

No. BZV/Admn/881/3/2020
Embassy of India
Brazzaville

TENDER NOTICE

11th September, 2020

Subject: Invitation of tender for supply of furniture items for the Embassy Residence.

Sealed bids are invited for providing tender for supply of furniture items for the **Embassy Residence** situated at 2 Avenue cardinal Emile Biayenda, Brazzaville.

2. Bidders are advised to inspect and examine the site and satisfy themselves before submitting their tenders as to the size of the rooms, halls, open areas, the means of access to the site and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender, without any additional charges.

3. Bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

4. Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions will be available to him as per the local conditions and other factors having a bearing on the scope of the work.

5. **The terms and conditions of the tender would be as follows:**

(a) **Scope of work:** The type & quantity of furniture to be supplied by the bidder is attached to the tender notice at **Annexure 'A'**.

(b) **Tender Details:** Bidder should furnish with the tender, complete and full details of the job & equipment to be used as part of **Technical bid** as per **Annexure 'B'**.

(c) **Tender Documents:** The Tender documents will be free of cost. The Embassy will not be responsible to compensate for any expenses or losses which may incurred by the bidder in the preparation and submitter of his Tender.

(d) **Two stage bidding:** This will be a two –stage bidding process. The bidders have to provide two separate sealed covers for **Technical & Financial bid**. These two sealed covers may be kept in one single envelope for submission. The financial bid will be opened of only those bidders whose technical bid are accepted.



- (e) **Quoted (bid) Price:** Price quoted should be on an all-inclusive basis and shall include the cost of all services, equipment, assembly of items, personnel, transportation, taxes etc. No extra cost beyond the quoted amount shall be payable on any account. Also, indicate the VAT amount (whether quoted price is inclusive or exclusive). Once agreed to by the firm, the contract amount shall not be increased during the period of the contract by the bidder.
- (f) **Commencement of the works:** Once the contract is awarded, the winning bidder will have to start the work with immediate effect.
- (g) **Validity of the Bids:** Prices quoted in the bids of the tender should remain valid for acceptance for ninety (90) days from date of closing of tender, without any price escalation for whatever reason.
- (h) **Notice of Acceptance:** A Bid shall be treated as successful only after the competent authority in the Embassy of India has approved it in accordance with the terms of the Tender Notice. Embassy of India shall send the notice of acceptance to the successful lowest Bidder. Subsequent to the notice, a contract shall be signed between the Embassy of India and the successful lowest Bidder for supply of the agreed items of furniture.
- (i) **Payment/Bills:** Payment/Bills may be submitted after supply of furniture and will be settled upon inspection of the items supplied after a period of 15 days. No advance payment will be made.
- (j) **Guarantee:** Successful bidder will provide a guarantee of the items of furniture before commencement of contract, which shall remain valid for a period of 12 months after completion of the contract.
- (k) **Right to revoke:** The Embassy of India reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of contract.

6. The bids in sealed envelope(s) should be submitted to the tender issuing authority **Head of Chancery, Embassy of India, Brazzaville, 05 avenue Monseigneur Augouard & Bayardelles, Centre-Ville, Brazzaville**, latest by **1500 pm** on **5th October 2020**. Tenders received after the deadline will not be considered. The **Technical bids** of the Tender will be opened on **7th October 2020** at **1200hrs** and date of opening the **Financial bid** of the tender will be announced at that time.



(Rajiv Saxena)
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LIST OF FURNITURE FOR TENDER

S.No.	Furniture item	Quantity
1.	Chest of drawer	3
2.	Side board	9
3.	Writing table with chair	1
4.	Coat stand	2
5.	Peg tables	8
6.	2 seater sofa	3
7.	1 seater sofa	2
8.	Centre table	3
9.	Book shelf	2
10.	Dressing table with chair	1
11.	Single bed	1
12.	Single bed mattress	1
13.	Bed side tables	4
14.	Glass cabinet	1
15.	Small table with chair	2
16.	Visitor table	1
17.	6 seater Dinning table	1
18.	Mosquito nets	4

Note: Bidders are advised to inspect the Embassy Residence to discuss the specification of furniture before submitted the bid

R. Sankar

Annexure B

INFORMATION TO BE PROVIDED IN TECHNICAL BID

1. List of other clients the Company has supplied items of furniture in the Republic of Congo.
2. Past experience, service history, achievements of the company.
3. Registration certificate of the company under relevant statutory regulations applicable in the Republic of Congo.
4. Size, type of material, durability, assembly required, etc. of the item of furniture.
5. Photo of the items of furniture proposed by the bidder
6. Approximate life-span of the item of furniture proposed by the bidder
7. Guarantee offered by the bidder for the item
8. Availability of stock of furniture proposed by the bidder
9. In case of non-availability of items in stock. Time required to procure
10. Any other information worth sharing about the Company or suggestions relating to supply of furniture.

D. Sanchez