

EMBASSY OF INDIA BEIJING

**INVITES QUOTATIONS
FOR ANNUAL MAINTENANCE CONTRACT
FOR FIRE FIGHTING SYSTEM IN
NEW CHANCERY COMPLEX
FOR THE PERIOD 06.2.2025 TO 05.02.2027
TENDER NO. PEK/GEN/872/1/2025**

**LAST DATE FOR SUBMISSION OF BIDS
20 JANUARY, 2025 UP TO 1500 HRS (BEIJING TIME)**

**DATE OF OPENING BIDS
21 JANUARY, 2025 AT 1600 HRS (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 Fire-Fighting Maintenance/ repair/ Management companies/ agencies based in China with specialization in maintenance of fire-fighting system installed in Organization/ institutions. The Contract shall be valid for two years.

- 1. Notice inviting Tender:-** Sealed bids are hereby invited for hiring an agency/ company for the maintenance of repairing, maintenance and running of fire fighting system.
- 2. Eligibility criteria for bidders:-**
 - The company/ agency should have valid permit/*License*/ registration from a competent local authority for Fire fighting Maintenance/ Management Services. A copy of the license and its original English translation may be submitted.
 - The company should be in operation for more than 5 (five) years and should have an annual turn over of at least RMB 37000/- (excluding VAT) or more on repairing, maintenance and running of fire fighting systems related works for the last three consecutive financial years. This should be duly audited/certified by a Chartered Accountant.
 - The Company must have satisfactorily completed in the last five years (i) one singular work of value RMB 59000 or (ii) two similar works value of each RMB 44000 or (iii) three similar works of value of each RMB 30000. Similar works means repair and maintenance of fire fighting system of any organization/Institutions.
 - The company should have extensive experience in providing similar services to other Embassies / organization for last five years.
 - The company should have sufficient number of well qualified engineers / technical staff for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how these would be involved in this work.
 - The applicant should submit a list of employees proposed to be employed in the Embassy with names and other details including their certificates stating clearly their individual roles for the proposed work. Company should also give details of the nature of engagement of the proposed personnel to be employed in the Embassy by the company and also copies of employment contract signed with the individual personnel and other relevant

certifications including their proof of training, registration certificate (as technician), educational qualification certificate along with the technical bid.

- Proof of English knowledge in respect of the proposed Project Leader/ Site Manager (Recommendation letter/self declaration is acceptable)

3. Scope of Work: The Indian Embassy has one fire fighting system- 'Leader Brand' installed in year 2011 in the main Chancery Building. The scope of work shall include maintenance of the whole system comprising of automatic fire alarm and fire control system, hydrant system, automatic sprinkler system, fire service broadcasting, communication system and fire power distribution and fire accidental lighting & evacuation indicator system so as to keep the system fully functional all the times.

Sr. No.	Description of work	Location	Frequency
1.	<p><u>Maintenance Services:</u></p> <ul style="list-style-type: none"> • Automatic fire alarm and Fire control system. • Fire telephone system • Fire Broadcasting system • On-site alarm equipment • Linkage control module • Alarm line • Sprinkler system • Exhaust system • Shutter door system • Hydrant system 	New Chancery Complex	Monthly
2.	<p><u>Service Contents, Service standards and service plan of fire service maintenance:</u></p> <p>1. Service contents of fire protection system maintenance.</p> <ul style="list-style-type: none"> • Inspection of fire equipment facilities. • Function test of fire fighting equipment. • Maintenance of fire fighting equipment. • Technical support and coordinated disposal of emergencies (24*7). • Technical support during major holidays or events. 	New Chancery Complex	Monthly

	<p>2. Maintenance Standards.</p> <ul style="list-style-type: none"> • GB25201-2010 “Maintenance and management of building fire protection facilities” • GA503-2004 “Inspection technical regulations for building fire control facilities” • GB29837-2013 “Maintenance and scrap of fire detector alarm products” • GB50116-2013 “ Design specifications for automatic fire alarm system” • GB50974-2014 “Technical regulation on fire supply and hydrant system” • GB50261-2005 “Code for construction and acceptance of automatic sprinkler system” • GB50877-2014 “Fire shutter door, fire door, fire window construction and acceptance specification” • GB17945-2010 “Fire emergency lighting and evacuation indicator system” <p>3. Basic Plan of Maintenance service:-</p> <ul style="list-style-type: none"> • Inspection plan of fire fighting equipment and facilities- To inspect the appearance and integrity of the equipment and facilities of the fire fighting system that includes- <ul style="list-style-type: none"> (i) Monthly inspection of important equipments i.e alarm control system, fire pump, spray pump and (ii) Monthly sampling rate of remaining equipment is not lower than 20% realizing a complete coverage of inspection in every six months. • Function test plan of fire fighting equipment- To perform functional test on fire fighting system equipment- <ul style="list-style-type: none"> (i) Functional test of important equipments once in every quarter; (ii) Checking of rest of equipments every time is no less than 10% per month realizing a full coverage of inspection in a year. <p>The test contents includes-</p> <ul style="list-style-type: none"> (a) Single machine motion test and 		
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	<p>function test;</p> <p>(b) System linkage operation test and function test.</p> <ul style="list-style-type: none"> • Maintenance plan for fire fighting equipment- To maintain the important fire fighting equipments and function that include- <ul style="list-style-type: none"> (i) Necessary dusting; (ii) Necessary Lubrication; (iii) Activity place plate moving. • Malfunction maintenance plan for fire fighting equipment-Maintenance of faults detected during inspection and testing. The content includes- <ul style="list-style-type: none"> (i) Do malfunction condition survey at the site; (ii) Analysis the cause of the malfunction and make the maintenance plan; (iii) Implementation of the malfunction maintenance plan and verification after its completion. • Other maintenance service plan for fire fighting equipment- To provide the following required services: <ul style="list-style-type: none"> (i) Technical support and coordinated disposal of fire related emergencies; (ii) Technical support during important festivals and events within 8 hours after the information. (iii) Simple malfunction maintenance not to exceed 24 hours and the complex maintenance not to exceed 48 hours (except special cases) all year round. 		
<p>3.</p>	<p><u>Terms and conditions related to maintenance service:-</u>The terms and conditions for maintenance service will be as under-</p> <ul style="list-style-type: none"> • The company shall create an annual maintenance plan and the same shall be presented on the date of signing of the contract. A short summary of the annual maintenance plan should be submitted. • The company shall be required to carry out maintenance for the routine maintenance and inspection of all technical equipments of the fire fighting 	<p>-</p>	<p>-</p>

	<p>system and execute the work according to the maintenance plan. The company must submit a detailed inspection/maintenance report (in English) covering all activities and maintenance carried out during every inspection.</p> <ul style="list-style-type: none"> • Maintenance services shall be implemented according to the aforementioned service content, service standard and service plan. • The company shall be responsible for the maintenance of all the parts of fire fighting system installed in the Embassy of India and maintenance of failure under normal conditions (including spare parts required for maintenance). • In case of any major fault / failure of fire fighting system beyond the scope of work, the company shall provide the Embassy of India, Beijing with technical solutions, assist in contacting equipment manufactures and provide on-site guidance and supervision according to Embassy's requirement. The Embassy of India shall choose the mode of implementation. • In case during the currency of contract, if maintenance services of AMC vendor not found satisfactory as per terms & conditions of AMC, leading to major fault/failure in the fire-fighting system, the AMC vendor shall be responsible for such repair and replacement of parts and all expenditure shall be borne by the AMC vendor. • The company shall notify Embassy of India in the first time when the fire fighting system is abnormal within the scope of contractual obligations, and give a plan for rectification. The Embassy of India shall choose the mode of implementation. • Liability for breach of contract-Liquidated damages: The default content is related to the date, and liquidated damages shall be calculated at 0.5 % of the corresponding price per natural day. If the content of the default is not related to the date or the content of default is 		
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	<p>difficult to calculate the corresponding price, the liquidated damages shall be calculated at 5% of the contract price.</p> <ul style="list-style-type: none"> The company has to ensure that there is no disruption of services during Chinese New Year/National Holiday period. 		
4.	<p><u>Duration of fire maintenance service:-</u></p> <ul style="list-style-type: none"> The contract for maintenance service shall start from the date of signing of the contract. 	-	-
5.	<p><u>Working Contact of AMC Service Provider:-</u></p> <ul style="list-style-type: none"> Contact Numbers of Project leader and Site Manager will be required for coordination during the period of AMC. 		
6.	<p>The company has to ensure that there is no disruption of services during Chinese New Year/National Holiday period.</p>		

4. Submission of bids: Bidders shall submit their bid in a large sealed envelope super-scribed with “**Tender Quotation for Annual Maintenance Contract for Fire-Fighting System in New Chancery Complex of the Embassy of India, Beijing**” which shall have following three sealed envelopes inside:

- **Envelope A:** Should contain ‘Bids Securing Declaration (BSD)’. The format for BSD is at **Annexure-I**. The Envelope should be superscribed as “**BSD for Annual Maintenance Contract of Fire Fighting System at the Embassy of India, Beijing for two years from 2025-2027**”.

- **Envelope B:** Should contain the duly filled form along with documents mentioned in **Annexure II**. This Envelope should be superscribed as “**Technical Bid for Annual Maintenance Contract of Fire Fighting System at the Embassy of India, Beijing for two years from 2025-2027**”.

- **Envelope C:** Should contain duly filled form to be submitted along with Financial Bid (**Annexure III**). This envelope should be superscribed as “**Financial Bid for Annual Maintenance Contract of Fire Fighting System at the Embassy of India, Beijing for two years from 2025-2027**”. **Financial Bid must contain the lump-sum amount of all the works involved in the scope of work given above**

and a certificate that cost of all the scope of work items have been included in the given quotation.

- All the envelopes should be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the Agency/ Company.

It may be noted that it is a three-part bid where financial bids shall be opened only of the technically qualified bidders.

5. Firstly, the envelope containing the BSD would be opened. No bid will be accepted without BSD and will be rejected at once. Technical Bids of only those bidders will be opened who have submitted BSD. Then, Financial Bids of only the technically qualified bidders would be opened.
6. 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. Contact person Mr. Sudeep Singh, APWO-I, Phone No.0086-10-85312557, Email: apwo.beijing.mea@mea.gov.in. The Chinese Contact person Ms. Natalie Wong Local Clerk, Email: proppty3.beijing@mea.gov.in.**
7. **The bids must be submitted in English only.**
8. The bid may be submitted by hand in person or by courier. **The bids by “Fax/ E-mail” shall not be accepted.**
9. Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances.
10. 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 bids shall be opened on **21/01/2025**. Financial Bid will be opened for all those parties who have qualified technically.
11. The bid has to be submitted as per the format specified at ‘**Annexure I, Annexure-II & Annexure-III**’ respectively;
12. The Bidder can arrange for a pre-bidding tour by contacting Ms. Natalie Wong, Local clerk, and see the fire fighting system. The Bidders are free to bring technicians for studying the scope of work for the maintenance of fire fighting system. The pre-bid site visit can be arranged on request at email apwo.beijing@mea.gov.in latest by 14.01.2025.

13. Instructions for Bids securing declaration:-

- i. Bidders shall submit a bids securing declaration as per the enclosed format at Annexure I alongwith the technical bid.
- ii. Contractor shall attach relevant documents like business license for R&M of fire fighting system in Beijing from the recognized institute along with english translation; authorized operation license of R&M of “Leaders Brand” fire fighting system along with english translation.
- iii. The contractor shall provide one page summary of the action plan for each year.

14. Instructions for technical bid (Annexure II):-

- i. Contractor shall attach relevant documents as mentioned in Annexure II.
- ii. The company shall provide the name and contacts of the project leader and site manager who will be incharge of the maintenance contract of fire fighting system of the new Chancery complex of Embassy of India, Beijing.
- iii. A pre-bid site visit is compulsory before submission of the bid. The contractor can come to the Embassy on prior appointment before 14.01.2025 for site visit.

15. Instructions for financial bid (Annexure III):-

- i. The Annexure III for the financial bid should mention **one lumpsum amount for the complete description of the work as mentioned in scope of work.**
- ii. The bid validity should be for a minimum period of 180 days.
- iii. The Annexure III for financial bid should mention year wise expenditure for each year, that is 2025-26 and 2026-27.
- iv. **The Financial bid should mention the standard cost of each spare parts which the contractor deems that is needed to replaced while first servicing.**
- v. In case the spare parts is mentioned, the contractor will have to provide the specification and Embassy has the right to purchase them from any vendor.

16. Terms of Payment:

The total amount of the contract against bill/invoice shall be paid in four installments on half yearly basis at the end of every six months and an amount equivalent to 10% of the total contract

amount shall be retained by the Embassy of India as security deposit and shall be released at the end of contract.

- 17.** Embassy reserves the right for canceling the tender at any stage and without specifying any reason for cancellation.
- 18.** If a company quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.
- 19.** The contract will be signed for a period of two years.
- 20.** Dispute Settlement Clause: In case of any dispute Embassy of India reserves a right for arbitration in accordance with the Indian Arbitration & Conciliation Act, 1976.
- 21.** Successful bidder shall comply with all the laws and regulation, including applicable labor laws while executing the work under the present tender.

Annexure- II

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 for working in the Beijing area (copy of the licenses along with English translation to be attached).	
6.	Experience in FIRE FIGHTING MAINTENANCE work (No. of years).	
7.	Number of executive, supervisory/engineers/ technicians in the company – Manager, Supervisor, technical staff.	
8.	Name of the contact persons; Email; Mobile	

Tabulation for SCOPE OF WORK

Sr. No	Particulars	Remarks (Yes/No) In case of Deviation , the remarks may be written
1.	Does the contractor agree to all parts of the scope of work.	
2.	In case of any deviation, please comment.	
3.	Has a rough plan of action been attached.	
4.	Are references and translated copies of business licenses attached.	

List of documents to be submitted along with the technical bid

Sr. No	Description of document
1	Staff strength of the organization including breakup at executive, supervisory and technician level.
2	List of all Project Leader, Site Manger, Engineers and technicians to be deployed in the Embassy along with details of how they would be involved in the work.
3	Certificates/ Diploma of the Project Leader, Site Manger, Engineers and technicians to be deployed.
5	A short summary of the Annual Maintenance Plan for the Embassy.
6	Reference/recommendation letter.

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- III

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE FINANCIAL BID

1.	Name of the bidder Agency/Company	
2.	Address of the bidder Agency/ Company	
3.	Contact details of the bidding Agency/ Company	

FINANCIAL BID FOR THE PROJECT

Item-wise break-up and description	Amount incl. VAT (RMB)
Total=	

**COST OF THE SPARE PARTS IN THE FIRE FIGHTING SYSTEM
AT NEW CHANCERY COMPLEX**

Item description	Amount incl. VAT (RMB)

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

Bids Securing Declaration

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bids document (2 years if not specified) from being eligible to submit Bids for contracts with the entity that invited the Bids.

Date:

Signature
Name of the Company

