

BRU/885/01/2023
Embassy of India
Brussels

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Brussels

217, Chaussee de Vleurgat
1050 Ixelles, Belgium
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Tel: 02-6451854

Notice inviting bids

1. Sealed bids are invited directly from reputed bidders for the erection of the stage, setting up of the tent with the waterproof ceiling, supply of chairs and carpets etc. as per the attached scope of work in the Embassy of India, Brussels premises for the event on 26th January 2024.
2. The last date of submission of the bid in a sealed envelope is on or before 11th December 2023 up to 17:00 hrs. Tender documents are available on our website 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. For site visits, the interested bidders may contact Mr. Sdandeep Kumar, Attache (Establishment) on 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

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Scope of work

S.No.	Description of items	Size (metre)	Quantity
1	Transparent Tent with the waterproof ceiling and sides	15m / 10m	1
2	Transparent Tent with the waterproof ceiling and sides	8m / 4m	1
3	Transparent Tent with the waterproof ceiling and sides	3m / 4.5m	2
4	Heaters for 15m /10m and 8m / 4m tents	-	9
5	Stage with Red carpet	8m / 5m	1
6	Red carpet	10m / 2m	1
7	Banquet chairs	-	60
8	Projecting Lights		2

:- 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 based on 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] 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.