

No. BRU/872/1/2024
Embassy of India
Brussels

217, Chaussee de Vleurgat
1050 Ixelles, Belgium
Email: admn.brussels@mea.gov.in
Tel: 02-6451854

Notice inviting tender

1. Embassy of India, Brussels invite bids from professionally qualified companies for Annual maintenance of the roof and cornices of the Chancery building, Chaussee de Vleurgat 217, 1050 Ixelles.
2. The scope of work is detailed in Section II of this document for the annual maintenance of the Chancery building roof and cornice.
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 the above-mentioned titles and put in another sealed envelope superscripted with the title “Proposal for Annual Maintenance of the Roof and Cornice”
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 07.09.2024.
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”.
7. Contract with the selected company would be made for one-year. However, it may be extended for a further period of two years on a year-to-year basis subject to providing satisfactory gardening services.
8. The bidding company must submit the following along with their offer;

A. Technical Bid

- Copy of licence to carry out work
- Copy of VAT registration for the company
- The tender should demonstrate and explain the company's technical qualifications for the job
- Bids must have the date, signature and seal of the authorised company representative.

B. Financial Bid

- Financial Information

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

Bid Submission Start date	22.08.2024
Bid Submission End date	12.09.2024
Bid Opening date	13.09.2024

10. Any further information or clarification that the Tenderer may require in order to complete the Tender may be obtained from Mr. Sandeep Kumar, Attache (Administration & Estt) by email at adm.brussels@mea.gov.in.

11. The Embassy of India, Brussels reserves the right to reject any or all bids without assigning any reasons.

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

Sd/-
(Mr. Neeraj Kumar)
First Secretary, Head of Chancery
Embassy of India, Brussels

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Section II

Scope of work

Perform the following works twice a year.

1. Cleaning of the rooftop slate and cornice area.
2. Cleaning of the gutters and canopy.
3. Removal of the leaves, dust and other wastes from the cornice and rooftop.
4. Removal of the moss from the slates and cornice area.
5. Anti-moss treatment to prevent the formation of moss.
6. Repair the displaced slates.
7. Branches of vining plants removed from rooftop and cornice.
8. Submit a report after every cleaning, mentioning the condition of the roof and cornice, with images. Inform if any repair is required.