



EMBASSY OF INDIA BEIJING

**INVITES QUOTATIONS
FOR ANNUAL MAINTENANCE CONTRACT
FOR BUILDING MAINTENANCE OF NEW CHANCERY COMPLEX**

TENDER NO. PEK/GEN/872/1/2018

LAST DATE FOR SUBMISSION OF BIDS

08 February 2018 UP TO 1000 HRS (BEIJING TIME)

DATE OF OPENING BIDS

08 February 2018 AT 1600HRS (BEIJING TIME)

**EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE, CHAOYANG
DISTRICT, BEIJING 100600, TEL-00-86-10-8531 2500/2501/2502/2503**

Invitation for Bids

Embassy of India, Beijing invites Bids / Quotations from reputed Property Management companies/ agencies based in China with specialization in maintenance of Office & Residential properties.

1. Eligibility criteria for bidders:

- The company/ agency should have valid permit / registration from a competent local authority for Property Management Services.
- The company should be in operation for more than 5 (five) years.
- The company/ agency should have sufficient number of Property Management staff and supervisory staff for the proper execution of the contract. **The company/ agency should submit a list of these employees stating clearly how these would be involved in this work as part of their quotation.**

2. Scope of Work:

S.No.	Description of work	Per Month	Quantity (Months)
1.	Preventive Maintenance of Electrical & Mechanical Installations		
	a. Preventive Maintenance of all Electrical Installation of the Embassy. This should include all work as quoted at Annexure A as per the routine prescribed.	Each Job	06 (Once in two Months)
	b. Preventive Maintenance of the motors at all the Gates of the Embassy. Embassy has four gates which are operated in a motorized manner. The maintenance should include filing of their iron track, oiling and servicing of motor, rack and chain components on bi-monthly basis. The company has to provide all the necessary material including lubricants and grease for servicing.	Each Job	06 (Once in two Months)

	<p>c. Preventive maintenance of motors to be taken up by specialized technicians who have adequate experience with such items.</p>	-	-
2.	<p>Provide 1 part-time (minimum 16 Hours per week on site) experienced (min. 5 years' experience with technical building maintenance management) bilingual (Chinese / English) speaking Property Manager who is reachable via cellphone for all types of emergencies. The Property Manager will be in charge for the overall management of the onsite team, regular reports and work plans, planning and support (project management) of larger technical projects (3rd party suppliers management) and will be the point of contact for the client.</p> <p>He/ She will also contact with various Municipal agencies viz. water supply, Electricity and Gas agencies.</p> <p>Embassy will provide one designated area in the basement for the Property Manager to use as his/her office.</p> <p>In case of Property Manager going on leave, company has to provide additional Manager in her/his place. In no circumstances, the work of the embassy should be affected.</p>	Each Job	12
3.	<p>Provide 1 full time (on site) experienced (min. 5 years' experience towards Property Management) trained electrician supervisor (with Electrical certification and experience). The technical Supervisor should be in charge of all types of electrical works including regular maintenance of high voltage power sub-station as well as all other Electrical equipment and Heating panels. The</p>	Each Job	12

	<p>Electrical supervisor should be supported by other electricians as per requirement for different types of preventive and breakdown maintenance work.</p> <p>He should also take up any additional minor electrical installation which may be required to be set up during the period of contract. By any additional minor electrical installation work, it is meant erection of an additional electrical point, rewiring small parts where total wire used is less than 50 metres, ducting/ cabling of wire from one room to another (distances less than 10 metres).The company should be able to provide any material if the cost of material for such rewiring/ electrical installation is less than 1,500 RMB including the cost of wiring/MCB etc. Any additional cost beyond 1,500 RMB will be provided by the Embassy on case by case basis.</p> <p>In case of Technical Supervisor going on leave, company has to provide additional Supervisor in her/his place. In no circumstances, the work of the embassy should be affected.</p>		
4.	<p>Provide 2 full time experience and certified Handymen (1 each with masonry and plumbing certification) who can carry works related to building repairs, plumbing including repairing water leakage, water meters; and carpentry works such as fixing wooden furniture, painting, polishing, fixing scratches; repair/replacement parts of Gas stoves and all other maintenance related work including moving support as appointed. The two full time Handymen will work under directions of the Property Manager for undertaking regular maintenance work. The two persons are to be employed over and above any additional manpower the company is planning to</p>	Each Job	12

