

# Embassy of India Brussels

217, Chaussee de Vleurgat  
1050 Ixelles, Belgium  
Email: [hoc.brussels@mea.gov.in](mailto:hoc.brussels@mea.gov.in)  
Tel: 02-6451854

## Notice inviting bids

1. Sealed bids are invited directly from reputed bidders for erection of stage, setting up of tent with water proof ceiling, supply of chairs and carpets etc. as per attached scope of work in the Embassy of India, Brussels premises for the event on 26th January, 2022.
2. The last date of receipt of offer in sealed envelope is on or before 18<sup>th</sup> January 2022 up to 1700 hrs. Tender documents are available on our website [www.indiaembassybrussels.gov.in](http://www.indiaembassybrussels.gov.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in). Details can also be collected from Attache(Admin).
3. Any future clarification and /or corrigendum(s) shall be communicated through 'Tender' section on the Embassy website [www.indiaembassybrussels.gov.in](http://www.indiaembassybrussels.gov.in)
4. The Embassy of India reserves the right to reject/cancel any or all bids without assigning any reason.

Sd/-  
(Mr. Vipra Pandey)  
Head of Chancery  
Embassy of India, Brussels

## Scope of work

S.No.	Description of items	Size (metre)	Quantity
1	Transparent tent with waterproof ceiling	15m / 10m	1
2	Tent with waterproof ceiling & sides	8m / 4m	1
3	Tent with waterproof ceiling	6m / 3m	1
4	Stage	8m / 6m	1
5	Stage carpet	8m / 6m	1
6	Banquet chairs	-	75

### :- Terms and Conditions :-

1. Only registered suppliers/ agencies may participate. The agency must have VAT registration. A copy of the same may be enclosed in bid documents.
2. Successful bidder will be required to supply items/ service in Embassy premises on credit and shall complete all arrangements well in advance.
3. The goods to be used must be neat & clean. The agency will ensure that carpets or any other item do not emit odors.
4. The quoted rates shall include transportation, labor charges and all taxes/duties.
5. Interested agencies may do site inspection to ascertain the exact requirements before submitting their bids. No request for escalation in price will be entertained after award of the work.
6. The scope of work is tentative in nature and may vary slightly. The payment will be made on the basis of actual final delivery of goods & services @ quoted rates.
7. The selected agency shall coordinate with Head of Chancery/Attache (Admin) [email: admn.brussels@mea.gov.in] after award of the work for timely execution of work.
8. Embassy of India, Brussels may withhold part or full payment, as deemed necessary if the agency fails to complete all the services timely in a professional manner.
9. The agency should quote rates for setting up of tents with water proof ceilings in the given format only.
10. The Embassy reserves the right to reject any or all bids without assigning any reason thereto