

**Embassy of India
Brussels**

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

Notice inviting tender

1. Embassy of India, Brussels invites bids from professionally qualified companies for a rate contract of handyman services (plumbing repairs, electrical repairs, civil repairs and other miscellaneous jobs of a similar nature) for the Chancery Building, Embassy residence and other residences.
2. The scope of work is detailed in Section I of this document for the 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 the 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 26.11.2024.
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”. 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. 01.12.2024. However, it may be extended for a further period of two years on a year-to-year basis subject to providing satisfactory handyman services in the mentioned time frame.
8. The bidding company must submit the following along with their offer;

A. Technical Bid

- Copy of licence to carry out work
- Copy of company VAT registration
- Tenderers should demonstrate and explain their technical qualification as mentioned in the scope of work.
- Bids must have the date, signature and seal of the 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	05.11.2024
Bid Submission End date	26.11.2024
Bid Opening date	27.11.2024

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, if not suitable.

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

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

Section I

Scope of works

1. Handyman services for the following works:

- Electrical works
- Minor Plumbing works
- Minor carpentry repairs
- Other miscellaneous jobs of a similar nature
- 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 a year-to-year basis for another two years on the same terms, conditions, rates and subject to mutual consent.

3. Different rate contracts:

S.N o.	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 company should be able to provide the services on an immediate basis
3	Evening / night rate		The company should be able to provide the services on an immediate basis
4	Weekend/ holiday rate		The company should be able to provide the services on an immediate basis
5	Hourly rates on working days (Monday to Friday)		The company should be able to provide the services on an immediate basis
6	Hourly rates on holidays (Sat, Sun and other holidays)		The company should be able to provide the services on an immediate basis
7	Hourly rates during the odd hours (evening/night/early morning)		The company should be able to provide the services on an immediate basis
