

# Embassy of India Brussels

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1050 Ixelles, Belgium  
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Tel: 02-6451854

## Notice inviting tender

1. Embassy of India, Brussels invite bids from professionally qualified companies for a rate contract of handyman services (plumbing repairs, electrical repairs, civil repairs and other miscellaneous jobs of similar nature) for the Chancery Building, Embassy residence and other residences.
2. Scope of work is detailed in Section I of this document for rate contract for handyman services.
3. The bids should be submitted in two sealed envelopes (Envelope A – Technical Bid Document and Envelope B – Financial Bid Document). The two envelopes containing "A" and "B" must be duly superscripted with above-mentioned titles and put in another sealed envelope superscripted with the title "Proposal for the rate contract of handyman services"
4. The bids must be valid for a minimum period of 60 days.
5. Tenders shall be submitted in a sealed envelope before 1700 hrs on 29.09.2021
6. Envelopes should indicate the name and address of the Tenderer to identify the bid and to enable the bid to be returned unopened in case it is declared "late" or "rejected". Offers received through Fax/E-mail or through open letter shall be ignored.
7. Contract with the selected company would be made for a period of one year w.e.f. 01.10.2021. However, it may be extended for a further period of two years on year to year basis subject to providing satisfactory handyman services in the mentioned time frame.
8. Bidding company must submit the followings along with their offer;  
**A. Technical Bid**
  - Copy of licence to carry out work
  - Copy of company VAT registration
  - Tenderer should demonstrate and explain their technical qualification as mentioned in the scope of work.
  - Bids must have date, signature and seal of authorized company representative.

**B. Financial Bid**

- Form of tender signed and attached to the bid

9. The schedule of submission, opening etc of the Tender /Bid is as follows:

Bid Submission Start date	08.09.2021
Bid Submission End date	29.09.2021
Bid Opening date	30.09.2021

10. Any further information or clarification which the Tenderer may require in order to complete Tender may be obtained from Mr. Dharendra Kumar, Attache (Estt) by email at [adm.brussels@mea.gov.in](mailto:adm.brussels@mea.gov.in).

11. The Embassy of India, Brussels reserves the right to reject any or all bids without assigning any reasons, if not suitable.

12. Terms of payments are subject to negotiations, if the estimates are accepted.

Sd/-  
(Dr. Vipra Panday)  
Head of Chancery  
Embassy of India, Brussels

## Section I

### Scope of works

1. Handyman services for the following works:

1. Electrical works
2. Minor Plumbing works
3. Minor carpentry repairs
4. Other miscellaneous jobs of similar nature
5. Providing Labour for odd jobs

2. The rate contract would be excluding of cost of materials and purchased items and should be valid for a period of one year, extendable on year to year basis for another two years on same terms, conditions, rates and subject to mutual consent.

3. Different rate contracts:

S.No.	Type of rates	Rate	Remarks
1	Working day rate (Monday to Friday)		The company should be able to provide the services within 2 working days
2	Working day emergency rate (Monday to Friday)		The copmany should be able to provide the services on immediate basis
3	Evening / night rate		The copmany should be able to provide the services on immediate basis
4	Weekend/ holiday rate		The copmany should be able to provide the services on immediate basis