



**Embassy of India
Muscat, Oman**

www.indemb-oman.gov.in

**TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR
MAINTENANCE OF REVERSE OSMOSIS WATER
FILTERS (COOLPEX MODEL) AT EMBASSY OF INDIA,
MUSCAT, OMAN**

Tender No. : MUS/872/05/2022

Date: 09th May, 2023

Last date for submission of bids: 30th May, 2023

**Embassy of India, Muscat, Oman
Diplomatic Area, Jamiat, Al Dowal Al-Arabia Street. PO Box No.
1727, Postal Code 112, Al Khuwair, Sultanate of Oman**



EMBASSY OF INDIA
MUSCAT

No. MUS/872/05/2022

Date: 08th May, 2023

Notice Inviting Tender

Subject: Annual Maintenance Contract for maintenance of Reverse Osmosis Water filters (Coolpex Model) at Embassy of India, Muscat

Embassy of India, Muscat invites tenders under two bid system (Technical and Financial), from registered and authorized firms/agencies/contractors for ‘**Annual Maintenance Contract for maintenance of Reverse Osmosis Water filters (Coolpex Model) at Embassy of India, Muscat**’ at Embassy of India, Muscat initially for the period of one year and the contract may be extended for a further period of two year on an annual basis (maximum tenure 03 years) on the same rates and terms & conditions if the services of the company found satisfactory by the Mission.

IMPORTANT DATES

S.No.	Events	Date
1.	Tender Publish Date	09 th May 2023
3.	Bid Submission start date	09 th May 2023
4.	Bid Submission end date	30 th May 2023 (till 1730 hrs)
5.	Opening of Technical Bids	31 st May 2023 (at 1500 hrs)
6.	Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria)	Date to be intimated later*

2. The tender document can be downloaded from the websites: <http://www.eprocure.gov.in> and <http://www.indemb-oman.gov.in> from **09.05.2023** onwards i.e. **from May 9, 2023 to May 30, 2023.** **No tender fee will be charged for the tender documents** in case a firm has downloaded the tender document from the official website of the Embassy of India, Muscat, i.e. www.indemb-oman.gov.in. Please note that any corrigendum/addendum in the above tender document, if required, will be published in the website of the Embassy of India, Muscat, as given above.

3. The interested firms/companies should submit the bids in two separate sealed covers, super scribed as “Technical Bid” and “Financial Bid”. Both sealed covers should be put in a single envelope super scribed as “Tender No. MUS/872/05/2022 for “**Annual Maintenance Contract for maintenance of Reverse Osmosis Water filters (Coolpex Model) at Embassy of India, Muscat** and addressed to “Head of Chancery, Embassy of India, Muscat Diplomatic Area, Al-Khuwair, Muscat, Oman”. The envelope should then be dropped at the Reception of the Embassy of India, Muscat at the address given above. Please note that tender document will not be accepted after the expiry of stipulated date and time under any circumstances.

4. The Earnest Money Deposit (EMD) of OMR 50/- (Omani Rial Fifty only) in the form of Account Payee Demand Draft/Pay Order drawn in favour of “**Embassy of India, Muscat**” is

required to be submitted along with tender bids. Bids shall not be considered in case the EMD is not submitted and would be rejected summarily.

5. The bidders have an option to submit, in lieu of EMD of RO 50/-, a judicially valid Undertaking to the effect that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the stipulated deadline, they will be suspended for a specified time period from being eligible to submit bids for contracts with the Embassy of India, Muscat.

6. **Scope of Work** : Periodic (every 3 months) replacement of 3-stage filters, granular activated carbon filter, CTO pre-filters, RO Membrane replacement, checking of valve, flow restrictor, booster pumps, water adapter, ball valve, pressure gauge and faucet and replacement of storage tank 3.2 gal (after completion of prescribed lifespan), 4th stage RO-membrane, 5th stage post AC filter along with other breakdowns.

7. The Technical Bids will be opened on 31st May, 2023 by a Committee authorized by the Competent Authority of the Embassy. The financial bids of only those bidders, whose Technical Bids are found responsive, shall be opened by the Committee authorized for the purpose.

8. The Competent Authority reserves the right to reject any or all the bids, or cancel the tender, without assigning any reason and the decision of the competent authority of the Mission/Ministry shall be final and binding.

9. Any wrong or misleading information will lead to disqualification. Embassy reserves the right to reject any or all bids without assigning any reasons. The successful bidder will have to sign an Agreement with the Embassy. You are welcome to seek further details/information from the undersigned on any working day (Sunday to Thursday) between 0830 hrs to 1700 hrs by telephone - 24684527 or email admin.muscat@mea.gov.in.

