



**HIGH COMMISSION OF INDIA
NAIROBI**

**Name of Work: Supply and installation of a Generator Set of 60 KVA capacity to
High Commission of India, Nairobi.**

Tender Documents

**PERIOD OF COMPLETION: 10 days
LAST DATE FOR BID SUBMISSION : 04 October 2022**

Government of India
High Commission of India
Nairobi

**Government of India
High Commission of India, Nairobi**

INVITATION TO TENDER

The High Commission of India, Nairobi for and on behalf of the President of India, invites Lump-sum Fixed Price Tender for **Supply and installation of a Generator Set of 60 KVA capacity to High Commission of India, Nairobi.**

The Bid shall be submitted in a large sealed envelope duly mentioning **“Supply and installation of a Generator Set of 60 KVA capacity to High Commission of India, Nairobi.”** with two sealed envelopes containing **Technical Bid** and **Financial Bid** and **marked so on each envelope.** The Financial bid is to be submitted as per Annexure-II

The Bid shall be submitted before 5 p.m. on or before **04 October, 2022** at the High Commission of India, Nairobi by Hand in person or by courier/post. The bids by **“Fax /E-mail”** shall not be accepted.

Any Bid received after this date and time will not be considered and will not be opened.

High Commission of India, Nairobi, however, will always have the right to accept or reject any pre-approved sub-Contractor even after formal award of Contract and/or commencement of work with or without cause.

Address for submitting the bid- High Commission of India, 02nd Floor, Jeevan Bharati Building, Harambee Avenue, P.O. Box 30074-00100, Nairobi. Tel: (+254 20) 2222 566 / 2225104

Eligibility Criteria: The Tenderer should have valid permit / registration from a competent local authority for supply of such electrical equipment to the residences/Chancery of any country. The Tenderer should have satisfactorily completed (i) **one similar supply and installation of 80% value of cost estimates or** (ii) **two similar supplies and installations of 60% value of cost estimates** during last 02 years. Proof for this must be submitted in the Technical Bid. Bidder should demonstrate and explain their technical, professional and practical experience of having supplied and installed similar devices to public/ private organizations including Diplomatic/ International organizations in Nairobi.

Lump Sum Fixed Price Tender- This is a LUMPSUM FIXED PRICE TENDER with Extent of Supply as shown on scope of works. The Tenderer shall examine the scope of work and other Documents and all Addenda (if any) before submitting his Tender and shall become fully informed as to the extent, quality, type and

character of operations involved in the supply. The Tenderer shall visit and acquaint himself with the Site of the installation. The tenderer shall take entire responsibility in the interpretation of this report and of the site conditions. No consideration or compensation will be given for any alleged misunderstanding of the nature of the work to be executed.

Tender and Schedule of Quantities-

(i) Schedule of Quantities should be enclosed by Bidders. Bidders are requested to identify and quote the rates of individual items. Items required for completion of the supply work may be added in the Schedule of Quantities with full nomenclature of the item. Bidders shall satisfy themselves of the quantities quoted in the Schedule of Quantities. These quantities shall be taken as guidance to assess the approximate quantum of work involved in the project. The Contractor prior to the submission of the tender, may add to items, quantities to the items in Schedule of Quantities as per the scope of the work, and site visit. It shall be the responsibility of the bidder to satisfy himself of the completeness of the documents for the scope of work and his own assessment of the supply work after site visit and as per the tentative scope of work mentioned in tender document. No extra cost shall be entertained and payable if any additional information or detail is provided later for carrying out the works as specified in the tender documents.

The tenderer shall guarantee among other things, the following: - a. Quality, strength and performance of the equipment.

Defect Liability Period: Defects Liability period will be 12 months from completion of project.

Retention Money: 5% of contract amount for **12 months** i.e., till the Defect Liability Period is over.

Validity of Bids: The bids shall have a minimum validity of **four months/ 120 days** from the date of opening of bids. A bid for a shorter period of validity shall be rejected.

Supply and installation: The supply and installation shall be completed within Ten (10) days from the date of issue of Purchase Order. Liquidated damages shall be levied on supplier for delay in supply and installation if it is ascertained that supplier is responsible for delay. The rate of liquidated damages shall be calculated @ 0.5% of contract amount per week limited to maximum 10% of contract amount.

Opening of Bids- Technical Bids shall be opened at **1 pm on 05 October** at the High Commission of India. In case of extension of last date of bid submission, the bid opening date will be changed accordingly. The Financial bids shall be opened at 6 pm on the same day.

Conditional Acceptance of the Tender- The acceptance of the Tender shall be conditional and not finally binding upon the Employer. The Employer may withdraw the acceptance of the Tender without any notice or other formality and may enter into a new Agreement for the execution of the Works or any part of it.

Any further information or clarification which the Tenderer may require in order to complete his Tender may be obtained from:

High Commission of India, Jeevan Bharati Building, Harambee Avenue, P.O. Box 30074-00100, Nairobi. Tel: (+254 20) 2222 566 / 2225 104, Mobile no. +254731900071/ Email IDs : hoc.nairobi@mea.gov.in, adm.nairobi@mea.gov.in

Disqualification of Tender- Tender may be disqualified for any reason including, but not limited to the following:

- a) If tenderer sets forth any conditions which are unacceptable to the Employer.
- b) If any tender is submitted under a name other than the name of the individual firm, partnership or corporation that was issued the Tender Document.
- c) If there is evidence of collusion between Bidders.
- d) If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender.
- e) If Bid price is disclosed before opening of Financial Bid.

Compliance with Laws and Regulations and Pricing of Schedule of Quantities:

The attention of Bidders is drawn as to compliance with laws and regulations concerning safety and health, labour regulations, social insurance, labour taxes, tax deduction, import restrictions duties and levies, company's tax, input tax and output tax (VAT) etc. All rates and sum inserted against items of works and in Form of Tender shall be exclusive of Value Added Tax.

All payments (**Excluding retention money**) shall be released within 30 days after successfully completion of entire supply and installation.

Scope of work

Supply and installation of a 60 KVA Diesel Generator Set at High Commission of India, Nairobi with following indicative specifications.

- Prime Rated SILENT DG Set Coupled to 60 KVA, 3P 415V alternator mounted on a common base frame with soundproof and weatherproof enclosures, battery pack, base fuel tank, **of well known brands such as Cummins, Perkins and Baudouin or substantially equivalent.**

INCLUDING

- (a) First fill of lube oil.
- (b) Batteries & Leads.
- (c) Residential Silencer.
- (d) Fuel Tank.
- (e) Auto Changeover Panel double contactor based.
- (f) Auto / Manual : selector switch and remote operation of genset in manual mode.
- (g) 4 pole contactor with MCCB for the power incomers.
- (h) Voltage, amperes and frequency meters (digital). Single phase preventer relay, Control MCB, 24v Battery charger, Timer and Relay, indicating lamp, switch, push button etc. required for smooth operation of Gen set.
- (i) Supply and installation of required cabling/ wiring to connect all our offices on two floors in Gigiri, Nairobi). Supply, installation and testing of changeover and other electrical fittings, cables etc. required for the installation of DG Sets. (Site survey can be done during office hours with prior permission. **Mr. Ravi Kumar can be contacted on mobile no. 0715412190**)

The generator will operate as an emergency back-up in case of electricity outage and will supply the Mission with emergency power for all electrical and electronic devices including, but not limited to lighting, IT equipment, EPABX, Internet routers, switches, CCTV camera, security equipment. The generator will have to be **installed with a switch key which should automatically operate the generator upon power outage and turn it off once the power supply is back to normal** during working hours.

- j) All Civil Works, if required, for the preparation of Platform (PCC foundation of appropriate size necessary for the installation of the Silent DG Sets and to ensure least vibration.
- k) Proper earthing required for the installation of Silent DG Sets and protection of equipment and human beings.

l) Arrangement of equipments, tools and tackles and scaffolding material for installation of the equipment at site at the cost of bidder.

m) **Required quantity of lubricant and coolant are to be arranged by bidder at the cost of bidder till commissioning and handing over the system and during the guarantee period of one year.**

n) Submission of guarantee certificate and test certificates of the manufacturer.

o) Installation of exhaust pipes with suitable insulation up to the required level of the building as required by the concerned statutory authorities.

p) Cleaning and removal of all unused/wastage material from the site immediately after handing over the equipment.

2. The bidder shall, at its own expense, arrange for safety provisions as per safety codes and rules, regulations and laws as may be applicable, in respect of all labour, directly or indirectly employed in the work.

3. The bidder shall not assign the contract or any part thereof without the prior written consent /approval of the Office of the High Commission of India, Lagos.

Warranty : The supplier will spell out the warranty period (minimum one year) and life expectancy for the items supplied under this contract which will **include free service and maintenance as per requirement and response to emergency calls to ensure smooth operation of the generator set till the end of warranty period. This fact must be mentioned in the technical bid document.**

Documentation

Two(2) sets of following documents shall be provided by the manufacturer/supplier:-

- O&M Manual of Diesel Engine
- Spare parts list of Diesel Engine
- Test Certificate of Diesel Engine
- Test Certificate of Alternator
- Test Certificate of D.G. Set

Technical Bid documents
(To be submitted by the bidder)

This may be submitted by the bidder.

This should be a brief introduction, background, company details, credentials, VAT & other registration and past performance of the bidder. They may attach any other documents such as company profile, company brochures, achievement of the company etc. indicating their competence for supply and installation of generator sets. They must also fill in the proforma at Annexure-I.

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. Registration and incorporation particulars of the Agency/Company.
5. Period of Bid validity.
6. Warranty Period (minimum one year) - will **include free service and maintenance** as per requirement and response to emergency call to ensure smooth operation of the generator set
7. Experience in dealing with supply and mainenance of Generators (No. of years).
8. Any other information

Schedule of Quantity/ Form of Tender (FINANCIAL Bids Documents)

(To be submitted by the bidder)

**To :
High Commissioner,
High Commission of India, Nairobi**

We have examined tender conditions for the above-named work and have inspected the site and general conditions under which the Works are to be carried out. We offer to execute and complete the Work and remedy any defects therein, in conformity with this Tender, which includes all these documents for the **Fixed Price Lump-Sum** of: Keny Shilling : -

S.N o	Items	Quantity	Cost per Unit	Total Cost
	Total Price			
	VAT			
	Grand Total			

If this offer is accepted, we will commence the Works as soon as is practicable and complete the Works in accordance with the above-named documents within the Time for Completion.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature _____

in the capacity of -----
duly authorized to sign tenders for and on behalf of

Address:

Date: _____