



April 24, 2024

**NOTICE INVITING TENDER FOR SELECTING CONTRACTOR FOR DESIGNING & CONSTRUCTION OF ADDITIONAL OFFICE SPACE (10TH FLOOR) AND PARTIAL REMODELING OF EXISTING OFFICE SPACE (17TH FLOOR)**

On behalf of the India Taipei Association, Taipei (ITA), sealed bids are invited from experienced contractors for designing & construction work at the additional office space of ITA and partial remodeling of existing event hall, reception area and a local staff room ITA in TWTC, ITB, No. 333, Keelung Road, Sec. 1, Taipei, Taiwan.

The bid shall be submitted in a large sealed envelope, containing two sealed envelopes with **Technical Bid** and **Financial Bid**. The Earnest Money Deposit (EMD) should also be submitted at the time of submission of the Bid. All pages of the submission document must be signed by authorized signatory.

The bid shall be submitted latest by 1700 hours on 20 **May 2024 (Monday)**. The detailed tender document along with its annexure may be downloaded from the official website of India Taipei Association at <https://www.india.org.tw>.

On prior appointment, interested firms can visit the site from 25 April 2024 to 30 April 2024 (contact person Mr. Ajay Singh Jarika, Assistant Director, ITA, Phone: +886-02-2729-5154 Ext. 314] to have a general idea about the extent of works required.

**Description of work:**

- (1) Designing & Construction work at the additional ITA Office space (60.95 ping area), UNIT NO. 1002 TWTC, ITB Building, No. 333, Keelung Road, Sec.1, Taipei, Taiwan.
- (2) Remodelling of existing event hall; reception area and a local staff room room at ITA, TWTC, ITB Building, No. 333, Keelung Road, Sec.1, Taipei, Taiwan;

**[Detailed scope of work is given at Section -IV]**

**Period of completion:**

50 days, excluding the time for construction permission from local authorities.

(Aparna Ganesan)  
Deputy Director General



**TENDER FOR SELECTING CONTRACTOR FOR DESIGNING & CONSTRUCTION OF ADDITIONAL OFFICE SPACE (10TH FLOOR) AND PARTIAL REMODELING OF EXISTING OFFICE SPACE (17TH FLOOR)**

**Tender Documents**

**A. 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)
- Document I – S-V : Bid Security Declaration (Section VIII)

**B. Financial Bid Documents:**

- Document II : Schedule of Quantity/Items (BOQ) for Variations – Bidder to give his anticipated quantity of each item along with rates. 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)
- Document IV: Standard formats for Earnest Money Deposit/Bid Security/Guarantee etc. (Section-VII)\*\* / Bid Securing Declaration (BSD) [Section-VIII]\*\*

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

\*\* Section-VII & VIII – If EMD (Section-VII) has been submitted, there is no need to submit BSD (Section-VIII) and vice versa.



**INDIA TAIPEI ASSOCIATION**  
**印度台北協會**

## **INVITATION TO TENDER**

ITA Taipei, for and on behalf of the Director General, ITA Taipei, invites lump-sum fixed price tender for :

- I) designing & construction work at the additional office space of ITA (10 floor); and
- ii) partial remodeling of existing event hall, reception area and a local staff room of ITA (17<sup>th</sup> floor)

in TWTC, ITB, No. 333, Keelung Road, Sec. 1, Taipei, Taiwan

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, Scope of Work & Eligibility Criteria
<b>Financial Bid Document:</b>	
Document - II	Form of Tender (lump-sum price to be quoted on this form by Bidder)
Document - III	Schedule of Quantity/Items with unit cost
Document - IV	Conditions of contract including standard formats for BG / Guarantee, etc.

The tender shall be submitted before **05.00 p.m. on or before 20<sup>th</sup> May 2024** at the Office of **Ms. Aparna Ganesan, Deputy Director General, Suites 1008, TWTC, ITB, No. 333, Keelung Road, Sec.1, Taipei, Taiwan.**

Any tender received after this date and time will not be considered. Technical Bid Document shall only be opened on the notified day at the office of Deputy Director General, ITA Taipei by the Committee formed by the Director General, ITA Taipei in this regard. Bidders may send their representative to be present during opening of bids after obtaining prior permission from India Taipei Association.

The tender shall remain valid for a period of one hundred eighty (180) days from the date of opening or till any extended period.

**Eligibility Criteria:** The tenderer should have valid permit/registration from a competent local authority for carrying out designing, construction & remodelling of structure works in the office of ITA Taipei. The tenderer should have satisfactorily completed

- (i) one similar work of 80% value of cost estimates or**
- (ii) two similar works of 60% value of cost estimates or**
- (iii) three similar works of 40% value of cost estimates.**

Similar works mean – construction of similar work for foreign offices in TWTC ITB Building/Taipei diplomatic buildings, corporate offices, cultural venues and art centres etc. Brief project details with cost involved in such similar work should be submitted as part of Technical Bid.

