

**Embassy of India
Kathmandu**

NOTICE INVITING BIDS

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, Kathmandu premises for the event on 26th January, 2020.

2. The last date of receipt of offer in sealed envelope is on or before 12th December, 2019 up to 1700 hrs. Tender documents are available on our website www.indembkathmandu.gov.in and www.eprocure.gov.in. Details can also be collected from SS (Estt & Proj), Tel 01-4411851.

3. Any future clarification and /or corrigendum(s) shall be communicated through '**Tender Notice**' section on the Embassy website <http://www.indembkathmandu.gov.in>

4. The Embassy of India reserves the right to reject/cancel any or all bids without assigning any reason.

Kat/Adm/881/24/2007 (Vol. I) dt 22 November, 2019

Sd/-
Head of Chancery

Scope of Work

S. No.	Description of items	Size	Area (sq. ft.)	Quantity
(i)	Tent with waterproof ceiling	80x120	9600	1
(ii)	Tent with waterproof ceiling	30x60	1800	1
(iii)	Tent with waterproof ceiling	45x75	3375	1
(iv)	Tent with waterproof ceiling	20x45	900	1
(v)	Tent with waterproof ceiling	15x60	900	1
(vi)	Tent with waterproof ceiling (kitchen)	20x75	1500	1
(vii)	Stage	20x30	600	1
(viii)	Stage Carpet	20x30	600	1
(ix)	Carpet (Main tent)	20x50	1000	1
(x)	Carpet (food tent)	30x60	1800	1
(xi)	Banquet chairs	-	-	900

-: 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, kanath 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/ SS (Estt & Proj) [Tel: 4411851, email: estt.kathmandu@mea.gov.in] after award of the work for timely execution of work.
8. Embassy of India, Kathmandu 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.

Bidder details

a)	Name/Address of Agency including PIN Code	
b)	Registrations Details	
c)	Owner's Name	
d)	Income Tax Pan No.	
e)	VAT No.	
f)	Telephone No. Office	
	Residence	
	Mobile	
g)	Residential ADDRESS	
h)	Annual turnover for last three financial year	
(i)		
(ii)		
(iii)		
i)	List of Major Clients	
j)	Performance Report, If any	
k)	Any Other Information/ Documents which may help In assessing Bidder's abilities	

Bidder signature with stamp

Format for financial bid

Sir,

With reference to your notice inviting tender dated **22nd November, 2019** for setting up of tent with water proof ceiling, erection of stage, supply of carpets, banquet chairs and other items as per your scope of work for the event on 26th January, 2020; I/we am/are willing to execute the work at following rates:

S. No.	Description of items	Size	Area (sq. ft.)	Quantity	Amount (Nrs.)
(i)	Tent with waterproof ceiling (Main)	80x120	9600	1	
(ii)	Tent with waterproof ceiling (Food)	30x60	1800	1	
(iii)	Tent with waterproof ceiling (Food)	45x75	3375	1	
(iv)	Tent with waterproof ceiling	20x45	900	1	
(v)	Tent with waterproof ceiling	15x60	900	1	
(vi)	Tent with waterproof ceiling (kitchen)	20x75	1500	1	
(vii)	Stage	20x30	600	1	
(viii)	Stage Carpet	20x30	600	1	
(ix)	Carpet (Main tent)	20x50	1000	1	
(x)	Carpet (food tent)	30x60	1800	1	
(xi)	Banquet chairs	-	-	900	
Total amount					
VAT @ 13%					
Total amount including VAT & other local taxes, transportation, labor and other charges					
Amount in words:					

Signature of the bidder with stamp:

Name :

Date:

