

Embassy of India
Muscat

No. MUS/ADM/885/03/2021

Dated : 18th April 2024

Subject : Notice Inviting Tender for supply and installation of furniture items (six workstations, six office chairs and two cupboards) for Chancery.

Embassy of India in Muscat located at Jami'at Al - Dowal Al - Arabiya Street, Diplomatic Area, Al Khuwair, P.O. Box 1727, PC: 112 (hereinafter referred to as the 'Mission') invites sealed tenders/quotations from interested and registered firms and agencies based in Muscat for supply and installation of furniture items for Chancery building of the Mission.

2. The broad scope of works includes, but is not limited to, the following:

(i) Supply and installation of furniture items as follows within a period of three weeks from date of award of contract:

S.No.	Item	Description	Quantity
1.	Office workstation	Ready-made MDF material with proper fitting for keyboard drawer. Side partitions Dimensions : 1.6mtr. X 1.6mtr.	06nos.
2.	Office chairs	Meshed office chair with cushioning and handle, Ergonomic, with height adjustable arm rests, depth adjustable seat slide.	06nos.
3.	Cupboards	Ready-made MDF material with proper fitting for keyboard drawer. Side partitions Dimensions : 4mtr. X 0.4mtr.	02nos.

(ii) Providing reference images and/or samples to the Mission for selection of the most appropriate furniture items for respective spaces, at no cost to the Mission.

3. The interested bidder must fulfil the following conditions:

- (i) It must be registered as a commercial entity in Oman.
- (ii) It must have a minimum experience of three years in similar work in government departments, leading corporate offices or diplomatic missions.
- (iii) It must have an Annual Turnover of minimum OMR 50000/- in the last three years.
- (iv) The company must have its own establishment comprising all necessary manpower and equipment required to carry out the work.

4. The tender bids should be submitted as per the following format:
- (i) **Technical Bid:** This should contain all information as per Annexure-I and submitted in a sealed cover super-scribed as 'Envelope A : Technical Bid for Supply and installation of furniture items in the Chancery'.
 - (ii) **Financial Bid:** This should contain all information as per Annexure-II and submitted in a sealed cover super-scribed as 'Envelope B : Financial Bid for Supply and installation of furniture items in the Chancery'.
 - (iii) Both sealed covers should be put in a single envelope super-scribed as "Tender No. MUS/ADM/885/03/2021 for Supply and installation of Workstation, Office chairs and Cupboards in the Embassy of India, Muscat" and addressed to "Head of Chancery, Embassy of India, Muscat"
 - (iii) The bidders shall indicate the lump sum rates for the said job (as per Annexure-II). The rates should be filled up clearly in figures and words. Any overwriting or mutilation of figures is not permitted.
 - (iv) All rates must be indicated inclusive of all charges viz., VAT, transportation, etc.
 - (v) All quoted rates must be inclusive of VAT.
 - (vi) All pages of the tender document should be signed with stamp by the authorized signatory of the company before submission in a sealed cover, as acceptance of all the terms and conditions mentioned in the tender documents.
 - (vii) The bids, complete in all respects and in sealed covers, should be deposited at the Reception of the Mission by 08th May 2024 at 1730 hours. Please note that tender document will not be accepted after the expiry of stipulated date and time under any circumstances.

5. **Bid Security :** The Earnest Money Deposit(EMD) of OMR 180/- (Omani Rial One Hundred Eighty only) in the form of Insurance Surety Bonds, account payee demand draft, fixed deposit receipt, banker's cheque or Bank Guarantee from any of the Commercial Banks. The EMD should be remain valid for a period of 45 (forty-five) days beyond the final bid validity period.

6. The Technical Bids would be opened and evaluated by the Technical Evaluation Committee of the Mission. Thereafter, the qualified bidders would be informed and their Financial Bids would be opened in the presence of the bidders or their authorized representatives. Please note that the Mission reserves the right to reject any or all quotations without assigning any reasons thereof and no inquiries in this regard would be entertained. The important dates are as follows:

S.No.	Event	Date	Time	Venue
1.	Publishing of tender	18.04.2024	0900 hours	Conference Room, Embassy of India, Muscat
2.	Pre-bid meeting	22.04.2024	1000 hours	
3.	Deadline/Last date for	08.05.2024	1730 hours	

	submission of tenders			
4.	Opening to Technical bids	09.05.2024	1500 hours	
5.	Opening of Financial Bids	12.05.2024	1500 hours	

