

**RFP No. Bei/Adm/124/01/2022**  
**भारतीय दूतावास/Embassy of India**  
**बेरुत/Beirut**

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**Date : 09<sup>th</sup> May, 2022**

**Notice inviting tender for supply of 10 (Ten) [Units] of Motorcycles for Embassy of India, Beirut.**

Sealed Tenders are invited for supply of 10 (Ten) [Units] of Motorcycles for Embassy of India, Beirut. Sealed bids can be sent to Embassy of India, Beirut, No. 239, Ibrahim Abed El Aal Street, Hamra, Ras Beirut (Lebanon), P.O Box Nos. 113-5240. Tender documents may be downloaded from website [www.indianembassybeirut.gov.in](http://www.indianembassybeirut.gov.in) and e-publishing portal of Government of India at <https://eprocure.gov.in>.

**Head of Chancery**  
**Embassy of India, Beirut, Lebanon**



भारतीय राजदूतावास, बेरुत

**Embassy of India, Beirut**

**NOTICE INVITING TENDER**

For Supply of 10 (Ten) [Units] Vehicles (Motorcycles) for the  
Embassy of India, Beirut.

No. Bei/Adm/124/01/2022

Last date for Submission of Bids

***30<sup>th</sup> May, 2022 Up to 1630 hrs (Beirut Time)***

Date of Opening Technical Bid(s)

***31<sup>st</sup> May, 2022 at 1630 hrs (Beirut Time)***

No. 239, Ibrahim Abed El Aal Street, Hamra, Ras Beirut

P.O. Box Nos. 113-5240, Beirut (Lebanon)

Tel:- 00-961-1-735922, 738418, 741270

## **Invitation for Bids**

### **Introduction and Issuer:**

Embassy of India in Beirut requests for proposals to supply 10 (Ten) [Units] of Motorcycles for the Embassy of India, Beirut, as per the specifications mentioned under the Scope of Work, from companies/vendors based in Lebanon and companies based in other countries having experience in supply of Motorcycles for use of companies, government agencies and organizations.

### **1. Scope of Work**

- 1.1** Motor Cycles 140-150 CC [10 Units] of Indian Brands only.
- 1.2** Supply, testing, commissioning & maintenance of Vehicles (Motorcycles) in Lebanon.
- 1.3** Comprehensive Warranty and Maintenance for one year from the date of delivery.
- 1.4** The customs duty and other applicable taxes in so far as import of equipment from India or third country is concerned in connection with the supply of Vehicles, will be paid by the supplier company.

### **2. Eligibility criteria for bidders for agencies/suppliers based in Lebanon:**

- 2.1** The applicant/company should have valid registration under a competent local authority.
- 2.2** The applicant/company should be in operation for more than three years.
- 2.3** The applicant/company should not be black-listed by Embassy of India or any agency/entity of Government of India or State governments in India.
- 2.4** One applicant/company may only submit one proposal. If a company submits more than one proposal, such proposals shall be disqualified.
- 2.5** Estimate cost of the above proposal for supplying 10 Motorcycles is USD\$27450/-.
- 2.6** The bidder shall furnish a Bid Security Declaration as per **[Annexure-IV]** to the effect that if the bid is withdrawn or modified during period of validity or if after being awarded the contract the bidder fails to sign the contract, or to submit a performance security before deadline specified in the request for bid document, the bidder will be suspended for a period of 02 years.

### **3. Eligibility criteria for bidders for suppliers based outside of Lebanon:**

- 3.1 The applicant/company should have valid registration under a competent local authority.
- 3.2 The applicant/company should be in operation for more than three years.
- 3.3 The applicant/company should not be black-listed by Embassy of India or any agency/entity of Government of India or State governments in India.
- 3.4 One applicant/company may only submit one proposal. If a company submits more than one proposal, such proposals shall be disqualified.
- 3.5 Estimated Cost of the above proposal is USD\$27450/-.
- 3.6 The bidder shall furnish a Bid Security Declaration as per **[Annexure-IV]** to the effect that if the bid is withdrawn or modified during period of validity or if after being awarded the contract the bidder fails to sign the contract, or to submit a performance security before deadline specified in the request for bid document, the bidder will be suspended for a period specified in the tender document.

#### 4. Submission of Bids:

- 4.1 Technical and the Financial bids should be in English language. The offer in the financial bid should be written in English and price should be written in both figures and words. The relevant supporting documents must be enclosed.
- 4.2 Envelopes of **Technical bid & Financial bid should be individually sealed and then placed in a third envelope, to be sealed.** The envelopes should be superscribed at the bottom left corner with Full name, Postal address, fax, email, telephone number of the bidder.
- 4.3 The sealed quotation shall be submitted to the **Head of Chancery (HOC), Embassy of India Beirut, No. 239, Ibrahim Abed El Aal Street, Hamra, Ras Beirut (Lebanon), P.O.Box Nos. 113-5240.**
- 4.4 The bids may be submitted by hand in person or by courier. Tenders by “**Fax/email**” shall **NOT** be accepted.
- 4.5 Tenders received after the closing date and time as prescribed in the tender notice shall **NOT** be accepted under any circumstances.
- 4.6 The Technical bid(s) will be opened on **31<sup>st</sup> May, 2022 at 1630 hrs** at the **Embassy of India Beirut.**
- 4.7 Date and time of the opening of the Financial bid(s) will be decided after the technical bid(s) have been evaluated by the Embassy. The Financial bid(s) of only those tenderer(s) will be opened, who will qualify the technical evaluation, on the specified date and time. The date, time & place of opening of the Financial bid(s) will be intimated in due course of time.
- 4.8 For any further query please contact Mr. Gopal Prasad, Attache, Phone +961-70808681, Email- [adm.beirut@mea.gov.in](mailto:adm.beirut@mea.gov.in)

## 5. Instruction for Bidders regarding submission of Bid:

- 5.1 Bid must be submitted as per the format specified at **Annexure- I, Annexure-II (A) & (B), Annexure-III and Annexure-IV** and should also include the documents in support of eligibility criteria, profile and track-record of the Agency. All the documents should be self-attested with the seal of the bidders. Unsigned/overwritten quotations will NOT be considered, and incomplete/conditional bids will be rejected.
- 5.2 The bidders are requested to read the tender documents carefully and ensure compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidder from the tendering exercise.
- 5.3 Tenders should be submitted in **two** parts, (i) **Technical Bid** & (ii) **Financial Bid**. Envelopes of Technical bid & Financial bid should be **individually sealed and then placed in a third envelope** (with Full name, Postal address, fax, email, telephone number of the bidder), to be sealed. Envelope of Technical Bid should be superscribed as “Technical Bid - Tender for Supply of 10 Motorcycles” and envelope of Financial Bid should be superscribed as “Financial Bid - Tender for Supply 10 Motorcycles”.

## 6. Selection Procedure:

Bids will be opened by a Constituted Committee which will screen them for eligibility as per the eligibility criteria enumerated at points 2 and 3 above. The Embassy will award the contract after due evaluation of the technical & financial bids.

## 7. Validity of Bids:

- 7.1 The bids and quoted rates must be valid for a period of **180 days** from the date of opening the bids. The overall offer for the assignment and tenderer quoted shall remain unchanged during the period of validity. If the tenderer has quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
- 7.2 In case the bidder withdraws, modifies or changes his offer during the validity period, the tender is liable to be rejected. The bidder should also be ready to extend the validity, if required, without changing any terms & conditions etc. of their original tender.

## 8. Warranty:

- 8.1 The successful bidder is required to provide free service at site, including repairing/rectification/replacement/configuration required, if any, during warranty period of one year from the date of supply of Vehicles. The bidder should submit along with the technical bid, the details of authorized service centre for providing warranty services in Lebanon.
- 8.2 Repairing/rectification/replacement/configuration shall be effected by the Supplier within a reasonable time actually required to do so which in no case shall be more than 10 days.

