

**Embassy of India  
Cairo**

**Tender for supply and installation of Aluminium window frames including double glass for sound proofing effect to the designated areas/rooms in India House**

No. CAI/CHA/872/01/2023	Dated 21.03.2023
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Date of publish of bid	23-03-2023
Bid document download start date	23-03-2023 (0900 hrs)
Bid submission start date	23-03-2023 (0910 hrs)
Clarification on bid document start date	23-03-2023 (0920 hrs)
Pre-bid meeting date, if required	05-04-2023 (1500 hrs)
Clarification end date	13-04-2023 (1730 hrs)
Bid submission end date	13-04-2023 (1730 hrs)
Date of opening of bids	16-04-2023 (1500 hrs)



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Embassy of India  
Cairo

CAI/CHA/872/01/2023

23 March 2023

NOTICE INVITING TENDER/REQUEST FOR PROPOSAL

The Embassy of India in Cairo (Egypt) invites bids/tenders from the reputed companies dealing in civil works, to confirm interest and undertaking of works which are listed in the 'Scope of Work' below, with the aim of being selected to competitively price the works in order to carry out the said works at Embassy property, 19 Mohamed Mazhar Street, Zamalek, Cairo.

(A) ELIGIBILITY CRITERIA:

1. Bidders should demonstrate and explain their technical, professional and practical experience of having provided similar works and will need to supply examples of similar works undertaken in the last 3 years, including to any of the Diplomatic Missions in Cairo.
2. Bidders may also indicate their experience in this regard.
3. Bidders may also submit, in brief, the history of their company with annual turn over. They may also furnish the certificate/license, if any, that may indicate their qualification for undertaking such works on heritage buildings in Cairo/Egypt. The agency should be registered with the Chamber of Commerce.
4. Bidders should confirm that they are able to inspect the said property, existing at No. 19, Mohamed Mazahar Street, Zamalek, Cairo in order to provide a competitive quote, indicating the time-frame to complete the desired works, as stipulated in 'Scope of Work'; and the bidders should ensure that the quotes should be provided to the Embassy by 1730 hrs on **13<sup>th</sup> April, 2023**.
5. Bidders should not have been barred/black-listed by the Government Organization in Egypt or elsewhere (The bidder is requested to submit a self-declaration to this effect).
6. Security Deposit of LE 15,000/- in the form of Bankers Cheque, Bank Guarantee or Demand Draft in favour of "Embassy of India, Cairo"

(B) SCOPE OF WORK:

1. Providing and fixing Aluminum window frames including double glass for sound proofing effect to the designated areas/ rooms in property mentioned at para A(4). Outer glass should be laminated with PVB film of minimum 1.5mm thickness and both glasses

should be 4mm thick. Inner glass should be 5mm thick and placed at minimum 10mm wide air gap. All glass should be branded clear float glass and toughened.

<b>Details for supply &amp; installation of above work</b>		
	<b>Quantity</b>	<b>Area (Sqm)</b>
Door	2	7.74
Window	7	17.70

(C) INSPECTION OF THE SITE:

Interested bidders can visit the said property with prior appointment on the Embassy phone No. (+202) 27356257 of Attache` (Property) between 23/03/2023 to 12/04/2023.

(D) SUBMISSION OF BIDS:

1. The interested companies should provide their bid price as per the scope of work mentioned in paragraph (B) above by Close of Business on **13<sup>th</sup> April, 2023**. Sealed bids/offers shall be submitted in an envelope, superscribed "Quotation for the supply and installation of Aluminum window frames including double glass for sound proofing effect to the designated areas/ rooms in India House building" and shall be addressed to:

Head of Chancery,  
Embassy of India,  
No. 5, Aziz Abaza Street, PO Box No. 718, Zamalek, Cairo (Egypt).

2. Tender is invited in two parts i.e. (i) Technical Bid (containing Bid Security Deposit) and (ii) Financial Bid.

Technical Bid: The bidding agencies are required to submit documents as detailed in the Minimum Eligibility Criteria shall be allowed to participate in the technical bid.

Financial Bid: To be submitted in separate sealed envelope.

Both the technical bid and financial bid envelopes should be sealed separately and clearly marked as "Envelope No. 1 - Technical Bid" and "Envelope No. 2 - Financial Bid". Both the sealed envelopes should be placed in a third larger envelope clearly mentioning "Technical and Financial Bid for the Aluminum window frames including double glass for sound proofing effect to the designated areas/ rooms in India House building".

3. Envelopes for technical, not financial bids/submissions, 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'.



4. The tender box shall be sealed at the stipulated deadline for submission.
5. Bids shall then be opened at 1500 hours on 16<sup>th</sup> April, 2022 in the Embassy premises in the presence of tenderers or their authorized representative.
6. Modified or partially completed bids are summarily rejected.
7. A technical bid should be accompanied by Security Deposit of LE 15,000/- in the form of Bankers Cheque, Bank Guarantee or Demand Draft in favour of "Embassy of India, Cairo", which will be returned to all unsuccessful bidders within two working days after the bid opening day. The Security Deposit of successful bidder will be retained.
8. The price quoted shall be considered firm and no price escalation will be permitted.
9. Offers received through Fax/E-mail or through open letters shall summarily be rejected/ignored.

(E) PURCHASE ORDER:

1. To assist evaluation and comparison of the bids, the Embassy at its discretion, may ask the bidders for clarification on their bids. The clarifications and responses from the bidders shall be in writing.
2. If a bidder is asked to competitively quote for the works, the Embassy is not bound to accept the lowest quote or any tender, and reserves the right to accept the whole or any part of the tender and altering the quantities offered and the tenderer shall supply the same at the rate quoted.
3. A Purchase Order will be issued to the successful bidder within three working days after the bid opening day.

(F) ACCEPTANCE OF PURCHASE ORDER:

1. The successful bidder who has been issued a Purchase Order should submit the acceptance letter accompanied with a Performance Bond within 5 working days upon receipt of Purchase Order.
2. The Performance Bond valid for 2 years equivalent to 10% of the bid amount shall be in the form of Bank Guarantee or Bankers Cheque or Bank Draft in favour of 'Embassy of India, Cairo'.
3. An advance of 25% of bid amount will be released within 5 working days upon receipt of the Acceptance Letter duly accompanied with the Performance Bond.

(G) WORK SCHEDULE:



1. Issuance of Purchase Order within three working days after opening of bids.
2. Return of Security Deposit to unsuccessful bidders within three working days after opening of bids.
3. Return of Security Deposit to the successful bidder on same day upon receipt of Acceptance of Purchase Order and submission of Performance Bond.
4. Release of 25% advance of the bid amount within 5 working days upon receipt of Performance Bond.
5. Release of balance amount after adjustment, if any, within 10 working days after successful completion of the work at the site to the satisfaction of the client.
7. Release of Performance Bond within 2 year of successful completion of the above mentioned works at the site to the satisfaction of the client.

(H) JURISDICTION:

In the event of any dispute, the jurisdiction of courts in Cairo, Egypt would be applied and the settlement by courts in Cairo, Egypt will be final.



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**HEAD OF CHANCERY**  
**EMBASSY OF INDIA**  
**CAIRO**

S. No.	Documents
1	Security Deposit or Earnest Money Deposit (EMD) of LE 15,000 (Egyptian Pound Fifteen Thousand only) in the form of Demand Draft/Bank Guarantee in favour of Embassy of India, Cairo
2	Bids (a) Technical (b) Financial: i. Internal painting ; ii. external painting
3	Copy of company's registration with Chamber of Commerce/certificate/license etc.
4	A list of their owners/partners etc. of the agency
5	Copy of certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partner anywhere in Egypt or elsewhere.
6	Copies of award of contracts along with Certificate of satisfactory performance from Ministries/Departments/Diplomatic Missions/private organizations of repute. Proof of experience of having provided similar works and will need to supply examples of similar works undertaken in the last 3 years, including to any of the Diplomatic Missions
7	Brief history of the company with the proof of Annual turnover