7. The terms and conditions of the work would be as given below:

(i) The payment shall be made in two installments, as follows:

(a) 90% of the total order shall be released upon the satisfactorily supply and installation of furniture items

(b) 10% of the total order shall be released upon completion of Defect Liability Period of the items supplied. Please note that during the Defect Liability Period if the company fails to provide satisfactory service, the amount would be utilized for undertaking necessary repairs and the company would be debarred from participating in future tenders of the Mission. **(Note : The Defect Liability Period(DLP) is Three (03) months from the date of satisfactory installation of above mentioned office furniture).**

(ii) The company shall furnish written request for payments along with the invoices enlisting the goods delivered and services performed upon fulfillment of other obligations stipulated in the work order.

(iii) Payment would be made by the Mission within thirty days of acceptance of items and submission of the certified invoice or claim.

(iv) Under normal circumstances the rate shall be valid for a period of six months form the date of issue of work order.

(v) The company would be responsible for obtaining necessary permissions from concerned authorities for all aspects related to the work.

(vi) The company would be liable for any damage caused to the property of the Mission at any time during the work and any financial loss suffered by the Mission would be paid for by the company.

(vii) The Mission shall not be involved or made party in any dispute of any nature arising between the firm/agency and its employees or workers engaged by it.

(viii) In the event of any dispute, the decision of the Mission would be final and binding on both the parties.

8. The bidder to whom the work is awarded must adhere to the following:

(i) Any escalation in costs due to increase in prices of material, equipment, labour, fuel, levy of new taxes, hike in any tax rate, cess or due to delay in completion of work etc. would not be admissible.

(ii) In the event of non-completion of work within stipulated time period, a penalty of 0.1% of total amount per week of delay will be calculated on per day basis (up to 10% of total work amount) and would be imposed on the company.

9. **Performance Guarantee** : (a) The successful bidder will be required to furnish the Performance Guarantee (5% of the value of the contract) in the form of Insurance Surety Bond, account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee issued/ confirmed from any of the commercial bank in Oman.

(b) Performance Security is to be furnished within 21 (twenty-one) days after notification of the award and it should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the contractor, including Defect Liability Period.

10. Any clarification may be obtained from the following:

Mr. Pushpender Shakya, Attache

Embassy of India, Muscat

Tel. No. +968-24684527; Email : admin.muscat@mea.gov.in

11. Please note that mere submission of the bids/quotations would not place the Mission under any obligation to award the work to the bidder and no expenses incurred by the bidder in this connection would be payable by the Mission. Therefore, all interested parties are requested to understand the terms and conditions of the tender document prior to submitting their bids.

(Praveen Kumar)
Head of Chancery
Embassy of India
Muscat

Annexure – I

Technical Bid for supply and installation of furniture items (six workstations and 6 office chairs) for Chancery building of Embassy of India, Muscat

Name of the Firm	
Registered/Postal Address	
Telephone No.	
Email	
Registration/CR No.	
VAT No.	

S.No.	Criteria	Proof enclosed
1.	Company registration as a commercial entity in Oman (enclose copy of Registration Certificate)	Yes/No
2.	Three (3) years' experience in the relevant filed in Government Department/leading corporate offices/diplomatic Missions	Yes/No
3.	Annual Turn Over should not be less than OMR 50000 during each of the last three years	Yes/No
4.	Company has its own establishment comprising of manpower, experienced labour, vehicle for transportation, etc. required to carry and fix out such work	Yes/No

Place :

Date :
company

Signature with seal of the

Annexure – II

Financial Bid for supply and installation of furniture items (six workstations and 6 office chairs) for Chancery building of Embassy of India, Muscat

Name of the Firm	
Registered/Postal Address	
Telephone No.	
Email	
Registration/CR No.	
VAT No.	

S. No.	Work	Qty.	Quoted amount (in OMR)
1.	Office workstation with cupboards (as per required specifications)	06	
2.	Office chairs (as per required specifications)	06	
3.	Cupboards (as per required specifications)	02	
		Total	
		VAT	
		Grand Total	

Note : (i) Evaluation of tender for deciding L-1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated above subject to fulfillment of other conditions.

(ii) Prices quoted above are inclusive of all local taxes, VAT, duties, levies, transportation costs and insurance costs till the items is accepted.

(ii) The quoted amount should be inclusive of supply and satisfactory fixing/installation of the items at designated location in the Mission.

Place :

Date :

Signature with seal of the company

PICTURE FOR REFERENCE

