

**Embassy of India  
Brussels**

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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 the preparation and serving of Indian Seafood and Wine, as per the attached scope of work in the Embassy of India, Brussels premises for the event on 5th October 2023.
2. The last date of submission of the bid in a sealed envelope is on or before 21<sup>st</sup> September 2023 up to 17:00 hrs. Tender documents are available on our websites [www.indianembassybrussels.gov.in](http://www.indianembassybrussels.gov.in).
3. Any future clarification and /or corrigendum(s) shall be communicated through 'Tender' section on the Embassy website [www.indianembassybrussels.gov.in](http://www.indianembassybrussels.gov.in). For site visits, the interested bidders may contact Mr. Sandeep Kumar, Attache (Establishment) on [admn.brussels@mea.gov.in](mailto:admn.brussels@mea.gov.in) or by calling 02 645 18 50.
4. The Embassy of India reserves the right to reject/cancel any or all bids without assigning any reason.

Sd/-

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

### **Scope of work**

<b>S.No.</b>	<b>Description of items</b>	<b>Quantity</b>
1	Arrangement of wine glasses, plates, cutlery, crockery. high tables, bar cloths, table cloths, Napkins	150 pax
2	Servers for seafood and wine	6 persons
3	Staff for cooking/ sauting seafood	2 persons

### **-: Terms and Conditions:-**

1. Only registered suppliers/ agencies may participate. The agency must have VAT registration.
2. Successful bidder will be required to supply items/services 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 odours.
4. The quoted rates shall include transportation, labour charges and all taxes/duties.
5. Interested agencies may do a site inspection to ascertain the exact requirements before submitting their bids. No request for escalation in price will be entertained after awarding the work.
6. The scope of work is tentative in nature and may vary slightly. The payment will be made on the basis of the actual final delivery of goods & services at quoted rates.

7. The selected agency shall coordinate with the Head of Chancery/Attache (Estt) [email: [admn.brussels@mea.gov.in](mailto:admn.brussels@mea.gov.in)] after awarding the work for the timely execution of the 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 Embassy reserves the right to reject any or all bids without assigning any reason thereto.