

No. SOF/PROP/871/1/2017

Embassy of India

Sofia

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Sofia, the 9<sup>th</sup> October, 2018

**TENDER NOTICE**

Subject: Invitation for competitive tender for providing Misc. Repairs/Electrical Installations at Embassy Resident at 21, Boyana Slava, Sofia).

1. Sealed tenders are invited from professional companies / firms with a minimum experience of three years in repair/Electrical installations at Garden, major repairs of roof, façade, terrace, room floors, plumbing and other related works and having provided such services to Embassies / Star hotels / Convention Centers / Corporate Houses for at least two years during the last three years, for providing the requisite Services at Embassy Residence as soon as possible.

2. The scope of the work, terms and conditions would be as follows:

(a) Details of repairs required to be done at Embassy Residence may be seen in the attached sheet at Annexure 'A'.

3. Interested parties / firms may submit their financial bid in a sealed envelope for providing the repair service.

4. The firm shall be required to furnish an undertaking to strictly abide by good management practices, various labour regulations / laws, if any, in force in Sofia including payment of minimum wages, social security etc. The winning bidder would be required to dedicate one supervisor / manager who can be contacted for all queries / requirements in connection with the work awarded.

5. The firm would be responsible for its workers in terms of their antecedents and conduct, service performance & behaviour as also the payment of salaries, compensation etc. Embassy of India would not be responsible for any dues other than the agreed contract amount. The workers shall not have any claim for regularization of their services or enhancement of wages with the Embassy of India. Sworn affidavits to these effects from the workers deployed on the Chancery premises by the company will have to be furnished.

6. Contract amount, once agreed to by the firm, shall not be increased during the period of the contract.
7. Bidders would be required to furnish the information and submit documents, as per the attached proforma and would quote prices strictly on monthly basis only. Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, transportation, rentals, taxes etc. Technical information should be in separate envelop.
8. Prices quoted in the financial bids of the tender should remain valid for acceptance for 90 days from date of closing of tender, without any price escalation for whatever reason.
9. The bidding firm will have to submit 'Financial Bid' in a sealed cover. Financial bids of only those bidders who met the technical criterion in Para 1 above would be opened to award the contract. Financial bids of bidder [s] who do not meet the technical criterion will not be opened.
10. 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 of the successful lowest Bidder. Subsequent to the notice, a contract shall be signed between the Embassy of India and the successful lowest Bidder.
11. 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.
12. The Embassy of India shall have the right to impose such penalty as it deems fit on the firm if the services are found unsatisfactory or partial / defective services are rendered. The maximum penalty will be restricted to one month's charges. Continuous default in providing services will also lead, besides termination of contract, to automatic disqualification for tendering or quoting in future for any service for the Embassy. Clauses of this effect would be included in the agreement to be signed.
13. The Embassy of India shall also have the right to impose such penalty as it deems fit on the firm if the Mission is put to any financial loss directly or indirectly by any act of omission or commission on the part of the firm or the person (s) deployed by it on the premises of the chancery or withholding payment till the rectification of the omission.

14. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF:

1. LAST DATE FOR BID SUBMISSION: 1700 HRS, Tuesday, 23<sup>rd</sup> October, 2018.
2. DATE OF OEPNING FINANCIAL BIDS: 1500 HRS, Wednesday, 24<sup>th</sup> October, 2018.
3. EVALUATION CRITERIA: The Tender Evaluation Committee [TEC] will evaluate the Technical information individually using the following criteria:
  - (a) The Organization's relevant experience for the Assignment.
  - (b) Quality of work plan and methodology for undertaking the job.
  - (c) Qualifications and experience of the staff proposed.
  - (d) Past track record.

15. Experienced & registered firms are invited to submit bids in sealed covers to the office of the undersigned by 1700 hrs on Tuesday, 23<sup>rd</sup> October, 2018. Technical Bids will be opened at 1500 Hrs. on Wednesday, 24<sup>th</sup> October, 2018 in Reception Hall, Embassy of India, Sofia (at 4, Alfred Nobel Street, Geo Milev, Sofia 1113, Bulgaria).

16. Bid may be submitted physically or by courier / post to:

**Head of Chancery, Embassy of India  
4, Alfred Nobel Street,  
Geo Milev, Sofia 1113, Bulgaria**

For site visit, please contact Shri R. K. Jain, Assistant Section Officer at E-mail : [prop.sofia@mea.gov.in](mailto:prop.sofia@mea.gov.in) & Mobile No. 0877398554 during office hours.

Sd/-

(P. Subhash Nair)

Second Secretary & Head of Chancery

Tel. No. - 02-963 5685

E-mail: [hoc.sofia@mea.gov.in](mailto:hoc.sofia@mea.gov.in)

## **TECHNICAL INFORMATION**

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

Telephone:

Fax:

E-mail:

<b>Sl.No.</b>	<b>Requirements</b>	<b>Reply</b>	<b>Remarks, if any</b>
1.	a. Brief introduction of the company		
	b. Previous experience in the field (minimum of three years)		
	c. Total number of regular employees with the firm		
	d. Turnover of the firm for the last two years		
	e. Registration Certificate & license for the services		
2.	Detailed work plan and methodology for undertaking the job		
3.	Qualification and experience of the staff [including supervisory / managerial, Technical, gardening and cleaning staff] proposed to be deployed for the job		
4.	a. Copies of Current contracts of Repair / gardening/ electrical services being undertaken by the firm		
	b. Copies of past contracts of repair services undertaken by the firm		
	c. Testimonials [Clients' letters / certificates etc.]		

**FINANCIAL BID**

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

Telephone:

Fax:

E-mail:

Sl.No.	Items	Charges (in Lev per month including VAT)	Remarks, if any
1	Total charges for carrying out the repair works to be done as per Annexure 'A'	<b>Note</b> : Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, transportation, rentals taxes, VAT etc.	

## Annexure 'A'

<b>SCAFFOLDING</b>			<b>REPAIR - TERRACE &amp; DINING ROOM</b>		
1	Delivery, assembly and disassembly of a scaffolding	Sq. Mt.	1	gres tile (or granite slabs) 45 x 45 cm.	Sq. Mt.
	<b>ROOF</b>		2	aluminium strips for floor tiles	per 1
1	disassembly of rainwater pipes	l.m.	3	cement glue with fibres 25 kg	per 1
2	delivery and assembly of rainwater pipes	l.m.	4	jointing mixture 2 kg	per 1
3	disassembly of gutters	l.m.	5	silicone coloured	per 1
4	delivery & assembly of gutters	l.m.	6	cement painting 25 kg	per 1
5	disassembly & assembly of tanks	per 1	7	waterproofing 5 kg	per 1
6	disassembly & assembly of the corners (gutters)	per 1	8	primer concretecontact 5 kg	6p.
7	disassembly & assembly of the corners (rainw pipes)	per 1	9	primer (that goes deeper into the structure) 1 litre	6p.
8	delivery and assembly of stoppers	per 1	10	strip for waterproofing	l.m.
9	delivery and assembly of tinplate "skirt"	l.m.	11	corners for waterproofing	6p.
10	lid cladding	l.m.	12	clips for floor tiles	6p.
11	delivery and placement of tiles	SQ.Mt.	13	disassembly of tiles and painting	Sq. Mt.
12	replacement of broken tiles	per 1	14	disassembly lamp caps	l.m.
13	disassembly of tiles and grid	l.m.	15	collecting demolition waste	per 1
14	sealing/waterproofing	Sq. Mt.	16	transport construction waste	per 1
15	shingle forging	Sq. Mt.	17	coating - twice	Sq. Mt.
16	arranging tiles (roof)	Sq. Mt.	18	painting	Sq. Mt.
	<b>FAÇADE</b>		19	waterproofing - assembly	Sq. Mt.
1	fixing the façade	Sq. Mt.	20	assembly gres tile (or granite slabs)	Sq. Mt.
2	mineral paint rendering	Sq. Mt.	21	assembly lamp caps	l.m.
3	coating	Sq. Mt.	22	assembling strips	l.m.
4	silicone	l.m.	23	silicone fixing	l.m.
5	latex paint - 3 times	Sq. Mt.	24	transport delivery materials	per 1
6	wrapping	Sq. Mt.		<b>ADDITIONAL SERVICES</b>	
	<b>DECORATIVE ELEMENTS - FAÇADE &amp; TERRACE</b>		1	disassembly and assembly of air conditioning	per 1
1	Labour for cleaning the elements	Sq. Mt.	2	disassembly and assembly of a tent	per 1
2	Labour for jointing the elements with a jointing mixture	l.m.		<b>ELECTRICAL SYSTEM - YARD</b>	
3	Labour for impregnation	Sq. Mt.	1	luminaires on the fence	per 1
	<b>LIGHTNING EQUIPEMENT - FAÇADE - INSTALLATION</b>		2	movement sensors on the fence	per 1
1	cable ducting	l.m.	3	garden luminaires	per 1
2	projectors	per 1	4	photocells	per 1
3	lightning on the façade	per 1	5	executive relays	per 1
4	cabel CBT 3 x 1,5	l.m.	6	corrugated tube with metal lining F 18	l.m.
5	consumables	per 1	8	cabel ШВПС 3 X 1,5	l.m.
6	disassembly and assembly of projectors	per 1	9	disassembly and assembly of the luminaires	per 1

