No. STO/ADM/861/03/2019
Embassy of India
Stockholm
****

20 November 2019

TENDER NOTICE

Subject: Invitation for competitive tender for packing and moving of office equipment/furniture/documents/files and storage cabinets of Embassy of India from Adolf Fredriks Kyrkogata 12, 111 37, Stockholm to Kornhamnstorg 4, 111 27, Stockholm.

1. Sealed tenders are invited from professional companies / firms with a minimum experience of three years; providing packing and moving services to Embassies and big corporate firms for at least two years during the last three years.

2. The scope of the work, terms and conditions would be as follows:

   I. Packing of all the documents/files/folders/equipment/furniture belonging to Embassy of India at Adolf Fredriks Kyrkogata 12.
   II. Moving of all the equipment from basement and second floor of Adolf Fredriks Kyrkogata 12, 111 37, Stockholm to Ground, First, Second and Third floors of Kornhamnstorg 4, 111 27, Stockholm.
   III. Unpacking and removal of packing material after shifting is completed at Kornhamnstorg 4, 111 27, Stockholm.

3. Interested parties/firms may submit their Technical bid and Financial bids in separate sealed envelopes for the above mentioned works.

4. The firm shall be required to furnish an undertaking to strictly abide by good management practices, various labour regulations/laws, if any, in force in Stockholm including payment of minimum wages, social security etc. The winning bidder would be required to dedicate one supervisor/manager who can be contacted for all queries/requirements in connection with the work awarded.

5. The firm would be responsible for its workers in terms of their antecedents and conduct, service performance & behaviour as also the payment of salaries, compensation etc. Embassy of India would not be responsible for any dues other than the agreed contract amount. The workers shall not have any claim for regularization of their services or enhancement of wages with the Embassy of India.

6. Contract amount, once agreed to by the firm, shall not be increased during the period of the contract.

7. Bidders would be required to furnish the information and submit documents, as per the attached proforma. Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, transportation, taxes etc. Technical information should be in separate envelop.

8. Prices quoted in the financial bids of the tender should remain valid for acceptance for 90 days from date of closing of tender, without any price escalation for whatever reason.

9. The bidding firm will have to submit 'Financial Bid' in a sealed cover. Financial bids of only those bidders who met the technical criterion in Para 1 above would be opened to award the contract. Financial bids of bidder [s] who do not meet the technical criterion will not be opened.

10. A Bid shall be treated as successful only after the competent authority in the Embassy of India has approved it in accordance with the terms of the Tender Notice. Embassy of India shall send the notice of acceptance of the successful lowest Bidder. Subsequent to the notice, a contract shall be signed between the Embassy of India and the successful lowest Bidder.

11. The Embassy of India reserves the right to revoke the contract at any time if the services rendered are not found satisfactory during the period of contract.

12. The Embassy of India shall have the right to impose such penalty as it deems fit on the firm if the services are found unsatisfactory or partial / defective services are rendered. The maximum penalty will be restricted to the amount of the financial bid. Any kind of damage occurring to the building while working is the responsibility of the firm that is undertaking the packing and moving work.

13. The Embassy of India shall also have the right to impose such penalty as it deems fit on the firm if the Mission is put to any financial loss directly or indirectly by any act of omission or commission on the part of the firm or the person (s) deployed by it on the premises of the chancery or withholding payment till the rectification of the omission/commission.

14. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF

1. DATE OF ISSUE OF TENDER: Tuesday, 20 November 2019.

2. LAST DATE FOR BID SUBMISSION: 1700 HRS, Wednesday, 04th December 2019.

3. DATE OF OEPNING FINANCIAL BIDS: 1500 HRS, Thursday 05th December2019.

4. EVALUATION CRITERIA: The Tender Evaluation Committee [TEC] will evaluate the Technical information individually using the following criteria:

(a) The Organization's relevant experience for the Assignment.
(b) Quality of work plan and methodology for undertaking the job.
(c) Qualifications and experience of the staff proposed.
(d) Past track record.

15. Experienced & registered firms are invited to submit bids in sealed covers to the office of the undersigned by 1700 HRS, Wednesday, 04th December 2019.

16. Bid may be submitted physically or by courier/post to:

Head of chancery
Embassy of India
Adolf Fredriks Kyrkogata 12, Box No-1340
Stockholm 11183, Sweden

17. Site visit is recommended before filing the bids. For site visit, please contact the undersigned during office hours.

(Suresh Kumar)
First Secretary & Head of Chancery
Tel. No. -08-411 7090
E-mail:estt.stockholm@mea.gov.in
culture.sotckholm@mea.gov.in

TECHNICAL INFORMATION

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

Telephone:
Fax:
E-mail:

Sl.No.	Requirements	Reply	Remarks, if any
1.	a. Brief introduction of the company		
	b. Previous experience in the field (minimum of three years)		
	c. Total number of regular employees with the firm		
	d. Turnover of the firm for the last two years		
	e. Registration Certificate & license for the services		
2.	Detailed work plan and methodology for undertaking the job		
3.	Qualification and experience of the staff proposed to be deployed for the job		
4.	a. Copies of Current contracts being undertaken by the firm		
	b. Copies of past contracts by the firm		
	c. Testimonials [Clients' letters / certificates etc.]		

FINANCIAL BID

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

Telephone:
Fax:
E-mail:

Sl.No.	Items	Charges (in SEK including VAT)	Remarks, if any
1	Total amount for the completion of the work alloted	**Note** : Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, transportation, rentals, taxes, VAT etc.	