

High Commission of India
Port of Spain

NOTICE INVITING TENDER/REQUEST FOR PROPOSAL

Subject: Tender for Painting Work of the Chancery premises

Sl. No.	Descriptions	Details
1.	Reference Number	
2.	Issuing Authority	Head f Chancery, High Commission of India, Port of Spain
3.	Site Address	High Commission of India 6 Victoria Avenue, Port of Spain, Trinidad and Tobago
4.	Scope of Work	Painting Work of Chancery
5.	Specification of work	<p>(I) Painting Work of exterior of Chancery premises at High Commission of India, Port of Spain as per specification below:</p> <p>(a) Chancery building : Rough walls, Smooth Walls, Railing, Stairweel Underside Ceiling, Railing/Treaders (4568 sq.ft.).</p> <p>(b) Guard Booth Exterior: Eaves, Walls (582 sq. ft.).</p> <p>(c) Boundary wall : Wall, Metal Works (5267 sq. ft.).</p> <p>(d) Boundary wall Masonry work and crack repairs.</p> <p>(II) The vendor shall undertake painting work at exterior walls and exterior roof ceiling of the specified area of the Chancery building, guard booth and boundary walls (inner side), Metal Grills, Grill gates and fencing mentioned in 5(I) (a) to (d) as per details below mentioned:</p> <p>a. Removing the existing pain on exterior of the house by scrapping, sand papering and preparing the surface smooth including necessary repairs of scratches/cracks/seepage/leakage etc. complete.</p> <p>b. Painting the surfaces with 'A' grade material to give an even shade (two or more coat).</p> <p>c. Use of water proof material for the painting.</p>

		<p>d. Use white paint on Metal Grills, Grill gates and fencing.</p> <p>e. The vendor shall obtain all the necessary agreements/permissions/licenses, if any, from concerned authorities at their own effort and cost.</p> <p>f. The job will have a warranty of one year.</p>
6.	Visit to High Commission Premises:	Interested vendors may carry out the necessary site survey for inspection with prior appointment (contact person Mr. Kalyan Kumar Halder, Attache, (Mobile No. +1-868-33303022) between 1000 hrs to 1700 hrs from 11.01.2024 to 18.01.2024 for the scope of work.
7.	Address for submission of bids	<p>The bids should be sealed in the official envelope of the supplier and reference number indicated in column 1 above and delivered to :</p> <p>Head of Chancery High Commission of India, 6 Victoria Avenue, Port of Spain, Trinidad and Tobago</p> <p>Envelope shall indicate the name and address of the bidders/senders to identify the bid and to enable the bid to be returned unopened in case it is declared 'late ' or 'rejected'.</p> <p>Offers received through Fax/E-mail or through open letters shall summarily be rejected/ignored.</p>
8.	Eligibility Criteria	<p>Technical Bid:</p> <p>(i) Bidders may submit , in brief, the history of their company with annual turnover.</p> <p>(ii) Bidders should demonstrate and explained their technical, professional and practical experience of having undertaken similar works undertaken in the last three years, including such works carried out in any of the Diplomatic Missions in Port of Spain.</p> <p>(iii) The company should be registered with the local Government authorities and has to submit their valid VAT number.</p> <p>(iv) To assist evaluation and comparison of the bids, the High Commission at its discretion, may ask the bidders for clarification on their bids. The clarifications and responses from the bidders shall be in writing.</p> <p>(v) Bidders should not have been barred/black-listed by the</p>

		<p>Governmental department/Organisation (The bidder is requested to submit a self-declaration to this effect).</p> <p>(vi) This above information [from (i) to (v)] may provide in a separate envelope as 'Technical Bid'</p> <p><u>Financial Bid:</u></p> <p>Bidders may submit their bids as per Annexure-A in a separate envelope as 'Financial Bid'.</p>
9.	Resolution of disputes	In the event of any dispute, both parties will settle it mutually.
10.	Bidding system	<p>The sealed bids should be submitted and super-scribed with "Quotation for Painting work of the Chancery premises of High Commission of India, Port of Spain".</p> <p>Sealed offers shall be submitted and addressed to the under mentioned:</p> <p>Head of Chancery High Commission of India, 6 Victoria Avenue, Port of Spain, Trinidad and Tobago</p>
11.	Commencement of the Services	The services will need to be made operational within 7 working days from the award of contract, failing which the High Commission reserves the right to cancel the contract and award it to any other agency/service provider.
12.	Payment	All payment (excluding retention money of 5%) shall be released after successfully completion of entire work. 5% of the payment will be retained during the warranty period and will be paid after successfully completion of warranty period of one year.
13.	Important Dates	<p>Bid Submission Start: 11.02.2024 Bid Submission End: 01.03.2024 Opening of Bids: 04.03.2024</p>

Schedule of Quantity/Form of Tender (Financial Bids Documents)

(To be submitted by the bidder)

To
 Head of Chancery
 High Commission of India
 Port of Spain

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 Fixed Price Lump-Sum of TT\$

Sl No.	Items	Quantity	Cost of Unit	Total Cost

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 authorised to sign tenders for and behalf of

Address:

Date:.....