No. GUA/ADM/885/1/2024
Embassy of India
Guatemala City

NOTICE INVITING TENDER FOR SELECTING CONTRACTOR FOR MODIFICATION OF ALTERNATE CHANCERY BUILDING, EMBASSY OF INDIA, GUATEMALA CITY

The President of India acting through the Embassy of India in Guatemala City requests proposals in sealed envelopes from appropriately qualified and adequately experienced Contractors for renovation of Alternate Chancery Building, Embassy of India, Guatemala City at 3 Avenida 17-59, Zone-14, Guatemala City. The proposal duly completed in prescribed format as per Notice Inviting Tender (NIT) must reach office of Mr. Ramesh C Khulbey, Head of Chancery, Embassy of India, 8 Avenida 15-07 Calle, Zone 10, Guatemala City, Telephone No.: +502-2508-8856; email- hoc.guatemala@mea.gov.in on or before 1500 hrs on 24 December 2024. 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, Guatemala City at https://indemguatemala.gov.in.

2. The objective of this Notice Inviting Tender is to select an appropriately qualified and adequately experienced Contractor by the Embassy of India, Guatemala City for Modification of its Alternate Chancery Building.

3. Location and description of Property:

3 Avenida 17-59
Zone-14
Guatemala City

4. Scope of Work:

Attached at Section IV

5. Period of Completion: 30 days

6. Site visit: Physical visit to the site is advisable to have a general idea about the extent of works required and the amount of involvement by the Contractor. Interested firms can visit the site from 1000 hrs to 1500 hrs after prior appointment with Mr. Ramesh C Khulbey, Head of Chancery, Embassy of India, Guatemala City, Telephone No.: +502-2508-8856; email- hoc.guatemala@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 1500 hrs on 24 December 2024 in the office of Mr. Ramesh C Khulbey, Head of Chancery, Embassy of India, 8 Avenida, 15-07 Calle, Zone -10, Guatemala City, Telephone No.: +502-2508-8856; email- hoc.guatemala@mea.gov.in. Technical bids will be opened at 1600 hrs 24 December 2024 in the Embassy of India, Guatemala City. All pages of the submission document must be signed by authorised signatory.

No. GUA/ADM/885/1/2024
Embassy of India
Guatemala City

TENDER FOR SELECTING CONTRACTOR FOR MODIFICATION OF ALTERNATE CHANCERY BUILDING, EMBASSY OF INDIA, GUATEMALA CITY

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)

Document I – S- V : Bid Security Declaration (Section –VIII)

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)

Document IV : Standard formats for Earnest Money Deposit (EMD)/Guarantee, etc. (Section-VII)**/ Bid Securing Declaration (BSD) (Section-VIII)**

***** 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.

****** Section-VII & VIII – If EMD (Section-VII) has been submitted, there is no need to submit BSD (Section-VIII) and vice versa.

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Embassy of India
Guatemala City

TENDER FOR SELECTING CONTRACTOR FOR MODIFICATION OF ALTERNATE CHANCERY BUILDING, EMBASSY OF INDIA, GUATEMALA CITY

Invitation to Tender

1. The President of India acting through the Embassy of India in Guatemala City invites Lump-sum Fixed Price Tender for Modification of Alternate Chancery Building, Embassy of India, Guatemala City. The Lump-sum Fixed Price / Amount tender shall be on the basis of following tender documents:

Technical Bid Document:	
Document – I	Press Notice, Invitation to Tender, Instructions to Bidders, Scope of Work & Eligibility Criteria
Financial Bid Document:	
Document- II	Form of Tender (Lump sum price to be quoted on this form by Bidder)
Document- III	Schedule of Items
Document- IV	Conditions of contract including standard formats for Bank Guarantee, etc.

2. The last date of submission of sealed bids is **1500 hrs on 24 DECEMBER 2024** in the office of Mr. Ramesh C Khulbey, Head of Chancery, Embassy of India, 8 Avenida, 15-07 Calle, Zone -10, Guatemala City, Telephone No.: +502-2508-8856; email- hoc.guatemala@mea.gov.in. Any Tender received after this date and time will not be considered.

3. Technical bids will be opened at 1600 hrs on 24 December 2024 in the Embassy of India, Guatemala City.

4. The Tender shall remain valid for a period of Ninety (90) 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 Modification work in the Diplomatic property of the Embassy of India.

5.2 **Similar work**: The Tenderer must have satisfactorily completed (i) one similar work of value of $37441 or Q 288,848 (ii) two similar works of value of $28081or Q216,636 (iii) three similar works of value of $18,720 or Q 144,424. Similar works means value of remodelling office space for diplomatic builidngs/buildings of international importance, office buildings, Hotels, Shopping Malls, Apartment Complex, etc.

5.3 **Bank Solvency**: Certificate of Solvency for $18720 or Q144,424 certified by bank. The certificate should not be older than six months.

5.4 Annual Turnover: The annual turnover of the tenderer should be equal to $46,802 or Q361,060 during the immediate last three consecutive financial years.

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.

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

7. 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. Bank Guarantee shall be deposited within 15 days of issue of Letter of Intent. Letter of award of work shall be issued on receipt of performance guarantee. (Format of Performance Security 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 30 days calculated from the date of commencement of works.

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, 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 Embassy of India, Guatemala City

13. Rejection: Embassy of India, Guatemala City 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. Embassy of India, Guatemala City 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.



[Ramesh C Khulbey]
Head of Chancery
Address: Embassy of India,
8 Avenida, 154-07 Calle, Zone 10,
Guatemala City
Email : hoc.guatemala@mea.gov.in

3 December 2024

No. GUA/ADM/885/1/2024
Embassy of India
Guatemala City

TENDER FOR SELECTING CONTRACTOR
FOR MODIFICATION OF ALTERNATE CHANCERY BUILDING, EMBASSY OF INDIA, GUATEMALA CITY

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
Section - VII	:	Standard formats for Earnest Money Deposit (EMD)/Guarantee, etc.
Section-VIII	:	Bid Securing Declaration (BSD)

If EMD (Section-VII) has been submitted by bidder, there is no need to submit BSD (Section-VIII)

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, Guatemala City 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 Earnest Money Deposit/Bid Securing Declaration–

1.4.1 The bidder shall submit a Demand draft or Banker's cheque or Bank Guarantee (as per attached format) or Online payment to the bank account of Embassy of India amounting to $2500 or Q20,000 or Bid Securing Declaration (Section-VIII).
1.4.2 The bidder shall submit either Section-VII or Section-VIII.
1.4.3 Failure to honour the Bid Securing Declaration shall render the bidder ineligible to participate in any tender on behalf of Government of India, for a period of two years from the date of publication of the Tender in which the default has happened.

1.5 **Lump Sum Fixed Price Tender** - This is a LUMPSUM FIXED PRICE TENDER with extent of Work as indicated in scope of works.
1.5.1 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 Works.
1.5.2 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.

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

1.5.4 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 Guatemalan Quetzal only.

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

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

1.7 Tender and Schedule of Quantities

1.7.1 Schedule of Quantities should be enclosed by Bidders.

1.7.2 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.

1.7.3 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.

1.7.4 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.

1.7.5 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.

1.8 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.

1.9 Errors and Rectification:

1.9.1 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.

1.9.2 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.

1.9.3 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.

1.10 Submission of bids: Bidders shall submit their bid in a large sealed envelope super-scribed with 'Modification of Alternate Chancery Building" for Embassy of India, Guatemala City which shall have following three sealed envelopes inside:

Envelope A: Should contain the document mentioned in Section-VII or Section-VIII. This envelope is to be super-scribed as "***EMD or BSD***" (as the case may be).

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***".

1.10.1 The last date of submission of sealed bids is 1500 hrs on Tuesday 24 December 2024 in the office of Mr. Ramesh C Khulbey, Head of Chancery, Embassy of India, Guatemala City, Telephone No.: +502-2508-8856 ; email- hoc.guatemala@mea.gov.in

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

1.10.3 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.

1.11 Conditional Acceptance of the Tender - The acceptance of the Tender shall be conditional and not finally binding upon the Embassy of India, Guatemala City. The Embassy of India, Guatemala City 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.

1.12 Amendments to Tender Document - At any time prior to the date of opening of the tender, the Embassy of India, Guatemala City 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, Guatemala City.

1.13 Clarification: Any further information or clarification which the Tenderer may require in order to complete his bid, may contact Mr. Ramesh C Khulbey, Head of Chancery, Embassy of India, Guatemala City, Telephone No.: +502-2808-8856; email-hoc.guatemala@mea.gov.in.

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

1.15 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, Guatemala City as to the meaning of anything connected with the Tender Document.

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

1.16.1 If tenderer sets forth any conditions which are unacceptable to the Embassy of India, Guatemala City.

1.16.2 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.

1.16.3 If there is evidence of collusion between Bidders.

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

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

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

1.18 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 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, Guatemala City.

1.19 No escalation of price - Price escalation, in rates due to any reason such as change in foreign currency exchange rate, 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.

1.20 Payments:

1.20.1 Final Payments shall be released after completion of the work on the basis of certificate submitted by the Contractor and satisfied by the Embassy of India, Guatemala City.

1.20.2 The detailed work schedule and the payment schedule would be furnished by the Contractor to the Embassy of India, Guatemala City who will approve it before it forms part of the agreement.

1.20.3 A maximum 50% payment may be paid in advance, if it is necessary.

1.21 Embassy of India, Guatemala City's right to waive - The Embassy of India, Guatemala City reserves the right to waive any deficiency in any tender where such waiver is in the interest of the Embassy of India, Guatemala City except that no proposal will be accepted if the Earnest Money Deposit (EMD) or Bid Securing Declaration in lieu of EMD or/any of the preceding statutory documents was not submitted with the tender.

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Guatemala City

TENDER FOR SELECTING CONTRACTOR
FOR MODIFICATION OF ALTERNATE CHANCERY BUILDING, EMBASSY OF INDIA, GUATEMALA CITY

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, IVA & 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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TENDER FOR SELECTING CONTRACTOR
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Section-III

3. Terms and Conditions of Contract

3.1 Quoted price is final fixed lump-sum price inclusive of all taxes except IVA. 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 IVA**. The quoted price should include lump sum charges for Labour/transportation and civil works required/ necessary, if any, for complete installation.

3.3 Period of completion for the work is 30 Days.

3.4 **Liquidated damages** shall be levied on Contractor for delay in completion if it is ascertained that contractor is responsible for delay. The rate of liquidated damages shall be calculated @ 0.5% per week limited to maximum of 10% of the Tendered Cost or actual cost of the project. This shall be computed on per week basis.

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, Guatemala City 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, Guatemala City.

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 of Letter of Award or from the date of handing over of site whichever is later.

3.8 **Payment:-** maximum 50% payment will be released in advance and final Payment will be made on completion of work, subject to submission of work completion certificate.

3.9 No escalation on rates due to delay in works shall be admissible.

3.10 **Specification**: The item of work/material used in the work shall be complying with the standard of quality like British standard/American standard/Indian Standard or

equivalent. 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 clause: 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 Table of significant dates and Check list of documents to be attached with the bid/tender at an appropriate place in the tender document.

3.14 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.

3.15 Validity of the Contract: The work 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, to not be later than for a period of 1 (one) year.

3.16 Additional Work: Embassy of India, Guatemala City shall not allow any claims for additional work performed by contractor unless the additional work is authorized by Embassy of India, Guatemala City in writing prior to the performance of the additional work or the incurrence of additional expenses. Any additional work authorized by Embassy of India, Guatemala City shall be compensated at a rate mutually agreed to by the parties.

3.17 Termination of Contract: In the following cases, both parties can terminate the contract in whole or in part, and this shall be notified in writing.

a) If the work does not begin as per commencement date, without prior notification.

b) If Contractor or an employee of the company does not work in accordance with the instructions of Embassy of India as per the contract.

c) If the contractor or Embassy of India materially violate principal terms of the contract.

d) If the finished work differs from the scope of work and specifications, without the consent of Embassy of India.

e) If contract is terminated because of Embassy of India non-performance of contract, Embassy of India shall reimburse to the contractor the amount for completed work. If contract is terminated because of contractor's non-performance of contract, Contractor shall reimburse the amount already paid to the company.

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TENDER FOR SELECTING CONTRACTOR
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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. They may add any other item required to complete the work. Their quote on form of tender should include the cost of complete work which includes the scope of work mentioned below and also the additional item of work which they feel necessary for completion of the work. The bids shall be compared based on final amount mentioned on **Form of tender.**

The Embassy of India, Guatemala, invites tenders for carrying out modifications and installations at the proposed chancery building as per the specifications detailed below. The work must meet the required quality standards and adhere to local construction norms and safety guidelines. Locations can be ascertained from the attached layout of the building.

---

1. Guard Room (Location No. 1)

- Construct a **partitioned Guard Room** (two sections: 2x3.5m and 2x1.5m) with concrete walls.
- Install **two doors** and **two windows** with tinted glass and small outer grill windows.
- Provide **electrical connections**:
  - Room 1: 3 sockets + 1 light switch.
  - Room 2: 2 sockets + 1 light switch.
- Create a **security pit** as required.

2. Flag Pole (Location No. 2)

- Construct a **base for the flagpole**.

3. Consular Hall & Local Staff Area (Location No. 3)

- Create a **main glass entrance** (1.43 x 2.2m) by replacing an existing window with a thick glass door in a PVC frame.
- Install a **security and manual lock** operable by the consular clerk.
- Construct a **partition wall** to create a waiting area (3.5 x 3m).
- Install a **glass reception window** (1.5 x 1m) in a PVC frame.
- Construct a **Consular Clerk Room** (3.8 x 3m) with a sliding opaque glass door.
- Build a **stationery closet** (0.96 x 2.4m) with six slabs.
- Provide an **A/C point and connection**.
- Provide an **A/C point and connection** at **location No. 4.**

4. Security Modifications (Location No. 5)

- Install **double doors** (iron and grill) provided by the Embassy.
- Replace existing wooden walls and doors with **concrete walls**.
- Install **biometric access systems** and an **anti-intrusion alarm** at the main entrance.

- Build a **closet with five slabs**.
- Install **CCTV wiring** from cameras to the monitor on the 2nd floor.
- Secure a window with a **strong grill**.
- Install an **exhaust fan**.
- Provide an **A/C point and connection**

5. PABX Room (Location No. 6)

- Provide a new **electrical board and wiring**.
- Create a **partition wall (open from top) with a door**.

6. Yoga/Event Hall (Location No. 7)

- Relocate one **A/C unit** to the Ambassador's office.
- Close the **sky window** with a wall.

7. Staircase/Entrances (Location No. 8 - A Wing & 9- B Wing)

- Install **biometric access systems** at:
  - 'A' Wing main entrance.
  - 'B' Wing main entrance.
- Provide a separate gate with biometric access for the Ambassador's office.

8. Room Modifications

- Create rooms with specified dimensions and features:
  - **4.5 x 4m room** with plywood walls and a door (2.1 x 0.9m) at **Location No. 10**.
  - **4 x 2.1m room** with a 5.5 ft wall (no door) at - **Location No. 11**.
  - **2.6 x 3.6m room** with a 5.5 ft wall (no door) -**Location No. 12**.
  - Removal of middle wall and door at **Location N o. 13**
  - **3.1 x 2.5m room** with full-size partition and door (2.1 x 0.9m)- **Location No. 15**.
  - **3.2 x 3m room** with door (2.1 x 0.96m), tinted window (3.3 x 1.5m), and false ceiling - **Location No. 16 & 17.**
  - **4 x 3.1m room** with partition wall and door (2.1 x 0.9m) - **Location No. 18**.
  - **5 x 3.40 m room** with partition wall and door (2.1 x 0.9m) - **Location No. 22**.
- Install **A/C points, connections and installation** as specified at **Annexure B**. No new A/C unit to be purchased.
- Modify closet of **Location No. 22** to make space for iron safe

9. Pantry (Location No. 19)

- Construct **L-shaped partitions** (5.5 ft) to create a 2x2m pantry cabinet (no door).

10. Boundary Walls

- Install **barbed wire**:
  - Front boundary: one extra height. Right & Left boundary : Two extra heights- **Location No. 23**
  - Right, left, and back boundaries: two extra heights. **Location No. 24**

11. Kitchen

- Remove and relocate the **electricity box** to the PABX room.
- Install an **exhaust fan** and provide a **stove connection**.

12. Toilet

- Create a **shower area** with a shower handle.
- Relocate the **electricity board** outside.

13. **Shifting and installation of Gandhi bust** from Old Chancery at 8 Avenida 15-07 Zone 10 to New building at 3 Avenida 17-59, Zone 14 at given location.

General Requirements

- All materials used should comply with local regulations and meet Universally approved quality standards.
- Electrical and plumbing work must conform to local safety codes.
- The contractor must coordinate with the Embassy for approvals and inspections.
- Any damage to the existing property during construction must be repaired by the contractor at no additional cost.

Attachments:

- Layout Plan **(Annexure A).**
- Locations for Air Conditioner Points, Connection & Installation **(Annexure B).**

Contractors are encouraged to visit the site before submitting their bids to ensure a clear understanding of the scope and specifications.

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Section-V

f) Schedule of Quantity

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

Sl. No.	Items	Quantity	Cost Material/labour
1.			
2.			
3.			
4.			
5.			

Note: Please refer to Section-I of the document

a. 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.

b. 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.

c. 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.

d. 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.

e. 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.

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Section-VI

g) Form of Tender

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

TO: Ambassador of India in,
Embassy of India, Guatemala City

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: Q_____ exclusive of IVA.

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:

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Section-VII

h) **Bank Guarantee Proforma for Earnest Money Deposit/Tender Security**

Bank Guarantee No.....
Brief description of contract: ***Modification of Alternate Chancery Building, Embassy of India, Guatemala City***
Name and Address of Beneficiary: Embassy of India, Guatemala City, 8 Avenida, 15-07 Calle, Zone 10, Guatemala City, Republic of Guatemala.

Whereas M/s (**Name of Contractor with address**)_____ have submitted their tender for ***Modification of Alternate Chancery Building*** at ***Embassy of India, Guatemala City***, and one of the tender conditions is for the M/s (**Name of Contractor with address**) _____to submit a Bank Guarantee for Earnest Money Deposit amounting to **Q……..**. 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 **Q…….**.

2. This guarantee is valid for a period of 90 (Ninety) Days 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 **Q……..**.

4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from (**date of issue**) _____up to the (**date after 90 days from date of issue**) _____and claims under this guarantee should be submitted not later than (**date after 90 Days from date of issue**)_____.

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 Republic of Guatemala and shall be subject to exclusive Jurisdiction of the (***Name of the Country)*** _____Courts.

Date: Place:
Name: Signature:

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Section-VIII

(**This may be submitted by the bidder in lieu of the document at 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 bid document from being eligible to submit Bids for contracts with the Government of India.

Date: Place:
Name: Signature:

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Bank Guarantee Proforma for Performance Security

Bank Guarantee No.....
Brief description of contract: ***Modification of alternate Chancery Building, Embassy of India, Guatemala City***
Name and Address of Beneficiary: Embassy of India, Guatemala City, 8 Avenida, 15-07 Calle, Zone 10, Guatemala City, Republic of Guatemala.

Whereas M/s (**Name of Contractor with address**) have submitted their tender for : ***Modification of Alternate Chancery Building, Embassy of India, Guatemala City***, 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-consultant's fee) amounting to (***To be indicated in local currency by the Mission/Post calculated as 5% 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 local currency 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 local currency or US$ 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 Republic of Guatemala and shall be subject to exclusive Jurisdiction of the Republic of Guatemala Courts.

Date: Place:
Name: Signature:

DOCUMENTS FOR TECHNICAL BID

S No.	Eligibility Criteria	Accepted Documents (Any of those listed)
1.	company profile, company brochures, achievement of the company	➢ a **brief introduction, background, company details**, credentials, SAT & other registration and past performance of the bidder
2.	Valid **Permit**/Registration from a competent local authority	➢ Business Registration Certificate issue by National Tax Service **(NTS)**
3.	Eligibility Criteria/ Similar work One work – $37441 or Q 288,848 Two works – $28081or Q216,636 Three works – $18,720 or Q 144,424	➢ Certificate issued by Guatemala Specialty Contractors Association ➢ Proof of work with EoI in earlier years of the indicated value ➢ Completion Certificate issued in a previous contract
4.	**Bank Solvency** of $18720 or Q144,424	➢ **Certificate issued by any Guatemalan Bank** ➢ Certificate issued by registered Guatemala Association ➢ Self-Certification issued by the company. *[The certificate should not be older than six months]*
5.	**Annual Turnover** equal to $46,802 or Q361,060 **Profit-Loss** : The tenderer should not have suffered a loss in any of the previous five financial years	➢ **Certificate of Financial Statement issue by SAT/Bank** ➢ Certificate issued by registered Guatemala Association ➢ Certificate issued by Registered Chartered Accountant
6.	Earnest Money Deposit for $2500 or Q20,000 OR **Bid Securing Declaration**	➢ **Bid Securing Declaration** in the format given at Section VIII, OR ➢ Earnest Money Deposit in format given at Section VII