

**Government of India
Permanent Delegation of
India to UNESCO, Paris**

TENDER NOTICE

Permanent Delegation of India to UNESCO, Paris by way of this Request for Proposal (RFP) invites professional firms to submit Tender for installation/replacement/AMC of security cameras and hardware in the residence of Permanent Representative's of India to UNESCO located at 3, Rue de Pomereu, 75016 Paris, France

The Time Lines for Request for Proposal (RFP) are as follows :

SI No.	Item	Date	Time
01	Date of Announcement	03/12/21	1500 hrs
02	Date of Pre-Bid meeting for any clarifications / explanation	10/12/21	1500 hrs
03	Date of Submission of tender documents — hardcopy only to be submitted on all working days	20/12/21	1500 hrs
04	Last date of submission of bids	24/12/21	1200 hrs
05	Date of opening of Technical Bid	24/12/21	1400 hrs
06	Date of opening of Financial Bid and the declaration of results subject to further scrutiny of documents	31/12/21	1400 hrs

The scope of work, conditions and instructions to bidders and other information relevant to the project are available on the website of the Embassy <http://www.ambinde.fr> or in the CPP portal at <http://eprocure.gov.in/cppp>, The complete Tender Documents consist of (a) Technical Bid Documents and (b) Financial Bid Documents. The terms of the contract will be on the basis of a two-tier tender process consisting of Technical and Financial Bids. The tender documents available in the website of the E/I, Paris may be downloaded and filled up for this purpose. Any queries and/or comments may be addressed to the Head of Chancery, Permanent Delegation of India to UNESCO; Paris at Permanent Delegation of India to UNESCO, M1.37, 1 Rue Miollis, 75015, Paris, France or sent as e-mail at hoc.parispdi@mea.gov.in.

TENDER DOCUMENTS

PART A: TECHNICAL BID DOCUMENTS

Document I : Invitation to Tender

Document II · 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)

Document I — S-V : Schedule of Quantity (Section-V)

Document I — S-VI : Form of Tender (Section-VI)

Document I - S-VII : Bid Security Declaration (Section-VII)

*Section-II - Documents about the bidders, resources, company brochures, construction methodology, experience, management techniques, and any other information about bidder — These documents can be supplied and attached by bidders.

B. Financial Bid Documents:

Document II Schedule of Quantity / Items (BOQ) for Variations - Bidder to give his anticipated quantity of each item along with rates. 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)

Document IV: Standard format for Bid Security / Guarantee, etc. (Section-VII)

Government of India

Permanent Delegation of
India to UNESCO, Paris

INVITATION TO TENDER

Name of the Work: Tender for installation/replacement / AMC of security camera and hardware in the residence of Permanent Representative of India to UNESCO at 3, Rue de Pomereu, 75016 Paris, France

Permanent Delegation of India to UNESCO, Paris for and on behalf of the President of India invites Lump-sum Fixed Price Tender for above mentioned work in the residence of Permanent Representative of India to UNESCO.

The Lump-sum Fixed Price / Amount tender shall be on the basis of (A) Technical Bid Document and (B) Financial Bid Document

The Tender shall be submitted before noon on or before 24/12/21 in the Office of Head of Chancery at M1.37, 1 Rue Miollis, 75015, Paris, France.

Any Tender received after this date and time will not be eligible for further consideration.

The Tender shall remain valid for a period of Ninety (90) days from the date of opening or For any extended period.

Eligibility Criteria: The bidder should have experience of undertaking work of similar nature in France in the last 10 years. The bidder must be a registered company in France having a Siret Number and VAT account. The bidder should have a service center setup in Paris, France for quick response in case of breakdowns.

Networth: The bidder should have an annual turnover of over Rs 2 crore equivalent to Euros 245000/- during each of the last 3 years. The bidder should not have suffered a loss in any of the previous five financial years.

Bank Solvency : Certificate of Solvency for 40% of value of estimated cost certified by banker, not older than six months.

Defect Liability Period: Defects Liability period will be twelve months from completion of project.

Bid Security: 5% of the contract value 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. Bid security of the unsuccessful bidders will be returned within 30 days of the award of the final contract.