**Bank Solvency :** Certificate of Solvency for 40% of value of estimated bid certified by banker, not older than six months. This shall be part of Technical Bid.

**Annual Turnover Criteria:** The annual turnover of the tenderer during the immediate last three consecutive financial years should be equal (or more) to the construction cost. The tenderer should not have suffered a loss in more than two years during the last five financial years. Annual Report / Profit & Loss statement for last two years should also be submitted as part of Technical Bid.

**Defect Liability Period:** Defects Liability period will be **twelve months** from the date of completion of project.

**Performance Security:** 7 % of the contract value 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. Letter of award of work shall be issued on receipt of performance guarantee. (Format of Performance security is attached).

**Financial quote and variations:** Contractor shall quote his lump-sum fixed price based on the enclosed **Scope of Work**. The contractor shall note that quantities shall not form part of the agreement and the contractor shall complete all the works as defined in the Scope of Work. The contractor shall complete all the works as stated above irrespective of the quantities/details since these will not form part of the agreement. However, the unit rates quoted there for items shall be used for working out the variations as per tender conditions.

**Commencement:** Commencement of the works shall be effected within fifteenth (15) day from the date of issue of Letter of Acceptance of Letter of Award or handing over of the site, or from the date of grant of necessary construction permission from local authorities, whichever is later. Such 15 days period being defined as the mobilization period.

**Completion :** The period of completion for the whole work is **50 days**, calculated from sixteenth day from the date of issue of Letter of Acceptance of Letter of Award or handing over the site, whichever is later. The time taken for getting necessary construction permission from local authorities is excluded.

**Mobilisation Advance:** i) An amount of 10% of contract amount, against equivalent Bank Guarantee, **can be** drawn as Mobilisation Advance. The mobilization advance shall be released only after obtaining a bank guarantee bond from scheduled bank for amount of advance to be released and valid for the contract period. This shall be kept renewed time to time to cover the balance amount and likely period of complete recovery together with interest. The advances shall not be released in less than 2 instalments. The interest on advance shall be calculated from the date of payment to the date of recovery. Both dates are inclusive.

ii) It shall be ensured that at any point of time, Bank Guarantee is available for the amount of outstanding advance.

iii) The recovery should be commenced after 10% of the work is completed and the entire amount together with interest shall be recovered by the time 80% of the work is completed.

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

**Arbitration:** Disputes shall be settled in accordance with UNCITRAL as amended from time to time. The venue of arbitration shall be ITA Taipei.

ITA Taipei will not be bound to accept the lowest or any tender nor to give a reason for the rejection of any tender.

The tenderer must submit with his bid a list of the names of sub-contractors and specialists he proposes to use on the work. [This shall form a part of Technical Bid]

ITA Taipei, however, will always have the right to accept or reject any pre-approved sub-contractor even after formal award of the contract and/or commencement of work with or without cause.

The successful tenderer shall be responsible for coordinating his work with various sub-contractors and other bid-pack contractors employed on the work, 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. The successful tenderer shall also be responsible for seeking necessary permissions from local authorities and TWTC Building Management, on behalf of ITA for carrying out the remodelling work, defined as Scope of Work,

(Aparna Ganesan)  
**Deputy Director General**  
**India Taipei Association**  
**Suites 1008, TWTC, ITB,**  
**No. 333, Keelung Road, Sec.1, Taipei,**  
**Taiwan.**

TENDER FOR SELECTING CONTRACTOR FOR DESIGNING & CONSTRUCTION OF ADDITIONAL OFFICE SPACE (10TH FLOOR) AND PARTIAL REMODELING OF EXISTING OFFICE SPACE (17TH FLOOR)

**Section-I**

**1. INSTRUCTION TO BIDDERS**

- 1.0 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 (to be prepared and submitted by bidder)                        |
| Section - VI   | Form of Bid (fixed price lump-sum amount to be quoted by bidder in the given format) |
| Section - VII  | Standard formats for Earnest Money Deposit (EMD)/Guarantee,                          |
| Section-VIII : | Bid Securing Declaration (BSD)   |

***If EMD (Section-VII) has been submitted by bidder, there is no need to submit BSD (Section-VIII)***

- 2.0 **Validity of Bid** - The bid shall remain valid for a period of 180 days from the date of the opening of the bid or up to any mutually extended period.
- 3.0 **Cost of Tendering** – ITA Taipei will not be responsible to compensate for any expense or losses which may be incurred by the tenderer in the preparation and submission of his tender/bid.
- 4.0 **Lump-Sum Fixed Price Tender** - This is a LUMP-SUM FIXED PRICE TENDER with extent of work as shown on 'Scope of Work'. 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 work. The bidders are required to quote lump-sum fixed prices on "Form of Tender". Bidder may prepare schedule of quantity as per scope of work identifying item description, quantity and rates. The tenderer shall visit and acquaint himself with the site of the work. The lump-sum fixed price/amount must be quoted both in figures and in words on the Form of Tender and currency must be New Taiwan Dollar (NT\$). In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender. 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.
- 5.0 **Tender and Schedule of Quantities** -  
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. 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 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 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.

