

No.CAR/ADMN/885//01/2018

12 June 2020

**NOTICE****Name of work: Invitation of competitive bids for supplying and installing Electric Power Generator for Embassy of India, Caracas**

Embassy of India in Caracas invites competitive bids from reputed firms and companies for supplying and installing an Electric Power Generator of **60 KVA (48 KW) 220 V** capacity in the office premises of Embassy of India, Caracas at Quinta Tagore No.12, Avenida San Carlos, La Floresta, Caracas.

2. Firms must have maintenance and servicing facilities of generator set in Venezuela. The representative of firms/suppliers may visit the site, for assessment of the requirements and formulation of the quotation, by taking prior appointment from Embassy of India, Caracas. Clarifications, if any, regarding the tender document or Contents therein may be sought by e-mail ([hoc.caracas@mea.gov.in](mailto:hoc.caracas@mea.gov.in)).

3. A brief terms & conditions, scope of work, schedule of quantities and proforma for submission of quotations are enclosed. The supplier shall sign every page of documents and submit the sealed envelope to Head of Chancery, Embassy of India, Quinta Tagore No.12, La Floresta, Caracas. The tender document can be downloaded from the following websites.

<https://www.eprocure.gov.in/epublish/app>

4. Schedule for submission/opening of bids:

<b>Last Date, Time &amp; Place for submission of Competitive bids</b>	<b>3rd July 2020 at 1300 hrs, Mr.Kaushik Roy Chowdhury, HOC, Quinta Tagore, No.12, Avenida San Carlos, La Floresta, Caracas-1060-A</b>
<b>Date, Time &amp; Place of bid's Opening</b>	<b>6th July 2020 at 1400 hrs, Quinta Tagore, No.12, Avenida San Carlos, La Floresta, Caracas-1060-A</b>

5. The bids will be accepted only upon verification and fulfillment of the eligibility criteria mentioned in the tender document. The Embassy is not bound to accept the lowest tender and reserves the right to partially accept or reject any or all the tender (s) or part thereof, without assigning any reasons.

*Kaushik Roy Chowdhury*  
(Kaushik Roy Chowdhury)

Head of Chancery

Embassy of India, Caracas

Phone: (58-212) 285 7887 / 285 3806

-1-  
PART-I

(TECHNICAL BID)

(Section A to M)

Name of the firm	
Registered Office Address Telephone No. Email Fax	
Correspondence / Contact Address	
Details of Contact Person (Name, Designation, address, mobile No & email)	
Registration No. & Date of Incorporation of Company ( <b>Please attach a copy incorporation certificate</b> ):	
Type of Firm (whether PSU/Proprietary/Partnership etc.)	
Whether manufacturer / authorized distributor/supplier ( <b>Letter from manufacturer to be submitted</b> )	
Whether maintenance, service facilities and spare parts of the generator of said brand are available in Venezuela.	

Signature of Contractor/bidder  
(Name of the contractor/bidder of the firm authorized to sign with seal)

Date: \_\_\_\_\_

PART-I  
COMMERCIAL TERMS & CONDITIONS  
A. FORM OF TENDER

To

Head of Chancery  
Embassy of India  
Caracas

Dear Sir,

Having examined the specification's, and schedule of quantities relating to the works specified in tender document hereinafter set out and having visited and examined the site of the works specified in the said document having acquired the requisite information relating thereto as affecting the tender, we hereby offer to supply and execute the works specified in the said tender document, within the time specified at the rates mentioned in the attached schedule of quantities and in all respects with the specifications, designs and instructions in writing referred to in conditions of tender.

I.	Description of work	Supply, installation and testing of 01 (One) 60 KVA Silent Diesel Generator Set with acoustics enclosure and related accessories
II.	Time allowed for completion of the work from tenth day after the date of written order to complete work	15 days. In case of delay, penalty of 0.10% per day will be imposed.

2. Should this tender be accepted, we hereby agree to abide by and fulfill the terms and conditions of the tender so far as they may be applicable.

3. We are enclosing herewith list of our clients with complete details as per the Embassy's proforma.

4. The Tender is submitted in two parts in separate sealed envelopes. **Part-1** contains all Commercial terms and conditions and technical particulars and **Part-2** contains only the Price/Financial Bid in the Embassy's proforma.



