

No. Suv/872/13/2019
High Commission of India
Suva

(REQUEST FOR PROPOSAL)

Sub: Replacement and servicing of Air Conditioners at India House, 72 Princess Road, Tamavua, Suva

1. Background: This RFP is for supply and installation of five air conditioners and servicing of seven air conditioners at India House at 72 Princess Road, Tamavua, Suva.

2. Scope of work: The following would be scope of work:-

- i. Supply and install three 12000BTU Daikin split type air conditioners
- ii. Supply and install two 24000BTU Daikin cassette type air conditioners
- iii. Servicing of seven air conditioners

3. Eligibility criteria:

- i. Bidders should have experience in this field and possess all spare parts of the equipments and well-trained technicians for repairs and maintenance.
- ii. Bidders should not have been barred/black-listed by the Government/Organisation in India/Fiji or elsewhere.
- iii. Bidders may submit their bids on 'Fixed price ***lump sum basis***.

4. Inviting bids/quote from companies:


Interested companies are requested to visit the India House, 72 Princess Road, Tamavua, Suva during office hours for which prior appointment may be fixed in coordination with either Mr. M Srinivasulu and Mr Rahul Kumar for measurement/inspection of the site and forward their bid/quotations accordingly. Bid/Question should be in two parts as follows:

Part I: Technical bid should consist of the details of services along with terms and conditions as per format attached at Form A.

Part II: Financial bid should indicate service wise price for the services mentioned in the technical bid as per format attached at Form B.

5. Contact Person: The advertisement would be placed on the **Central Public Procurement Portal (CPPP)**, Consulate's website and bid/quotation would be accepted till afternoon of **19.02.2021** and bid/quote will be opened on **22.02.2021**. The quotations in sealed covers super-scribed as "**Bid for Supply, Installation and servicing of Air Conditioner at India House, Suva**" should be submitted to Mr. M Srinivasulu, SS(Admn.), at Level 5, Butt Street, Suva-2193. **He can be contacted at Tel: (00679)-3301125, E-mail: admn.suva@mea.gov.in and ga.suva@mea.gov.in.**

6. Evaluation & Selection: It is proposed to open quotations on forenoon of **22.02.2021**. The quotation offering as per scope of work, good credentials and best prices would be selected for the award of the job. However, the final decision would rest with **High Commission of India, Suva** and we would owe no explanation to anyone about the selection process of the company for the job.


(M Srinivasulu)
SS(Administration)
28.01.2021

TECHNICAL BID

1.	Name of the firm	
2.	Address of the registered office	
3.	Name of the owner of company	
4.	Address of the owner of company	
5.	Contact details of the owner	
6.	Model No.	
7.	Specification/Description	
8.	Warranty	
9.	Balance Sheet/Financial Credibility for last 3 years	
10.	Previous work details carried out	
11.	Income tax return for last 3 years	
12.	Number of employers working presently	
13.	Details of organisational set up	
14.	Any Other details	

FINANCIAL BID

1.	Name of the firm	
2.	Address of the registered office	
3.	Correspondence Address	
4.	Contact details Telephone/fax/email	
5	Price	As per details below

Price of the product:

S No	Description	Unit Price	Quantity	Total

Price for maintenance and services

S No	Description of maintenance/service required for A.C.	Price