7	disassembly and assembly of luminaires	per 1	10	disassembly and assembly of the movement sensors	per 1
8	assembly of cable ducting system	l.m.	11	disassembly and assembly of the garden luminaires	per 1
9	electrical system - rework	per 1	12	disassembly and assembly of the photocells	per 1
10	transport	per 1	13	rework of the board - where the security is	per 1
	<b>ELECTRICAL SYSTEM - IN THE BUILDING</b>		14	rework of the electrical installation	l.m.
1	protector three-phase 63 A	per 1			
2	protector three-phase 40 A	per 1			
3	protector three-phase 32 A	per 1			
4	protector three-phase 25 A	per 1			
5	protector three-phase 20 A	per 1			
6	protector single-phase 32 A	per 1			
7	protector single-phase 25 A	per 1			
8	protector single-phase 10 A	per 1			
9	protector single-phase 6 A	per 1			
10	three polar bar for protectors	per 1			
11	board in the garage - rework	per 1			
12	electric instalation and boiler board - rework	per 1			
13	disassembly and assembly of protectors	per 1			
14	transport	per 1			

**Приложение "А"**

<b>СКЕЛЕ</b>		<b>РЕМОНТ ТЕРАСА НАД ТРАПЕЗАРИЯ</b>			
1	доставка, монтаж и демонтаж скеле	м.кв.	1 гранитогрес 45 x 45 см.	м.кв.	
	<b>ПОКРИВ</b>		2	алуминиеви лайсни за плочки	бр.
1	демонтаж на улици	м.л.	3	циментово лепило с фибри 25 кг.	бр.
2	доставка и монтаж на улици	м.л.	4	фугираща смес 2 кг.	бр.
3	демонтаж на водосточни тръби	м.л.	5	силикон цветен	бр.
4	доставка и монтаж на водосточни тръби	м.л.	6	циментова замазка 25 кг.	бр.
5	демонтаж и монтаж казанчета	бр.	7	хидроизолация 5 кг.	бр.
6	демонтаж и монтаж кривки	бр.	8	грунд бетонконтакт 5 кг.	бр.
7	доставка и монтаж ъгли	бр.	9	грунд дълбокопроникващ 1 л.	бр.
8	доставка и монтаж на крайни тапи	бр.	10	лента за хидроизолация	м.л.
9	доставка и монтаж на надулучна пола	м.л.	11	ъгли за хидроизолация	бр.
10	измазване на капаци	м.л.	12	клипсове за плочки	бр.
11	доставка и полагане на керемиди	м.кв.	13	демонтаж плочки и замазка	м.кв.
12	подмяна на счупени керемиди	бр.	14	демонтаж цокли	м.л.
13	демонтаж керемиди и скара	м.л.	15	сваляне и товарене на строителни отпадъци	бр.
14	полагане на хидроизолация	м.кв.	16	транспорт строителни отпадъци	бр.
