associated works involved therein. Interested firms can visit the site from **1000 hrs to 1500 hrs** after prior appointment with Shri James Jacob, Attache (Admin), Embassy of India, Kuwait, Telephone No.: +965-22550725; email- [admkuwait@mea.gov.in](mailto:admkuwait@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 1600 hrs on 23rd November 2023** in the office of Head of

Chancery, Embassy of India, at Diplomatic Enclave, Arabian Gulf Street, P.O. Box 1450, Safat-13015, Kuwait Telephone No.: +965-22550725; email- [hoc.kuwait@mea.gov.in](mailto:hoc.kuwait@mea.gov.in). **Technical bids will be opened at 1430 hrs on 28th November 2023** in the Embassy of India, Kuwait. All pages of the submission document must be signed by authorised signatory.

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**No. KUW/ADMN/872/1/2015**

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**Notice inviting Tender for selecting contractor for replacement of floor tiles at the  
Basement, Ground floor, First floor and Second floor in the Chancery building of Embassy  
of India, Kuwait**

**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)

**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)

**\*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.

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**Notice inviting Tender for selecting contractor for replacement of floor tiles at the Basement, Ground floor, First floor and Second floor in the Chancery building of Embassy of India, Kuwait**

**Document I- Invitation to Tender**

1. The President of India acting through the Embassy of India in Kuwait invites Lump-sum Fixed Price **Tender for selecting contractor for replacement of floor tiles at the Basement, Ground floor, First floor and Second floor in the Embassy building, Embassy of India, Kuwait.** 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, Introduction and credentials of Bidders, Terms & Conditions of contract, Scope of Work & Eligibility Criteria
<b>Financial Bid Document:</b>	
Document- II	Schedule of Items
Document- III	Form of Tender (Lump sum price to be quoted on this form by Bidder)
<b>EMD</b>	
Earnest Money Deposit (EMD)/ Tender Security Amount	The proposal duly completed in prescribed format as per Notice Inviting Tender (NIT) along with Earnest Money Deposit (EMD) of <b>KWD 486.825 (Kuwaiti Dinar Four Hundred Eighty Six and cents eight hundred twenty five only)</b> . Any bid not accompanying with Earnest Money Deposit/Tender Security Amount shall be rejected. The EMD of unsuccessful bidder will be returned within 30 days after the award of the contract. The EMD may be forfeited in case the bidder withdraws his bid during the period of bid validity or in case of a successful bidder, the selected bidder fails to sign the agreement in time or furnish performance guarantee or furnishing of any wrong information. The validity of EMD will be 6 months. <b>(Annexure-B)</b>

2. **The last date of submission of sealed bids is 1600 hrs on 23rd November 2023** in the office of Head of Chancery, Embassy of India, at Diplomatic Enclave, Arabian Gulf Street, P.O. Box 1450, Safat-13015, Kuwait Telephone No.: +965-22550725; email- [hoc.kuwait@mea.gov.in](mailto:hoc.kuwait@mea.gov.in). Any Tender received after this date and time will not be considered.

3. **Technical bids will be opened on 1430 hrs on 28th November 2023** in the Embassy of India, Kuwait. Applicants may send their representative to be present during opening of bids after obtaining prior permission from the Embassy of India, Kuwait.

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 the said work.
  - 5.2 **Similar work:** The tenderer should have satisfactorily completed similar (**means replacement of floor tiles**) during the last 7 years for at least (i) One similar work of cost equivalent to **KWD 12,982.000** or (ii) Two similar works each of cost equivalent to **KWD 8,113.750** or (iii) Three similar works each of cost equivalent to **KWD 6,491.000**.
  - 5.3 **Bank Solvency:** Certificate of Solvency certified by bank for **KWD 6,491.000** The certificate should not be older than six months.
  - 5.4 **Annual Turnover:** The bidder should have had average annual financial turn-over of **KWD 8,113.750** or more during the immediate last three consecutive financial years. Year in which no turnover is shown would also be considered for working out the average. Audited financial statements for the said period will be submitted by the bidder.
  - 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. Audited financial statements for the said period will be submitted by the bidder.
6. **Defects Liability Period:** Defects Liability period will be **twelve months** from date of completion of work.
7. **Performance Guarantee:** **3% 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. The agreement with the L-1 bidder will be signed on receipt of Performance Guarantee. (Format of Performance Guarantee 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 **60 days** calculated from the date of commencement of works.

