

**High Commission of India  
Colombo**

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21/09/2014

**Tender Notice for Supply and delivery of Eight Vehicles (SVUs)**

**Tender Notice**

High Commission of India, Colombo invites sealed quotations under the two bid system (technical and financial) from eligible bidders for supply and delivery of Vehicles

Bidders may purchase the Tender Documents from the address mentioned below, against payment of SLR 1,000.00 (non-refundable) per document in cash or in the form of Demand Draft drawn in favour of High Commission of India, Colombo. These can also be downloaded from the Mission's website [www.hcicolombo.org](http://www.hcicolombo.org), in which case a draft for SLRs.1,000/- per package drawn in favour of High Commission of India towards the fee of tender documents may be enclosed with the technical bid.

Address for purchase of Document: **First Secretary (Dev. Cooperation)**  
High Commission of India  
36-38, Galle Road, Colombo-03

Tender Date: 21 September 2014

Pre-Bid Meeting: 30 September 2014 (1130 hrs)

Last Date of Submission of Bids: 17 October 2014 (1500 hrs)

Opening of Technical Bids: 17 October 2014 (1530 hrs)

Bids (technical and financial) may be submitted in a sealed cover marked "**Tender for supply and delivery of Vehicles**" so as to reach latest by **1500 hrs on 17 October, 2014. All tenders received after the deadline will be rejected.**

The technical bid and the financial bid documents (**in duplicate**) should be sealed by the bidder in separate covers duly sealed. The bid may be deposited with the undersigned at the High Commission of India. The bid may include all the details and meet terms and conditions as listed in the tender documents.

The Technical Bids will be opened in presence of authorized representatives of bidders **at 1530 hrs on 17/10/2014** in the High Commission of India.

**First Secretary (Dev. Cooperation)**  
**High Commission of India**  
**36-38, Galle Road, Colombo 3**

## Terms and Conditions

1. Sealed quotations shall be submitted under the two bid system (technical and financial) by manufacturers or authorized dealers/sales agents of items mentioned in **Annexure A** (as per listed specifications) based in Sri Lanka.
2. The supplier needs to have service outlets in the Island
3. A certificate guaranteeing that adequate amount of spare parts will be available for **at least seven years** including warranty period may be provided along with the technical bid.
4. Bidders are requested to submit their bid documents (technical and financial) – **in duplicate** - in a sealed cover marked “**Tender for supply and delivery of Vehicles**” so as to reach latest by **1500 hrs on 17 October 2014**. The technical bid and financial bid should be sealed by the bidder in **separate covers duly sealed**.
5. The bid may be submitted to First Secretary (Dev. Cooperation), High Commission of India, 36-38, Galle Road, Colombo-03 and acknowledgement obtained.
6. **OPENING OF BIDS:** The Technical Bids will be opened in presence of authorized representatives of bidders at **1530 hrs on 17/10/2014** in the High Commission of India. After scrutiny of technical bids by the Technical Evaluation Committee, financial bids of only those bidders who qualify the technical evaluation will be opened at a time and date to be intimated later.
7. **EARNEST MONEY DEPOSIT (EMD):** Technical bids should contain EMD of SLR 500,000/- in the form of bank guarantee (format as in **Annexure D**) drawn in favour of High Commission of India, Colombo issued by a commercial bank or an insurance agency approved by the Central Bank of Sri Lanka. The Bid Guarantee of all unsuccessful bidders will be released after the tender is finalized. The Bid Guarantee should be valid for **a minimum period of 180 days** from the date of close of tenders. **Earnest Money Deposit/ Bid Guarantee must be submitted with the technical bids (in the same envelope)**.
8. **VALIDITY AND CURRENCY OF BIDS:** All bids shall hold good for acceptance for a minimum period of **135 days** from the date of closing of tender. The price quoted in the Price Schedule Form (at **Annexure B**) should be in Sri Lankan Rupees and written clearly in ink or typewritten. The total amount of the bid should be given in words as well as in figures.
9. **PRICE QUOTATIONS:** The price as quoted in the Price Schedule Forms (**Annexure B**) should be as of point of delivery. The price both exclusive and inclusive of all taxes, duties and levies etc must be quoted.

The taxes, duties and levies etc as applicable may be quoted separately. The VAT Registration number should be indicated, if registered for VAT. Otherwise, the tender is liable to be rejected. If the bidder is not registered for payment of VAT, a certificate to that effect, obtained from the Commissioner General of Inland Revenue, should be annexed to the tender.

10. The bidder may provide the following:

**With the Technical Bid:**

- (i) Self-attested photo-copy of registration of the company/firm/ proprietorship with the concerned Sri Lankan / Indian authorities.
- (ii) Annual Report (where statutorily required to be filed), and Financial Reports for the last 3 years, preferably audited ones.
- (iii) The bidder should have completed at least 3 projects in Sri Lanka or India and each exceeding the value of 2/3 of the proposed amount. A copy of such purchase order should be attached with the technical bid
- (iv) Manufacturer's authorization letter authorizing the bidder to supply the goods.
- (v) Documentary evidence to establish conformity of the goods to the technical specifications in the bidding documents along with the Technical Specification Form (**Annexure A**).
- (vi) Documents and information as required in the Manufacturers Authorization Form (**Annexure C**)
- (vii) EMD as mentioned in paragraph 7 above **(the bid will be rejected if the EMD is not submitted)**

**With the Financial Bid:**

- (i) Price quotation in the Price Schedule Forms (as in **Annexure B**)

11. Any alteration or deletions in the bid should be authenticated by the full signature of the bidder.

12. High Commission of India reserves right to reject bids from companies who are blacklisted by Government of Sri Lanka or Government of India.

13. **WARRANTY:** The Supplier shall provide Warranty for the period of 2 years or 40,000 km whichever occurs first. In the event of any correction of defects or replacement of defective material during the warranty period, the warranty for the corrected/replaced material shall be extended to a further

period as originally agreed. Suppliers shall ensure the availability of after sales service for a period of **at least seven years** including warranty period. Supplier shall also carry sufficient inventories to assure ex-stock supply of consumables and spares in Sri Lanka. **All charges with regard to the supply of spare parts, labour etc. shall be borne by the supplier during the period of warranty. No additional expenditure for services rendered during the above period will be paid.**

14. **PERFORMANCE GUARANTEE:** The successful bidder shall submit, within **fourteen** working days after the award of tender, a Performance Guarantee provided by a commercial bank or an insurance agency approved by the Central Bank of Sri Lanka, of an amount equal to ten percent (10%) of the value of order, drawn in favour of the High Commission of India, Colombo for the due execution of the contract within the specified period. The Performance Guarantee should be valid for a period of **160 days** from the date of award. If the Performance Guarantee is not submitted within **14 days** of the letter of award, the award will be cancelled and the Bid Guarantee will be forfeited. The EMD of the bidder, whose tender is accepted, will be discharged when the said bidder's Performance Guarantee has been accepted.

15. **DELIVERY:** **The successful bidder must complete delivery, as stipulated above, of the items within a period of 45 days from the issue of Purchase Order.** Payment will be done only after successful supply and delivery of vehicle at designated place in Colombo. Breakage, if any, in transit during the supply period shall be the responsibility of the supplier and should be replaced free of cost. The exact place to be supplied will be intimated later. If the successful bidder fails to hand over within the stipulated period, liquidated damages @ 1% of the tender amount shall be levied for a delay of each calendar week or part thereof, subject to a maximum of 10%.

16. The supplied vehicles should be registered under the name of the beneficiary of this assistance and the cost of registration should be included in the price. Name of the beneficiary will be intimated at the time of registration.

17. **MODE OF PAYMENT:** Payments will be released only after the registered vehicles as tendered are handed over/delivered at designated place in Colombo in perfect working condition, to the High Commission of India or its authorized representative and physical verification of the supplies, as also technical verification has been carried out by a competent team authorized by the Government of Sri Lanka/ High Commission of India. Upon completion of delivery, the items will be inspected and defect, shortcomings or non-conformity to specifications, if any, will be brought to the notice of the Bidder who should take immediate action to rectify those **within fourteen days.**

18. **RETENTION MONEY:** Retention money to the extent of 5% of the invoice amount will be retained up to the warranty period.

19. **ACCEPTANCE OF TENDERS:** The Tender Evaluation Committee reserves the right to reject any or all tenders or accept any tender or a part thereof without assigning any reason whatsoever.

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|--|---|--|
|  | 25. Side door steps   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|  | 26. Power windows   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|  | 27. Central locking with remote                                       | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|  | 28. Ground Clearance :- 180-300 mm                                    | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|  | 29. Turning Circle Radius :- 5.5-7.0m                                 | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|  | 30. 12V Charging Slot\ 4 speaker CD/MP3 player with USB/CD card port. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|  | 31. Spare wheel   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|  | 32. Wheel Brash   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|  | 33. Jack  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|  | 34. Tool Kit  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|  | 35. Manufactured in India   | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Signature of the Bidder .....

(Common Seal of the Company)

Name & address of the Company - .....

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## Annexure B: Price Schedule Form

### Price Schedule for Supply of Vehicles

| No | Vehicle                                | Req. No | Rate per Unit Without Custom duty and Other taxes (SLR) | Custom duty and Other taxes (SLR) | Total amount with Custom duty and other taxes (SLR) | Total amount without Custom duty and other taxes (SLR) |
|----|--|---------|---|-----------------------------------|---|--|
| 1  | SUV - 4WD<br>(Country of Origin-India) | 8       |   |                                   |   |  |

**(Please submit separate forms for any alternate models proposed)**

VAT registration number ..... (if applicable)

Total amount in words; Sri Lankan Rupees

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Signature of the Bidder .....

.....  
(Common Seal of the Company)

Name & address of the Company -

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.....

.....

Name address of the Authorized Officers: .....

.....

.....

Telephone Number - ..... Fax Number - .....

Date ...../...../ 2014



## **Annexure C: Manufacturer's Authorization**

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]*

Date: .....

No.: .....

To: .....

### WHEREAS

We....., who are official manufacturers of ..... having factories at [insert full address of Manufacturer's factories], do hereby authorize ..... to submit a bid the purpose of which is to provide the following Goods, manufactured by us ....., and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty as mentioned in the specification/general terms and condition, with respect to the Goods offered by the above firm.

Signed: .....

Name: .....

Title: .....

Duly authorized to sign this Authorization on behalf of: .....

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

## Annexure D

### BID BOND FORM

Whereas .....Hereinafter called "The TENDERER" has submitted his/their Tender dated ..... For the "supply and delivery of vehicles", as per specification schedule annexed. Know all men by these presents that we ..... (Here in after called the Bank) are bound to the \_\_\_\_\_ . (Here in after called THE PURCHASER) in the sum of .....for which payment well and truly to be made to the said PURCHASER The bank binds itself, its successors and assigns by these presents sealed with the common seal of the said bank this Day of 2014.

The conditions of the obligation are:- .

1. If the TENDERER withdraws his bid during the period of bid validity specified by the TENDERER on the bid form or
2. If the TENDERER having being notified of the acceptance of his bid by the PURCHASER' during the period of Bid validity
  - a. Fails or refuses to execute the CONTRACT.

Or

- b. Fails or refuses to furnish the performance bond. We undertake to pay to the PURCHASER up to the above amount upon receipt of his first written demand, without the PURCHASER having to substantiate his demand PURCHASER will state that the amount claimed by him is due to him owing to the occurrence of one or both conditions, specifying the occurred condition or conditions.

This guarantee will remain in Force up- to and including 180 days after the period at BID validity, and any demand in respect thereof should reach the BANK not later than the above date.

.....  
Signature of the Bank

# Annexure E

## PERFORMANCE BOND FORM

### **“Supply and Delivery of Vehicles”**

Whereas hereinafter Called "The SUPPLIER" has undertaken, in pursuance of CONTRACT dated 2014 to supply and delivery of vehicles.

Hereinafter called "The CONTRACT" and where as it has been by you in the said CONTRACT that the SUPPLIER shall furnish you with a “Bank. Guarantee” by a recognized Bank for the sum specified herein as security for compliance with the SUPPLIER's performance obligation in accordance with the CONTRACT and whereas we agreed to give the SUPPLIER a Guarantee.

Thereof we hereby affirm that we are guarantors and responsible to you on behalf of SUPPLIER, up to a total of and we undertake to pay you upon, your first written demand declaring the SUPPLIER to be in default under the CONTRACT and without cavil or argument any sum or sums within the limits of ..... as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. This guarantee is valid until the ..... day of 2014.

.....  
Signature and the Seal of the Bank

..... We understand that you are not bound to accept the lowest or any tender you may receive Dated this .....day of ..... Two Thousand and fourteen.

Signature .....

.....in the capacity of ..... duly authorized to sign tenders for and on behalf of .....  
.....(Name and Address of the company)

(IN BLOCK CAPITAL LETTERS)

Name : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **WITNESSES**

.....  
Address:

.....  
Signature:

.....  
Name

.....  
Address:

.....  
Signature: