

Consulate General of India Birmingham	 सत्यमेव जयते	20, Augusta Street, Jewellery Quarters, Hockley, Birmingham B18 6JL Tel: +44-121-2367706 E-mail: hoc.birmingham@mea.gov.in admn.birmingham@mea.gov.in
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TENDER NOTICE

Subject: Invitation for competitive tender for removals on account of Shifting of Office premises of Consulate General of India, Birmingham.

No. BIR/551/06/2021

Dt: 28th September 2021

The Consulate General of India, Birmingham invites sealed bids from reputed experienced, financially sound & eligible removal/ relocation firms registered under relevant UK Companies Law which can provide their services as has been defined below in 'Brief scope of work'.

2. Crucial dates and time for the above tender would be as under:

Sr. No.	Key Event	Dates
1.	Date of e-publishing on CPP Portal	28 th September 2021
2.	Date of receiving the bids(Start)	29 th September 2021
3.	Date of clarification (start)	29 th September 2021
4.	Date of clarification (end)	19 th October 2021 (1700 hrs)
5.	Bid Submission Closing Date	19 th October 2021 (1700 hrs)
6.	Technical Bid opening Date (Date and time for opening of financial bids of technically qualified bidders will be communicated separately)	20 th October 2021 (1500 hrs)

3. The bid forms and other details can be obtained from the website <https://eprocure.gov.in/epublish/app> → Active Tenders → Tender Title → Birmingham.

4. Detailed Notice Inviting Tender is also available on https://cgibirmingham.gov.in/news/all_news or the bid forms can be obtained from the Consulate without any fee/charges.


(Hitesh Saxena)
Consul (Head of Chancery)

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NOTICE INVITING TENDER

Subject: Invitation for competitive tender for removals on account of Shifting of Office premises of Consulate General of India, Birmingham.

No. BIR/551/06/2021


Dt: 28th September 2021

The Consulate General of India, Birmingham invites sealed bids from reputed experienced, financially sound & eligible removal/ relocation firms registered under relevant UK Companies Law which can provide their services for shifting of the Chancery (Office premises) to a new location. The broad details of works required is in Scope of Work (page: 5-7).

2. Content of the Tender document are as follows:

Sr. No.	Document Details	Page No.
1.	Invitation to Tender	02
2.	Instruction to Bidders	03-04
3.	Scope of work	05-07
4.	Terms & Conditions of the Contract	08-09
5.	Part-I: Technical Bid	10-12
6.	Part-II: Financial Bid	13

3. Bids may be submitted to 'Head of Chancery, Consulate General of India, 20 Augusta Street, Jewellery Quarter, Birmingham, B18 6JL or hand delivered latest by 1700 hrs of 19.10.2021.


(Hitesh Saxena)
Consul (Head of Chancery)

Instruction to Bidders

(A) Eligibility Criteria:

1. The bidder must be registered under the UK Companies Act and should have all applicable/appropriate licenses in their own name.
2. The company should have a minimum of 3 years of experience in the removal/ relocation jobs as on 01.09.2021.
3. The bidding company must possess the requisite experience of handling Office relocations.

(B) General Instructions for Compliance:

1. The tenders should be submitted in two sealed covers – the first sealed cover should be super scribed **“Technical Bid”** and second sealed cover super scribed **“Financial Bid”**. Both the sealed covers should be placed in the main sealed envelope super scribed **“Tender for Relocation of CGI, Birmingham”** and addressed to ‘Head of Chancery, Consulate General of India, 20 Augusta Street, Jewellery quarter, B18 6JL.
2. The ‘Technical Bid (Part-I)’ should contain – (a) The requisite information duly filled in as per proforma enclosed; (b) Agency profile including previous experience of similar jobs. The bidder should also clearly mention in the tender that the terms and conditions of the tender are acceptable to them.
3. The ‘Financial Bid (Part-II)’ should contain rates which are to be quoted for the complete job as defined in ‘Scope of work’.
4. The tender forms shall be filled in ink or typed. No tender filled in pencil will be considered. The tender shall be signed, dated and witness in all places provided for in the documents. All corrections/deletions/scoring out/over writing shall be initialled. Any correction made in the tender documents by the bidder shall be made in ink only and not by using correcting fluid, and should duly be authenticated. Every page of the tender shall be initialled by the bidder, and submitted back as a token of accepting the laid down terms and condition. The bidder shall sign all schedule forming part of the tender.

(C) Late Bids: The bidders are advised, in their own interest, to ensure that the tender document reaches the Consulate well before the closing date and time of the bid submission.

(D) Modifications and withdrawals: No documents may be modified after submission. In case of any changes the bidder may write the corrections and send the same and it is at the discretion of the tender inviting authority to accept the same or reject it, and no changes shall be accepted once the bids are opened. In case of withdrawal, the bidder will lose his credibility and will be blacklisted.

Scope of Work

The Consulate is currently located at **Spencer House, 20 Augusta Street, Jewellery Quarter, Birmingham, B18 6JL**. The premises mainly located on the first floor measures 10650- sq. ft. and comprises of 20 rooms, a conference hall, four stores, a visitor's hall & counters. There is reception area on the ground floor. It is accessible by one staircase & one lift from the front side (Augusta Street) & one staircase from the rear side (Spencer Street).

2. The Consulate intends to vacate the current premise and plans to shift its Chancery (office premises) to a new location at **Gangee House, 2 Darnley Road, Birmingham B16 8TE**. Tentative date for shifting will be during **10th December to 27th December 2021**.

3. A summary of furniture/ IT items and other office paraphernalia to be shifted is placed below for ready reference.

List of items for shifting

Sr. No.	Item Name	Numbers
1	Sofa- 1 Seater	7
2	Sofa- 2 Seater	3
3	Sofa- 3 Seater	3
4	OFFICE TABLE	49
5	OFFICE CHAIR	43
6	VISITOR CHAIR	130
7	SIDE/CENTRE TABLE	55
8	STEEL ALMIRAH	31
9	STEEL CABINET	44
10	FILE BOXES	800
11	DESKTOP PC	42
12	PRINTER	33
13	SCANNER	11
14	FAN- WALL MOUNTED	24
15	FAN- STANDING	24

16	HEATER- OIL	5
17	HEATER- SMALL FAN	16
18	WALL PAINTINGS/ MAPS/ MIRRORS	66
19	PHOTOCOPIER	3
20	SHREDDER	8
21	LAMINATOR/ ANY OTHER MACHINE	5
22	PA SYSTEM	2
23	COAT STAND	9
24	DUSTBIN- SMALL	30
25	DUSTBIN- LARGE	3
26	WALL CLOCK	21
27	CCTV DVR ETC	8
28	IRON RACKS	51
29	TV	3
30	BOOK DISPLAY ALMIRAH	34
31	NOTICE BOARD	6
32	PLANTS	10
33	COMPUTER TABLE + CHAIR	1
34	PHONES/HANDSETS	26
35	Coffee/Tea Vending Machine	1
36	RACK	9
37	FIRE EXTINGUSHIRE	2
38	BANNERS	49
39	1 IRON SAFE (2X2X2.5) (APPROX 300 KGS) WITH WOODEN STAND in Consul (CA) Store	
40	1 IRON SAFE in Stationery Store (Weight 200-300kg)	
41	Conuslar Store: STEP STOOL-2, TROLLEY-1, BUBBLE WAR LARGE-1,GIFT HAMPER-3, SANITISING SPRAY MACHINE-12, CLEANING MATERIAL, BOOKS-12, CANDLE SILVER CASE-1, DINNER SETS	
42	Reception: APEX SYSTEM (MICS ON COUNTERS)-7, RECEIPT PRINTER-1	

- Library Etc: webcam,hd visual communication system, STAGE,
PODIUM. FREE STANDING LIGHT, COUNTER NO.BOARDS -8,
43 TICKET NO/ COUNTER DISPLAY UNIT, COMPLAINT FEEDBACK
BOX, CORDLESS MIC UNIT., 2 speakers + 1 wall mounted PA
system
- Outer Hall Store: CUTLERY FOR CG FOR GUEST AT CONSULATE-
44 10 BOXES, LEATHER BAG BOOKLET-39, DECORATION BOXES-2,
CARDBOARD BOX EVENTS-20, LARGE WATER JAR-4
- Store nex to CG Etc.: 2 key safe, diwali magazine cardboxes-5,
candle stand-1, mini fridge-1, cordless phone-2,crockery cabinets-
45 2,copier paper+stationary+wrapping paper+bottle bags, Indian
National Flags+ Flag pole base,Incredible India Gifts, Photo
frames, Desktops, scanners, printers, keyboards etc.
- 46 Kitchen: Microwaves-2, Heater, Small refrigerator, some crockery
items
- 47 Signboards, DFMDs, Stage etc.

4. Above list is indicative. It is recommended that interested firms may kindly survey the office premises before quoting their price for the job.

Terms & Conditions of the Contract

1. The bidder will have to ensure compliance of all mandatory labour laws/regulations laid down by the Government of the UK and any other relevant authority.
2. Acts and regulations enforceable from time to time without any liability on the Consulate General of India, Birmingham or without any responsibility for statutory compliance by the Consulate.
3. The bidder must have modern equipments, latest technical expertise for the job management of building and related facilities, as has been defined in 'scope of work'.
4. **Right to accept any bid and to reject any or all bids:** The Consulate General of India, Birmingham, have the discretion, accept or reject any bid/quotation without assigning any reasons thereof. The decision of the Consulate shall be final and binding on all.
5. **Change Orders:** The agreement may be amended or modified with consent of both parties in writing signed by the duly authorized representatives of the respective parties the bidder and Consulate General of India, Birmingham.
6. **Site Visits:** The bidders may visit the sites (Spencer House & Gamgee House), understand the scope thoroughly (even if it is not mentioned in this tender) and then quote for the job. The bidder shall in coordination with ASO (Admin), Consulate General of India, Birmingham (+44-121-2367706), visit the sites by prior appointment.
7. **Notification of award:** Consulate will notify the successful bidder in writing that its bid has been accepted.
8. Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the service provider.
9. The service provider shall not pay wages lower than minimum wages of labour as fixed by the local authorities.
10. The service provider shall employ as its representatives, servants and workmen after verifying their antecedents and loyalty before employing them for the works. It shall ensure that no person of doubtful antecedents and nationality is, in any way, associated with works.
11. The tender should be valid for a period of 120 days from the last date of submission.

12. The rates quoted by the service provider shall be deemed to include all taxes and duties etc. as applicable. Liability, if any, towards staff and employees from principal employer's end shall be deemed to be included in the offer.

13. **Code of Conduct and Penalty for Non Performance:** If any of the assigned work is not found satisfactory, an appropriate amount will be deducted for every major deficiency from the bill. The decision of the Consulate will be final in this respect.

14. All workers and staff employed by the company shall be employee of the company and will not have any claim of any nature on the Consulate. Any dispute arising between employee and company will be the responsibility of the company only.

15. **Other conditions:**

i. The service provider shall ensure that all compliances governing the employment of labour under this contract are met in line with the requirement.

ii. The service provider shall take commercially reasonable steps to ensure the staff members performing services under this tender are qualified and suitable to perform such jobs.

iii. The service provider will have to ensure compliance with all labour laws/regulations before a contract can be signed. This will include obtaining appropriate permits etc.

iv. The service provider shall ensure that all employees assigned by them to perform development of the services are employees of the service provider and that under no circumstances shall the relationship of employer and employee be deemed to arise between the Consulate and the service provider's personnel.

v. The service provider must know and follow their duties related to safety for all personnel. These guidelines are applicable to contractors as well as subcontractors deployed by them at the site.

vi. The service provider must provide consumables, tools and equipment based on applicable regulations/codes/guidelines.

vii. The service provider should ensure that proper qualified/trained/licensed personnel carry out the jobs and that proper supervision is done for all jobs.

16. **Taxes and Duties:** The bidder must include in their bids all duties, royalties and sales/service taxes or any other taxes, fees, charges as applicable. The Consulate will entertain no extra claim on this amount at any stage of execution of work.

17. **Execution Method:** The job must be carried out in a short time frame, preferably during weekend to minimize the disruption in functioning of the Consulate.

18. **Terms of Payment:** The payments shall be made upon receipt of the invoice for agreed amount after completion of the job.

Part-I: Technical Bid

(All pages to be printed on Firm's Letter Head)

Bidder's description format summary

Name of the bidding firm	
Name of partner(s) Nationality	
Name of the Authorized Signatory Nationality Passport No.	
E mail Id	
Telephone No.	
Fax No.	
Year of Incorporation	
Registration No.	
Service tax no. VAT No.	
Registered Office & Address	
Branches if any	

Bidder information – More detailed information on the following aspect may be given in typed form.

Business background

- How many years has your firm been in business?
- How many years under its present business name?

Claims and Suits (Explain any “Yes” answers)

- Has your firm, its subsidiaries or its parent companies, ever filed for bankruptcy?
- Has your firm ever failed to complete work awarded to it?
- Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your firm or its officers?
- Has your firm filed any lawsuits or requested arbitration with regard to any contract(s) within the last five years?

Geographic Capability

Please provide a listing of the areas in which your firm has performed relocation services.

Copy of documents relating to the bidder's experience, name of other offices/residences where they are working/ have worked etc. and any other relevant information about bidder may be enclosed.

AFFIDAVIT

I/We, _____, representative(s) of
M/s. _____ solemnly declare that:-

1. I/We are submitting tender for the housekeeping against Tender Notice No.BIR/551/06/2021 dated 28.09.2021.
2. Myself or my partners do not have any relative working in any office of Consulate General of India, Birmingham.
3. All information furnished by me/us in respect of fulfilment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price – Bid submitted by me/us is “WITHOUT ANY CONDITION”.
6. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
7. If any information or document submitted is found to be false/incorrect, Consulate may cancel my/our Tender and can take any action as deemed fit including termination of the contract, for feature of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.

[Signature(s) of the Tenderer with Date & Seal]

PART-II: Financial Bid

(All pages to be printed on Firm's Letter Head)

To,
Head of Chancery
Consulate General of India,
20 Augusta Street, Jewellery Quarter
Birmingham B18 6JL

Sub: Financial Bid for relocation job for CGI Birmingham Chancery shifting

Dear Sir,

As part of the Bid, we hereby make the following price offer to the CGI towards providing the relocation service (as sought in Tender Notice No.BIR/551/06/2021 dated 28.09.2021):

Amount (in digits) : £ _____

Amount (in words) : GBP _____ only.

We agree to bind by this offer if we are selected as the preferred bidder.

For and behalf of:

Signature (Authorized Signatory)
Designation

Note:

- i. All the cost heads shall be inclusive of all applicable taxes as per the UK Government Legislations. The amount quoted should constitute the landed cost of hiring a relocation/ removal agency for shifting of Office premises of Consulate General of India, Birmingham.
- ii. Bidders must read these conditions carefully and comply strictly while sending/submitting their tenders.