

**No. Kuw/Admn/872/01/2023**

**Embassy of India**

**Kuwait**

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**NOTICE INVITING TENDER FOR REFURBISHMENT OF AUDITORIUM OF  
EMBASSY OF INDIA IN KUWAIT**

The Ambassador of India to Kuwait, for and on behalf of the President of India requests proposals in a sealed envelope from appropriately qualified, adequately experienced and financially sound companies registered under relevant laws of Kuwait which can provide services related to **refurbishment of its Auditorium**. The refurbishment includes all types of renovation works related to acoustics, lighting, audio and video systems and other necessary technical requirements, minor civil or repair work in the Auditorium. The detailed tender document along with its annexure may be downloaded from Central Procurement Portal <https://eprocure.gov.in/cppp/> and also the official website of the Embassy of India, Kuwait from <https://indembkwt.gov.in/tender-kuwait-in-india.php> .

**2. Location and description of Property:**

Embassy of India,  
Diplomatic Enclave,  
Arabian Gulf Street,  
Safat 13015, Kuwait

**3. Scope of Work:** Please see **Annexure -C** in the tender document.

**4. Period of Completion of cleaning work: 180 days**

**5. 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. Interested firms can visit the site between 1000 hrs and 1500 hrs on working days after seeking prior appointment with Mr. James Jacob, Attache (Administration), Embassy of India, Kuwait, Telephone No.: +965-22513498; email- [admkuwait@mea.gov.in](mailto:admkuwait@mea.gov.in) .

**6. Submission:** The proposals (bids) should be submitted in two parts:

(i) Technical Bid, which should contain the documents establishing the technical eligibility of the applicant and other documents required establishing sound financial condition, as per terms & conditions of this tender; and

(ii) Financial Bid, which should be as per the format given in this tender.

All pages of the submission document must be signed by authorized signatory. The proposal should be duly completed in prescribed format as per Notice Inviting Tender (NIT) and sealed proposal must reach to the office of "Dr. Vinod Gaikwad, Head of Chancery, Embassy of India, Diplomatic Enclave, Arabian Gulf Street, Safat 13015, Kuwait, Kuwait Telephone No.: +965-22527002; email- [hoc.kuwait@mea.gov.in](mailto:hoc.kuwait@mea.gov.in) on or **before 26th June 2023**. Technical bids will be opened at **1400 hrs on 2nd July 2023** in the Embassy of India, Kuwait. **A pre bid meeting will be held at 1430 hrs on 11th June 2023.**

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**Embassy of India**

**Kuwait**

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NOTICE INVITING TENDER  
FOR SELECTING CONTRACTOR FOR  
**REFURBISHMENT OF AUDITORIUM**

IN  
THE EMBASSY OF INDIA, KUWAIT

**TENDER NO. - Kuw/Admn/872/01/2023**

**DATED - 30th May 2023**

**LAST DATE SUBMISSION OF BID- 26th JUNE 2023**

**PRE BID MEETING - 11th JUNE 2023**

**No. KUW/Admn/872/01/2023**  
**Embassy of India**  
**Kuwait**

**Tender for selecting contractor for refurbishment of Auditorium  
in Embassy of India, Kuwait**

**Tender Documents**

Tender Contents

**1. Technical Bid Documents:**

Document I : Invitation to Tender

Document I – S-I : Instruction to Bidders (Section-I)

Document I – S-II : Introduction and Credentials of Bidder (Section-II) \*

Document I – S-III : Terms and Conditions of contract (Section-III)

Document I – S-IV : Scope of Work (Section-IV)

**2. Financial Bid Documents:**

Document II : Schedule of Quantity/Items/Bill of Quantities (BOQ) for calculating variations – Bidder is to provide anticipated quantity of each item along with rates as they would be supplied. Additional items may be quoted by Bidder. (Section-V)

Document III : Form of Tender - Financial bid letter (Section-VI)

(Lump sum fixed price to be quoted on this form by Bidder)

*\* Section-II - Documents about the credential of the bidder, resources, company brochures, construction methodology, experience, management techniques, and any other information about bidder – These documents are to be supplied and attached by the bidder.*

**No. KUW/Admn/872/01/2023**  
**Embassy of India**  
**Kuwait**

**Tender for selecting contractor for refurbishment of Auditorium  
in Embassy of India, Kuwait**

**Document 1: Invitation to Tender**

1. The President of India acting through the Embassy of India in Kuwait invites Lump-sum Fixed Price **Tender for selecting the contractor for refurbishment of Auditorium in the Embassy building, Embassy of India, Kuwait.** The Lump-sum Fixed Price / Amount tender shall be on the basis of following tender documents:

<b>Technical Bid Document:</b>	
Document – I	Press Notice, Invitation to Tender, Instructions to Bidders, Introduction and credentials of Bidders, Terms & Conditions of contract, Scope of Work & Eligibility Criteria
<b>Financial Bid Document:</b>	
Document- II	Schedule of Items
Document- III	Form of Tender <span style="float: right;"><i>[Annexure ‘A’]</i></span> (Lump sum price to be quoted on this form by Bidder)
<b>EMD</b>	
Earnest Money Deposit (EMD)/ Tender Security Amount	<b>KWD 2050/- (Kuwaiti Dinar Two Thousand Fifty only)</b> by way of Banker’s cheque/Demand Draft in favour of the Embassy of India, Kuwait. Any bid not accompanied with Earnest Money Deposit/Tender Security Amount shall be rejected. The EMD of the unsuccessful bidder will be returned within 30 days after the award of the contract. The EMD may be forfeited in case the bidder withdraws his bid during the period of bid validity or in case of a successful bidder, the selected bidder fails to sign the agreement in time or furnish performance guarantee or furnishing of any wrong information.

2. **The last date of submission of sealed bids is 1600 hrs on 26th June 2023** in the office of Dr. Vinod Gaikwad, Head of Chancery, Embassy of India, Diplomatic Enclave, Arabian Gulf Street, Safat 13015, Kuwait. Any Tender received after this date and time will not be considered.

**3. Technical bids will be opened at 1400 hrs on 2nd July 2023** in the Embassy of India, Kuwait. Applicants may send their representative to be present during opening of bids after obtaining prior permission from the Embassy of India, Kuwait.

**4.** The Tender shall remain valid for a period of One Hundred Eighty (180) days from the date of opening or till any extended period.

**5. Eligibility Criteria:**

**5.1 Permit:** The Tenderer should have valid permit/registration from a competent local authority for carrying out work in the Diplomatic property of the Embassy of India.

**5.2 Similar work:** The tenderer should have satisfactorily completed similar (*means Refurbishment/Repair/construction/Maintenance of Auditorium*) during the last 7 years for at least (i) One similar work of cost equivalent to **KD 82,000/-** or (ii) Two similar works each of cost equivalent to **KD 61,500/-** or (iii) Three similar works each of cost equivalent to **KD 41,000/-**. Supporting documents may be submitted by the Bidder.

**5.3 Bank Solvency:** **Certificate of Solvency** certified by bank for **KD 41,000/-**. The certificate should not be older than six months.

**5.4 Annual Turnover:** The annual turnover of the tenderer should not be less than **KD 51,250/-** during the immediate last three consecutive financial years. Year in which no turnover is shown would also be considered for working out the average. Audited financial statements for the said period will be submitted by the bidder.

**5.5 Profit-Loss:** The tenderer should not have suffered loss in more than two financial years in the previous five financial years and must not have suffered loss in the immediate previous financial year. Audited financial statements for the said period will be submitted by the bidder.

**6. Defects Liability Period:** Defects Liability period will be **twelve months** from date of completion of work.

**7. Performance Guarantee:** **KWD 5125/- (Kuwaiti Dinar Five thousand one hundred twenty five only)** shall be submitted in the form of a Bank Guarantee valid for a period of sixty days beyond the date of the completion of all the contractual obligations of the supplier under the contract and discharged after completion of work. Bank Guarantee shall be deposited within 15 days of issue of Letter of Intent. The agreement with the L-1 bidder will be signed on receipt of Performance Guarantee. (*Format of Performance Guarantee is at Annexure 'B'*).

**8. Financial quote & variations:** Contractor shall quote his Lump-sum Fixed Price based on the enclosed Scope of Work. The Contractor shall note that Bill of Quantities (BOQ) shall not form part of the agreement and Contractor shall complete all the works as defined in the Scope of Work irrespective of the Bill of Quantities (BOQ) /details since these will not form

part of the agreement. However, the unit rates quoted in the Bill of Quantities (BOQ) of items shall be used for working out the variations as per tender conditions.

**9. Commencement:** Commencement of the works shall be effected within Fifteen (15) days from the date of issue of Acceptance letter or Letter of Intent or handing over the site, whichever is later. Such a 15 days' period being defined as the mobilization period.

**10. Completion:** The Period of Completion for the whole of the works is **180 days** calculated from the date of commencement of works.

**11. Retention Money:** 5% of contract amount of each bill for payment shall be deducted. 50% of the Retention Money deducted shall be released on issue of practical completion certificate and Balance 50% of Retention Money shall be released after completion of Defect Liability Period of one year.

**12. Conflict of Interest:** In case of a dispute arising due to technical, administrative matters, interpretation of contract, lack of funds, delayed payments, change of key experts from either side, delay in key approvals, deviation from scope of work etc., should be notified by one party to the other party, with recommendations for mutual resolution of dispute at higher level from both sides, if necessary. In case the dispute cannot be mutually resolved amicably, resolution under Arbitration Clause should be provided for with the award of the Arbitration Tribunal being binding on both parties. To avoid Conflict of interest, the terms of the contract should be subject to Code of integrity specified in Rule 175 of General Financial Rules-2017, Government of India.

**13. Arbitration:**

**13.1** If any dispute, difference or question at any time arises between the Mission and the Contractor in respect of the agreement signed which cannot be settled mutually or in case of termination, shall be referred to arbitration.

**13.2** The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996 or any other law that takes place in this regard. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties.

**13.3** The Arbitration will have its sittings in Embassy of India, Kuwait

**14. Rejection:** Embassy of India, Kuwait reserves the right to accept or reject proof of credentials at its sole discretion without having to furnish reasons thereof, to the applicants. Submission of false information/document shall render the bidder ineligible.

**15. Sub-contractors:** The Tenderer must submit with his offer a list of Sub-Contractors and Specialists names he proposes to use on the Works. Embassy of India, Kuwait reserves 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 reason.

**16.** The successful Tenderer shall be responsible for coordinating his work with various sub-Contractors and other bid-pack Contractors employed on the Works coordinating his work between various trades, obtaining all the necessary information from sub-Contractors for the purpose of the overall programming of his works; supplying all the normal attendance to all sub-Contractors and assuming the overall responsibility for the aforesaid.

**Dr. Vinod Gaikwad,  
Head of Chancery,  
Embassy of India,  
Diplomatic Enclave,  
Arabian Gulf Street,  
Safat 13015, Kuwait**

**No. KUW/Admn/872/01/2023**  
**Embassy of India**  
**Kuwait**

**Tender for selecting contractor for refurbishment of Auditorium  
in Embassy of India, Kuwait**

**Document I – S-I : Instruction to Bidders**

**Section-I**

**1. INSTRUCTION TO BIDDERS**

1. The Bidding Documents comprise of:

Section-I : Instruction to bidders

Section-II : Introduction and Credentials of Bidder

Section -III : Terms and conditions of Contract

Section- IV : Scope of work

Section- V : Schedule of Quantity

Section - VI : Form of Bid

**1.2. Site visit:** Physical visit to the site is advisable to acquaint himself with the site of the works and satisfy himself with the quantum, scope and quantity of the works. The tenderer shall take entire responsibility in the interpretation of the 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.

**1.3. Cost of Tendering** – The Embassy of India, Kuwait will not be responsible to compensate for any expense or losses which might have been incurred by the Tenderer in the preparation and submission of his Tender/bid.

**1.4 Lump Sum Fixed Price Tender** - This is a LUMPSUM FIXED PRICE TENDER with extent of work as indicated in “**Scope of Work**”.

**1.4.1** The bidder shall examine the scope of work and other Documents and all Addenda (if any) before submitting his Tender/Bid and shall become fully informed as to the extent, quality, type and character of operations involved in the Work.

**1.4.2** Bidders are required to quote Lump-sum fixed prices on “Form of Tender”. Bidders may prepare a schedule of quantity as per scope of work identifying item description, quantity and rates.



**1.4.3** The total amount of schedule of quantity prepared by them should be transferred to the Form of Tender.

**1.4.4** The Lump-sum Fixed Price/amount must be quoted both in figures and in words on the Form of Tender and the currency must be KWD (Kuwaiti Dinar) only.

**1.4.5** In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender.

**1.5 Validity of Bid** - The Bid shall remain valid for a period of **180 (One Hundred Eighty) days** from the date of the opening of the bid or up to any mutually extended period.

## **1.6 Tender and Schedule of Quantities**

**1.6.1** 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 work may be added in the Schedule of Quantities with full nomenclature / Brand Name / Warranty / Guarantee and other details of the item.

**1.6.2** 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.

**1.6.3** The bidder, 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.

**1.6.4** 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 work after site visit and as per the tentative scope of work mentioned in the tender document.

**1.6.5** The company makes the necessary calculations regarding the adequacy of the items to be used.

**1.6.6** 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.

**1.7. Final Tender Price** - Decision on bid will be taken based on the final price quoted on the Form of Tender. Lump-sum Fixed Price/Amount as quoted in the "Form of Tender" shall be the basis for deciding the tender quote and the L1 bidder.

## **1.8 Errors and Rectification:**

**1.8.1** In case of any mismatch in the final quoted price on Form of Tender and Total amount worked out on rates in Schedule of Quantities, the final price quoted on Form of Tender shall be considered for comparison of bids and decision on bid.

**1.8.2** If the amount quoted on the “Form of Tender” is more than the amount worked out on the Schedule of Quantities, the rates in the Schedule of Quantities shall not be altered/adjusted.

**1.8.3** If the amount quoted on “Form of Tender” is less than the amount worked out on the Schedule of quantities, the rates on schedule of quantities shall be adjusted in the ratio to match with quoted final price on the Form of Tender.

**1.9. Submission of bids:** Bidders shall submit their bid in a large sealed envelope super-scribed with ‘Tender for selecting contractor for refurbishment of Auditorium, Embassy of India, Kuwait’, which shall have following three sealed envelopes inside:

**Envelope A:** Should contain Earnest Money Deposit, super scribed as “*EMD*”.

**Envelope B:** Should contain the documents mentioned in Section-I to Section-IV. This envelope should be super-scribed as “*Technical Bid*”.

**Envelope C:** Should contain the documents mentioned in Section-V and Section-VI. This envelope should be super-scribed as “*Financial Bid*”.

**Any bid which would not contain EMD as per attached format will be rejected.**

**Please do not put “Financial Bid” (prices quoted) in the technical bid envelope. If the price quoted is submitted with technical bid, the tender will be rejected.**

Technical bids of only those bidders will be opened who have submitted a valid EMD. Financial bids of only technically qualified bidders will be opened.

**1.9.1 The last date of submission of sealed bids is 1600 hrs on 26th June 2023** in the office of **Dr. Vinod Gaikwad, Head of Chancery, Embassy of India, Diplomatic Enclave, Arabian Gulf Street, Safat 13015, Kuwait.**

**1.9.2** The date and time for submission may be deferred by an official notification in writing issued by the Embassy of India, Kuwait to all Bidders. Tenders received after this date will not be considered.

**1.9.3** Any Bid received after the date and time of submission will not be considered and will not be opened. Any such unopened Bid will be returned to the respective bidder.

**1.10 Conditional Acceptance of the Tender** - The acceptance of the Tender shall be conditional and not finally binding upon the Embassy of India, Kuwait. The Embassy of India, Kuwait 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.

**1.11 Amendments to Tender Document** - At any time prior to the date of opening of the tender, the Embassy of India, Kuwait may issue an addendum in the Tender Document in

writing to all persons or firms to whom the Tender documents have been issued, deleting, varying or extending any item of this Tender Document. Prospective bidders shall promptly acknowledge receipt of each Addendum to the Embassy of India, Kuwait.

**1.12 Clarification:** Any further information or **clarification** which the Tenderer may require in order to complete his bid, may contact **Mr. James Jacob, Attache (Administration), Embassy of India Kuwait, Telephone No.: +965-22513498;** email- **admkuwait@mea.gov.in** on working days between 0800 hrs and 1630 hrs.

**1.13** All information requested by and supplied to one bidder will be supplied to all bidders.

**1.14** Unless it is in the formal manner described above, any representation or explanation to the Bidder shall not be considered valid or binding on the Embassy of India, Kuwait as to the meaning of anything connected with the Tender Document.

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

**1.15.1** If the tenderer sets forth any conditions which are unacceptable to the Embassy of India, Kuwait.

**1.15.2** 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.

**1.15.3** If there is evidence of collusion between Bidders.

**1.15.4** If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender.

**1.15.5** If Bid price is disclosed or become known before opening of Financial Bid.

**1.16 Compliance with Laws and Regulations and Pricing of work** -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, taxes (VAT) etc. **All rates and sums inserted against items of works and in the form of Tender shall be inclusive of all types of taxes or any other charges.**

**1.17 Compliance with Tender Document** - Bidder shall be deemed to have read carefully all the Tender Documents, Specifications and drawings, etc. and visited the site/work area. The quoted Lump-sum Fixed price is inclusive of all costs and charges and complete in all respects to make the project functional as per the standard and to the entire satisfaction of the Embassy of India, Kuwait.

**1.18 No escalation of price** - No escalation on accepted tender cost will be permitted due to any reasons such as change in foreign currency exchange rate, increase in prices of material,

equipment & labour, fuel (petrol, diesel, gas, etc.), transport, electricity & water, levy of new taxes, hike in any tax rate, Cess or due to delay in completion, etc.

### **1.19 Payments:**

**1.19.1** All payments shall be released as progress payments on the basis of a certificate submitted by the Contractor and satisfied by the Embassy of India, Kuwait.

**1.19.2** The detailed work schedule would be furnished by the Contractor to the Embassy of India, Kuwait who will approve it before it forms part of the agreement.

**1.19.3** The detailed payment schedule has been mentioned in para 3.8. However, in the event of non-compliance of the payment schedule or otherwise due to the reasons acceptable to the Embassy of India, Kuwait, the progress payment shall be made by the Embassy of India, Kuwait on the basis of evaluation of work done.

**1.19.4** All permissible deduction shall be effected during the Progress Payment, in line with the provisions of the Contract.

**1.20 Earnest Money Deposit (EMD) - KWD 2050/- (*Kuwaiti Dinar Two Thousand Fifty only*)** by way of Banker's cheque/Demand Draft in favour of Embassy of India, Kuwait. Any bid not accompanying with Earnest Money Deposit/Tender Security Amount shall be rejected. The EMD of unsuccessful bidder will be returned within 30 days after the award of the contract. The EMD may be forfeited in case the bidder withdraws his bid during the period of bid validity or in case of a successful bidder, the selected bidder fails to sign the agreement in time or furnish performance guarantee or furnishing of any wrong information.

**1.21 Embassy of India, Kuwait's right to waive** - The Embassy of India, Kuwait reserves the right to waive any deficiency in any tender where such waiver is in the interest of the Embassy of India, Kuwait.

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**No. KUW/Admn/872/01/2023**  
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**Tender for selecting contractor for refurbishment of Auditorium  
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**Document I – Section II**

**2. Introduction and Credentials of Bidder**

**(To be submitted by the bidder)**

**Note:** This shall 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.

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**Document I – Section III**

**3. Terms and Conditions of Contract**

3.1 Quoted price is the final fixed lump-sum price inclusive of all types of other charges. Item/quantity indicated in the scope of work/schedule of quantity are tentative and some variation during execution may take place. Nothing extra is payable for such variation.

**3.2 Quoted price shall be exclusive of all types of charges.** The quoted price should include lump sum charges for Labour/transportation and civil/ technical works required/ necessary, if any, for complete installation/ renovation/ repair work.

3.3 Period of completion for the work is **180 Days**.

**3.4 Liquidated damages** shall be levied on Contractor for delay in completion if it is ascertained that contractor is responsible for delay. The rate of liquidated damages shall be calculated @ 0.5% per week of delay limited to 10% of accepted Tender Cost. This shall be calculated on per day basis for each day of delay.

**3.5 Defects liability period** shall be as per Warranty Period of the equipment and **365 days** from the completion of the project. Contractor shall be bound to remove/ rectify / replace any defects / defective work which is noticed during defects liability period at his own risk and cost. Contractor is bound to rectify/replace the defective item of work or workmanship which may come to notice during defects liability period or within the Defects Liability Period. **In case of non-compliance of removal/rectification/ replacement of defective item of work or workmanship, the Embassy of India, Kuwait shall be at liberty to forfeit full or part of his retention money and/or performance guarantee and/or any other money or guarantee of the Contractor available with the Embassy of India, Kuwait.**

3.6 The tenderer shall guarantee among other things, the following: - a. Quality, strength and performance of the materials used; b. Follow up service, if required.; c. Good workmanship.

**3.7 Commencement date of work** shall be counted **from the 15 days of Issue of Letter of Acceptance or Letter of Award or from the date of handing over of site whichever is later.**

**3.8 Payment:** - Payment may be released through Running Account Bills and strictly linked with progress of work as per the following schedule:

S.No	Particulars	Percentage
1	Mobilization payment (Against equivalent Bank Guarantee which shall be returned after 20% of the work completed)	10%
2	On 20% work completion	10%
3	On 30% work completion	10%
4	On 40% work completion	10%
5	On 50% work completion	10%
6	On 60% work completion	10%
7	On 70% work completion	10%
8	On 80% work completion	10%
9	On 90% work completion	10%
10	On 100% work completion	10%

**Retention money equivalent to 5% of the amount of each invoice shall be deducted. 50% of the retention money shall be released on issue of practical completion certificate and balance 50% shall be released after completion of Defects Liability Period of one year.**

**3.8.1** All permissible deductions shall be effected during the settlement of Running Account Bills.

3.9 No escalation on rates due to delay in works shall be admissible.

3.10. **Specification:** The material used/or workmanship should be of equivalent or higher standard than the existing standard. Sound engineering practice should be adopted in all items of work execution.

3.11. **Non-completion of work:** In case of non-completion of work within stipulated time or within approved extended time, **the Embassy of India shall be at liberty to confiscate the retention money, performance guarantee and any other dues of the Contractor.**

**3.12. Force Majeure and EoT clause:** In the event of force majeure i.e. unforeseeable events such as war, floods, earthquake etc beyond the reasonable control of the Parties to the contract which prevent either party from meeting their obligations under this contract, the contractual obligations as far as affected by such event shall be suspended for as long as the force majeure continues provided that the

other party is notified within two weeks after occurrence of the force majeure. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder. In the event of force majeure either party shall be entitled to prolongation of this Contract equal to the delay caused by such force majeure.

3.13. Table of significant dates and Check list of documents to be attached with the bid/tender at an appropriate place in the tender document.

3.14. On completion of work, the Contractor shall submit all equipment manuals, guarantee cards, specifications etc. The Final Bill of work shall be paid only on completion of work and depositing all documents as above.

3.15. **Validity of the Contract:** This Contract shall become effective and valid from the execution date of signing of the Contract by both the parties and the effective date of contract shall be effective from the initial date of services operated under this Agreement for a period of 1 (one) year.

3.16. **Additional Work:** Embassy of India, Kuwait, shall not allow any claims for additional work performed by contractor unless the additional work is authorized by Embassy of India, Kuwait in writing prior to the performance of the additional work or the incurrence of additional expenses. Any additional work authorized by the Embassy of India, Kuwait shall be compensated at a rate mutually agreed to by the parties.

3.17. **Termination of Contract:** The contract is automatically terminated in the following cases:

**3.17.1** If it appears that the contractor itself or through someone else used fraud or manipulation in its dealings with the contracting authority or in obtaining the contract.

**3.17.2** If collusion, fraud, corruption or monopoly practices are found.

**3.17.3** If the Tenderer becomes bankrupt or insolvent.

**3.17.4** If the Contractor is not able to satisfactorily perform the whole or part of the Contract as per contractual obligations.

**3.17.5** If there is stipulation regarding notice of the termination to be given by the Employer/contractor. And also termination by either party in case of unforeseeable circumstances.

**3.18 Settlement of Disputes and Arbitration-** All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Embassy of India, Kuwait or any person nominated by him/her. The arbitration shall be in accordance with the Arbitration



and Conciliation Act, 1996 or any other law that takes place in this regard. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties.

**3.19** This Tender document is not an agreement and is neither an offer nor invitation by the Embassy to the prospective Bidders or any other person. The purpose of this Tender document is to provide interested parties with information that may be useful to them in preparing their proposal pursuant to this RFP/NIT (the "Bid"). This Tender document includes statements, which reflect various assumptions and assessments arrived at by the Embassy in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This Tender document may not be appropriate for all persons, and it is not possible for the Embassy and its employees to take into consideration the investment objectives, financial situation and particular needs of each party who reads or uses this Tender document. The assumptions, assessments, statements and information contained in this Tender document may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender document and obtain independent advice from appropriate sources.

**3.20** The Embassy may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Tender document.

**3.21** The issue of this tender document does not imply that the Embassy is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the Embassy reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

**3.22** Further, all information/data/reports/pitches/data or other material submitted to the Embassy under this Tender document by the Applicant shall become the property of the Embassy. The Applicant hereby agrees that they shall not have any right claim, authority whatsoever over the submitted information/reports/pitches/data or other material to the Embassy. The Applicant further agrees and undertakes that the Embassy may use the aforesaid information/data/reports/pitches/data or other material at its sole discretion and the Applicant shall not have any objection whatsoever in the Embassy using the same.

**3.23** The firm shall be a legal entity as per the Government rules/regulations and laws of the land.

**3.24** The firm should not have been blacklisted by any Government organization.

**3.25** Embassy of India, Kuwait shall not be liable for any cost incurred by the respondents in preparing responses to this tender or negotiations associated with award of a contract.

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**No. KUW/Admn/872/01/2023**  
**Embassy of India**  
**Kuwait**

**Tender for selecting contractor for refurbishment of Auditorium  
in Embassy of India, Kuwait**

**Document I – Section IV**

**Scope of Work**

**Scope of work is tentative. The bidder is advised to inspect the site and understand the full scope of work.**

**Please see Annexure ‘C’ appended below**

**Note:**

1. Construction staff/personnel should be preferably Indian nationals. Embassy of India reserves the right to accept/reject any Staff deployed by the Vendor.
2. The new equipment to be supplied and installed should be of the same capacity, quality or higher than the existing ones with availability of the spare parts in the local market.
3. If additional equipment is required, other than that mentioned in the above scope of work, the same should be clearly mentioned in a separate bill and not to be included in the final Bid.
4. Civil work costs as a lump sum amount, appended to final cost of total equipment (sum total of prices of each equipment or material)

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**Document II – Section V**

**Section-V**

**5. Schedule of Quantity**

(To be submitted by the bidder)

Sl. No.	Items	Quantity	Cost
1.			
2.			
3.			
4.			
5.			

**Note:** Please refer to Section-I of the document

5.1 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 work may be added in the Schedule of Quantities with full nomenclature of the item.

5.2 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.

5.3 The bidder, 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.

5.4 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 work after site visit and as per the tentative scope of work mentioned in the tender document.

5.5 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.

5.6 Removed and dismantled iron materials value will be deducted from the total cost of productions of aforementioned works.