	<p>bring to undertake other works as outlined in this scope of work. They should be made in charge of any minor breakdown maintenance and most of the regular preventive maintenance work.</p> <p>In case of workers/Handymen going on leave, company has to provide additional workers/Handymen in her/his place. In no circumstances, the work of the embassy should be affected.</p>		
5.	<p>Create an annual maintenance plan including monthly planning for the routine maintenance as well as maintenance for all technical equipment installations at the Embassy of India building.</p> <p>The company must submit a monthly property management report (in English) covering all activities and maintenance works carried out during the month. The preventive maintenance will include items in Annexure B.</p> <p>The Annual maintenance plan has to be presented on the date of signing of the contract. A short summary of the annual maintenance plan should be submitted.</p>	Each Job	12
6.	<p>Provide spare parts for electrical installations and technical consumables like replacement of bulbs (LED), holders, fixtures, wire, MCBs, Gas stoves and other electrical fittings where the per unit cost of the item is upto the value of 1,500 RMB without limitation.</p>	Each Job	12
7.	<p>Provide technical consumables for civil repair, masonry work, plumbing work where the cost of the repair is up to a value of 1,500 RMB per</p>	Each Job	12

	unit free of charge without limitation.		
8.	Undertake painting/whitewashing of the boundary wall surrounding the whole premises, including addressing issues of any cracks/ repairs needed to the boundary wall.	Each Job	12
9.	Undertake painting/whitewashing of all 16 apartments inside the Chancery complex from inside which also includes Roof top maintenance. Upkeep and Maintenance of civil structures to include grass cutting etc. above the apartment roofs This should be part of the Annual Maintenance Plan and has to be done in a phased manner that the occupants can stay inside while the work is progressing.	Each Job	02 (Twice per year)
10.	Support Embassy of India with arrangement and management of 3 rd party government inspections, if any.	Each Job	12
11.	All the above scope covers the 16 Apartments in the Chancery complex.	Each Job	12
12.	Arrange third party inspection and provide specialized inspection report in case of any major civil structural or masonry issue in case of any building inside the Complex free of charge. Embassy has the right to engage the company or any other party in completion of the project.	Each Job	12
13.	Breakdown Maintenance of Electrical & Mechanical Installations Restoration of basic services in the event of any breakdown is an immediate priority. The Company shall use its available pool of resources (one property manager, electrical supervisor, two handyman) for resolving such situations. In case there is any problem beyond the scope of their expertise and is of	Each Job	12

	<p>specialized nature or related to electronic circuitry, they have to assist embassy in finding atleast two third parties who can do that. Embassy has the right to engage any third party.</p> <p>In case the breakdown maintenance involves any issue which can be resolved by the technicians of the company and the cost of components/spare parts/repairs is more than 1,500 RMB, Embassy will take up the additional cost. Upto 1,500 RMB, the Company has to provide the spare parts/material for free.</p>		
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- 3. Bid system:-** The company/ agency shall submit its offer in **three separate sealed envelopes**, namely, (a) **First envelope-** superscripted "Technical Bid- for Annual Maintenance Contract for Building – New Chancery Complex", (b) **Second envelope-** superscripted "Financial Bid- for Annual Maintenance Contract for Building – New Chancery Complex". Both the sealed envelopes shall be kept inside a large sealed envelope, i.e. in a **Third envelope** superscripted as "Tender Quotation for Annual Maintenance Contract for Building – New Chancery Complex". It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;
- i.** The sealed bid shall be submitted to **The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**
 - ii.** Contact person Mr. Rama Krishna M, Attache(Property), Phone No.0086-10-85312544, Email: property1.beijing@mea.gov.in
 - iii.** The bid may be submitted by Hand in person or by courier. The bids by "Fax / E-mail" shall not be accepted;
 - iv.** Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
 - v.** Bid shall be opened on the date and time as given in the tender notice at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang**

District, Beijing 100600, in the presence of the authorized representatives of the companies, who may wish to attend. Only the technical bid shall be opened on 08th February, 2018. Financial Bid will be opened for all those parties who have qualified technically. Parties who have qualified will be informed regarding the opening of the bid at least two days in advance.

