

**Embassy of India
Washington DC**

Invitation of Bid

Name of Works: Tents, Stage, and chairs related services to be provided at 2700 Macomb Street NW, Washington Dc 20008 for a function to be held on 15th August 2018 from 9AM to 12PM.

The Tender shall be submitted in a Sealed Cover before **10:00AM on August 1st 2018** in the office of First Secretary (PIC), Embassy of India, Washington DC, (2107, Massachusetts Avenue NW, Washington DC 20008). Any Tender received after this date and time will not be considered. **Tender shall be opened on August 1st 2018 at 3:00PM**

- The Tender shall remain valid for a period of Sixty (60) days from the date of opening or any extended period.
- Tenderer shall quote his/her price based on the enclosed **Scope of work in Annexure-A**.
- The Embassy will not be bound to accept the lowest or any tender nor to give a reason for the rejection of any Tender.
- The successful tenderer shall be responsible for coordinating his work with various Sub- tenderers on the Works coordinating his work between various trades.
- The Embassy of India will not be responsible to compensate for any expense or losses which may be incurred by the Tenderer in the preparation and submission of his Tender.
- The Embassy of India will satisfy itself about the Scope of Work in Tender Document. They are free to add/delete items which are needed for completion of the job.
- No alteration shall be made by Tenderer to the Tender Document unless otherwise permitted.
- The amount and rates for variations must be quoted both in figures and words in US Dollars only. In case of any discrepancy between figures or words, the amount or rates quoted in words shall be taken to be correct for this tender.
- The Tenderer shall strictly comply with all the conditions stated in the Tender. Decision on bid will be taken based on the final price quoted on the Form of Tender. Any mismatch in the final quoted price on Form of Tender and Total amount worked out on rates in the final price quoted on Form of Tender shall be considered for comparison of bids and decision on bid. The rates on schedule of quantity or

elsewhere shall be adjusted in the ratio to match with quoted Final price on the form of tender.

- The acceptance of the tender shall be conditional and not finally binding upon the Embassy until the actual contract signed between the Tenderer and the Embassy of India. Should the tenderer fail to sign the contract within the stipulated time or for any other reason withdraw his participation in the Tender, the Embassy may withdraw his acceptance of the Tender without any notice or other formality and may enter into a new Agreement for the execution of the Works. No payment shall be released to the tenderer unless the agreement is signed.
- Any further information or clarification which the Tenderer needs may be obtained from Mr. Yukesh Batra, Attache(PIC), Embassy of India, Washington DC (Email: attpress.washington@mea.gov.in. All information requested by and supplied to one bidder will be supplied to all bidders.
- The date and time for submission may be deferred by an official communication in writing issued by the Embassy of India to all Tenderer. Tenders received after this date will not be considered.
- Tender may be disqualified for any reason including, but not limited to the following:
 - If Tenderer sets forth any conditions which are unacceptable to the Employer.
 - If any tender is submitted under a name other than the name of the individual firm partnership or corporation that was issued the Tender Document.
 - If there is evidence of collusion between Tenderer.
 - If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender.
- Scope of Work: Scope of Work is enclosed in the Tender Documents as Annexure 'A'.
- Tenderer shall have deemed to have read carefully the Scope of Work and acquainted himself with the work by visiting the site.

Special Terms and Conditions

- The Tenderer need to deploy the professional workers/technicians trained in the field. The quality of work should not be compromised.
- If, at any time during the period of contract, it is observed by the Embassy or its authorized representative, that the services rendered by the company are not to the satisfaction of the corporation or any terms of the contract are violated, Embassy reserves the right to terminate the contract without any notice.
- Work will be authorized by means of a works order issued under the authority of Embassy of India, Washington DC.

- The Tenderer is to maintain during the period of the contract the level and quality of service offered in the contract documents.
- At no time during the continuance of the contract shall the principal or its representative, servant or agent act or be deemed to act in any manner whatsoever for or on behalf of the tenderer or so as to relieve or release the tenderer in any way from his contract responsibilities.
- The Tenderer's attention is drawn to his statutory obligations pursuant to the Health and Safety law in the country. No cost additional to the contract price shall accrue on account of the tenderers obligations under the Act and the tenderer shall indemnify the principal against costs arising from any failure of the tenderer to meet his obligations.
- All work is to be carried out as per best trade and accepted working practices, using current market of standards.
- **Eligibility of Tenderer** - Tenderer should have good experience in relevant field of work and submit recent list of jobs done with specified names of clients.

SCOPE OF WORK

Tents, Stage and Chair services will be provided at 2700 Macomb St, NW, Washington DC 20008

Works to be carried out by the Tenderer:

- a) Setup of all Tents and Stage to be carried out day before the event.
- b) Pickup of all Tent and stage to be carried out same day after the event.
- c) Setting up of the stage to the satisfaction of the Event officer of the Embassy.
- d) Chairs to be delivered at 2700 Macomb St, NW, Washington DC 20008