5.7 While bidding for the buyback items, it may be noted that the price quoted by the contractor shall always be considered as credit (-ve) and the same shall be adjusted in the payment due for **refurbishment of Auditorium, Embassy of India, Kuwait**. Even if the bidder inadvertently adds the quote against buy back items, while working out the total amount the same shall be deducted and accordingly the final quoted total amount is arrived after correction.

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**Document III – Section VI**

**Section-VI**

**6. Form of Tender**

(To be submitted by the bidder)

To:

Ambassador of India,

Embassy of India, Kuwait.

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 works and remedy any defects therein, in conformity with this Tender, which includes all these documents for the Lump Sum Fixed Price of: KWD \_\_\_\_\_ inclusive of all types of charges.

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:

Name:

in the capacity of -----

duly authorized to sign tenders for and on behalf of

Address:

Date:

**GENERAL INFORMATION AND EMD DETAILS**

1	EMD Details DD No and date: Amount in DHS. Name of the Bank:	
2	Name and Address of the Bidder:	
3	Contacts:	
4	Telephones:	
5	Fax:	
6	E-mail:	
7	Mobile No:	
8	Category of the Bidder (Whether company, partnership firm or Proprietary concern)	
9	Details of Owners/Partners	
10	Name of Chief Executive Officer and Telephone No.	
11	Year of Establishment	
12	Trade License Number (please provide copy)	
13	Yearly turnover of the last 2 years.	
14	Name and Address of the Banker	
15	List of major Clients and the size of orders executed	

Note: Separate sheets may be attached wherever necessary.

Signature of the Tenderer

**With stamp and date**

**Bank Guarantee Proforma for Performance Security**

To,

Head of Chancery  
Embassy of India  
Kuwait

Bank Guarantee No.....

Brief description of contract: .....

Date:

Whereas M/s (**Name of Contractor with address**) have submitted their tender for: **Refurbishment/repair of Auditorium in the Embassy of India, Kuwait** and one of the tender conditions is for the M/s (**Name of Contractor with address**) \_\_\_\_\_ to submit a Bank Guarantee for Performance Security amounting to **KWD 5125/- (Kuwaiti Dinar Five thousand one hundred twenty five only)**. In fulfilment of the tender conditions, we, (**Name of Bank with address**) \_\_\_\_\_ hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of **KWD 5125/- (Kuwaiti Dinar Five thousand one hundred twenty five only)**.

2. This guarantee is valid for a period of **180 Days after the date of completion of work** and any claim and statement hereunder must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

3. Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to **KWD 5125/- (Kuwaiti Dinar Five thousand one hundred twenty five only)**.

4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from (**date of issue**) \_\_\_\_\_ up to the (**date should be two months after the date of completion of work**) \_\_\_\_\_ and claims under this guarantee should be submitted not later than (**from date of expiry**) \_\_\_\_\_.

5. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

6. This guarantee shall be governed and construed in accordance with the laws of **Kuwait** and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the **Kuwait** Courts.

Date: Place:  
Name: Signature



**No. KUW/Admn/872/01/2023**  
**Embassy of India**  
**Kuwait**

**NOTIFICATION OF AWARD**

Contract No: Date:

To:

[Name of Contractor]

This is to notify you that your Tender dated [insert date] for the execution of the Works for **Refurbishment of Auditorium** for the Contract Price of KWD..... [Amount in figures and in words], as corrected and modified in accordance with the Instructions to Tenderer is hereby accepted by [name of Employer].

You are requested to proceed with the execution of the Works on the basis that this Notification of Award shall constitute the formation of a Contract, which shall become binding upon you signing the Contract Agreement within seven (7) days and furnishing a Performance Security within fifteen (15) days.

We attach the Contract Agreement for your perusal and signature.

Signed

Duly authorised to sign for and on behalf of

[Name of Procuring Entity]

Date:

**No. KUW/Adm/872/01/2023**

**Embassy of India**

**Kuwait**

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**REFURBISHMENT OF AUDITORIUM OF EMBASSY OF INDIA IN KUWAIT**

**SCOPE OF WORK**

**A. INTERIOR AND FITOUT WORKS INSIDE THE AUDITORIUM:**

**1. Wall Acoustic Paneling:**

- A. Removal of existing wall paneling for all walls inside the auditorium.
- B. Rectification and leveling of wall where so ever required.
- C. Supply and installation of wall substructure for stretch fabric wall acoustic panels.
- D. Supply and installation of sound insulation.
- E. Supply and installation of client chosen fabric in line with final approved design.
- F. Supply and installation of fire-rated wooden wall acoustic panels.

**2. Stage Area:**

- A. Supply and installation of engineered wood for the stage area and stage steps as per final design.
- B. Paint works – fixing of damaged walls and ceiling due to water leak and all walls and ceiling at the stage area to be painted charcoal black.
- C. Installation of acoustic wood for the stage front including stage edge lipping.
- D. Erection of proscenium clad with wood on the outside and gypsum boards on the inside (painted black).