6.0 **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 (after excluding the indicated costs of electrical appliances/provisions (**Annexure-C**), which ITA shall consider to compare separately)

7.0 Errors and Rectification:-

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.

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

7.0 **Two Bids System shall be followed.** The bid shall be submitted in a large sealed envelope super-scribed with "**Remodelling of ITA Office Space**", containing two sealed envelopes – Technical Bid and Financial Bid – along with Earnest Money Deposit (EMD) as follows:

**Envelope A:** Should contain the document mentioned in Section-VII or Section-VIII. This envelope is to be super-scribed as "**EMD or BSD**" (as the case may be).

**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**".

The bid shall be submitted before 5.00 p.m. on or before **20<sup>th</sup> May 2024** to Ms. Aparna Ganesan, Deputy Director General, Suites 1708 TWTC, ITB, No. 333, Keelung Road, Sec.1, Taipei, Taiwan.

Any Bid received after this date and time will not be considered and will not be opened. Any such unopened Bid will be returned to respective bidder.

7.01 **Earnest Money Deposit** – Submission of a Demand draft or banker's cheque or bank guarantee or online payment of **NT\$ 500,000/- (NT\$ Five Hundred**

**Thousand Only**) to India Taipei Association, Taipei, Bank Account No. 21620036621, Mega International Commercial Bank, World Trade Centre Branch No. 333, Sec. 1, Keelung Road, Taipei City 11012; or **BID Security Declaration** (Section – VIII)

The bidder shall submit either Section-VII or Section-VIII.

Failure to honour the Bid Securing Declaration shall render the bidder ineligible to participate in any tender of India Taipei Association, for a period of two years from the date of publication of the Tender in which the default has happened.

8.0 **Opening of Bids** - Technical Bid Document shall only be opened on the notified day at the office of Deputy Director General, ITA Taipei by the Committee formed by the Director General, ITA Taipei

9.0 **Conditional Acceptance of the Tender** - The acceptance of the tender shall be conditional and not finally binding upon ITA Taipei. ITA Taipei 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 work or any part of it.

10.0 Any further information or clarification which the tenderer may require in order to complete his tender may be obtained from:

Ms. Aparna Ganesan, Deputy Director General,  
Suites 1708, TWTC, ITB, No. 333, Keelung Road,  
Sec.1, Taipei, Taiwan.  
Tel. No. 02-2729-5183  
Email ID: ddgpol.ita@mea.gov.in

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

11.0 **Amendments to Tender Document** - At any time prior to the date of opening of the tender, ITA Taipei may issue an addendum in the **TENDER DOCUMENT** in writing to all persons or firms to whom the **TENDER DOCUMENT** has been issued, deleting, varying or extending any item of this tender document. Prospective bidders shall promptly acknowledge receipt of each Addendum by email to ITA Taipei.

Unless it is in formal manner described above, any representation or explanation to the bidder shall not be considered valid or binding on ITA Taipei as to the meaning of anything connected with the **TENDER DOCUMENT**.

The date and time for submission may be deferred by an official notification in writing issued by ITA Taipei to all bidders. Tenders received after this date will not be considered.

12.0 **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 ITA Taipei.



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 tender sets forth any offer to conditionally discount, reduce or modify its tender.

e) If bid price is disclosed before opening of Financial Bid

13.0 **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 Schedule of Quantities and in Form of Tender shall be exclusive of Value Added Tax/any other tax.**

14.0 **Compliance with Tender Document** - Bidder shall have deemed to have read carefully all the tender documents, specifications and drawings etc. and visited site. The quoted lump-sum fixed price is inclusive of all cost and charges and complete in all respect to make the project functional as per the standard and to the entire satisfaction of ITA Taipei.

15.0 **No escalation of price** - Price escalation, in rates due to any reason such as change in foreign currency, 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. shall not be applicable.

16.0 All payments shall be released as progress payments on the basis of certificate submitted by the contractor and on being satisfied by the ITA Taipei. The detailed work schedule and the payment schedule would be furnished by the contractor to ITA Taipei who will approve it before it forms part of the agreement. However, in the event of non-compliance of the work schedule or otherwise due to the reasons acceptable to ITA Taipei, the progress payment shall be made by ITA Taipei on the basis of evaluation of work done. All permissible deduction shall be effected during the progress payment, in line with the provisions of the contract.