- vi.** The bid has to be submitted as per the format specified at 'Annexure I & II' respectively;
- vii.** The Bidder can arrange for a pre-bidding tour by contacting Mr. Rama Krishna M and see the premises. The Bidders are free to bring technician for studying the status of the civil, electrical and masonry work. The pre-bid site visit can be arranged on request at email property1.beijing@mea.gov.in latest by date 31st January, 2018.

4. Mode of Payment: Payment against bill/invoice shall be released on monthly/ quarterly basis at the end of each month/ quarter as the case maybe.

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE TECHNICAL BID

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Contact details of the Bidding Agency/Company.	
4.	Name of the Proprietor/Partners/Directors. of the Agency/Company.	
5.	Registration and incorporation particulars of the Agency/Company.	
6.	Experience in BUILDING MAINTENANCE work (No. of years).	
7.	No. of workers in the company – Manager, Supervisor, technical staff, handymen	
8.	Any other information.	

Scope of Work

S.No.	Description of work	Comments (please write yes or No). In case of any deviations, please mention
1.	<p>Preventive Maintenance</p> <p>a. Preventive Maintenance of all Electrical Installation of the Embassy. This should include all work as quoted at Annexure I as per the routine prescribed.</p> <p>b. Preventive Maintenance of the motors at all the Gates of the Embassy. Embassy has four gates which are operated in a motorized manner. The maintenance should include filing of their iron track oiling and servicing of motor, rack and chain components</p>	

	<p>on bi-monthly basis.</p>	
<p>2.</p>	<p>Provide 1 part-time (minimum 16 Hours per week on site) experienced (min. 5 years' experience with technical building maintenance management) bilingual (Chinese / English) speaking Property Manager who is reachable via cellphone for all types of emergencies. The Property Manager will be in charge for the overall management of the onsite team, regular reports and work plans, planning and support (project management) of larger technical projects (3rd party suppliers management) and will be the point of contact for the client.</p> <p>He/ She will also contact with various Municipal agencies viz. water supply, Electricity and Gas agencies.</p> <p>Embassy will provide one designated area in the basement for the Property Manager to use as his/her office.</p> <p>In case of Property Manager going on leave, company has to provide additional Manager in her/his place.</p>	
<p>3.</p>	<p>Provide 1 full time (on site) experienced (min. 5 years' experience towards Property Management) trained electrician supervisor (with Electrical certification and experience). The technical Supervisor should be in charge of all types of electrical works including regular maintenance of high voltage power sub-station as well as all other Electrical equipment and Heating panels. The Electrical supervisor should be supported by other electricians as per requirement for different types of preventive and breakdown maintenance work.</p> <p>In case of Technical Supervisor going on leave, company has to provide additional Supervisor in her/his place.</p> <p>He should also take up any additional minor electrical installation which may be required to be set up during the period of contract.</p> <p>By any additional minor electrical installation work, it is meant erection of an additional electrical point, rewiring small parts where total wire used is less than 50 metres, ducting/ cabling of wire from</p>	

	<p>one room to another (distances less than 10 metres). The company should be able to provide any material if the cost of material for such rewiring/ electrical installation is less than 1,500 RMB including the cost of wiring/MCB etc. Any additional cost beyond 1,500 RMB will be provided by the Embassy on case by case basis.</p>	
4.	<p>Provide 2 full time experience and certified Handymen (1 each with masonry and plumbing certification) who can carry works related to building repairs, plumbing including repairing water leakage, water meters; and carpentry works such as fixing wooden furniture, painting, polishing, fixing scratches; repair/replacement of parts of Gas stoves and all other maintenance related work including moving support as appointed. The two full time will work under directions of the Property Manager for undertaking regular maintenance work. The two persons are to be employed over and above any additional manpower the company is planning to bring to undertake other works as outlined in this scope of work. They should be made in charge of any minor breakdown maintenance and most of the regular preventive maintenance work.</p> <p>In case of workers/Handymen going on leave, company has to provide additional workers/Handymen in her/his place.</p>	
5.	<p>Create an annual maintenance plan including monthly planning for the routine maintenance as well as maintenance for all technical equipment installations at the Embassy of India building.</p> <p>The company must submit a monthly property management report (in English) covering all activities and maintenance works carried out during the month.</p> <p>The Annual maintenance plan has to be presented on the date of signing of the contract. A short summary of the annual maintenance plan should be submitted as per Annexure III.</p>	
6.	<p>Provide spare parts for electrical installations and technical consumables like replacement of bulbs (LED), holders, fixtures, wire, MCBs, gas stoves and other electrical fittings where the per</p>	

	unit cost of the item is upto the value of 1,500 RMB without limitation.	
7.	Provide technical consumables for civil repair, masonry work, plumbing work where the cost of the repair is up to a value of 1,500 RMB per unit free of charge without limitation.	
8.	Undertake painting/whitewashing of the boundary wall surrounding the whole premises, including addressing issues of any cracks/repairs needed to the boundary wall.	
9.	Undertake painting/whitewashing of all 16 apartments inside the Chancery complex from inside which also includes Roof top maintenance. Upkeep and Maintenance of civil structures to include grass cutting etc. above the apartment roofs This should be part of the Annual Maintenance Plan and has to be done in a phased manner that the occupants can stay inside while the work is progressing.	
10.	Support Embassy of India with arrangement and management of 3 rd party government inspections, if any.	
11.	All the above scope covers the 16 Apartments in the Chancery complex	
12.	Arrange third party inspection and provide specialized inspection report in case of any major civil structural or masonry issue in case of any building inside the Complex free of charge. Embassy has the right to engage the company or any other party in completion of the project.	
13.	Breakdown Maintenance Restoration of basic services in the event of any breakdown is an immediate priority. The Company shall use its available pool of resources (one property manager, electrical supervisor, two handyman) for resolving such situations. In case there is any problem beyond the scope of their expertise and is of specialize nature or related to electronic circuitry, they have to assist embassy in finding atleast two third parties who can do that.	

	<p>Embassy has the right to engage any third party.</p> <p>In case the breakdown maintenance involves any issue which can be resolved by the technicians of the company. However, the cost of components/spare parts/repairs is more than 1,500 RMB, Embassy will take up the additional cost. Upto 1,500 RMB, the Company has to provide the spare parts/material for free.</p>	
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Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____

Seal of the firm

Annexure- II

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE FINANCIAL BID

The financial bid can be done itemwise, describing the cost as per each item of the scope of work.

Description	Amount incl. VAT (RMB)
Annual charges for BUILDING MAINTENANCE of New Chancery Complex as per Scope of work.	
Total	

Other issues related to Financial Bid

1	Period of Bid validity.	(Please mention the last date of validity)

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____

Seal of the firm

ELECTRIC FACILITIES

SL. No.	Item/ Equipment Description
1.1	Electric Switchgear/ MCB/ DCB.
1.2	High Voltage main distribution panel
1.3	Low voltage main distribution panel
1.4	Diesel Generator
1.5	Light distribution Panels

CIVIL MECHANICAL WORKS

SL. No.	Item/ Equipment Description
1	BUILDING MANAGEMENT FACILITIES
1.1	Luminaires Indoor
1.2	The function of heat radiators & heating system. Coordination with the service provider
1.3	Luminaires waterproof outside
1.4	Windows and door
1.5	Ceiling, walls, floor
1.6	Locker/glass/stone/wooden
1.7	Roof Top Maintenance/grass cutting
2	WATER
2.1	Water supply main stop valve

1.2	Heated mains water pipes
1.3	Pressure boosting double pump hydrophone system
3	DRAINAGE
3.1	Indoor/outdoor water drainage
3.2	Indoor/outdoor sewerage system
3.3	Waste Water Pump maintenance
3.4	Drain water pump
3.5	Roof and rainwater gutter maintenance
4	SANITARY FACILITIES
4.1	Standard toilet wall mounting
4.2	Wash basin facilities
4.3	Bath combination, general
5	VALVES
5.1	Valves of plant room and equipment's maintenance

