



भारत का राजदूतावास  
मस्कत

EMBASSY OF INDIA

P.O. Box 1727, Ruwi, Postal Code 112  
Muscat, Sultanate of Oman

Tel. : (968) 24684500

Fax : (968) 24698291

E-mail : indiamct@omantel.net.om



سفارة الهندية

ص.ب : ١٧٢٧ روي، الرمز البريدي : ١١٢  
مسقط، سلطنة عمان

هاتف : (٩٦٨) ٢٤٦٨٤٥٠٠

فاكس : (٩٦٨) ٢٤٦٩٨٢٩١

البريد الإلكتروني: indiamct@omantel.net.om

No. MUS/872/12/2023

November 07, 2023

### Tender Notice

Subject: **Quotations for Annual Maintenance Contract for OTIS Elevator and SKG Dumbwaiter at Embassy of India, Muscat**

Embassy of India, Muscat intends to renew Annual Maintenance Contract for OTIS Elevator (One) and SKG Dumbwaiter (One) for a period of one year w.e.f. 01.01.2024 to 31.12.2024. Comprehensive Maintenance contract shall include:

- i. Contractor will employ skilled and well trained technician to service and maintain the equipment regularly as per the Manufacturer's standard to ensure that all the equipment are in good working condition
- ii. Contractor's technicians will periodically check and adjust the panel board, floor level switches, door locks, fuses, safety gear and speed control of the equipment as per the manufacturer's programmed maintenance system
- iii. Contractor will use spare parts, lubricants, oil as per manufacturer's standard

2. Reputed local based registered companies are requested to send their quotations by post/by hand in a closed cover subscribed "**Quotations for Annual Maintenance Contract for OTIS Elevator & SKG Dumbwaiter**" of Embassy premises along with terms and conditions to the following address by 28<sup>th</sup> November, 2023 by 1100 Hrs:

**Head of Chancery**

**Embassy of India, Jami'at Al - Dowal Al - Arabiya Street,**

**Diplomatic Area, Al Khuwair,**

**P.O. Box-1727, Postal Code-112, Ruwi,**

**Muscat, Sultanate of Oman**

3. You are welcome to seek further details information from the undersigned on any working day (Sunday-Thursday) between 0900-1700 hrs by telephone – 24684527 or email: **admin.muscat@mea.gov.in**

Praveen Kumar  
Head of Chancery  
Embassy of India  
Muscat

**CONTACT DETAILS FORM**  
**Bidder's description format summary**

|   |  |
|---|--|
| Name of the Bidding Firm  |  |
| Name of Partner(s) & Nationality  |  |
| Name of the Authorized Signatory  |  |
| Nationality   |  |
| Passport No.  |  |
| E Mail ID   |  |
| Telephone No.   |  |
| Fax No.   |  |
| Year of Incorporation   |  |
| Registration No.  |  |
| Service tax no.   |  |
| Registered Office & Address   |  |
| Branch offices (with address and Contact details) if any  |  |
| Average Annual turnover in the <i>last five</i> financial years   |  |
| Total Staff Strength with Nationality of Employees  |  |
| Total Technical staff percentage  |  |
| Nationality of Staff working in Company and to be deputed for work<br><br>(National of India or friendly country) |  |

**DETAILS ABOUT KEY PERSONNEL OF THE BIDDING COMPANY**

(With ID proof/supporting documents)

- 1.
- 2.
- 3.
- 4.

**FORMAT FOR SUBMITTING QUOTATION**

**BID No.** \_\_\_\_\_

**Date:**.....

To,  
Head of Chancery  
Embassy of India  
Muscat

Proforma to be filled up and submitted by the bidder (in English)

|    |  |  |
|----|--|--|
| 1. | Name of the Bidding Agency/ Company            |  |
| 2. | Address of the Bidding Agency/ Company         |  |
| 3. | Contact details of the Bidding Agency/ Company |  |

Break-up of the total cost:

| <b>Work description</b>   | <b>Quoted price (in OMR)</b> |
|---|------------------------------|
| Annual Maintenance Contract for OTIS Elevator (One) and SKG Dumbwaiter (One) for a period of one year w.e.f. 01.01.2024 to 31.12.2024 |                              |
| <b>VAT, if any</b>  |                              |
| <b>Total Amount (per annum)</b>   |                              |

**Total monthly charges for maintenance services for OTIS elevator and SKG dumbwaiter :**  
\_\_\_\_\_ (incl./ excl. taxes)

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal: