

No. Pre/Estt/872/01/2016
High Commission of India
Pretoria

NOTICE INVITING BIDS

The High Commission of India, Pretoria invites bids for painting/varnishing work in the offices, central hall, passage, restroom, store room and balcony area on the ground floor of the chancery premises located at 852 Francis Baard Street, Arcadia, Pretoria 0083.

2. Scope of Work at Chancery premises:

- (a) Removal of old & loose paint etc. and thereafter painting of the offices, central hall, passage, restroom, store room and balcony area on the ground floor of the chancery. Repairing/painting/varnishing of ceiling, walls, windows, doors, grills, etc.
- (b) Painting should be of minimum two coats at reasonable interval i.e. second coat to be applied after the first coat has dried suitably.
- (c) High quality paint and reputed paint brand to be used.
- (d) Period of product warranty and workman ship guarantee to be included in the quote.
- (e) Time frame to complete the work after award of the job to be included in the quote.

Technical site visit of the work place can be arranged during working days between 09:00- 16:30 hours with prior appointment. Interested companies can contact: 012-3425392 / 012-3427097. Email id: admin.pretoria@mea.gov.in / estt.pretoria@mea.gov.in.

3. Tendering Process

Tender is invited in two parts i.e. (i) Technical Bid and (ii) Financial Bid. Technical & Financial Bid are to be submitted together but in separate sealed envelopes. The two sealed envelopes are to be put together in a single sealed envelope addressed to **Shri Ranojit Chatterjee, Head of Chancery, High Commission of India, 852, Francis Baard Street, Arcadia, Pretoria** with a subject "**Bids for painting/varnishing work in the High Commission of India, Pretoria**". In the first stage, only the envelope, containing the Technical Bid will be opened on 19 December 2018 at 1200 hrs. For Technical Bid, duly filled **Appendix-A** may also be provided with the bids.

The Technical Bid will be examined and evaluated by the tender issuing authority. Bidding companies which do not qualify in the technical evaluation will not be considered for qualification to the Financial Bid stage. High Commission of India, Pretoria will not offer any explanation for cancellation of any bid.

Bidding companies, which have qualified in the Technical Bid stage, will be informed by email to be present when the financial bids will be opened on the date and time fixed by the tender issuing authority. The selected company will be announced after following due process and with the approval of Competent Authority.

4. Due date for submission of bids.

The bids in sealed envelope addressed to **Shri Ranojit Chatterjee, Head of Chancery, High Commission of India, 852, Francis Baard Street, Arcadia, Pretoria** should be delivered by hand at the Reception of the High Commission of India by **18 December, 2018.**

TECHNICAL BID PROFORMA

Name of the firm:

Contact details:

S.No	Subject	Remarks
1.	Years of experience in carrying out painting and varnishing work	
2.	Details of the contracts undertaken by the company/firm in diplomatic/government establishments	
3.	Detailed time frame for completion of work	
4.	Having experience in working at site under heritage category	
5.	Having worked with the High Commission of India or Consulates	
6.	License/registration details of the company/firm with the Government of South Africa-Details	
7.	Size and strength of the company/firm	
8.	Income tax registration details of the company/firm	