17.0 **Right to waive** – ITA Taipei reserves the right to waive any deficiency in any tender where such waiver is in the interest of ITA Taipei except that no proposal will be accepted if the Earnest Money Deposit (EMD) or BSD was not submitted with the tender.

TENDER FOR SELECTING CONTRACTOR FOR DESIGNING & CONSTRUCTION OF ADDITIONAL OFFICE SPACE (10TH FLOOR) AND PARTIAL REMODELING OF EXISTING OFFICE SPACE (17TH FLOOR)

**Section-II**

**INTRODUCTION AND CREDENTIALS OF BIDDER**  
**(To be submitted by the bidder)**

**Note:** This may be submitted by the bidder. This should be a brief introduction, background, company details, credentials, VAT & other registration details and information relating to past performance of the bidder. They may attach any other documents such as company profile, company brochures, achievement of the company etc, and mandatorily including following:

- i) Brief project details with cost involved in such similar work should be submitted as part of Technical Bid.**
- ii) Bank Solvency:** Certificate of Solvency for 40% of value of estimated bid certified by banker, not older than six months. **This shall be part of Technical Bid.**
- iii) Annual Turnover Criteria:** The annual turnover of the tenderer during the immediate last three consecutive financial years should be equal (or more) to the construction cost. The tenderer should not have suffered a loss in more than two years during the last five financial years. **Annual Report / Profit & Loss statement for last two years should also be submitted as part of Technical Bid.**
- iv) A list of the names of sub-contractors and specialists he proposes to use on the work. [This shall form a part of Technical Bid]**

TENDER FOR SELECTING CONTRACTOR FOR DESIGNING & CONSTRUCTION OF ADDITIONAL OFFICE SPACE (10TH FLOOR) AND PARTIAL REMODELING OF EXISTING OFFICE SPACE (17TH FLOOR)

**Section-III**

**TERMS AND CONDITIONS OF CONTRACT**

- (i) Quoted price is final fixed lump-sum price, inclusive of all taxes **except VAT**. 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.
- (ii) Quoted price shall be exclusive of VAT. The quoted price should include lump-sum charges for labour/transportation and civil works required/necessary, if any, for complete installation.
- (iii) Period of completion for the work is **50** days.
- (iv) 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% of contract amount on daily basis, limited to maximum 10% of contract amount. This shall be computed on daily basis.
- (v) Defects Liability Period shall be as per Warranty Period of the equipment and twelve months for the civil work executed from date of practical completion of work. 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, India Taipei Association 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 India Taipei Association.
- (vi) 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.
- (vii) Commencement date of work shall be counted from the 15<sup>th</sup> day of issue of Letter of Acceptance of Letter of Award or from the date of handing over of site, whichever is later, excluding the time taken to get necessary permits.
- (ix) Payment may be released through Running Account Bills duly certified by ITA Taipei and strictly linked with pre-determined stages of progress of work.
- a) Mobilization Advance of 10% of accepted tender cost on placement of Work Order against bank guarantee of equivalent amount drawn in favour of ITA Taipei;

b) Running Account Bills for 25% of accepted tender cost in various stages as per payment schedule as follows:

i) 1<sup>st</sup> RA Bill (25% of accepted Tender Cost on completion of 50% General Fit out work, with deduction of 5% of bill)

ii) 2<sup>nd</sup> RA Bill (25% of accepted Tender cost on completion of complete General Fit out work, with deduction of 5% of bill)

iii) 3<sup>rd</sup> RA Bill (25% of accepted Tender cost on completion of E&M work, with deduction of 5% of bill)

iv) 4<sup>th</sup> RA Bill (25% of accepted Tender cost on final completion & handover of site, with deduction of 5% of bill)

[If Mobilization advance is availed of, interest components will also be deducted from RA bill]

c) 5% of accepted tender cost after handing over to the ITA Taipei for beneficial use, to be released after **12 months** of completion of work, subject to satisfaction of the employer about the work done. Deduction of 5% of each Running Bill will be made towards Retention money.

b) Payment for electrical appliances/provisions (which ITA consider to compare separately during evaluation of Tender) shall be made upon successful installation of the same.

The detailed work schedule and the payment schedule would be furnished by the contractor to ITA Taipei who will approve it before it forms the part of the agreement. All permissible deductions shall be effected during the settlement of Running Account Bills.

(xiii) **No escalation** on rates due to delay in works shall be admissible.

(xiv) **Specification:** The item of work/material used in the work shall be complying with the standard of quality like British standard/American Standard/Indian Standard or equivalent. The material used/or workmanship should be of equivalent or higher standard than the existing items. Sound engineering practice should be adopted in all items of work execution.

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

(xvi) **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.

(xvii) **Defect Liability Period** will be 12 months from completion of project. Contractor is also bound to rectify/replace the defective item of work or workmanship which may come

to notice during defects liability period or within the guarantee period. In case of non-compliance of removal/rectification/replacement of defective item of work or workmanship, ITA Taipei 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 ITA Taipei.

(xviii) On completion of work, contractor shall submit all equipment manuals, guarantee cards, specifications, CAD drawings etc to ITA. The final bill of work shall be paid only on completion of work and depositing all documents as above.

(xix) Termination of Contract: If the contractor is, without good reasons, not discharging his obligation, the Employer may inform the contractor by notice, indicating grounds for the notice. If a satisfactory response is not received within 7 days, the Employer may by a further notice in writing, terminate the Contract provided that further notice in writing is given within 35 days of Employer's former notice. The contract may be also be terminated by either party with notice of termination in case of unforeseeable circumstances. In the event of termination of the contract by the Employer, the contractor shall have no claim to compensation for any loss sustained while entering into any engagement or for making any advance payment to any third party with a view to perform this work.

(xx) The contractor shall not be entitled to be paid any sum for any work thereof or work actually performed under this contract unless or until the Employer is satisfied with the performance of such work and the value payable in respect thereof and the contractor shall only be entitled to be paid the value so certified by the Employer."

TENDER FOR SELECTING CONTRACTOR FOR DESIGNING & CONSTRUCTION OF ADDITIONAL OFFICE SPACE (10TH FLOOR) AND PARTIAL REMODELING OF EXISTING OFFICE SPACE (17TH FLOOR)

**Section-IV**

**SCOPE OF WORK**

**Note:-** Scope of work given below is tentative. It is compulsory to visit the sites to correctly assess the scope of work. A general Fit out and E&M works and additional electrical/electronic provisions are given on **Annexure-A & Annexure- C** (For 10<sup>th</sup> floor) and **Annexure-B** (for 17<sup>th</sup> floor) for reference purpose only. Bidders has to submit detailed BOQ as per their own appreciation after visit of the sites.

**I. Designing & Construction of new office space** (hereafter referred as **Trade Promotion Unit**) having total area approx.60.95 ping, by creating two part –

- A) A meeting board room; and
- B) Entrance-cum-waiting lounge area

These two parts should be bifurcated/separated by **foldable panels** to make the space as single unit in case of large gathering.

**A. Creation of a Meeting Board Room :-**

**A (1) New Provisions**

- A rectangular conference table with chairs for seating capacity of 30 people. The conference table should be flexible to adjust in case of change in seating layout. The table and chairs should have moving wheels for easy shift of seating lay out.
- The meeting table should have arrangement for microphone, charging point, laptop connectors/HDMI cable for display/projection.
- Provision for an additional Video conferencing system (100 inch LED size of similar to Samsung, Panasonic etc.) in Meeting Board Room.
- Provision of CCTV Set up, with 3 units 360 degree Dome Camera (with resolution 5 million); **except** the brand **Hik Vision** and **Dahua**
- Provision of a foldable/removable stage of size 25 ft x 9 ft x 1.5 ft. (length x width x height). Should be made of removable blocks, to have facility to remove entire stage and keep the blocks alongside the walls.
- Provision of thick curtains for full wall area on window side.
- Provision of dedicated Air-conditioning System (separate from AC system of TWTC, ITB), considering that relocation of existing dedicated Air -conditioning system from 17<sup>th</sup> floor to 10<sup>th</sup> floor.
- Provision for storage of 100 foldable chairs (can be made inbuilt wooden storage along-with wall)

**A (2) Relocations & re-installation**

- **Removing** the existing three projectors & one AVAYA video conferencing system from ITA 17<sup>th</sup> floor office and installing at the Meeting Board Room on 10<sup>th</sup> floor i.e. at Trade Promotion Unit.

- **Removing** the existing Sound System at 17<sup>th</sup> floor and installing at Meeting Board Room on 10<sup>th</sup> floor.
- **Removing** the existing AC Unit at 17<sup>th</sup> floor and installing at Meeting Board Room on 10<sup>th</sup> floor

**B. Entrance-cum-Waiting lounge Area:-** Should have following components:

- Waiting lounge/entrance: The entrance area should be designed to reflect India's developments while blending its rich cultural heritage. The lounge should have seating facility and display units to show case Indian handicrafts. It should also have an inbuilt digital display unit of minimum 85 inches.
- **One Pantry**: Having facility of Fridge (300 litres capacity, Coffee Machine, Microwave, storage cabinets, cold & hot water dispenser unit.
- **One IT/Data centre** (server room)
- Provision for CCTV camera (one unit 360 degree Dome camera with resolution 5 million) **except** the brand Hik Vision and Dahua.
- Storage Space

**II. Partial Remodelling of existing ITA Event hall, Reception Area and local staff room**

- Creating reception/security officer counter at Reception Area with glass partition separating entrance with waiting area.
- Creating room for local staff (Secretary to DG) by clubbing the existing store area with provision of wooden storage cabinets.
- Creating two rooms (of approx 24 sq.m), two rooms (of 14 sq.m.) and two work station cubical for local staff
- Creating space and provision for Manual Mobile Shelving / Compactor
- creating a Library cum meeting lounge with provision of sofa sets and coffee table
- Re-installation of CCTV cameras as per new design/layout.

**Integral & Essential components for both the constructions works at 10<sup>th</sup> floor & 17<sup>th</sup> floor**

- III. Complete Electrical wiring and fitting of lights and ports & related works
- IV. Complete Telecom Wiring and fitting of ports & related works
- V. Complete Internet Wiring work (two internet lines) and fitting of ports & related works.
- VI. Complete CCTV wiring and fitting of CCTV System
- V. The company should also handle removal of debris and cleaning for both the construction works.

**The contractor has also to ensure following general provision for both the construction works:**

- Secure locks on all doors
- Sound-proof walls
- Equitable distribution of air conditioning throughout the office space

- Thick Window Curtains for all windows.
- Carpeting of all floor areas
- Cleaning up the premises immediately after work is done
- Provision of Labour & Insurance for entire work
- Its will be responsibility of the contractor to get all necessary approvals and permits in connection with the construction/demolition work and for occupying the space from all the concerned local authorities and TWTC, ITB management.





TENDER FOR SELECTING CONTRACTOR FOR DESIGNING & CONSTRUCTION OF ADDITIONAL OFFICE SPACE (10TH FLOOR) AND PARTIAL REMODELING OF EXISTING OFFICE SPACE (17TH FLOOR)

Section-VI

FORM OF TENDER

(To be submitted by the bidder in following format)

To:  
Ms. Aparna Ganesan  
Deputy Director General, ITA Taipei  
Suites 1708, TWTC, ITB,  
No. 333, Keelung Road, Sec.1, Taipei, Taiwan.

We have examined tender conditions for the above-named work and have inspected the site and general conditions under which the work is 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 **Lump-Sum Fixed Price** of NT\$ \_\_\_\_\_ (excluding VAT)

If this offer is accepted, we will commence the work as soon as is practicable and complete the work in accordance with the above-named documents within the Period of 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: \_\_\_\_\_

Stamp of the Bidder

Please submit separate Form of Tender for 17<sup>th</sup> floor & 10<sup>th</sup> floor and for Annexure-C.

TENDER FOR SELECTING CONTRACTOR FOR DESIGNING & CONSTRUCTION OF ADDITIONAL OFFICE SPACE (10TH FLOOR) AND PARTIAL REMODELING OF EXISTING OFFICE SPACE (17TH FLOOR)

**Section-VII**

**BANK GUARANTEE PROFORMA FOR EARNEST MONEY DEPOSIT**

Bank Guarantee No: \_\_\_\_\_

Brief description of contract: \_\_\_\_\_

Name and Address of Beneficiary: India Taipei Association, Suites 1708 TWTC, ITB, No. 333, Keelung Road, Sec.1, Taipei, Taiwan.

Date : \_\_\_\_\_

Whereas M/s (Name of Contractor & address)

\_\_\_\_\_ have submitted their tender for designing & construction work at the additional office space of ITA (10<sup>TH</sup> FLOOR) & partial remodelling of present ITA Office (17<sup>th</sup> FLOOR), TWTC, ITB, No. 333, Keelung Road, Sec.1, Taipei, Taiwan to ITA Taipei, and one of the tender conditions is for M/s (*NAME WITH ADDRESS OF THE BIDDER*) \_\_\_\_\_ to submit a Bank Guarantee for Earnest Money Deposit amounting to **NT\$ 500,000/- (NT\$ Five Hundred Thousand 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 **NT\$ 500,000/- (NT\$ Five Hundred Thousand Only)**.

This guarantee is valid for a period of 180 days 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.

Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to **NT\$ 500,000/- (NT\$ Five Hundred Thousand Only)**

Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from (*date of issue*) \_\_\_\_\_ up to the (date after **180 days** from *date of issue*) \_\_\_\_\_ and claims under this guarantee should be submitted not later than (date after **180 days** from *date of issue*) \_\_\_\_\_.

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.

This guarantee shall be governed and construed in accordance with the local laws and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive jurisdiction of the local courts.

