

EMBASSY OF INDIA  
DOHA

TENDER NOTICE

Dated 21 April, 2016

The Embassy of India, Doha (Qatar) invites sealed tenders for the following service at the Embassy premises.

**SHIFTING OF EMBASSY ASSETS**

**SCOPE OF WORK:**

Shifting of all furniture items including tables, chairs, cupboards, official documents, air conditioners and electrical fittings etc with utmost care from the Embassy premises located at Villa No.-19, Area No.42, St.No.-828, Wadi Al Neel Lane, Al Hilal Area, Doha to Villa Nos. 86 & 90, Street No. 941-Al Eithra Street, Zone 63, Onaiza, Doha.

**GENERAL SPECIFICATION OF WORK:**

1. Shifting of all office furniture - office tables, chairs, cupboards to the new location.
2. Packing of all the official documents properly and unpacking and arranging them back at the new premises.
3. Removing all air conditioners from the existing premises and having them fixed at the new premises.
4. Removing the night latches fixed on various doors and fixing them on the doors at the new premises.
5. Packing all the electronic equipments carefully and installing them at the new premises.

The premises located at Villa No.-19, Area No.42, St.No.-828, