

WIN/872/1/2015
High Commission of India
Windhoek

Tender for Work : Replacement of curtains at 31 Anna Street, Ludwigndorf, Windhoek.

Issue Date : 28th February, 2017 and Response Deadline : 14th March, 2017 Time : 1300 hrs.

1. **Scope of work:** Replacement of curtains at High Commissioner's residence at 31 Anna Street, Ludwigndorf, Windhoek.

2. **Inviting bids from Companies :**

Interested companies are requested to visit the residence after seeking appointment through the office of the Head of Chancery for measurement of the windows; doors etc for replacement of curtains and forward their quotations accordingly. Quotations should be in two parts as follows :

Part – I : Technical bid should consist of the details of services including type and quality of fabric, fasteners, etc. along with terms and conditions.

Pat – II : Financial bid should indicate service wise price for the services mentioned in the technical bid.

3. **Contact Person :** The advertisement would be placed on the Central Public Procurement Portal (CPPP) and the High Commission's website. The Bid would be accepted in sealed envelope before 1300 hrs on or before 14th March, 2017 at the High Commission of India, 97, Nelson Mandela Avenue, Klein Windhoek. Any bid received after this date and time will not be considered. Any further information or clarification which the bidder may require in order to complete his tender may be obtained from :

Mr. Vinay Kumar
Head of Chancery
97 Nelson Mandela Avenue, Klein Windhoek
e-mail : prop.windhoek@mea.gov.in
Phone : +264-61-226037/228433
Windhoek

4. **Mandatory Requirements :**

The bidder will submit the proposal to High Commission with :

- 4.1 Pricing schedule with requisite barak up (including VAT)
- 4.2 Any other relevant supporting document highlighting qualification/experience of the company in this field.
- 4.3 Proposal must be submitted in two parts, as mentioned in clause 2 above.

5. **General Terms and Conditions :**

- 5.1 The bidder is responsible for all costs incurred in the preparation and submission of the proposal.
- 5.2 The tender is non transferable.
- 5.3 The contract will be awarded on the basis of the lowest quote. Subject to meeting the technical requirements.

- 5.4 Payment will be made directly to service provider by cheque or through bank transfer.
5.5 The work should be completed within one month of award of work.

6. **Evaluation & Selection :** The quotations will be opened on 14th March, 2017 at 1500 hrs at the High Commission of India. Bidder may please send their representative during opening of bids. The quotation offering as per scope of work, good credentials and lowest prices would be selected for the award of the job. However, the final decision would rest with High Commission of India, Windhoek and it would owe no explanation to anyone about the selection process of the company for the job.

(Vinay Kumar)
Head of Chancery