

भारत का राजदूतावास  
मस्कट



Embassy of India  
Diplomatic Area, Jamiat Al Dowal Al-Arabia Street,  
Al Khuwair, P.O. Box 1727, Postal Code-112,  
Ruwi, Muscat, Sultanate of Oman  
Tele: +968-24684527  
Fax: +968-24695291

No. MUS/872/09/2008

March 21, 2017

**Notice Inviting Tender**

**Subject: Quotations for Annual Maintenance Contract for Civil, Electrical, Mechanical, Wooden, Glass, Plumbing and Air-conditioning installations at Embassy of India, Muscat**

Embassy of India, Muscat plans to renew Annual Maintenance Contract for Civil, Electrical, Mechanical, Wooden, Glass, Plumbing and Air-conditioning installations for period of one year w.e.f. 01.05.2017 to 30.04.2018.

2. **Scope of work :** Scope of maintenance works is attached herewith.

3. **Eligibility criteria :**

The bidder must be registered under Muscat Chamber of Commerce for integrated building management and must be in existence for a minimum period of three years as on 31.03.2017. The bidder will provide proof of the date of incorporation/registration. Experience of the bidder must include integrated management of large and modern office or residential complexes. **The bidder should be ready to give performance guarantee of 10% of annual contract amount.** This performance guarantee deposit money shall be refunded within 60 days after the expiry of contract provided there is no breach of contract during the period of the contract. The bidder must have satisfactory arrangements for training of its workers. The bidder must have modern equipments, latest technical expertise for management of buildings and related facilities. The bidder will have to ensure compliance with all labour laws/regulations.

3. Bidders who fulfill the above minimum conditions could send their quotations in sealed cover subscribed **"Quotations for annual maintenance contract for Civil, Electrical, Mechanical, Wooden, Glass, Plumbing and Air-conditioning works"** of Embassy premises along with complete details of company profile to the following address by 10.04.2016:

Attache (Establishment),  
Embassy of India, P.O. Box-1727, Postal Code- 112,  
Ruwi, Muscat, Sultanate of Oman

4. Tender document fee is R.O. 3/- payable by Demand Draft/Cheque/Cash in favour of 'Embassy of India, Muscat'.
5. 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.
6. The quotations must reach the office of the undersigned at Embassy of India, Muscat by 1200 Hrs on 10.04.2017. The Financial Bid will be opened in Room No. 112, Embassy of India, Muscat at 1600 Hrs on the same day i.e. 10.04.2017.
07. You are welcome to seek further details/information from the undersigned on any working day (Sunday –Thursday) between 0830 hrs to 1700 hrs by telephone -24684527 or email [admin.muscat@mea.gov.in](mailto:admin.muscat@mea.gov.in).



(D.N. Barnwal)  
Attache (Establishment)

**TECHNICAL BID**  
(In separate sealed cover-I super scribed as Technical Bid)

<p><b>2. Name &amp; address of the Tendering Organization/Agency with phone number, e-mail and with telephone/mobile number of contact person.</b></p>	
<p><b>2. Experience in the work of providing Services. Particulars of experience. This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for a minimum of last 3 years.</b></p>	

Sl. No.	Name of organization with complete address and telephone numbers to whom services provided	From	To	Contracted amount (Rs. per month)	Reason for termination

<p><b>3. Set-up of the organization, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service:</b> a) Is the establishment registered with the Government? Please give details with document/ evidence.</p>	
<p><b>4. Are you covered by the local labor Legislations etc.</b></p>	
<p><b>5. Please give Company's CRN No:</b></p>	
<p><b>6. Are you governed by minimum wages rules of the Government? If yes, please give details.</b></p>	
<p><b>7. Please attach balance sheet of the</b></p>	

company, duly certified by Chartered Accountant/ CPA for the last 3 years.	
8. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part or tender document.	
9. Power of Attorney/Authorization for signing the bid documents.	
10. Please submit an undertaking that no case is pending with the police against the proprietor/Firm/Partner of the company (Agency). Indicate any convictions in the past against the Company/Firm/Partner.	
11. Details of the Demand Draft of R.O. 3/- towards cost of tender documents.	

**Declaration by the Tenderer:**

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls: 1. DD/Bank Draft No. \_\_\_\_\_

2. Terms & conditions as per agreement (each page must be signed and stamped).
3. Financial Bid.

(Signature of Tenderer with Seal)

Name:

Seal:

Address:

Phone No.(O)

## Financial Bid

(In separate sealed cover-I super scribed as Financial Bid)

To  
Attache (Establishment)  
Embassy of India,  
Muscat

Subject:

Dear Sir/Madam,

Please refer to your letter No. MUS/872/09/2008 dated 21.03.2017 on the subject mentioned above. We are pleased to quote the rates per Square meter for the following job as per details below:-

	Work Description	Total Cost
1.		

NOTE: All the above work will conform to Muscat Municipality Norms.

2. The C.R. number of the company registered with Muscat Chamber of Commerce is .....

(Signature of the contractor)  
(with seal)  
Date .....