**11. Retention Money:** 5% of contract amount of each bill for payment shall be deducted. 50% of the Retention Money deducted shall be released on issue of practical completion certificate and Balance 50% of Retention Money shall be released after completion of Defect Liability Period of one year.

**12. Conflict of Interest:** The bidders shall not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices to the detriment of procuring entity's interests. The bidder found to have a conflict of interest shall be disqualified based on any such activities like participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement or if the bidding firm or their personnel have relationships of financial or business transactions with any official of procuring entity who are directly or indirectly related to tender or execution process of contract or improper use of information obtained by the bidder from the procuring entity with an intent to gain unfair advantage in the procurement process or for personal gain.

**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 shall be in accordance with the Arbitration and Conciliation Act, 1996 or any other law that takes place in this regard. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties.

**13.3** The Arbitration will have its sittings in Embassy of India, Kuwait.

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

**(Anantha S R Iyer)**  
**Second Secondary (HOC)**  
Embassy of India,  
Diplomatic Area,  
Arabian Gulf Street, Kuwait

**No. KUW/ADMN/872/1/2015**

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Basement, Ground floor, First floor and Second floor in the Chancery building of Embassy  
of India, Kuwait**

**Document- I 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

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

**1.4.1** 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 Work.

**1.4.2** 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.

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

**1.4.4** 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 KWD only.



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

**1.5 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.

## **1.6 Tender and Schedule of Quantities**

**1.6.1** 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.

**1.6.2** 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.

**1.6.3** 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.

**1.6.4** 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.

**1.6.5** The company makes the necessary calculations regarding the adequacy of the items to be used.

**1.6.6** 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.

**1.7. 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.

## **1.8 Errors and Rectification:**

**1.8.1** 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.

**1.8.2** 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.

**1.8.3** If amount quoted on Form 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.

**1.9. Submission of bids:** Bidders shall submit their bid in a large sealed envelope super-scribed with ‘**Tender for selecting contractor for replacement of floor tiles at the Basement, Ground floor, First floor and Second floor in the Embassy building, Embassy of India, Kuwait**’, which shall have following three sealed envelopes inside:

**Envelope A:** Should contain Earnest Money Deposit, super scribed as “EMD”

**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*”.

Any bid which would not contain EMD/BSD or EMD or requisite amount/BSD as per attached format will be rejected.

Technical bids of only those bidders will be opened who have submitted a valid EMD/BSD. Financial bids of only technically qualified bidders will be opened.

**1.9.1 The last date of submission of sealed bids is 1600 hrs on 23rd November 2023** in the office of Head of Chancery, Diplomatic Enclave, Arabian Gulf Street, P.O. Box 1450, Safat-13015, Kuwait Telephone No.: +965-22550725; email- [hoc.kuwait@mea.gov.in](mailto:hoc.kuwait@mea.gov.in).

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

**1.9.3** 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.

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

**1.11 Amendments to Tender Document** - At any time prior to the date of opening of the tender, the Embassy of India, Kuwait 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, Kuwait.

**1.12 Clarification:** Any further information or clarification which the Tenderer may require in order to complete his bid, may contact Attache (Admin), Embassy of India, Kuwait, Telephone No.: +965-22550725; email- [admnuwait@mea.gov.in](mailto:admnuwait@mea.gov.in)

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

**1.14** 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, Kuwait as to the meaning of anything connected with the Tender Document.

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

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

**1.15.2** 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.

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

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

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

**1.16 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, taxes (VAT), etc. **All rates and sum inserted against items of works and in Form of Tender shall be exclusive of Value Added Tax.**

**1.17 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 of 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, Kuwait.

**1.18 No escalation of price** - Escalation due to any reason shall not be applicable.

**1.19 Earnest Money Deposit (EMD) - *KWD 486.825/- (Dinar Four Hundred Eighty Six and Fills 825 only)*** by way of Banker's cheque/Demand Draft in favour of Embassy of India, Kuwait. Any bid not accompanying with Earnest Money Deposit/Tender Security Amount shall be rejected. The EMD of unsuccessful bidder will be returned within 30 days after the award of the contract. The EMD may be forfeited in case the bidder withdraws his bid during the period of bid validity or in case of a successful bidder, the selected bidder fails to sign the agreement in time or furnish performance guarantee or furnishing of any wrong information.

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

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**Document I - 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.

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**Notice inviting Tender for selecting contractor for replacement of floor tiles at the Basement, Ground floor, First floor and Second floor in the Chancery building of Embassy of India, Kuwait**

**Document I - 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/ technical works required/ necessary, if any, for complete installation.

**3.3 Period of completion for the work is 60 Days.**

3.4 **Liquidated damages** Liquidated damages shall be 0.5% per week of delay limited to maximum of 10% of accepted tender cost. This shall be calculated on per day basis for each day of delay.

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, Kuwait 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, Kuwait.**

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 or 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:

S.No	Particulars	Percentage
1	Mobilization Advance (Against equivalent Bank Guarantee which shall be returned after 20% of the work completed)	10%
2	On 20% work completion	10%
3	On 30% work completion	10%
4	On 40% work completion	10%
5	On 50% work completion	10%
6	On 60% work completion	10%
7	On 70% work completion	10%
8	On 80% work completion	10%
9	On 90% work completion	10%
10	On 100% work completion	10%

Retention money equivalent to 5% of amount of each invoice shall be deducted. 50% of the retention money shall be released on issue of practical completion certificate and balance 50% shall be released after completion of Defects Liability Period of one year.

3.8.1 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 **Specification:** 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.

3.11 **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.**

3.12 **Force Majeure:** 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

3.13 **Extension of Time (EoT) -** Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period to the time during which such Party was unable to perform such action as result of any reason not attributed to the said

party. Request for rescheduling of milestones and extension of time, to be eligible for consideration, shall be made by the Contractor in writing to the Embassy of India, Kuwait within 14 days of the happening of the event causing delay along with the reasons causing unavoidable delay. Such request shall, however, be made not later than three months prior to the stipulated date of completion in respect of all hindrances encountered till then. For subsequent hindrances the request for extension of time shall be submitted not later than 30 days prior to the stipulated date of completion or previously extended date of completion. While requesting for extension of time at any stage, the Contractor may also, if practicable, indicate the period for which extension is desired. The contractor shall nevertheless use constantly his best endeavours to prevent or make good the delay.

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:** This 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 for a period of 1 (one) year.

3.17 **Additional Work:** Embassy of India, Kuwait, shall not allow any claims for additional work performed by contractor unless the additional work is authorized by Embassy of India, Kuwait in writing prior to the performance of the additional work or the incurrance of additional expenses. Any additional work authorized by Embassy of India, Kuwait shall be compensated as per BOQ rates.

3.18 **Termination of Contract:** The contract is automatically terminated after completion of 2 weeks termination notice, in the following cases:

**3.17.1** If it appears that the contractor itself or through someone else used fraud or manipulation in its dealings with the contracting authority or in obtaining the contract.

**3.17.2** If collusion, fraud, corruption or monopoly practices are found.

**3.17.3** If the Tenderer becomes bankrupt or insolvent.

**3.17.4** If the Contractor is not able to satisfactorily perform whole or part of the Contract as per contractual obligations.

**3.17.5** If there is stipulation regarding notice of the termination to be given by the Employer/contractor. And also termination by either party in case of unforeseeable circumstances.

**3.18 Settlement of Disputes and Arbitration-** All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the

Embassy of India, Kuwait or any person nominated by him/her. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996 or any other law that takes place in this regard. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties.