5. We have visited the site and gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.

Regards,

Yours faithfully

Signature of Contractor/bidder  
(Name of the contractor/bidder of the firm authorized to sign with seal)  
Date: \_\_\_\_\_

(Signatures, Name, addresses, mobile No. of witnesses)

**PART-I**

**B. Proforma for list of clients**

Sl. No.	Details	Name of Client (1)	Name of Client (2)	Name of Client (3)
1	Address, fax and telephone numbers			
2	Project name, location and address			
3	Brief details of the work (Please enclose copy of Work/Purchase Order)			
4	Value of work as completed			
5	Date of award of contract			
6	Date of completion of work			
7	Details of Service & Maintenance Work			
8	Testimonials	As many clients		

### C. TERMS & CONDITIONS

1. Only those OEM's (Original Equipment Manufacturer's) and authorised dealers/suppliers of Silent DG Set, who have minimum 03 years of experience in the field of undertaking similar works for Government/Banks/Reputed Companies and who fulfil the following pre-qualification criteria are eligible to participate in tender:

a)	Minimum 03 years of experience in undertaking similar nature of works
b)	Minimum yearly turnover of at least Rs.75 Lakh (in US\$98,000) during last 03 financial years supported by audited financial statements. The bidder should not have incurred any financial loss for more than one year during the last three year's ending on <b>date of tender</b>
c)	Service and Maintenance facilities of said brand Venezuela
d)	Strong testimonials on service guaranty by clients in Venezuela
e)	Replacement Guarantee of 1 year. The vendor shall replace the DG Set in case of any major problem occurs within 1 year from the date of handing over of DG Set.

2. Bidders should submit copies of 3 Work Orders indicating scope and value of purchase orders for the supply & Installation of Silent DG Set and completion certificate for the qualifying works.

3. Bids submitted by a firm who is found to be not satisfying the above criteria will be rejected.

4. The bidder's should inspect the site on any working day before submitting the bids.

5. The last date of submission of sealed bid offer as mentioned above is ..... (1300 hrs). The sealed envelope addressed to **Head of Chancery, Embassy of India, Quinta Tagore, No.12, Avenida San Carlos, La Floresta, Caracas-1060-A** during the working hours on or before the last date & time.

6. In the first stage, only technical bids will be opened for evaluation and Financial Bids of only those bidders whose technical bids are acceptable/ qualified will be opened after evaluation of technical bid. The representatives of the bidders, if they wish, may remain present while opening of the technical bids and financial bids.

6. All the pages/documents of the bid should bear the signature of the bidder with date. All the entries by the bidder should be in one ink & legibly written. Any over-writing corrections & cuttings should bear dated initials of the bidder. Corrections should be made by writing-again instead of shaping or over-writing.

8. Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final.

9. Embassy of India, Caracas reserves the right to reject or accept any or all application(s) without assigning any reasons and to restrict the list of pre-qualified agencies to any number deemed suitable by it. Bids incomplete in any form are liable to be rejected outright.

10. Finalization of any bid is the sole discretion of the Embassy of India, Caracas. Embassy of India, Caracas reserves the right to modify the tender document or any other Condition.



#### D. INSTRUCTIONS FOR SUBMISSION OF BID

1. Bid should be submitted in two covers system viz; separate sealed **Envelope-1** for Technical Bid and **Envelope-2** for Price Bid. Both Technical & Price bid envelopes should be placed in one larger envelope duly super scribing the name of the work "SUPPLY, INSTALATION, TESTING AND COMMISSIONING OF 01 (ONE) 60 KVA SILENT DIESEL GENERATOR SET WITH ACOUSTICS ENCLOSURE AND RELATED ACCESSORIES IN EMBASSY OF INDIA, CARACAS" written prominently. The full name, postal address and phone/ Fax of the Bidder shall be written on the bottom left hand corner of each of the sealed envelopes. Further, envelopes containing each part shall take superscripted as under:-

**Envelope 1**  
**Envelope 2**

**Technical Bid**  
**Financial Bid**

2. The ORIGINAL bid shall be duly marked on the Envelopes. PRICE BID NEEDS TO BE SUBMITTED WITH ORIGINAL BID ONLY.

3. **Envelope-1:** The first cover shall be submitted along with the following documents and the cover should be superscripted with "ENVELOPE-I: TECHNICAL BID FOR "SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 01 (ONE) 60 KVA SILENT DIESEL GENERATOR SET WITH ACOUSTICS ENCLOSURE AND RELATED ACCESSORIES IN EMBASSY OF INDIA,CARACAS".

