No. Trin/872/12/2016/3  
High Commission of India  
Port of Spain

TENDER FOR SELECTING CONTRACTOR  
FOR  
Embassy Residence Renovation Project

Invitation to Tender

The President of India acting through the High Commission of India in Port of Spain, Trinidad & Tobago invites Lump-sum Fixed Price Tender for Repair, Renovation, Replacement & Up-gradation of services at Indian House located at #21-23, Trinidad Crescent, Federation Park, Port of Spain, Trinidad W.I. The Lump-sum Fixed Price / Amount tender shall be on the basis of following tender documents.

<table>
<thead>
<tr>
<th>Technical Bid Document:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Document – I</td>
<td>Press Notice, Invitation to Tender, Instructions to Bidders, Scope of Work &amp; Eligibility Criteria</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Bid Document:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Document- II</td>
<td>Form of Tender (Lump sum price to be quoted on this form by BIdder)</td>
</tr>
<tr>
<td>Document- III</td>
<td>Schedule of Items</td>
</tr>
<tr>
<td>Document- IV</td>
<td>Conditions of contract including standard formats for Bank Guarantee, etc.</td>
</tr>
</tbody>
</table>

1. The last date of submission of sealed bids is 4.00 pm on 26.02.2020 in the office of Mr. Aniruddha Das, Second Secretary(CPP), cons.pospain@mea.gov.in, Phone no. 2254343 of the concerned officer of the High Commission of India in Port of Spain, Trinidad & Tobago. Technical bids will be opened on 5.00 pm on 26.02.2020 in the High Commission of India in Port of Spain, Trinidad & Tobago. Any Tender received after 4.00 pm on 26.02.2020 will not be considered.

2. Technical bids will be opened on 5.00 pm on 26.02.2020 in the High Commission of India in Port of Spain, Trinidad & Tobago. Applicants may send their representative to be present during opening of bids after obtaining prior permission from the High Commission of India in Port of Spain, Trinidad & Tobago.

3. The Tender shall remain valid for a period of One Hundred Eighty (180) days from the date of opening or till any extended period.

4. Eligibility Criteria:

4.1 Permit: The Tenderer should have valid permit/registration from a competent local authority for carrying out the work in Trinidad & Tobago in the Diplomatic property of the High Commission of India in Port of Spain, Trinidad & Tobago.
4.2 **Similar work:** The Tenderer must have satisfactorily completed (I) one similar work of value of TT$ 7,776,386.00 (VAT Incl.) or (II) two similar works of value of TT$ 5,832,289.00 (VAT Incl.) or (III) three similar works of value of TT$ 3,888,193.00 (VAT Incl.). Similar works means refurbishment/renovation work of Residence or Office of similar size and area.

4.3 **Bank Solvency:** Certificate of Solvency for TT$ 3,888,193.00 (VAT Incl.) certified by bank. The certificate should not be older than six months.

4.4 **Annual Turnover:** The annual turnover of the tenderer should be equal to TT$ 9,720,482 (VAT Incl.) during the immediate last three consecutive financial years.

4.5 **Profit-Loss:** The tenderer should not have suffered loss in more than two years in the previous five financial years and must not have suffered loss in the immediate preceding financial year.

5. **Defects Liability Period:** Defects Liability period will be twelve months from date of completion of project.

6. **Performance Security:** 5% 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.

7. **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.

8. **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.

9. **Completion:** The Period of Completion for the whole of the works is 12 months or 365 days calculated from the date of commencement of works.

10. **Mobilisation Advance:** I) 10% of contract amount and against equivalent Bank Guarantee. The mobilization advance shall be released only after obtaining a bank guarantee bond from scheduled bank for amount of advance to be released and valid for the contract period. This shall be kept renewed time to time to cover the balance amount and likely period of complete recovery. The advances shall not be released less than 2 Installments.
    II) It shall be ensured that at any point of time, Bank Guarantee Is available for the amount of outstanding advance.
III) The recovery should be commenced after 10% of the work is completed and the entire amount shall be recovered by the time 80% of the work is completed.

11. Retention Money: 10% of accepted contract value to be deducted from the running bills, 50% of this retention money shall be released after 180 days of completion of work. The entire balance of retention money shall be released at the end of Defect Liability period.

12. Arbitration:

12.1 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 as described in clause 15, shall be referred to arbitration.

12.2 The arbitration proceedings will be conducted in accordance with and be subject to the UNCITRAL (United Nations commission on International Trade Laws) Arbitration Rules, as amended from time to time and the decision of the arbitrators as mentioned above shall be final and binding on the parties.

12.3 The Arbitration will have its sittings in the High Commission of India in Port of Spain, Trinidad & Tobago.

13. Rejection: High Commission of India in Port of Spain, Trinidad & Tobago 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.

14. Sub-contractors: The Tenderer must submit with his offer a list of Sub-Contractors and Specialists names he proposes to use on the Works. High Commission of India in Port of Spain, Trinidad & Tobago 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.

15. The successful Tenderer 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.

Address:
Email:
Fax: