

**Embassy of India
Kathmandu**

TENDER NOTICE

Sealed quotations are invited from reputed and experienced bidders for **“Construction of interactive counters with full screen protective glass along with microphone”**. The last date of receipt of bids in sealed envelope is on or before 10 August 2020 up to 13.00 hrs in the office of HOC. The bids will be opened on the same day in the office of HOC at 16:00 hrs. Details for tender documents are available on www.indianembassy.org.np and www.eprocure.gov.in.

Kat/Civil/872/04/2019

Sd/-

(Head of Chancery)

Pre-Qualification/Evaluation/Exclusion Criteria

Sl	Particulars	Details
1	Experience	(a) The company/contractor should have minimum two year's experience. Documentary proof from minimum three clients should be attached. (b) Preference will be given to those company/contractor which has experience in working with Diplomatic Missions/Govt. Departments/Hotels
2	Registration No.	The company/contractor should have a valid Registration Number either in India and/or Nepal. <i>(Documentary proof should be attached)</i>
3	Turnover	The contractor should have a minimum turnover of NRs. 10 lakhs per year or equivalent in Nepalese Rupees <i>(Documentary proof should be attached)</i>
4	VAT	Certificate that company/contractor pays VAT regularly and their VAT dues are cleared either in India and/or Nepal <i>(Documentary proof should be attached)</i>

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Terms and Conditions

1. Only registered Contractors/ agencies may participate. The Agency must be registered for collecting and depositing VAT with the Sales Tax Department and a copy of registration certificate to this effect, duly signed and stamped by the authorized person of the Company must be enclosed with the quotation(s)/bids.
2. The bids (in sealed envelope) should be submitted in the name of **Head of Chancery** on or before due date i.e. 10 August 2020 upto 1300 hrs. The bids should also contain the **proposed design for counters**.
3. Successful bidders will be required to execute the work in Embassy premises on credit. Payments to the Agency will be made within reasonable period through crossed Cheque after completion of work successfully.
4. This rate agreed upon should be valid for a minimum period of **six months** from the date of agreement.
5. All bidding documents should be duly signed & stamped by the contractor/company's representative.
6. Embassy reserves the right to terminate the contract in case the Agency/contractor's services/works are of substandard quality.
7. Embassy of India, Kathmandu reserves the right to reject/accept any sealed quotation/s without assigning any reason thereto.

Scope of work

1. In total, 12 no. interactive counters with full screen protective glass along with microphone facility of varying sizes need to be installed.
2. Supply and installation of 10 mm toughened glass with aluminium frame.
3. Supply and installation of microphone (two way communication system) with necessary power points/sockets. For microphone, Ahuja brand or any other equivalent brand with minimum 1 year guarantee/warranty is to be used.
4. Installation of stainless steel plate/tray with handle for exchange of documents (minimum A4 size).
5. Demolition and site clearance.
6. Polishing/painting/finishing wherever required.
7. Interested bidders may visit the site beforehand for understanding exact specification and scope of work. The visit may be undertaken before last date of bid submission during office hours b/w 10 am to 5 pm by coordinating with Sh. Ishwar Khadka, Mob no. **9813966633**, email: **estt.kathmandu@mea.gov.in**.

Declaration by the Firm/Agency

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Firm with seal)

Name:

Seal:

Address:

Date:

Phone No. (O):