- 8.3** The above provisions shall also equally apply to the material replaced by the Supplier under this Clause, in case the same is again found to be defective after its replacement.
- 8.4** If the Supplier fails to act with requisite promptness and thereby entails avoidable loss to the purchaser / consignee, it shall be liable to suitable action as deemed fit during the operative Warranty period.

**9. Delivery Time line:**

The ordered 10 Motorcycles(s) should be delivered within 2 months from the date of receipt of the purchase order. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.

**10. Financial Bid:**

The rates should be quoted in USD(\$) inclusive of all the essential parts/charges for delivery at destination (i.e. Beirut, Lebanon) in the prescribed format **(Annexure -III)** with complete description.

**11. Tender Evaluation Procedure:**

Bids will be opened by a Constituted Committee which will screen them for eligibility as per the eligibility criteria enumerated at clause 2 & 3 above. After due evaluation of the technical and financial bids, the Embassy will award the contract to the lowest evaluated responsive bidder(s) for individual item(s).

During the evaluation/ scrutiny of the tenders, at any stage, if it is found that any of the tenderer(s) terms and conditions are NOT compliant with tender document, the Embassy may seek the clarification within the specified target time and if the tenderer fails to reply or does not agree/accept the terms and conditions, their tender will be treated as unresponsive and will be liable for rejection.

Evaluation of the proposals shall be done in two stages as under:

**(a) Stage-I (Technical Evaluation):**

The Embassy will examine all the bids to determine whether these qualify the essential qualification criteria, whether tenderer has submitted the technical bid, whether all the supporting documents as mentioned/or required in the tender documents to be submitted with technical bid in prescribed format and have been properly signed & stamped. Tenderer who has NOT qualified technical evaluation shall be rejected.

**(b) Stage-II ( Financial Evaluation):**

Financial bid(s) of only technically qualified bidder will be opened for financial evaluation.

**12. Payment Terms:**

**A. For authorized agencies outside Lebanon:**

**1st Payment milestone:** 30% of the contract value **on dispatch of Vehicles within 2 months** from the date of signing of the agreement between Embassy of India and successful bidder/date of issue of purchase order, subsequent to issue of Final Dispatch

Clearance Certificate(FDCC) by Embassy of India. The bidder would have to submit dispatch documents in support of the claim.

**2nd Payment milestone:** Remaining **70%** of the contract value **only after delivery** of motorcycles at the destination in Beirut.

**Performance Bank Guarantee (PBG):** The successful bidder has to submit a **PBG** equivalent to **03% of the bid value within 30 days** from the date of receipt of letter of award of work. This Bank Guarantee should remain valid for the period of 60 days beyond the date of completion of all contractual obligations including warranty period of 01 year.

**B. For authorized agencies in Lebanon:** 95% of the contract value **only after delivery** of motorcycles at the destination in Beirut and remaining 05% of the Contract Value on expiry of the warranty period of one year.

13. **Liquidated Damages:**

Embassy of India, Beirut reserves the right to levy penalty @0.5% of the contract value per week of delay beyond the scheduled date of completion of project subject to maximum penalty of 10% of the contract value.

14. **Special Condition of Contract:**

**14.1 Jurisdiction:** The disputes, legal matters, court matters, if any shall be subject to jurisdiction as defined by Indian legal system only;

**14.2 Arbitration:** All disputes of any kind arising out of service shall be referred by either party after issuance of 30 days of notice in writing to the other party clearly bringing out the nature of dispute to a single arbitrator acceptable to both parties;

**14.3 Force Majeure:** Any shortfall in service or failure in fulfillment of obligations under contract due to *force majeure* like natural disasters of the nature of earthquake, floods, storm or man-made ones like war, civil strife shall be looked into in consideration of those extenuating circumstances by either side;

**14.4 Embassy of India Beirut** reserves the right to reject or accept any or all of the bids without assigning any reasons.

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**PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID**

1.	Name of the Bidder Company	
2.	Address of the Bidder Company	
3.	Contact details of the Bidding Company contact person (Name, designation, address, Mobile no. &Email)	
4.	Name of the Proprietor/Partners/Directors of the Company	
5.	Company's bank details- Name, address and Current Account number	
6.	Registration and incorporation particulars of the Agency/Company	
7.	Period of Bid validity	
8.	Any other information	

**(Signature of the authorized signatory)**

**Dated**\_\_\_\_\_

**Name and address of the Agency/Company**\_\_\_\_\_

**Seal of the firm**

**TECHNICAL SPECIFICATION FOR 140-150 cc MOTORCYCLE (REQUIRED)**

BIKE-SYSTEM	PARAMETER	TECHNICAL SPECIFICATIONS
ENGINE	• Type	4 Stroke, Single Cylinder
	• Displacement	140-150cc
	• Max Power	7-8 kw/7300rpm
	• Max Torque	9-10NM/650rpm
	• Cooling System	Air Cooled
	• Ignition	CDI
	• Starting	Kickstart/Electrical
TRANSMISSION	• Gearbox	Manual, 5 Speed
	• Final drive	Constant Mesh.
	• Clutch	Wet
CHASSIS DIMENSION	• Length	2010-2030mm
	• Width	749-760mm
	• Height	1050-1100mm
	• Ground Clearance	170-190mm
	• Dry Weight	100-130kg
	• Wheelbase	1250-1350mm
SUSPENSION	• Front	Telescopic/Swimming Arm
	• Rear	Telescopic/Swimming Arm
TYPE	• Front/Rear Size	30:184P
	• Front brake	Drum
	• Rear Brake	Drum
	• Wheel Type	Spoke
OTHER ACCESSORIES		• Side box on each side
		• First Aid equipment/tools
ANY OTHER INFORMATION		

**TECHNICAL SPECIFICATION OF MOTORCYCLE (TO BE SUPPLIED)**

1.	Name of Manufacturer Company.	
2.	Engine Make & Model	
3.	Displacement (CC)	
4.	Cycle (Stroke)	
5.	Fuel Consumption (Average Per/Km)	
6.	Fuel Tank Capacity	
7.	Any other information	

**(Signature of the authorized signatory)**

**Dated**\_\_\_\_\_

**Name and address of the Agency/Company**\_\_\_\_\_

**Seal of the firm**

**FINANCIAL BID**

<b>SN.</b>	<b>Item of work as per scope of work of Tender Notice</b>	<b>Quantity</b>	<b>Amount quoted in (USD)</b>
1.	Motor Cycles 140-150 CC with essential parts like mirror, side box , seat etc. [10 Units]	10	
2.	Transportation/Delivery Charges (if any)		
3.	Sub total		
4.	VAT/ TAX		
5.	Total Cost= (In words)		

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case of non-submission of required documents, the bid shall stand rejected. No other charges would be payable by the Embassy.

**(Signature of the authorized signatory)**

**Dated**\_\_\_\_\_

**Name and address of the Agency/Company**\_\_\_\_\_

**Seal of the firm**

**BID-SECURING DECLARATION**

***Invitation to Bid/Request for Expression of Interest No.:-***

***BEI/ADM/124/01/2022 dated 09<sup>th</sup> May, 2022***

**To,**

**The Embassy of India, Beirut**

**239, Ibrahim Abed Al Aal Street, Hamra,**

**Ras Beirut, P.O. Box No- 113-5240, Beirut, Lebanon**

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any future contract with the Embassy of India, Beirut for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Clause 13 (Liquidated Damages) of the Tender Document, if I/we have committed any of the following actions:

(I) If I/we withdraw or modify our Bid during the period of validity.

(II) If I/we fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Tender Documents after having been notified of your acceptance of our Bid during the period of Bid validity .

**(Signature of the authorized signatory)**

**Dated**\_\_\_\_\_

**Name and address of the Agency/Company**\_\_\_\_\_

**Seal of the firm**