

No. OSL/872/02/2022

Dated: 13/07/2022

### Notice Inviting Tender

Embassy of India, Oslo invites bids from professionally qualified and experienced companies to carry out repair and renovation work at the parking premises located in front of garage in Chancery building at Niels Juels Gate 30, 0272, Oslo.

**Scope of work**– As detailed in the Section II of this document. The Specification as a whole must be taken and quotation must include prices for all works shown in the scope of work for complete and proper execution of the works. In case, a Tenderer feels that any item is left out and is required for completion of the work, the same can be added in the schedule of items with full nomenclature of the item.

2. **A pre-bid site visit is compulsory before submission of the bid.** Kindly contact Mr Manjeet Singh, Assistant Section Officer in the Embassy, for site visit (Mobile No. +47-47721552 and email [accts.oslo@mea.gov.in](mailto:accts.oslo@mea.gov.in)). It shall be the responsibility of the Tenderer to visit the site and satisfy himself as to all conditions under which the works will be executed, particularly with regard to access, parking, storage, condition of existing structures, and any other matter which may generally affect Tender. During the contract period Contractor shall maintain cleanliness and safe working conditions; act reasonably in clearing out old debris and dumping of rubbish anywhere on site shall not be permitted.
3. The bids should be submitted in **two sealed envelopes {Envelop A – ‘Technical Bid Documents’, Envelop B – ‘Financial Bid Documents’}**. The two envelopes containing ‘A’ & ‘B’ must be duly superscripted with above titles and put in another sealed envelope superscripted with the title ‘Proposal for Repair/Renovation work at Embassy of India, Oslo.
4. Bids must be valid for **180 days**.
5. Tender shall be submitted in a sealed cover containing two sealed envelopes (before 1700 hrs on **04.08.2022** in the office of Mr. V.Venkataraman, Counsellor & Head of Chancery, Embassy of India, Oslo.
6. Envelopes should indicate the name and address of the Tenderer to identify the bid and to enable the bid to be returned unopened, in case it is declared ‘late’ or ‘rejected’. Offers received through Fax/E-mail or through open letter shall be ignored.
7. Tenderer must submit the followings documents along with their bids:
  - A. Technical Bid**
    - Copy / undertaking of Company’s licence to carry out the work.
    - Copy of Company’s VAT registration.
    - Tenderer should demonstrate and explain their technical, professional and practical experience of having completed similar works costing not less than estimated work of this Tender and will need to supply examples of similar works undertaken in the last 5 years.
    - Introduction and Credentials of Tenderer: This should be a brief introduction, background, company details, credentials, and past performance of the Tenderer and may attach any other documents such as company profile, company brochures, achievement of the company etc.

➤ Bids must have date, signature and seal of authorized company representative.

**B. Financial Bid**

➤ Cost of supply and work – as per Section III.

➤ Form of Tender - to be printed on the letter Head of the Company and duly signed.

9. The Schedule of submission, opening etc of the Tender/Bid is as follows:

Bid Submission Start date	14.07.2022
Bid Submission End date	04.08.2022
Bid Opening date	05.08.2022

**10. Bid Security** – The bidders will have to furnish Bid security equivalent to 5% of the estimated value of works in favour of Embassy of India in Oslo. The bid security will be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form. It should be valid for a period of Ninety days beyond the final bid validity period. Bid Security of unsuccessful bidders will be returned after award of the work.

**11. Terms of payment**

- i. 90% of tendered amount will be paid upon satisfactory completion of work.
- ii. 10 % upon completion of defect liability period (90 days from completion of work).

12. The Embassy of India reserves right to employ third party for verification of the quality of works at any stage.

13. Any further information or clarification which the Tenderer may require in order to complete Tender may be obtained from Mr. Manjeet Singh, Accountant by email at [accts.oslo@mea.gov.in](mailto:accts.oslo@mea.gov.in).

14. The Embassy of India reserves right to reject any or all bids without assigning any reasons, if not found suitable.

(V.Venkataraman)  
Counsellor & HOC  
13<sup>th</sup> July, 2022

## **Section II**

### **Scope of Work**

- 1. Asphalting of parking space in front of garage at the Embassy premises**
  - a) Removal of present broken tarcoal/asphalt
  - b) Laying of fresh asphalt at the parking space
  
- 2. Green Fencing along the parking space located in front of garage at Embassy premises**
  - a) Digging the ground along the fencing site
  - b) Installation of trees/plants for green fencing

**Section III**

**Format for submitting Financial Bid**

**Price Schedule (item-wise) excluding VAT**

Sl. No.	Job/Item	Material Cost (NOK)	Labour Cost (NOK)	Total cost (NOK)
1	Removal of broken asphalt			
2	Asphalting the parking space			
3	Digging the ground for green fencing			
4	Cost of procurement and installation of trees/plants			
	<b>Total</b>			

Name of the Company:

Address :

Contact :

**Note:** Above quoted price are complete in all respects as per technical specifications but exclusive of VAT, if any.

2. Certified that rates quoted for the above items are as per scope of work, specifications, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorized Signatory)

Name & Designation

Date

Company seal