Contractor shall quote his Lump-sum Fixed Price based on the enclosed **Scope of Work**. The Contractor shall note that quantities shall not form part of the agreement and he shall complete all the works as defined in the Scope of Work.

Commencement of the works shall be effected within Fifteen (15) days from the date of

issue of Acceptance letter to Letter of Intent or handing over the site, whichever is later.

The Period of Completion for the whole of the works is 30 days calculated from the date of issue of Acceptance Letter to Letter of Intent or handing over the Site, whichever is later.

Mobilisation Advance: 5% of contract amount against equivalent Bank Guarantee.

Retention Money: 5% of contract amount for 12 months i.e., till the Defect Liability Period is over.

Arbitration: In case of dispute and if the client entered the agreement as a professional, it is expressly agreed that it will be settled by the competent Court stationed at the Client's place of residence or where the work was executed.

Permanent Delegation of India to UNESCO, Paris will not be bound to accept the lowest or any tender nor to give any reason for the rejection of any Tender.

The bidder must submit with his offer a list of Sub-Contractors and Specialists whom he proposes to use on the Works.

Permanent Delegation of India to UNESCO, Paris however, will always have 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 cause.

Section-I

INSTRUCTION TO BIDDERS

1.0 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 (to be prepared and submitted by Bidder)
Section - VI	Form of Bid (Fixed price lump-sum amount to be quoted by Bidder in the given format)
Section — VII	Bid Security Declaration

2.0 **Lump Sum Fixed Price Tender** - This is a LUMPSUM FIXED PRICE TENDER with Extent of Work as shown on scope of works. The Tenderer shall examine the scope of work and other Documents and all Addenda (if any) before submitting his Tender and shall become fully informed as to the extent, quality, type and character of operations involved in the Works. The Tenderer shall visit and acquaint himself with the Site of the Works. The tenderer shall take entire responsibility in the interpretation of this 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.

3.0 **Cost of Tendering** - Permanent Delegation of India to UNESCO, Paris will not be responsible to compensate for any expense or losses which may be incurred by the Tenderer in the preparation and submittal of his Tender/bid.

4.0 **Validity of Bid** - The Bid shall remain valid for a period of 90 days from the date of the opening of the bid or up to any mutually extended period.

5.0 **Tender and Schedule of Quantities -**

(i) 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. 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. The Contractor 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. 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.

(ii) 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. the total amount of schedule of quantity prepared by them should be transferred to Form of Tender.

(iii) 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 (EUROS) only. In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender.

6.0 **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.

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.

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. If amount quoted on Letter 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.

7.0 The bidding process follows a **Two Bids system**. To participate in the bidding process, bidders may submit the tender documents in original in sealed

envelops containing both Technical and Financial bids addressed to the Head of Chancery. The bids may be sent in sealed covers superscribed Quotations for Installation/Replacement/AMC of security cameras and containing two separate sealed covers superscribed **Technical Bid and Financial Bid separately.**

The Bid shall be submitted before noon on 24/12/21 at Permanent Delegation of India to UNESCO, M1.37, 1 Rue Miollis, 75015, Paris, France.

Any Bid received after this date and time will not be considered and will not be opened. Any such unopened Bid will be returned to respective bidder.

8.0 Opening of Bids - Bids shall be opened on 24/12/21 at 1400 hrs at the Permanent Delegation of India, Paris.

9.0 Conditional Acceptance of the Tender - The acceptance of the Tender shall be conditional and not finally binding upon the Permanent Delegation of India to UNESCO, Paris. The Permanent Delegation of India to UNESCO, Paris 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.

10.0 Any further information or clarification which the Tenderer may require in order to complete his Tender may be obtained from: Mallika Sudhir

Head of Chancery,

Permanent Delegation of India to UNESCO

M1.37, 1 Rue Miollis, 75015, Paris, France

Telephone :00 33 1 45 68 29 86

e-mail at hoc.parispdi@mea.gov.in.

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

The successful bidder shall be responsible for coordinating his work with various sub Contractors and other bid-pack Contractors employed on the Works coordinating his work between various trades, obtaining all the necessary information from sub Contractors for the purpose of the overall programming of his works; supplying all the normal attendance to all sub-Contractors and assuming the overall responsibility for the aforesaid. The successful bidder would also be required to obtain all necessary approvals from local authorities required to execute the job.