4. The technical proposal shall include the following for evaluation of technicalbids:

a)	Information and documentary proof of experience, financial resources etc.
b)	Declaration as required as per instructions to Bidders
c)	Copy of Original bid document duly filled in and completed in all respects except prices, signed with rubber seal on each page as a proof of acceptance
d)	Signed declaration stating that no alteration has been made in any form in the downloaded tender document
e)	Signed declaration stating that Bidder have not been banned or de- listed by any Govt. or quasi Govt. agency or Public Sector Undertaking
f)	Declaration stating the acceptance of payment terms of "General Conditions of the Contract"
g)	Copy of Duly filled "Tender Form"
h)	Copy of Bidders company any Registration Certificate
i)	Copy of background of the organization with respect to similar experience and brief description of projects Frequently undertaken in the relevant field
j)	Copies of similar Work orders / performance Certificate's / job completion certificates for each individual item for which the bid is submitted, issued by the client during the past 3 years, for evaluation of financial & technical capabilities of the bidders. Work orders / performance Certificate's / job completion Certificates shall be in the name of bidder only
k)	Undertaking to commence the work as per tender document
l)	The bidder shall furnish the details of bank account for release of payment through electronic fund transfer system



n)	The Envelope-I shall not contain any information on price. Bids containing price in Envelope-I will be liable for rejection
o)	<b>Envelope-2:</b> The second cover shall be submitted along with the following documents and the cover should be super scribed with “ <b>ENVELOPE-2: PRICE BID (Price Bid) SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 01(ONE) 40 KVA SILENT DIESEL GENERATOR SET WITH ACOUSTICS ENCLOSURE AND RELATED ACCESSORIES IN EMBASSY OF INDIA, CARACAS</b> ” and shall contain; Schedule of Prices duly filled in the specified form, i.e. “Bill of Quantities”, It may please be noted that this part shall not contain any terms, conditions or deviations. Any condition given in the price bid (Envelope-2) will be a sufficient cause for rejection of bid. Prices quoted by the Bidder shall remain firm and fixed and valid till the validity time

## E. SCOPE OF WORK

1. The scope of work of the bidder in brief is enumerated below:

a)	Supplying, installation's, testing and Commissioning of one-60 KVA and with complete acoustic enclosure, circuit breaker, battery pack, base fuel tank, display screen with analogical values and AMF/ATS panel
b)	All Civil Works, <b>if required</b> for the preparation of Platform (PCC foundation of appropriate size at least 9 inches above the ground, length and width of the foundation should be at least 200mm to 400mm more than that of the DG set size to ensure the least vibration, foundation must be rigid) necessary for the installation of the Silent DG Set
c)	Supply, installation and testing of automatic changeover and other electrical fittings, cables etc. acquired for the installation of DG Sets
d)	Arrangement of equipment, tool and tackles and scaffolding material for installation of the equipment at site at the cost of bidder
e)	Required quantity of lubricant and coolant are to be arranged by bidder at the cost of bidder till commissioning and handing over the system and during the guarantee period of one year
f)	Submission of guarantee certificate and test certificates of the manufacturer
g)	Installation of exhaust pipes with suitable insulation up to the required level of the building as required by the concerned statutory authorities
h)	Cleaning and removal of all unused / wastage material from the site immediately after handing over the equipment

2. The bidder shall, at their own expense, arrange for safety provisions as per safety codes and Rules, Regulations and Laws as may be applicable, in respect of all labor, directly or indirectly employed in the work.

3. The bidder shall not assign the contract or any part thereof without the prior written consent / approval of the Embassy of India, Caracas to a sub-contractor.



#### **F. DOCUMENTATION:**

1. 2 set of following documents shall be provided by the manufacturer/supplier with the following:-
  - O&M Manual of Diesel Engine
  - Spare parts list of Diesel Engine
  - Test Certificate of Diesel Engine
  - Test Certificate of Alternator
  - Test Certificate of D.G. Set

#### **G. PERFORMANCE GUARANTEE:**

- a) Five percent (5%) of PO value will be retained as Performance Guarantee for the entire period of replacement guarantee of 1 year from the date of handing over the DG Set. This amount will be released on completion of guarantee period.
- b) The losses to the Embassy, if any, which are directly attributable to the firm, shall be deducted from the bills / adjusted from the performance guarantee.

#### **H. VALIDITY OF BID:**

- a) The offer should be valid for a minimum period of **120 days** from the date of opening of technical bid.

#### **I. PAYMENT SCHEDULE:**

I	50% of total amount after dispatch of DG Set from the premises of the manufacturer / seller
II	45% after successful testing and successful commissioning the DG set
III	Remaining 5% will be released on completion of replacement guarantee period of 1 year from the date of handing over of DG Set
IV	The bills complete in all respect should be presented to the Embassy and payment of the bills will be made after scrutinizing and verifying the bills within a period of 15 days from the date of receipt of the bills
V	Payment will be made in US Dollars/ Local Currency/Indian Rupees by bank transfer only. Successful bidder shall provide Bank Details along with the bills

#### **J. FORCE MAJEURE:**

1. Any delay due to Force Majeure will not be attributable to the bidder. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Supplier or its employees / representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, Civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Supplier for a period exceeding a continuous period of 7 (seven) days.

**K. ARBITRATION AND LAWS:**

1. In case of any dispute of difference arising out of or in connection with the tender conditions / order and Contract, the Institute and the Supplier will address the dispute/difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Embassy. The Arbitration shall be held in accordance with the provisions of the Venezuelan Law and the venue of arbitration shall be at Caracas, Venezuela only. The resolution of Arbitrator shall be final and binding on both the parties. The parties will not have recourse to Civil Court to settle any of their disputes arising out of this agreement except through arbitration.

\*\*\*



## L. TECHNICAL PARTICULARS

S.N	Item Description	For 60 KVA
1.	<b>Engine</b> Make  Model Number  Type  Type of cooling system  Type of silencer  Fuel tank capacity  Shaft HP at 1500 RPM  Type of Governor  Fuel consumption at full load/hour	
	<b>Alternator</b> Make  Model Number Frame  Size Rated Voltage  Capacity in KVA  Excitation  % Regulation  Type of Enclosures  Class of insulation for winding	

	<b>Batteries</b> Make  Voltage  Capacity in Amp. Hour  Whether stand included or not	
	<b>Coupling</b> Type  Whether guard provided or not  Whether base plate is included or not	
	<b>Dia of exhaust Pipe</b> - Thickness of exhaust Pipe  - Thickness and type of  - Exhaust pipe insulation	
	List of tools normally supplied with the engine & alternator, free of cost. <b>(Please enclose details in separate annexure)</b>	
	List of spares normally supplied along with the engine & alternator, free of cost. <b>(Please enclose details in separate annexure)</b>	



**M. CHECK LIST:**

<b>Sl. No.</b>	<b>Description</b>	<b>Embassy's Terms</b>	<b>Whether acceptable or not</b>
	Validity of offer	<b>Shall be valid for 120 days from the date of opening of financial bid financial bid</b>	
	Completion Period	15 days after the date of issue of purchase order	
	Guarantee	All equipment shall be guaranteed for a period of one year from the date of Handing over. Please indicate service facility available at Caracas	
	Terms of Payments	(a) 50% after dispatch of DG set from the premises of manufacturer / seller (b) 45% after successful testing and Commissioning the DGset (C) Remaining 5% will be released on completion of guarantee period	

Yours faithfully,

Signature of Contractor/bidder  
(Name of the contractor/bidder of the firm authorized to sign with seal)

Date: \_\_\_\_\_

**Note: - Please indicate Yes/No against the items. If No, please indicate the deviation from the stipulated clause.**

Embassy of India  
Caracas  
\*\*\*

No. CAR/ADM/885/01/2018

Dated the June 11, 2020

Tender for supply, Installation, Testing & Commissioning of Diesel  
Generator Set for Embassy of India, Caracas

**PART-II**  
**(PRICE BID)**

Name of the tenderer	
Address	
Telephone Number	
E-mail	
Date of Submission	



Embassy of India  
Caracas  
\*\*\*

No. CAR/ADM/885/01/18

Dated: 11 June 2020

Tender for supply, Installation, Testing & Commissioning of (One- 60 KVA) Diesel  
Generator Set for Embassy of India, Caracas

PART-II  
(SCHEDULE OF QUANTITIES)

Sl. No.	Description	Quantity	Rate (USD)	Unit	Rate (USD)
1	<p>Supply, installation in position, testing, commissioning and handing over of silent diesel generator sets of capacity of 01 (one) number of 60 KVA, 3 phase, 12 volts complete with diesel engine with radiator, (water cooled) along with self-starting device, batteries, battery charger, engine panel, base frame anti-vibration mounts, diesel tank, AMF/ATS panel and all connected accessories including standard set of tools and spares (to be supplied at free of cost) complete as described in detailed technical specifications. The amount quoted shall be inclusive of the following:</p> <p>a) Unit Set Price b) Freight &amp; Insurance Charges till site c) Complete Installation, Testing &amp; Commissioning along with the AMF/ATS Panel. Including obtaining approval of authorities, if any. d) Cost of consumable like diesel, lubricant, oil, etc. for testing and commissioning of set (approx. 16 hours)</p>				

2	AMC per anum valid for the first year after the guarantee period of one year is over,  a) Comprehensive with spares b) Without  Annual Maintenance Contract amount shall be paid on quarterly basis on rendering satisfactory service Per Annum				
	<b>Total (in figures)</b>				
	<b>Total (in words)</b>				

**Declaration**

1. This is certified that the rates quoted above are not more than the rates charged from any other Institution/Department/Organization.
2. I/We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.
3. No other charges would be payable by the Embassy of India, Caracas.

Signature of Contractor/bidder  
(Name of the contractor/bidder of the firm authorised to sign)

Place:

Date:

**[NOT TO MENTION PRICE OR AMOUNT IN TECHNICAL BID DOCUMENT]**

\*\*\*\*\*