

Consulate General of India Birmingham	 सत्यमेव जयते	2, Darnley Road, Birmingham B16 8TE Tel: +44-121-4550910 E-mail: hoc.birmingham@mea.gov.in admn.birmingham@mea.gov.in
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TENDER NOTICE

NO. BIR/872/02/2023

Dt: 09th August, 2023

Subject: Invitation of competitive bids for supply and installation of access control system with 40 cards/fobs in the Chancery building of the Consulate General of India, Birmingham.

The Consulate General of India, Birmingham invites sealed quotations from appropriately qualified Suppliers/Companies for 'Supply and installation of Access Control Card system in the Chancery building of the Consulate General of India, Birmingham.

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

Sr. No.	Key Event	Dates
1.	Date of e-publishing on CPP Portal/Consulate's website	9 th August, 2023 10.00 AM
2.	Date of receiving the bids (Start)	9 th August, 2023 10.00 AM
3.	Date of receiving clarification/query related to tender, if any (start)	9 th August, 2023 10.00 AM
4.	Date of receiving clarification/query related to tender, if any (end)	30 th August, 2023 12.00 Noon
5.	Bid Submission Closing Date	30 th August, 2023 12.00 Noon
6.	Bid opening date	30 th August, 2023 03.00 PM

3. The detailed tender document, bid form(s) 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 in the section 'what's new' of website of the Consulate (<https://cgibirmingham.gov.in/>) or the tender document/ bid forms can be obtained from the Consulate General of India, 2 Darnley Road, Birmingham, B168TE, without any fee/charges.


9.8.23

(Amanat Mann)
Head of Chancery

TENDER DOCUMENT

Consulate General of India, Birmingham invites sealed quotations in two bid system from appropriately qualified Suppliers/Companies for 'Supply and installation of access control card system alongwith all its accessories' at 10 doors (including lift door) of its premises at 2, Darnley Road, Birmingham, B168TE. The duly completed bids in sealed envelope (s) must reach the office of Consul/Head of Chancery, Consulate General of India, 2, Darnley Road, Birmingham (UK), B16 8TE, email: hoc.birmingham@mea.gov.in, telephone: 0121 452 2852 on or before 12.00 Noon on 3rd July, 2023. The detailed tender document /bid forms can be downloaded from Central Procurement Portal <https://eprocure.gov.in/epublish/app> and also from the official website of the Consulate General of India, Birmingham at <https://cgibirmingham.gov.in> (whats' new section).

2. Address for supply: Consulate General of India, 2, Darnley Road, Birmingham B168TE.

3. Scope of work: To install access control card system at Chancery premises and providing / supplying all the instruments, appliances, wiring, installations etc alongwith 40 fobs/cards. The detailed system specifications have been given vide para 15 of section 'Terms & Conditions' of this tender document. **It is advisable to survey the site at 2, Darnley Road, Birmingham, B168TE for better understanding of the scope of work, before submitting your bids. For appointment please contact: Mr. Satyen Roy, Vice Consul, email: accts.birmingham@mea.gov.in, mobile no. +44 7714383967.**

4. Query: Interested bidders may contact at hoc.birmingham@mea.gov.in or adm.birmingham@mea.gov.in for any query regarding detailed specification of the proposed items.

5. Submission of bids: The tenders/bids should be submitted in two bid system i.e. I. **Technical Bid** and II. **Financial Bid, in sealed covers.**

The first sealed cover should be superscribed "**Technical Bid**" that should contain detailed description of the Company or supplier and detailed information including specification of the items to be supplied and the installation. Warranty on each item should be mentioned clearly.

The second sealed cover should be superscribed "**Financial Bid**" that would contain price of the items in total including VAT, any other taxes and delivery charges, if any.

Both the sealed covers should be placed in the main sealed envelope superscribed "**Tender for supply and installation of Access Control Card system**" and addressed to 'Head of Chancery, Consulate General of India, 2, Darnley Road, Birmingham B16 8TE'.

Proforma for submitting both the bids technical as well as financial bid is attached with this tender document.

6. The quotations shall be filled in ink or typed. No bid filled in pencil will be considered. The quotation shall be signed, dated and witnessed in all places provided for in the documents. All corrections/deletions/scoring out/over writing shall be initialled. Any correction made in the bid 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.

Terms & Conditions of the Contract

1. Eligibility Criteria:

- a) The bidder must be registered under the UK laws and should have all applicable/ appropriate licenses in their own name.
- b) The company should have a minimum of 3 years of experience in the field of access control card system its supply and installation within the UK.
- d) The bidding company must possess the requisite experience and qualifications for supplying and installation is such items.

2. The tenders shall remain valid for acceptance for a period of 120 days after the date of tender opening date prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.

3. The bidder shall have to ensure compliance of all mandatory laws/regulations laid down by the Government of the UK and any other relevant authority.

4. 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.

5. **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.

6. **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.

7. **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.

8. **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.

9. **Notification of award:** Consulate will notify the successful bidder in writing that its bid has been accepted.

10. 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 bidders.

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

12. **Code of Conduct and Penalty for Non Performance:** If any of the assigned work/supply of items 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.

13. 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.

14. Price bid evaluation: Initially, the technical bids of all the bidders will be opened by the tender evaluation committee. Financial bids of all qualified bidders at the stage of technical bid, will be opened. If any technical bid gets rejected or found disqualified, the respective financial bid of that bidder will not be opened.

a) The price quoted shall be compared on Total Price basis which will include all taxes, duties labour etc. Thereafter the work order will be issued to the lowest bidder for supply and installation of the Access control card system.

14. Execution Method: The job must be carried out in a short time frame to minimize the disruption in functioning of the Consulate.

15. SYSTEM DESIGN, REQUIREMENT & DETAILED TECHNICAL SPECIFICATION:

a) The Access Control System shall be of International / UK standard, legal and in accordance with the UK Government rules.

b) The system shall be standalone and shall not be internet connected.

c) The system shall be centralized and the connectivity shall be through wires.

d) The system shall be designed/installed in a way that the Consulate General of India, Birmingham would be the administrator to operate the system and the Consulate would be having all the permissions of restricting a card or giving access to a card.

d) The system shall be designed in a way that a card can be given access to number of doors as desired by the System Administrator.

e) The system shall have warranty period of a minimum period of 01 year.

f) The System Administrator which shall be the Consulate General of India, Birmingham shall have the powers to deactivate / activate any card at any time.

g) The company supplying and installing the system shall provide customer support for any default or modification in the system, on call basis.

h) The vendor shall conduct training programs for Consulate's staff, with the perspective of system administrator and application management.

i) The proposed system shall be to integratable with other security system such as Fire Alarm System and Perimeter Intrusion Detection System.

j) The system shall adhere to a centralized architecture, with centrally located application.

k) The network connectivity shall be built by the vendor to match the system requirement.

l) The vendor shall deliver all required system and Application Software for a fully functioning system.

m) The software provided by the vendor to operate the system shall be delivered in a ready- to-run form, including all necessary utility program.

n) All software licenses shall be provided as required. Please mention if the licence is life time, renewable or subscription licenses.

o) All the software provided by the vendor should be licensed to the Consulate General of India, Birmingham.

p) In case of fire or any other disaster, if emergency alarm is on, the system shall become inactive for opening of the doors for easy evacuation

q) The Company shall undertake all the electrical work, networking, wiring work related to the installation of system.

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) , if any	
Their Nationality	
Name of the Authorized Signatory	
E mail Id :	
Telephone No.	
Mobile No:	
Registration No.	
Service tax no.	
Registered Office & Address	

Declaration by the bidder

- Has your firm, its subsidiaries or its parent companies, ever filed for bankruptcy? : Yes / No
- Has your firm ever failed to complete work awarded to it? Yes / No
- Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your firm or its officers? Yes / No
- Has your firm filed any lawsuits or requested arbitration with regard to any contract(s) within the last five years? Yes / No

Signature

Technical Specification of the system

Technical Specification	Compliance (Yes / No)
Whether the Access Control System shall be of International / UK standard, legal and in accordance with the UK Government rules.	
Whether the system shall be standalone and shall not be internet connected.	
Whether the system shall be centralized and the connectivity shall be through wires.	
Whether the system shall be designed/installed in a way that The Consulate General of India, Birmingham would be the administrator to operate the system and the Consulate would be having all the permissions of restricting a card or giving access to a card.	
Whether the system shall be designed in a way that a card can be given access to number of doors as desired by the System Administrator.	
Whether the system shall have warranty period of a minimum period of 01 year.	
Whether the System Administrator which shall be the Consulate General of India, Birmingham shall have the powers to deactivate / activate any card at any time.	
Whether the company supplying and installing the system shall provide customer support for any default or modification in the system, on call basis.	
Whether the vendor shall conduct training programs for Consulate's staff, with the perspective of system administrator and application management.	
4.3 The proposed system shall be integratable with other security system such as Fire Alarm System and Perimeter Intrusion Detection System.	
Whether the system shall adhere to a centralized architecture, with centrally located application.	
Whether the network connectivity shall be built by the vendor to match the system requirement	
Whether the vendor shall deliver all required system and Application Software for a fully functioning system.	
Whether the software provided by the vendor to operate the system shall be delivered in a ready- to-run form, including all necessary utility program.	
Whether all software licenses shall be provided as required. Please mention if the licence is life time, renewable or subscription licenses.	
Whether all the software provided by the vendor should be licensed to the Consulate General of India, Birmingham.	
In case of fire or any other disaster, if emergency alarm is on, whether the system shall become inactive for opening of the doors for easy evacuation	
Whether the Company shall undertake all the electrical work, networking, wiring work related to the installation of system.	

PART-II: Financial Bid

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

To,
Head of Chancery
Consulate General of India,
2, Darnley Road
Birmingham B16 8TE

Sub: Financial Bid for supply of Computers with keyboard, Mouse and Monitors to the Consulate General of India, Birmingham.

Dear Sir,

As part of the Bid, we hereby make the following price offer (including VAT and other charges etc) to the Consulate General of India, Birmingham towards supply and installing of metalling grills at Consulate General of India, Birmingham.

(i) Supply of access control card system with 40 cards/fobs including wiring charges, electrician charges, engineer (s) charges, labour, taxes, VAT etc, the financial quote submitted by my/our company is given as follows:

Total Amount (in digits) including all charges: £ _____

Amount (in words): GBP _____

_____ only.

We agree to bind by this offer and all the conditions given in the tender document, 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 the job (as detailed in brief scope of work) to Consulate General of India, Birmingham.
- ii. Bidders must read these conditions carefully and comply strictly while sending/submitting their tenders.

AFFIDAVIT

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

1. I/We are submitting bid for **supply and installtion of Access Control Card system with 40 cards/fobs** at Consulate General of India, 2, Darnley Road, Birmingham B168TE against tender notice no. **BIR/872/2/2023 dated 07/08/2023**
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 bid 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.
8. I/We have ready all the terms and conditions in given in the Tender Docuemnt no. **BIR/872/2/2023 dated 07/08/2023** carefully and I/We do agree to them.

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