**3. Auditorium Entrance Doors:**

- A. Repair / refurbishment of all entrance doors and door frames for the auditorium
- B. Repair / replacement of any door hardware such as door handles, door stoppers, push bars, door closers, lock sets etc.

**4. Stage Upholstery Works:**

- A. Removal of all existing stage curtains, side wings, frills, valance etc.
- B. Supply and installation of new Main and rear stage curtains as per design.
- C. Supply and installation of 6 nos. of 1 x 4.5 mtr stage side wings.
- D. Supply and installation of Valance bars and frills as per final approved design
- E. Supply and installation of stage rigging system for all light bars, main and rear motorized curtains.

## **5. Auditorium Audience area Flooring Works:**

- A. Removal of all audience area chairs and carpet.
- B. Supply and installation of new carpet tiles with PVC backing (50 x 50 cm) or (60 x 60 cm) or (50 x 100 cm) as per final approved design for a total area of 290 sq.m approx.. for the auditorium hall and 28 sq.m approx.. for the Control Room.
- C. 'L' shaped aluminum step lipping to be installed for all steps.
- D. Supply and installation of illuminated step lights for the center isle and night lights installation for the side steps.
- E. Cleaning of chairs and fixing minor issues.
- F. Re-installation of chairs.

## **B. ELECTRICAL LIGHTING AND TECHNOLOGY WORKS INSIDE THE AUDITORIUM:**

### **1. Electrical Works:**

- A. Removal of all old electrical cables, conduits, equipment inside the auditorium.
- B. Electrical conduiting, laying of trunks, wiring works to provision for all new equipment, lighting and technology requirements inside the auditorium and the control room.
- C. Modification to the existing Electrical DBs where ever necessary.
- D. Supply and installation of twin power points at multiple locations (low level)7 for service and maintenance purposes inside the auditorium and the control room.

### **2. Lighting System:**

- A. Supply and installation of a programmable lighting control system for the audience seating area.
- B. Supply and installation of stage lighting systems.
- C. Supply and installation of FOH Lighting system for the front stage.
- D. Supply and installation of Lighting Control Console inside the control room.

### **3. Technology Works: (Audio System, LED Display System, Video System & Camera System)**

- A. Removal of all existing AV Systems inside the auditorium and control room.
- B. Supply and installation of Audio system (Array Speakers, Sub-woofers, front fill, surround speakers, stage monitors and control room monitor speakers) including new audio cabling.
- C. Supply and installation of DSP, Audio Amplifiers, AV control processors inside the control room.
- D. Supply and installation of wireless microphone system to accommodate min. 12 units with a combination of handheld mics, collar mics, lavalier mics complete with body packs and mic stands.
- E. Supply and installation of wireless antennas inside the auditorium for wireless mics.
- F. Supply and installation of audio rack inside the control room complete with head-end equipment for the audio system

- G. Supply and installation of 32 – channel audio mixer at the control room
- H. Supply and installation of Video delivery system over IP between the control room and the stage LED Display.
- I. Supply and installation of. LED Video Wall subframe at stage area rear wall
- J. Supply and installation of P4, LED video wall 6 mtr (w) x 3.36 mtr (h), high brightness and nits ; complete with sending and receiving cards, video wall processor with built-in split screen functionality)
- K. Installation of existing LED TV's on the side walls inside the auditorium
- L. Supply and installation of Airplay devices to enhance the BYOD (Bring your own device) functionality.
- M. Supply and installation of Desktop PC to control, manage and maintain all AV equipment inside the auditorium.
- N. Supply of iPad 10.2 inch and installation of control software to control all lights and AV equipment inside the auditorium.
- O. Supply and installation of 4K Studio Cameras (2 nos. x PTZ and 2 nos. x Fixed lens) inside the auditorium complete with control console (video mixer), streaming hardware and storage.

**C. REFURBISHMENT WORKS FOR THE ADJOINING MULTIPURPOSE HALL:**

- A. Supply and installation of min. 100-inch LED TV at the multipurpose hall.
- B. Supply and installation of AV rack complete with all equipment and accessories.
- C. Supply and installation of speakers, DSP, Audio Amplifiers, AV control processors inside the control room at the multipurpose hall.
- D. Supply and installation of wireless mic complete with antenna distribution system and installed inside the control room at the multipurpose hall.
- E. Supply and installation of cabling works for the AV system and LED system.
- F. To provide a system to mirror the display and sound inside the auditorium to the 100-inch LED TV and speakers at this multipurpose hall.

**D. PROGRAMING, TESTING, COMMISSIONING AND USER TRAINING:**

- A. To undertake overall system programing, testing and commissioning activities for all systems inside the auditorium.
- B. To provide system control and operational user training to the Embassy Officials.

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