

**CONSULATE GENERAL OF INDIA
CAPE TOWN**

NOTICE INVITING BIDS

Dated- April 16, 2019

The Consulate General of India, Cape Town invites quotations/bids for installation and maintenance of solar power system in India House (Residence of Consul General of India, Cape Town) - No. 5 Avenue Beaumont, Constantia, Cape Town

Scope of work

Installation and maintenance of solar power system in India House (Residence of Consul General of India, Cape Town) - No. 5 Avenue Beaumont, Constantia, Cape Town

Period of work, validity & due date for submission of quotation

The validity of quotation will be till Tuesday, May 07, 2019. The last date of submission of quotation/bid will be Tuesday, May 07, 2019 by 1700 hrs. The date of opening of Technical Bids (Participant bidders or their representative may wish to be present) will be Thursday, May 09, 2019 at 1200 hrs at the Consulate General of India, Cape Town.

**CONSULATE GENERAL OF INDIA
CAPE TOWN, SOUTH AFRICA**

Subject: Proposal for inviting bids for installation and maintenance of solar power system in India House (Residence of Consul General of India, Cape Town) - No. 5 Avenue Beaumont, Constantia, Cape Town

Purpose

The purpose of the bid is to invite sealed tenders in two bids (Technical Bids & Financial Bids) to submit the proposal with regard to **installation and maintenance of solar power system in India House (Residence of Consul General of India, Cape Town) - No. 5 Avenue Beaumont, Constantia, Cape Town.**

Eligibility (Pre-Qualification)

The invitation of tender is open to all eligible companies, who have experience in installation and maintenance of solar power systems for domestic use in residences in and around Cape Town and in Western Cape.

Note: The tender issuing authority reserves the right to ask for any additional documents from the bidders to substantiate issues related to financial health of the company, local police clearance/ verification, partnership agreements, etc, in order to establish holistic credentials of the bidding company.

Tendering Process

Tender is invited in two parts i.e. (i) Technical Bid and (ii) Financial Bid. Technical & Financial bids are to be submitted together but in separate sealed envelopes. In the first stage, only the envelope containing the Technical Bid will be opened on a fixed date and time.

The Technical Bid will be examined and evaluated by the tender issuing authority. Bidding companies which do not qualify in the technical evaluation will not be considered for qualification to the Financial Bid stage.

Technical Bid

The Technical Bid will be examined and evaluated by the tender issuing authority. Bidding companies who do not qualify in the technical evaluation stage will not be considered for qualification to the Financial Bid stage.

Financial bids

Bidding companies, which have qualified in the Technical Bid stage, will be informed by email to be present on the date and time fixed by the tender issuing authority and the financial bids will be opened in their presence. The

selected company will be announced after following due process and with the approval of competent authority.

The quotations/bids in sealed envelope addressed to 'Head of Chancery, Consulate General of India, Cape Town' may be delivered by hand at the Reception of Consulate General of India or could be sent at Consulate General of India, 8th Floor, The Terraces Building, 34, Bree Street, Cape Town 8001 latest by Tuesday, May 07, 2019.

Schedule of opening of bids is as follows: -

Opening of Technical Bids- Thursday, May 09, 2019 at 1200 hrs at the Consulate General of India, Cape Town.

Scope of Work

The scope of work will include installation and maintenance of solar power systems for all power requirements in India House which include lighting systems inside as well as outside the residential unit, all electrical appliances and fixtures in the property, geysers, kitchen appliances, etc.

Any other cost incurred within the scope of work as above will be the responsibility of the service provider.

Other details may be obtained from the Consulate General of India, Cape Town; queries regarding the site could be mailed to Head of Chancery, Consulate General of India, Cape Town (8th Floor, The Terraces Building, 34, Bree Street, Cape Town 8001), Tel: 021-4198110/111, Email- hoc.capetown@mea.gov.in

Note: Companies interested in site visits may kindly contact Ms. Melody Abrahams, Clerk on the email id cgictvisa@hcict.org.za. All emails may be marked to visa.capetown@mea.gov.in.

Appendix A

TECHNICAL BID PROFORMA

Name of the firm:

Contact details : Tel:-----Email: -----

S N	Subject	Remarks
1.	Year(s) of experience in the field of installation and maintenance of solar power systems for domestic use. Note: Registration certificate of the company may be attached with the bid	
2.	Detail of present contracts undertaken by the company.	
3.	Detail of contracts undertaken by the company in the past 5 years.	
4.	Name of Embassy/High Commission/Consulate, where solar power system installation and maintenance services are being provided currently	
5.	Name of Embassy/High Commission/Consulate, where solar power system installation and maintenance services have been undertaken in the past 5 years.	

(Signature of Authorized Signatory)

Name & Designation:

Company seal

Date:

Appendix B

FINANCIAL BID PROFORMA

Name of the firm:

Contact details: Tel:----- Email: -----

S. N.	Subject	Details	Amount (ZAR)
1.	<p>Installation and maintenance of solar power system.</p> <p>The scope of work will include installation and maintenance of solar power systems for all power requirements in India House which include lighting systems inside as well as outside the residential unit, all electrical appliances and fixtures in the property, geysers, kitchen appliances, etc.</p> <p>Any other cost incurred within the scope of work as above will be the responsibility of the service provider.</p>		

(Signature of Authorized Signatory)

Name & Designation:

Company seal

Date: April 16, 2019

Scope of Work

1. The scope of work is as follows: -

Installation and maintenance of solar power system.

The scope of work will include installation and maintenance of solar power systems for all power requirements in India House which include lighting systems inside as well as outside the residential unit, all electrical appliances and fixtures in the property, geysers, kitchen appliances, etc.

Any other cost incurred within the scope of work as above will be the responsibility of the service provider.

2. Terms & Conditions

- The agency should observe and confirm to all rules, regulations and bye-laws of local authorities concerned and comply with all statutory regulations specially relating to Employees Provident Fund.
- The agency will be required to execute an indemnity bond for a mutually agreed amount and terms.
- The agency should comply at all times with all statutory and other requirements for ensuring the health, safety and welfare of the persons deployed.
- The agency should indemnify and keep indemnified the corporation against any loss, damages, fines, premium, levies, costs, charges and expenses that the Corporation may suffer or incur on account of breach of any law, rules and regulations of the Government or any local authority or breach of any term or covenant of the contract.
- At any time prior to the deadline for submission of bids, Consulate General of India, Cape Town may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.
- Interpretation of the clauses in the Tender Document/Contract Documents- In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document, Indian Consulate, Cape Town's interpretation of the clauses shall be final and binding on all parties.
- The successful bidder, on award of the contract, must send the contract/acceptance in writing, within 7 days of award of contract; otherwise the Contract will be awarded to the next successful bidder.
- The agency should also submit a separate bid for the annual maintenance contract (AMC). The Consulate will take into account the

quotes for both the installation and annual maintenance contract while taking final decision on the bids.

- The annual maintenance contract may be terminated by either party by giving one month's notice.
- All equipment and panels related to the solar power system must be accompanied by a requisite guarantee as per prevailing market standards.
- No request for revision/increase of approved rates during the validity of the Annual Maintenance Contract (AMC) will be entertained. No other charges like transportation fare, etc. will be payable for providing the services.
- All workers must wear uniform of the company at all times during installation and subsequently for maintenance.
- The workers should not be allowed to bring any of their personal belongings except mobile phone. They should deposit their personal belongings at the Security gate.
- The agency must ensure no physical damage to the property in any form whatsoever during installation or subsequent maintenance. Should any part of the property (roof tiles, walls, electrical wirings, fuses, etc.) be damaged as a result of installation or maintenance, the agency will be solely responsible to repair the damage at its own cost to the full satisfaction of the client, i.e. the Consulate General of India, Cape Town.

3. **Proforma for Technical Bid is placed at Appendix A**

4. **Proforma for Financial Bid is placed at Appendix B**

5. Important schedules and dates are as under:

	Key Event	Dates
1.	Period of validity of the tender notice	April 16, 2019- May 07, 2019
2.	Last date for submission of Bids	Tuesday, May 07, 2019
3.	Date of Opening of Technical Bids (Participant bidders or their representatives are requested to be present)	Thursday, May 09, 2019 at 1200 hrs
4.	Venue for Opening of Bids	Consulate General of India, 8 th Floor, The Terraces, 34, Bree Street, Cape Town, 8001, South Africa
5.	Schedule for opening of Financial bids	To be communicated separately to the bidders whose technical bids are found to be in order.

6. All bidders are requested to read and understand the terms & conditions of the contract as detailed in the Tender Document before sending their bids. No change or violation of the aforementioned terms and conditions is permissible once the quotation is accepted by the Mission.

Adesh

(Adesh Sudhir)

Vice-Consul

Consulate General of India, Cape Town