

**Consulate General of India  
Birmingham**



2, Darnley Road,  
Birmingham B16 8TE  
Tel: +44-121-4550910  
E-mail: [hoc.birmingham@mea.gov.in](mailto:hoc.birmingham@mea.gov.in)  
[adm.birmingham@mea.gov.in](mailto:adm.birmingham@mea.gov.in)

**TENDER NOTICE**

NO. BIR/872/01/2023

Dt: 17<sup>th</sup> April, 2023

**Subject: Invitation of competitive tender for Installation of metallic grills on 40 windows of the office premises of the Consulate General of India, Birmingham.**

Consulate General of India, Birmingham invites sealed quotations from appropriately qualified, financially sound, eligible and experienced Contractors/Companies registered under UK Companies laws, for 'Supply & Installation of metallic grills on 40 windows on the first floor of the Building of the Consulate General of India, Birmingham.

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/Consulate's website	17 April, 2023
2.	Date of receiving the bids (Start)	17 April, 2023
3.	Date of receiving clarification/query related to tender, if any (start)	17 April, 2023
4.	Date of receiving clarification/query related to tender, if any (end)	05 May, 2023
5.	Bid Submission Closing Date	05 May, 2023
6.	Bid opening date	05 May, 2023

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 [https://cgibirmingham.gov.in/news/all\\_news](https://cgibirmingham.gov.in/news/all_news) or the bid forms can be obtained from the Consulate without any fee/charges.

  
(Hitesh Saxena)  
Head of Chancery

## TENDER DOCUMENT

Consulate General of India, Birmingham invites sealed quotations from appropriately qualified, financially sound, eligible and experienced Contactors/Companies registered under UK Companies laws, for 'Supply & Installation of metallic grills on 40 windows on the first floor of the Building of the Consulate General of India, Birmingham. The duly completed proposal 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](mailto:hoc.birmingham@mea.gov.in), telephone: 0121 452 2852 on or before 1700 Hrs on 05.05.2023. The detailed tender document alongwith its annexure(s) can be downloaded from Central Procurement Portal <https://eprocure.gov.in/cpp> and also the official website of the Consulate General of India, Birmingham at <https://cgibirmingham.gov.in>.

**2. Location and description of Property:** Consulate General of India, Birmingham is located in the Birmingham City at 2, Darnley Road, Birmingham B16 8TE. The property is a detached, listed property which has 3 floors (including ground floor). The location of the work is on the first floor of the building.

**3. Scope of Work:** Installation of strong metallic grills on inner side of 40 glass windows of 4 sizes, 14 of size 297 x 150 cm<sup>2</sup>, 2 of size 150 x 70 cm<sup>2</sup>, 3 of size 37 x 99 cm<sup>2</sup> and 21 of size 56 x 160 cm<sup>2</sup>. The aim of installing the metallic grills is to stop intrusion and enhance security of the building. Some pictures of an already installed grill on one of the windows is attached at Annexure-I of this tender and pictures of other windows of different size whereon the grill is to be installed are also attached at Annexure -II of this tender, for getting better idea of the work.

**4. Site visit:** Physical visit to the site is advisable to have a general idea about the extent of works required and the amount of involvement by the Contractor/bidder. Interested firms can visit the site from 1000 hrs to 1700hrs on working days. Appointment for the site visit can be booked by sending email to [admn.birmingham@mea.gov.in](mailto:admn.birmingham@mea.gov.in) or by calling 07596236583.

**5. Submission:** The tenders/bids should be submitted in two sealed covers – the first sealed cover should be superscribed "**Technical Bid**" and second sealed cover should be superscribed "**Financial Bid**". Both the sealed covers should be placed in the main sealed envelope superscribed "**Tender for installation of metallic grills on glass windows of CGI, Birmingham**" and addressed to 'Head of Chancery, Consulate General of India, 2, Darnley Road, Birmingham B16 8TE'. The proposals can also be submitted through email with subject "Tender for installation of metallic grills on glass windows of CGI Birmingham" attaching two separate pdf files named "Technical Bid" and "Financial Bid" to [hoc.birmingham@mea.gov.in](mailto:hoc.birmingham@mea.gov.in).

6. (a) The 'Technical Bid (Part-I)' should contain – (a) The requisite information duly filled in as per proforma enclosed; (b) Company profile including previous experience of supplying similar type of services. The bidder should also clearly/ mention in the tender that the terms and conditions of the tender are acceptable to them.

(b) The 'Financial Bid (Part-II)' should contain rates which are to be quoted on enclosed proforma.

7. 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.

## 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 installing metallic grills on glass windows.
- c) The Company should have a minimum annual turnover of GBP 20,000 during the past three financial years.
- d) The bidding company must possess the requisite experience of handling glass windows.

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

3. 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.

4. 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'.

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. **Site Visits:** The bidders may visit the sites, to 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 Vice Consul (Admin), Consulate General of India, Birmingham (0121 452 2852), visit the sites with prior appointment.

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

11. 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.

12. The bidders 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.

13. The tender should be valid for a period of 90 days from the last date of submission.

14. 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.
- 15. 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.
16. 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.
- 17. 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.
- 18. Execution Method:** The job must be carried out in a short time frame to minimize the disruption in functioning of the Consulate.
- 19. 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**

<b>Name of the bidding firm :</b>	
<b>Name of partner(s) , if any</b>	
<b>Nationality</b>	
<b>Name of the Authorized Signatory</b>	
<b>Nationality</b>	
<b>Passport No.</b>	
<b>E mail Id :</b>	
<b>Telephone No.</b>	
<b>Mobile No:</b>	
<b>Fax No. , if any</b>	
<b>Year of Incorporation:</b>	
<b>Registration No.</b>	
<b>Service tax no.</b>	
<b>Registered Office &amp; Address</b>	
<b>Branches if any</b>	

**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

## AFFIDAVIT

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

1. I/We are submitting tender for installing metallic grills against Tender Notice No.. BIR/872/01/2023 dated 17.04.2023.
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 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,  
2, Darnley Road  
Birmingham B16 8TE

**Sub: Financial Bid for (i) Supply and installation of metallic grills on glass windows on first floor of office premises of 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 & installation of Metallic grills on glass windows at office premises of Consulate General of India, Birmingham.**

Total Amount (in digits) including all charges: £ \_\_\_\_\_  
Amount (in words): GBP \_\_\_\_\_ only.

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

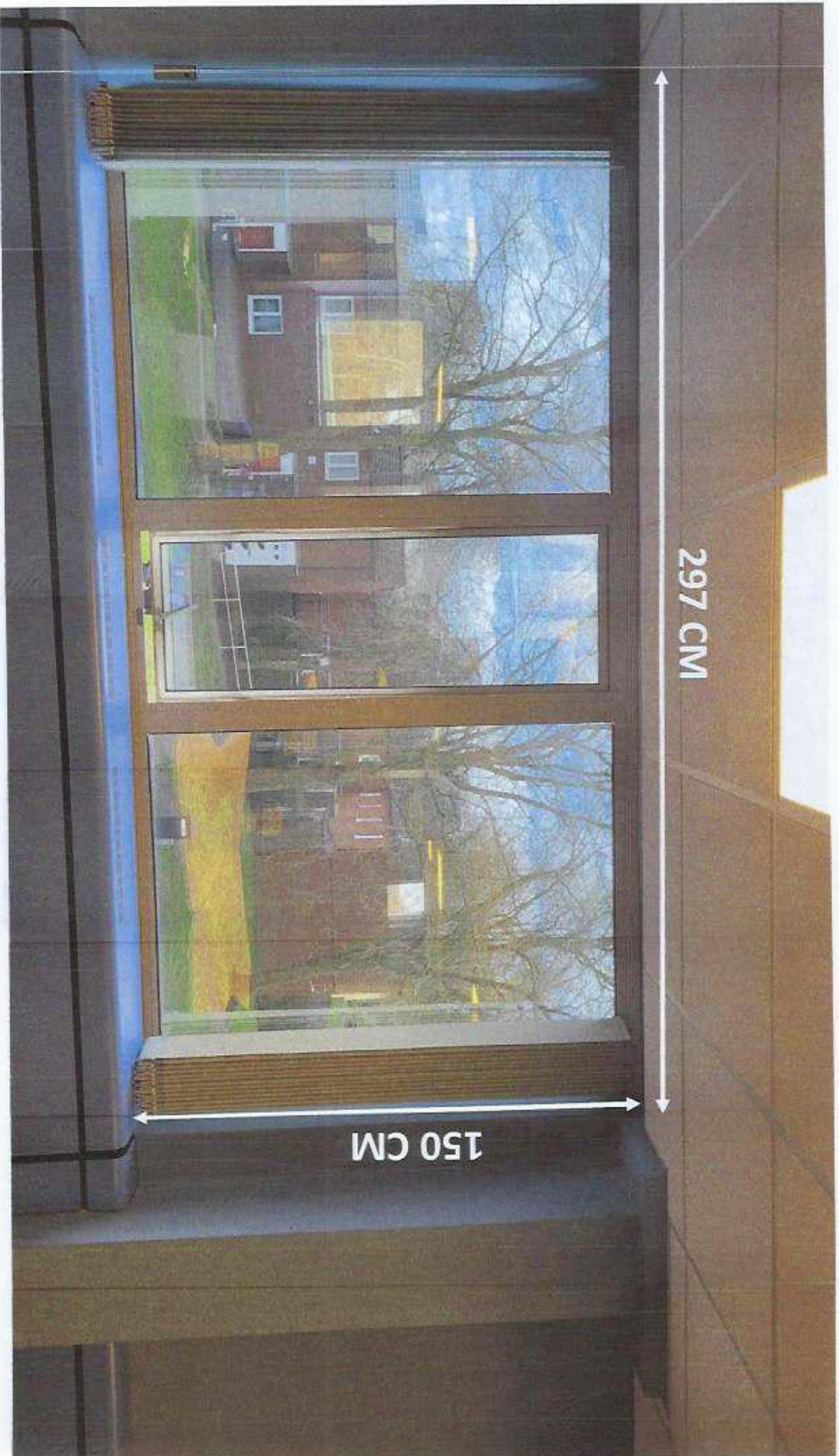
For and behalf of:

**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 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.

Annexure -I









150 CM

70 CM



99 CM

37 CM

Annexure -II