(Praveen Kumar)
Second Secretary (HOC)
Embassy of India
Muscat
Tel No. +968-24684527

SUBMISSION OF PROPOSALS

Two bid system:

The two bid system will be followed for this tender. In this system, bidder must submit his offer in two separate sealed envelopes as explained below:

Envelope No. 1: “Technical Bid” shall contain:

Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria, valid EMD of requisite amount. Documents comprising the Bid:

- a. Technical Bid Submission Form (as per Annexure I) duly signed and printed on Company's letterhead.
- b. Contact Details Form, duly filled and signed & stamped.
- c. Earnest Money Deposit of OMR 50.000 or a judicially valid Undertaking in lieu of EMD.
- d. The bidder should be a qualified and experienced company in Reverse Osmosis water filter maintenance services for a minimum of 3 years. Details of similar nature of work done in other Embassies/Government offices/companies with proof should be attached.
- e. The bidder must have modern equipment, latest technical expertise required for the above maintenance.
- f. The company should have an established office with adequate number staff and infrastructure related to the concerned job in Muscat.
- g. No advance payment will be admissible. Payment will be made on quarterly basis only after satisfactory services in preceding quarters. Service/work completion report needs to be submitted with the invoice.
- h. All necessary manpower, material and transport shall be the sole responsibility of the winning (L1) bidder.

Envelope 2: “Financial Bid” shall contain:

Price Schedule (Annexure-II) complete in all respects with proper seal and signature of authorized person. Both the technical bid and financial bid envelopes should be sealed separately and clearly marked as “Envelope no. 1 - Technical Bid” and “Envelope no. 2 - Financial Bid”. Both the sealed envelopes should be placed in a third larger envelope clearly mentioning “Technical Bid & Financial Bid” for “Maintenance of Reverse Osmosis Water filters (Coolpex Model) at Embassy of India, Muscat” and addressed to “Head of Chancery” Embassy of India, Muscat.

Note 1: Please write tender number on each envelope and seal all the envelopes.

Note 2: Please do not put "Financial Bid" (prices quoted) in the technical bid envelope. If the price quoted is submitted with technical bid, the tender will be rejected.

Opening of Technical Bids:

- a. All the technical bids received by the Embassy of India, Muscat will be opened **May 31, 2023 at 1500 hrs** in the Conference room of the Embassy of India, Muscat.
- b. After being opened, the Technical Bids will be evaluated, by the Embassy of India, Muscat, based on the available documents submitted by the bidder.
- c. After evaluation of the Technical Bids, the Embassy of India, Muscat will intimate the date for opening of the Financial Bids of only those bidders who qualify at Technical Bid stage.
- d. Financial Bids of those bidders who do not qualify at Technical Bid stage will be returned to the respective bidders un-opened.

5. Opening of Financial bids :

- a.** Financial bids of the short listed bidders only will be opened, in the presence of the bidders or their authorized representative, who choose to attend, date to be intimated later.
- b.** The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance sheet as a proof of having attended the financial bid opening.
- c.** The bidder's name, bid prices, discounts and such other details considered as appropriate by the Embassy of India, Muscat will be announced at the time of the opening of the bids.
- d.** Technically accepted competitive bids ONLY will be considered for the opening of Financial Bids.

Contact information

(Praveen Kumar)
Head of Chancery Embassy of India
Muscat
Tel. No. +968-2468 4527
Email: admin.muscat@mea.gov.in

Technical Bid Proforma

Format for submission of Technical Bid for maintenance of Reverse Osmosis Water filters (Coolpex Model) at Embassy of India, Muscat (as per work schedule)

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 in (with address and Contact details) if any	
Average Annual turnover in the <i>last five</i> financial years	
Total Staff Strength <i>with Nationality of Employees</i>	
Total Technical staff percentage	
Nationality of Staff working in Company and to be deputed for work (<i>National of India or friendly country</i>)	
Details about key personnel of the bidding company (with id proof/supporting documents)	1. 2. 3. 4. 5.

UNDERTAKING

- a)** I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b)** The rates quoted by me are valid and binding upon me for the entire period contract.
- c)** I hereby had undertaken to render the service as per direction given in the tender document.

Sign and stamp of authorized signatory of the company

Name:

Designation:

FINANCIAL BID/PRICE SCHEDULE

Format for submission of financial bid for maintenance of Reverse Osmosis Water filters (Coolpex Model) at Embassy of India, Muscat (as per work schedule) to Embassy of India, Muscat

(To be submitted along with the financial bid only)

BID No. MUS/872/05/2022

Date:

To,

Head of Chancery

Embassy of India,

Muscat, Oman

Price Schedule

S. No.	Work description	Total Bid Quantity	Total Price (in OMR) PER UNIT PER ANNUM
1	2	3	4
1	Annual Maintenance Contract for maintenance of Reverse Osmosis Water filters (Coolpex Model) at Embassy of India, Muscat for a period of one year	As per work schedule/Scope of work	
		Taxes	
		Grand total	

Note: Above quoted price for Reverse Osmosis water filter Maintenance works (as per scope of works mentioned in tender document) is complete in all respect as per technical specifications and terms & conditions mentioned in the bid document.

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal: