

Tender Instruction-RFP

April, 2023

The Japan Foundation, New Delhi

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1. This Tender Instructions prescribes the items required to support the bidding process for determining the company responsible for the relocation of goods of the Centre's facilities related to the relocation of the offices of the Japan Foundation, New Delhi, as well as various other follow-up requirements for the Center related to this project.

The Japan Foundation, New Delhi is planning to relocate its office in early May 2023, and will select a transportation company to follow up on the Dismantling, Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation of Office furniture, files, equipment and other materials of the Japan Foundation. Please prepare the required documents as follows and submit them by April 14, 2023 (10:00 a.m. to 5:00 p.m., must be received during the hours).

Please note that The Japan Foundation New Delhi being an organization of Government of Japan reserves full right to accept/reject any quotations. The Japan Foundation New Delhi shall not be obliged to mention any reason/reasons for rejection of quotations.

2. Tender Summary

- (1) Client: The Japan Foundation, New Delhi (hereinafter referred to as the Client)
- (2) Name of the Tender: Relocation of Goods and Services of the Japan Foundation, New Delhi
- (3) Project outline: Goods transportation from 5-A, Ring Road, Lajipat Nagar IV, New Delhi to Green Park A-13, New Delhi
- (4) Project period: April 27, 2023 to May 5, 2023 (scheduled)
- (5) Construction site:
Current office: 5-A, Ring Road, Lajipat Nagar IV, New Delhi
Relocated office: Green Park A-13, New Delhi

3. Tender Schedule

- (1) Date of Publication of Bidding Summary : April 3, 2023 (Mon)

(2) Bidding documents distribution period : April 3, 2023 (Fri) - April 10, 2023 (Mon)

(3) Date of the briefing : April 10, 2023 (Mon) *Questions will also be accepted at the briefing

(4) Quotation Submission Period : April 14, 2023 (Fri), 10:00 a.m. to 5:00 p.m. (must arrive no later than 5:00 p.m., April 14, 2023 (Fri))

*For details, kindly see '9. Method of Bidding'.

4. Handouts (reproduction prohibited)

- Tender Instructions (this sheet)

- Bidding Specifications

5. Scope of Work

- (1) Packing of goods
- (2) Transportation of goods
- (3) Unpacking and placing the goods in the designated position

6. Work Schedule

April 27-29, 2023	Packing
April 30, 2023	Date of goods transfer
May 1-5, 2023	Unpacking and placement of goods at designated locations

*Schedule may be changeable as decided by the Client.

7. Requirements regarding the content of the quotation

- (1) The prices and unit prices stated and entered in the bidding documents and quotation details shall be excluding GST.
- (2) The bid price shall include packing, shipping, unpacking and all other related costs and profit.

8. Documents to be Submitted

- (1) Documents to be submitted (3 copies each).
 - A. Quotation (including details, not including GST)
 - B. Past performance of contract work similar to the work in question within the past three years
 - C. Company brochures
 - D. Financial statements for three consecutive years
 - E. A draft outline of the work process related to the work in question

All documents must be written in English.

The submitted documents will not be returned.

9. Method of Bidding

- (1) Date of Publication of Bidding Summary April 3, 2023 (Mon)
- (2) Bidding documents distribution period April 3 (Mon) through April 10 (Mon), 2023
- (3) Date of Briefing, April 10, 2023 (Mon) *Questions will also be accepted at the briefing
- (4) Place of submission

The Japan Foundation, New Delhi

5-A, Ring Road, Lajpat Nagar-IV, New Delhi-110024

- (5) Submission method

Original documents can be submitted within the specified time between 10:00 am to 5:00 pm. The copy of the documents should also be sent by e-mail to the persons in charge: Toyomaru and Naito (tender@jpf.go.jp).

- (6) Notification of results

The Client will make a final decision based on a comprehensive evaluation of the bid amount and submitted documents.

The results will be notified by e-mail.

- (7) Please note that there is no participation fee for submitting this tender.