

**EMBASSY OF INDIA,
TEL AVIV, ISRAEL**

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**Tender No. TEL/ADM/881/1/2016
Date: Thursday, 16 January 2020**

Tender for supply of Office Furniture to the Embassy of India in Tel Aviv.

**Last date for submission of bids: Thursday, 06 February 2020 at 1630
hours local time**

No. TEL/ADM/881/01/2016
Embassy of India
Tel Aviv

NOTICE INVITING TENDER

Embassy of India, Tel Aviv, invites tender under single stage two-bid system from registered vendors for supply of **Office Furniture**, as per details given in the tender documents.

2. The tender document can be downloaded from the websites – [www.https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) (Central Public Procurement Portal) or www.indembassyisrael.gov.in (Embassy of India, Tel Aviv, website) from 17.01.2020 onwards. No fee for the tender documents will be charged.

3. The interested service providers/firms have to submit the tenders in two-bid system [i.e. (i) Technical Bid and (ii) Financial Bid]. The **Technical Bid** and the **Financial Bid** should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. Bidder must ensure that all the necessary documents including those in support of eligibility criteria etc., are to be submitted along with the Technical Bid in one sealed envelope. **The Financial Bid will be submitted in a separate sealed envelope.** Tenders are to be submitted to Head of Chancery, Embassy of India, 140, Hayarkon Street, P.O. Box 3368, Tel Aviv. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances.

4. The Technical Bids will be opened on 07.02.2020 at 1600 hrs in the Embassy of India, 140 Hayarkon Street, Tel Aviv, by the Committee authorized by the Competent Authority of this office. The authorised representatives of the bidders shall be permitted to attend the bid opening. The financial bids of only those bidders whose Technical Bids are accepted shall be opened by the Committee authorized for the purpose in due course.

5. The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of the Ministry shall be final and binding.

Sd/- (Yadvendra Singh)
Head of Chancery
Tel No +972-03-6137341

TECHNICAL PROPOSAL SUBMISSION FORM

LETTER OF BID

Dated: _____2020

To,

Head of Chancery
Embassy of India
140, Hayarkon Street
P.O. Box 3368
Tel Aviv

Ref: Invitation for Bid No. TEL/ADM/881/1/2016 dated 16 January, 2020.

We, the undersigned, declare that:

We have examined and have no reservations to the bidding documents, including addenda issued in accordance with Instructions to Bidders.

2. We offer to execute in conformity with the bidding documents, for providing **Office Furniture** to the Embassy of India located in Tel Aviv.

3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and may be accepted at any time before the expiry of the period.

4. We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

5. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,
Authorized Signatory

(Authorized person shall attach a copy of authorization for signing on behalf of bidding company)
Full Name and Designation
(To be printed on bidder's letterhead)

DATES TO REMEMBER

Sl.No.	Events	Date	Time
1	Notice inviting tender	16.01.2020	--
2	Starting date for submitting tender	17.01.2020	Between 1000 and 1630 hours
3	Last date of tender submission	06.02.2020	1630 hours local time
4	Opening of Technical Bids in the Embassy of India	07.02.2020	1600 hours
5	Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria)	To be intimated	To be intimated

SECTION 1: INSTRUCTIONS TO BIDDERS

1. Timeline for services to be provided

Upon award of the tender, the firm will have to provide the **Office Furniture** within **30** days.

2. Release of Payment

Head of Chancery, Embassy of India, Tel Aviv

3. Amendment of Bidding Documents

At any time, prior to the deadline for submission of bids, Embassy of India, Tel Aviv may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the bid document.

4. Period of validity of bids

a. Bids shall be valid for a minimum 180 days from the date of submission of bids. A bid valid for a shorter period shall stand rejected.

b. Embassy of India, Tel Aviv may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. A bidder agreeing to the request for extension will not be permitted to modify his bid.

5. Submission of Bids

The Bid shall be neatly arranged, plain and intelligible. Each page of the bid should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

6. Late Bids

Any bid received by Embassy of India, Tel Aviv after the deadline for submission of bids, will not be accepted and returned unopened to the bidder.

7. AWARD OF CONTRACT

Award Criteria:

- a.** Embassy of India, Tel Aviv shall award the contract to the eligible bidder whose bid has been accepted and determined as the lowest evaluated bid.
- b.** The lowest price criteria shall be applied on the total.
- c.** If more than one bidder happens to quote the same lowest price, Embassy of India, Tel Aviv reserves the right to award the contract to any one bidder.

8. Purchaser's Right to amend Scope of Work

If, for any unforeseen reasons, Embassy of India, Tel Aviv is required to change the Scope of Service, this change shall be acceptable to the bidder without change in the unit price quoted.

9. Interpretation of the clauses in the Tender Document/Contract Document

In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, Embassy of India, Tel Aviv's interpretation of the clauses shall be final and binding on all parties.

- 10.** The Embassy of India reserves the right to accept or reject any or all the Tenders without assigning any reasons whatsoever.

SECTION 2: SPECIAL CONDITIONS OF CONTRACT

1. Prices

- a.** The price quoted shall be considered firm and no price escalation will be permitted during the period of the contract.
- b.** Bidders must quote the price in the format given in Price Schedule at Section 4 of this document.
- c.** All items are to be quoted only in Israeli Shekel.
- d.** The prices quoted should be exclusive of VAT but inclusive of all other applicable taxes and charges.

2. Payments:

Payment will be made @ 30% in advance and balance 70% upon delivery of the **OFFICE FURNITURE**, as per the local practice.

- 3.** The tenderer shall submit documentary evidence in respect of their technical capabilities as quoted by them.
- 4.** The tenderer can submit only one tender; a tenderer who submits more than one tender will be disqualified.

5. Penalty for delayed Services:

- a.** Embassy of India reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of the Contract.

6. Force Majeure:

Embassy of India, Tel Aviv may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of any Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

SECTION 3: GENERAL TECHNICAL SPECIFICATIONS

- i.** Firm should have overall good experience in the supply of office furniture of 05 years in the field.
- ii.** Firm must be based in Israel.
- iii.** Firm should have valid Certificate of incorporation & VAT registration certificate from the concerned department.

SECTION 4

Format for submitting the Price Schedule for supplying **OFFICE FURNITURE**.

Tender No. TEL/ADM/881/1/2016 dated 16 January, 2020

Price Schedule

Job Title	Name of Firm	Address for correspondence	Contact details	Total Price (NIS)
1	2	3	4	5

Note:

- 1. Above quoted prices for the work are complete in all respects as per the scope of work, inclusive of all taxes & other charges etc.
- 2. Certified that rates quoted are as per specifications, terms & conditions mentioned in the tender document.

Yours faithfully,
(Signature of Authorised Signatory)
Name & Designation: Company seal:

SECTION 5: DETAILS OF WORKS TO BE CARRIED OUT

The Embassy of India desires to renovate Ambassador's Chamber and Reception area at its Chancery located at 140, Hayarkon Street, Tel Aviv. In this connection, bids are invited for the following:

1. Providing 3D design of Ambassador's room and Reception area with suggested furniture items in consultation with the Embassy of India. Cost of 3D design, if any, must be specified in the bid document.
2. Supply of the selected office furniture items.

The prospective vendors are requested to contact the Head of Chancery, Embassy of India, Tel Aviv for inspecting the premises and submitting their bids on or before **06.02.2020**

NOTIFICATION OF AWARD

Contract No:

Date:

To: [Name of Contractor]

This is to notify you that your Tender dated [insert date] for the supply of OFFICE FURNITURE for the Embassy of India, Tel Aviv for the Contract Price of NIS..... [Amount in figures and in words], as corrected and modified in accordance with the Instructions to Tenderer is hereby accepted by the Embassy of India, Tel Aviv. You are requested to proceed with the supply of OFFICE FURNITURE on the basis that this Notification of Award shall constitute the formation of a Contract, which shall become binding upon you signing the Contract Agreement within 10 (10 days). We attach the Contract Agreement for your perusal and signature.

Signed
Duly authorised to sign for and on behalf of
[Name of Procuring Entity]
Date:

CONTRACT AGREEMENT

THIS AGREEMENT made the [day] day of [month] [year] between the **Embassy of India, 140 Hayarkon Street, P.O. Box 3368, Tel Aviv** (hereinafter called “the Employer”) of the one part and [name and address of Contractor] (hereinafter called “the Contractor”) of the other part:

WHEREAS the Employer invited Tenders for supply of OFFICE FURNITURE and has accepted a Tender by the Contractor for the execution of those works in the sum of NIS [Contract price in figures and in words] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereafter referred to.

2. The documents forming the Contract shall be interpreted in the following order of priority:

- a.** the signed Contract Agreement;
- b.** the letter of Notification of Award
- c.** the completed Tender Submission Sheet as submitted by the Tenderer;
- d.** Scope of Work

3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Report and to remedy any defects therein in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the supply of OFFICE FURNITURE and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Israel on the day, month and year first written above.

For the Employer:

For the Contractor:

Signature

Print Name

Title

In the presence of