**3.19** This Tender document is not an agreement and is neither an offer nor invitation by the Embassy to the prospective Bidders or any other person. The purpose of this Tender document is to provide interested parties with information that may be useful to them in preparing their proposal pursuant to this RFP/NIT (the "Bid"). This Tender document includes statements, which reflect various assumptions and assessments arrived at by the Embassy in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This Tender document may not be appropriate for all persons, and it is not possible for the Embassy and its employees to take into consideration the investment objectives, financial situation and particular needs of each party who reads or uses this Tender document. The assumptions, assessments, statements and information contained in this Tender document may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender document and obtain independent advice from appropriate sources.

**3.20** The Embassy may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Tender document.

**3.21** The issue of this tender document does not imply that the Embassy is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the Embassy reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

**3.22** Further, all information/data/reports/pitches/data or other material submitted to the Embassy under this Tender document by the Applicant shall become the property of the Embassy. The Applicant hereby agrees that they shall not have any right claim, authority whatsoever over the submitted information/reports/pitches/data or other material to the Embassy. The Applicant further agrees and undertakes that the Embassy may use the aforesaid information/data/reports/pitches/data or other material at its sole discretion and the Applicant shall not have any objection whatsoever in the Embassy using the same.

**3.23** The firm shall be a legal entity as per the Government rules/regulations and laws of the land.

**3.24** The firm should not have been blacklisted by any Government organization.

**3.25** Embassy of India, Kuwait shall not be liable for any cost incurred by the respondents in preparing responses to this tender or negotiations associated with award of a contract.

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Embassy of India  
Kuwait

**Notice inviting Tender for selecting contractor for replacement of floor tiles at the Basement, Ground floor, First floor and Second floor in the Chancery building of Embassy of India, Kuwait**

**Document I- Section-IV**

**4. Scope of Work**

*Scope of work attached at Annexure 'A' is tentative. The bidder is advised to inspect the site and understand the full scope of work.*

**Annexure 'A'**

**Scope of Work**

Replacement of floor tiles at the Basement, Ground floor, First floor and Second floor in the Embassy building, Embassy of India, Kuwait which requires:

The following works are required to be carried out:

This shall include all labor, tools, material, equipment, etc. to complete the work as required by plans, customer selection sheet, and individual lot conditions as identified and below.

- 1) Removal of existing floor covering (Carpet) including dispose of removed materials.
- 2) Proper management of other Existing/functioning cables including telephone, internet cables etc.
- 3) Installation of Floor Tile (selected by the Embassy)
- 4) Quantity & Size of tile: As per the Diagram.
- 5) Size of the tile will change according to place to place.
- 6) Reinstallation of all types of cables including telephone, internet cables etc.
- 7) Proper cleaning of all areas.
- 8) Service and Warranty Work

All work performed in accordance with the plans, Embassy's specifications, the specifications hereinafter set forth and any standard production changes incorporated through an approved Change Authorization Request/Contract Change Order.

**GENERAL REQUIREMENTS (applies to all aspects of above mentioned scopes)**

1. CONTRACTOR should work 7-days per week during installation of floor tiles at no extra charge. (As per Embassy's convenient)
2. Before and while proceeding with the job, the CONTRACTOR shall accurately check

everything previously or contemporaneously. Any failure on CONTRACTOR'S part to detect or report such discrepancies to the Embassy, in writing, shall relieve the CONTRACTOR of any and all claims by Embassy for costs, expenses or damages resulting there from. The contractor is not to continue over faulty work, and will make every effort to determine if previous work is accurate and notify contractor of any deficiencies.