Date \_\_\_\_\_ Signatures \_\_\_\_\_ (Name & Stamp)

Place \_\_\_\_\_

TENDER FOR SELECTING CONTRACTOR FOR DESIGNING & CONSTRUCTION OF ADDITIONAL OFFICE SPACE (10TH FLOOR) AND PARTIAL REMODELING OF EXISTING OFFICE SPACE (17TH FLOOR)

**Section-VIII**

**Bids Securing Declaration**

I/we accept that if I/we withdraw or modify bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invited the bids.

Date \_\_\_\_\_

Signatures \_\_\_\_\_  
Name & Stamp

Place \_\_\_\_\_

TENDER FOR SELECTING CONTRACTOR FOR DESIGNING & CONSTRUCTION OF ADDITIONAL OFFICE SPACE (10TH FLOOR) AND PARTIAL REMODELING OF EXISTING OFFICE SPACE (17TH FLOOR)

**Bank Guarantee Proforma for Performance Security**

Bank Guarantee No.....

Brief description of contract: designing & construction work at the additional office space (19<sup>th</sup> floor) and partial remodeling of existing office space (17<sup>th</sup> floor) of India Taipei Association, TWTC, ITB, No. 333, Keelung Road, Sec. 1, Taipei, Taiwan.

Name and Address of Beneficiary: India Taipei Association, TWTC, ITB, No. 333, Keelung Road, Sec. 1, Taipei, Taiwan

Date:

Whereas M/s (**Name of Contractor with address**) have submitted their tender for : **designing & construction work at the additional office space (19<sup>th</sup> floor) and partial remodeling of existing office space (17<sup>th</sup> floor) of ITA Taipei**, and one of the tender conditions is for the M/s (**Name of Contractor with address**)\_\_\_\_\_ to submit a Bank Guarantee for Performance Security (7% of contract value) amounting to \_\_\_\_\_. 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 \_\_\_\_\_ (**calculated as 7 % of the contract value**).

2. This guarantee is valid for a period of **60 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 \_\_\_\_\_ (7% of contracted value).

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 local laws of Taiwan and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the **Taiwan** Courts.

Date:

Name:

Place:

Signature:

**17<sup>th</sup> Floor**

	<b>Indicative Project Costing</b>	
<b>I. General Fit Out -</b>		
1 Preliminary a. Protection Work b. Site setting out		
2 Demolition a. Gypsum board partition b. Mobile partition c. Part of ceiling tiles d. Part of floor finish e. Timber cabinet f. Removal of debris		
3 Partitioning & Related Works a. Gypsum board partition- full height b. Gypsum board partition - semi height c. Glazing partition - semi height d. Patch up existing dismantle partition area		
4 Doors with IronMongery a Double swing glass door panel x 2 b. Single Swing timber door panel with PL finish c. Mobile partition (local product)		
5 Ceiling work a. Gypsum board ceiling b. Patch up existing ceiling work c. Ceiling access panel d. Opening work for air linear supply e. Lighting trough f. Patch up paint finish @ ceiling		
6 Wall finishing a. Cement sand plastering work b. Wall covering (local product) c. Wall covering (imported product) d. Patch up paint finish @ wall		
7 Floor Finish Work a. Patch up existing floor finishing b. Labor fee for patch up floor finish/carpet work c. Carpet tiles		

d. Patch up exiting PVC skirting		
8 Miscellaneous Items		
a. Labor fee for patch up existing millwork b. Fire caulking c. Cleaning work during construction d. Cleaning work after completion of construction e. Removal of debris		

<b>II E&amp;M Work</b>		
1 Electrical Work		
a. Dismantle existing electrical cabling work b. Provisional electrical cabling & lighting work c. Wiring & conduit installation for power outlet d. Wiring & conduit installation for light switch e. Existing power circuit adjusting work f. Conduit work for data/voice cabling – excl, wiring work g. Conduit work for door access/security – excl, wiring work h. Conduit work for AV system – excl, wiring work I. New purchase lighting fixture & installation (estimated) downlight x 50 project light x 10 LED lighting strip x 60 meters		
2 Mechanical Work		
a. Dismantle part of existing A/C unit b. Relocate existing air duct and air supply/return c. Dismantle/reinstall thermostat switch d. New air linear supply (estimated 60 meters) e. Testing & commission		
3 Fire Service Work		
a. Dismantle part of fire service equipments b. Relocate existing fire service equipments c. New fire service equipments d. Relocate existing sprinkler head e. New sprinkler head f. Smoke exhaust system g. Testing & commission		

<b>III OTHER</b>		
Design and Project Management Fee		
Construction Insurance Fee (Estimate)		

Overtime Expense		
Occupational Safety and Hygiene Officer (Estimate 50 days)		
<b>IV. Other components</b>		
a. Data/Voice cabling		
b. Audio/video equipment and related wiring work		
c. Access control & security related work		
d. Indoor Air Quality test		
e. Acoustic test		
f. Fit out permit application		
g. E&M maintenance work during defect liability period		
h. Electricity bill of provisional power supply for the duration of the construction		
I. Replacement of malfunctioning equipment @ public area		
j. furniture work		
k. Moving cost		
l. building cleaning fee (charged by building management office)		



**10<sup>th</sup> Floor**

	<b>Project Costing</b>	
<b>I General Fit Out</b>		
1 Preliminary a. Protection work b. Site setting out		
2 Demolition a. Ceiling tile b. Floor finish polish layer c. Removal of debris		
3 Partitioning & Related work a. Gypsum board partition – full height b. Glazing partition – full height c. Single layer furring board		
4 Doors with Iron Mongery a. Single Swing glass door panel x 2 b. single swing timber door panel with PL finish x 2		
5 Ceiling work a. gypsum board ceiling b. T-bar ceiling @ storage/rack c. Ceiling access panel d. Opening work for air linear supply e. Lighting trough f. Paint finish @ gypsum board ceiling		
6. Wall finishing a. Cement sand plastering work b. Wall covering (local product) c. Wall covering (imported product) d. Patch up paint finish @ wall e. Wall with timber veneer finish. f. Featured metal accessories		
7 Floor Finish work  a. Patch up existing floor finish b. Ceramic tiles c. Carpet tiles d. PVC skirting		
8. Custom Wood Work  a. Pantry hanging/low cabinet b. Factory-made high cabinet – PL finish c. Timber round table -mosaic top		
9 Miscellaneous Items		

<ul style="list-style-type: none"> <li>a. Metal shelving unit</li> <li>b. Fire caulking</li> <li>c. Cleaning work during construction</li> <li>d. Cleaning work after completion of construction</li> <li>e. Removal of debris</li> </ul>		
---	--	--

<b>II E&amp;M Work</b>		
<p>1 Electrical Work</p> <ul style="list-style-type: none"> <li>a. Dismantle existing electrical cabling work</li> <li>b. Provisional electrical cabling &amp; lighting work</li> <li>c. Wiring &amp; conduit installation for power outlet</li> <li>d. Wiring &amp; conduit installation for light switch</li> <li>e. New power circuit</li> <li>f. Conduit work for data/voice cabling – excl, wiring work</li> <li>g. Conduit work for door access/security – excl, wiring work</li> <li>h. Conduit work for AV system – excl, wiring work</li> <li>I. new purchase lighting fixture &amp; installation (estimated)</li> <li>downlight x 60</li> <li>project light x 30</li> <li>LED lighting strip x 120 meters</li> </ul>		
<p>2 Mechanical Work</p> <ul style="list-style-type: none"> <li>a. Dismantle part of existing A/C unit</li> <li>b. Relocate air duct and air supply/return</li> <li>c. Dismantle/reinstall thermostat switch</li> <li>d. New air linear supply (estimated 60 meters)</li> <li>e. Testing &amp; commission</li> </ul>		
<p>3 Fire Service Work</p> <ul style="list-style-type: none"> <li>a. Dismantle part of fire service equipments</li> <li>b. Relocate existing fire service equipments</li> <li>c. New fire service equipments</li> <li>d. Relocate existing sprinkler head</li> <li>e. New sprinkler head</li> <li>f. Smoke exhaust system</li> <li>g. Testing &amp; Commission</li> </ul>		

<b>III Purchase of Furniture</b>		
1 Loose Furniture		
a. Sofa x 2 b. Side table		
2 Meeting Room		
a. Training table x 6 b. Meeting Chair x 18		

<b>IV OTHER</b>		
1 Design and Project Management Fee		
2 Construction Insurance Fee (Estimate)		
3 Overtime Expense		
4 Occupational Safety and Hygiene Officer (Estimate 40 days)		
5 Fit Out Permit Application – Simplified Permit Architect Service Fee Fire Service Consultant Service Fee		
V. Other components		
a. Data/Voice cabling		
b. Audio/video equipment and related wiring work		
c. Access control & security related work		
d. Indoor Air Quality test		
e. Acoustic test		
f. Fit out permit application		
g. E&M maintenance work during defect liability period		
h. Electricity bill of provisional power supply for the duration of the construction		
I. Replacement of malfunctioning equipment @ public area		
j. Furniture work		
k. Moving cost		
l. building cleaning fee (charged by building management office)l.		

**Cost of Electrical Appliances/ Provisions for 10 floor office:**

<b>Provisions</b>	<b>Make / Model Description</b>	<b>Cost</b>	<b>Remarks</b>
CCTV Unit Set up with wiring			
AC System Set up with installation			
Coffee machine			
Fridge			
Microwave			
Hot & Cold water dispenser			
TV / Digital Display Unit (85 inches)			
Video Conferencing System with 100 inch LED Display with installation			

\*\*\*