A pre-bid meeting will be held on 10/12/21 at 1500 hrs to clarify issues if any related to tender documents for all prospective bidders. The Permanent Delegation of India to UNESCO reserves the right to modify the time lines on grounds of administrative exigencies.

Opening of bids: Financial bids of only those bidders who meet the technical criteria would be opened. The bids shall be opened at the premises of the Embassy in the presence of bidders or their authorised representative's who choose to attend the opening of bids. Authorised representative with authority letter on the letter head of the bidding company duly signed by the bidder will only be allowed to attend the meeting.

11.1 Amendments to Tender Document - At any time prior to the date of opening of the tender, the Permanent Delegation of India to UNESCO, Paris 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 by email to the Permanent Delegation of India to UNESCO, Paris.

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, Paris as to the meaning of anything connected with the Tender Document.

The date and time for submission may be deferred by an official notification in writing issued by the Permanent Delegation of India to UNESCO, Paris to all Bidders. Tenders received after this date will not be considered.

12.0 Disqualification of Tender - Tender may be disqualified for any reason including, but not limited to the following:

a) If tenderer sets forth any conditions which are unacceptable to the Permanent Delegation of India to UNESCO, Paris.

b) 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.

c) If there is evidence of collusion between Bidders.

d) If Tender sets forth any offer to conditionally discount, reduce or modify its tender.

e) If Bid price is disclosed before opening of Financial Bid.

Awarding of contract : The contract shall be awarded on the basis of the lowest rate quote. If two or more bidders have the same price, the Permanent Delegation of India to UNESCO, Paris reserves the right to classify all such bidders. Separate parameters like scale of turnover, composition of the project team and details of specific qualifications, skills, competencies/expertise of the key professional staff; implementation of similar assignments carried out in last 5 years, length of experience etc will be the guiding principle for final selection.

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

The bidder is also required to obtain all local clearance from local authorities in order to execute the job.

14. Compliance with Tender Document - Bidder shall have deemed to have read carefully all the Tender Documents, Specifications and drawings, etc. and visited site. The quoted Lump-sum Fixed price are inclusive all cost and charges and complete in all respect to make the project functional to the entire satisfaction of the Permanent Delegation of India to UNESCO, Paris.

15. Lump-Sum Fixed Price Tender - Price escalation, in rates due to any reason such as increase in prices of material, equipment & labour, fuel (petrol, diesel, gas, etc.), transport, electricity & water, levy of new taxes, hike in any tax rate, Cess or due to delay in completion, etc. shall not be applicable.

16. All payments shall be released on completion of work on the basis of certificate submitted by the Contractor and satisfied by the **Permanent Delegation of India to UNESCO, Paris**. The detailed work schedule and the payment schedule would be furnished by the firm to Permanent Delegation of India to UNESCO, Paris who will approve it before it forms part of the agreement.

17. Waiver Clause: Permanent Delegation of India to UNESCO, Paris right to waive - The Permanent Delegation of India to UNESCO, Paris reserves the right to waive any deficiency in any tender where such waiver is in the interest of the Permanent Delegation of India to UNESCO, Paris,

18. Penalty Clause and Force Majeure - Refusal or inability or delay or any false statement by the successful bidder to supply all deliverable as per scope of work at the contracted rate may result in termination of the contract and forfeiting of EMD/PS/revoking of Bank Guarantee as well as disqualification of the bidder from participating in future tenders. For any kind of delay in adhering to the time schedule or substandard work, the amount of penalty should be decided by Permanent Delegation of India to UNESCO, Paris at their own satisfaction.

19. Permanent Delegation of India to UNESCO, Paris may consider relaxing the penalty and delivery requirements, as specified in this tender Document, if the delay in performance or failure to perform its obligations under the contract is a result of a Force Majeure.

Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders' premises, etc.

Corrupt or Fraudulent Practices -

It is expected that the bidders who wish to bid this tender have highest standards of ethics.

Permanent Delegation of India to UNESCO, Paris shall reject bid if it is determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.

Permanent Delegation of India to UNESCO, Paris may declare a bidder ineligible, either indefinitely or for a stated duration, if it at any time determines that the bidder has engaged in corrupt and fraudulent practices during the execution of contract.

Section-II
Introduction and Credentials of Bidder
(To be submitted by the bidder)

Note: This may 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.

Section-III

Terms and Conditions of Contract

Terms and conditions of contract:-

- (i) 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.
- (ii) The quoted price should include lump-sum charges for Labour / transportation and civil works required / necessary, if any, for complete installation.
- (iii) Period of completion for the work is **30days**.
- (iv) Liquidated damages shall be levied on the firm for delay in completion if it is ascertained that the firm is responsible for delay. The rate of liquidated damages shall be calculated @ 0.5% of contract amount per day limited to maximum 10% of contract amount. This shall be computed on per day basis.
- (v) Defects liability period shall be as per Warranty Period of the equipment. The firm shall be bound to remove/ rectify / replace any defects / defective work which is noticed during defects liability period at his own risk and cost. While the warranty period pertains to the equipment, the defect liability pertains to the execution of the job. In normal circumstances, the defect liability period is to run concurrently with the warranty period. However where for any faulty execution of job, the performance of the equipment is effected the warranty period of the equipment will be revised to commence after removal of the fault.
- (vi) 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.
- (viii) Commencement date of work shall be counted from the 15 days of Issue of Letter of Acceptance of Letter of Award or from the date of handing over of site whichever is later.
- (ix) Payment:- Payment may be released through Running Account Bills duly certified by Permanent Delegation of India to UNESCO, Paris. a. Advance of 10% of accepted tender cost on placement of Work Order against Bank Guarantee of equivalent amount drawn in favour of **Embassy of India, Paris**; b. 10% and c. 5% of accepted tender cost after handing over to the Permanent Delegation of India to UNESCO, Paris for beneficial use to be released after months of completion of work. subject to satisfaction of the Permanent Delegation of India to UNESCO, Paris about the work done. The detailed work schedule and the payment schedule would be furnished by the Contractor to **Permanent Delegation of India to UNESCO, Paris** who will approve it before it forms the part of the agreement. All permissible deductions shall be effected during the settlement of Running Account Bills.
- (xiii) No escalation on rates due to delay in works shall be admissible.

(xiv) Specification: The item of work / material used in the work shall be complying with the standard of quality. The material used [or workmanship should be of equivalent or higher standard than the existing items. Sound engineering practice should be adopted in all items of work execution.

(xvii) Defect Liability Period will be ... months from completion of Project. The firm is also bound to rectify / replace the defective item of work or workmanship which may come to notice during defects liability period or within the guarantee period. In case of noncompliance of removal / rectification/ replacement of defective item of work or workmanship, the Permanent Delegation of India to UNESCO, Paris 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 firm available with **Permanent Delegation of India to UNESCO, Paris**.

(xix) 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

Section IV
Scope of work

Introduction:- Scope of work given below is tentative. The bidder may inspect the site and understand the full scope of work.

Installation of security cameras at the residence of Permanent Representative of India to UNESCO, Paris

CCTVs are proposed to be installed at the following places:

- Two cameras on Ground Floor-Front of the house (road facing)
- One on Ground Floor Lobby-(Facing main door)
- Two in Courtyard (one facing kitchen, one facing door)
- One in First floor glass room
- One in Second Floor Balcony (Opposite Room 3)
- One in Second Floor Stairway

Scope of Work-

Scope of works will be the following:

- a) 5 Cameras Tube outdoor IP 5 MGPXL Varifocal motorized 27-13.5mm IR distance 60 m
- b) 3 Cameras Dome indoor IP 5 MGPXL Varifocal motorized 27-13.5mm IR distance 30 m
- c) 1 NVR recorder & 8 ports Poe DHMI/VGA
- d) 1 Monitor 27" HDMI/VGA
- e) 1 application mobile
- f) Wire as per requirement

Section - V
Schedule of Quantity
(To be submitted by the bidder)

S.No.	Items	Cost
i)		
ii)		
iii)		
iv)		
v)		

Section-VI

Form of Tender

(To be submitted by the Bidder in following format)

TO:Permanent Delegation of India to UNESCO, Paris

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:

_____ 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.

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 tenders for and on behalf of

Address:

Date:

Section-VII

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 from being eligible to submit Bids for contracts with the entity that invited the Bids.

Date _____

Signatures _____