3. CONTRACTOR shall be responsible for inspection of Embassy for trash, debris and any damage prior to commencement of work. CONTRACTOR is to report any trash, debris, or damage to the Embassy. And immediately or will be held responsible for the cost to remove, sweep or repair/replace any damage to the Embassy.
4. CONTRACTOR shall be used designated areas provided by the Embassy for loading and unloading of the materials at the Embassy.
5. CONTRACTOR shall provide any necessary adjustments and/or corrections that may be required for inspections and incur the cost of re- inspections and advise Embassy of same.
6. CONTRACTOR is liable for any damage to the existing/functioning cables by any material used in the course of completing tile work.
7. Tile shall be arranged to minimize the number of cut pieces required. Border pieces shall be the same width on both sides.
8. CONTRACTOR shall stone cut edges of tile prior to installation.
9. CONTRACTOR shall not install flawed tile.
10. CONTRACTOR shall trim any excess mortar/paper.
11. All tiles must be laid flush with each other.
12. CONTRACTOR to check all rough opening cutouts prior to setting tile.
13. CONTRACTOR to cover and protect all counter top tile.
14. CONTRACTOR will replace any cracked tiles which occur anytime during the warranty period, and re-grout any cracked grout (one time only) during the warranty period if requested to do so, at no additional cost to the Embassy.
15. Check for floor squeaks prior to starting and inform Embassy in writing of deficiencies prior to starting installation.
16. All tile cuts are to be uniform and ground if exposed. In general, all work shall be of aesthetic value acceptable to the Embassy.

17. All ceramic tile shall be installed in a neat manner to present a clean flat finished surface, including all necessary painting, drywall, patching, grouting and cleaning of tile, etc. to the complete satisfaction of Embassy.
18. CONTRACTOR will inspect and accept sub-tops prior to installation of the tile.
19. Floor tile at doorjambs/thresholds, walls and baseboards will be caulked with caulk matching grout.
20. After tile has been cleaned, CONTRACTOR will caulk all corners and angles with matching color latex caulk to eliminate any cracks and insure against water penetration.
21. CONTRACTOR must inspect his work after completion and make any necessary corrections prior to Embassy inspecting the work. All work must be complete prior to processing payment.
22. CONTRACTOR is responsible for all damage to cables, doors, door frames, side walls etc. is pointed out to Embassy in writing prior to commencement of work.
23. CONTRACTOR shall reinstall all doors removed for flooring installation (if required).
24. When natural stones are used, the CONTRACTOR shall be responsible to cull out any and all tile of un-uniform color or texture.
25. A box of tile with matching grout shall be provided to Embassy, prior to commencement of work.
26. CONTRACTOR shall at all model tile tops, provide installers and CONTRACTOR with top drawing/layout sheet. The tile in every production unit(s) shall be installed in accordance with this layout. Minimize tile cuts. All layouts shall be approved by Embassy prior to laying tile.
27. Floor tile at doorjambs/thresholds, walls and baseboards will be caulked with caulk matching grout.
28. After tile has been cleaned, CONTRACTOR will caulk all corners and angles with matching color latex caulk to eliminate any cracks and insure against water penetration.
29. All inside corners (i.e., back splash, walls etc.) are to be caulked with a caulk that matches grout.
30. CONTRACTOR will ensure all grout lines on floor tile shall be consistent.
31. All mastic, grouts and adhesives used shall be water-resistant and fire-retardant.
32. All excess grout and adhesive shall be removed.

33. Tile will be grouted and wiped clean. All areas where the tile meets base boards, cabinets, woodwork and other materials are to be protected from grout.

### **FLOOR TILE**

1. Floor will be laid out with chalk lines line before installation begins. Installation will be from the center of the room outward and in a manner to allow continuous pattern from hallways into tiled rooms.
2. Flooring must be prepped and floated where necessary with precautions taken for any surface cracks visible at the time of installation.
3. All ceramic floors will be covered immediately after grouting with an approved paper covering which will be securely taped to the floor with masking tape.
4. CONTRACTOR to cover, protect all flooring with cardboard after pick-up is completed and cleaned.
5. CONTRACTOR will replace any cracked flooring which occur anytime during the warranty period, and re-grout or seal any cracked grout during the warranty period if requested to do so, at no additional cost to the Embassy.