15	наковаване на летви	м.кв.	17	грундиране 2 ръце	м.кв.
16	нареждане на керемиди	м.кв.	18	полагане на замазка	м.кв.
	<b>ФАСАДА</b>		19	полагане на хидроизолация	м.кв.
1	поправка проблеми по фасада	м.кв.	20	монтаж гранитогрес	м.кв.
2	полагане на минерална мазилка	м.кв.	21	монтаж цокли	м.л.
3	грундиране	м.кв.	22	монтаж лайсни	м.л.
4	полагане на силикон	м.л.	23	полагане на силикон	м.л.
5	латексово боядисване 3 ръце	м.кв.	24	транспорт доставка материали	бр.
6	завиване	м.кв.		<b>ДОПЪЛНИТЕЛНИ ДЕЙНОСТИ</b>	
	<b>ДЕКОРАТИВНИ ЕЛЕМЕНТИ ПО ФАСАДА И ТЕРАСИ</b>		1	демонтаж и монтаж външни тела климатици	бр.
1	труд чистене декоративни елементи	м.кв.	2	демонтаж и монтаж тента	бр.
2	труд фугиране	м.л.		<b>ЕЛЕКТРОИНСТАЛАЦИЯ ДВОР</b>	
3	труд импрегниране	м.кв.	1	осветителни тела по ограда	бр.
	<b>ЕЛЕКТРО ИНСТАЛАЦИЯ И ОСВЕТИТЕЛНИ ТЕЛА ПО ФАСАДА</b>		2	датчици за движение по ограда	бр.
1	кабелни канали	м.л.	3	градински осветителни тела	бр.
2	прожектори	бр.	4	фотоклетка	бр.
3	осветителни тела по фасада	бр.	5	изпълнителни релета	бр.
4	кабел СВТ 3 x 1,5	м.л.	6	гофрирана тръба метална с облицовка ф 18	м.л.
5	консумативи	бр.	8	кабел ШВПС 3 X 1,5	м.л.
6	демонтаж и монтаж прожектори	бр.	9	демонтаж и монтаж осветителни тела	бр.
7	демонтаж и монтаж осветителни тела	бр.	10	демонтаж и монтаж датчици за движение	бр.
8	монтаж кабелни канали	м.л.	11	демонтаж и монтаж градински осветителни тела	бр.
9	преработка ел инсталация	бр.	12	демонтаж и монтаж фотоклетка	бр.
10	транспорт	бр.	13	преработка табло при охрана	бр.
	<b>ЕЛЕКТРОИНСТАЛАЦИЯ В СГРАДАТА</b>		14	преработка ел инсталация	м.л.
1	предпазител трифазен 63 А	бр.			
2	предпазител трифазен 40 А	бр.			
3	предпазител трифазен 32 А	бр.			
4	предпазител трифазен 25 А	бр.			
5	предпазител трифазен 20 А	бр.			
6	предпазител монофазен 32 А	бр.			



7	предпазител монофазен 25 А	бр.		
8	предпазител монофазен 10 А	бр.		
9	предпазител монофазен 6 А	бр.		
10	шина триполюсна за предпазители	бр.		
11	преработка табло гараж	бр.		
12	преработка ел.инсталация и табло котелно	бр.		
13	демонтаж и монтаж предпазители - позиции	бр.		
14	транспорт	бр.		