### **Note:**

1. Construction staff/personnel should be preferably Indian nationals. Embassy of India reserves the right to accept/reject any Staff deployed by the Vendor.
2. The new equipment to be supplied and installed should be of the same capacity, quality or higher than the existing ones with availability of the spare parts in local market.
3. If additional equipment are required, other than that mentioned in the above scope of work, the same should be clearly mentioned in a separate bill and not to be included in the final Bid.
4. Civil work costs as a lump sum amount, appended to final cost of total equipment (sum total of prices of each equipment or material)

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**No. KUW/ADMN/872/1/2015**

**Embassy of India**

**Kuwait**

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**Document II- Section-V**

**5. Schedule of Quantity**

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

<b>Sl. No.</b>	<b>Items</b>	<b>Quantity</b>	<b>Cost</b>
1.			
2.			
3.			
4.			
5.			
	<b>Total</b>		

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

5.1 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.

5.2 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.

5.3 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.

5.4 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.

5.5 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.

5.6 Removed and dismantled existing materials value will be deducted from the total cost of productions of aforementioned works.

**5.7** While bidding for the buyback items, it may be noted that the price quoted by the contractor shall always be considered as credit (-ve) and the same shall be adjusted in the payment due for **replacement of floor tiles at the Basement, Ground floor, First floor and Second floor in the Embassy building, Embassy of India, Kuwait.** Even if the bidder inadvertently adds the quote against buy back items, while working out the total amount the same shall be deducted and accordingly the final quoted total amount is arrived after correction.

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**Document III - Section VI**

**6 Form of Tender**

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

To: Ambassador of India,  
Embassy of India, Kuwait.

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: KWD \_\_\_\_\_  
(in words \_\_\_\_\_) inclusive of all types of taxes, other charges etc..

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:

GENERAL INFORMATION AND EMD DETAILS

1	EMD Details DD No and date: Amount in KWD. Name of the Bank:	
2	Name and Address of the Bidder:	
3	Contacts:	
4	Telephones:	
5	Fax:	
6	E-mail:	
7	Mobile No:	
8	Category of the Bidder (Whether company, partnership firm or Proprietary concern)	
9	Details of Owners/Partners (Please attach passport copies)	
10	Name of Chief Executive Officer and Telephone No.	
11	Year of Establishment	
12	Trade License Number (please provide copy)	
13	Yearly turnover of the last 2 years.	
14	Name and Address of the Banker	
15	List of major Clients and the size of orders executed	

**Note: Separate sheets may be attached wherever necessary.**

**Signature of the Tenderer  
With stamp and date**



**Bank Guarantee Proforma for Performance Security**

Bank Guarantee No.....

Brief description of contract: .....

Name and Address: Embassy of India, at Diplomatic Enclave, Arabian Gulf Street, P.O. Box 1450, Safat-13015, Kuwait Telephone No.: +965-22550725; email- hoc.kuwait@mea.gov.in

Date:

Whereas M/s (**Name of Contractor with address**) have submitted their tender for: .....**Embassy of India, Kuwait** 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) amounting to (**To be indicated in KWD 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 KWD by the Mission/Post calculated as 5% 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 KWD by the Mission/Post calculated as 5% 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 **Kuwait** and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the **Kuwait** Courts.

Date:

Place:

Name:

Signature:

## NOTIFICATION OF AWARD

Contract No:

Date:

To:

[Name of Contractor]

This is to notify you that your Tender dated [insert date] for the execution of the Works for [name of project/Contract] for the Contract Price of KWD [Amount in figures and in words], as corrected and modified in accordance with the Instructions to Tenderer is hereby accepted by [name of Employer].

You are requested to proceed with the execution of the Works on the basis that this Notification of Award shall constitute the formation of a Contract, which shall become binding upon you signing the Contract Agreement within seven (7) days and furnishing a Performance Security within fifteen (15) days.

We attach the Contract Agreement for your perusal and signature.

Signed  
Duly authorised to sign for and on behalf of  
[Name of Procuring Entity]  
Date: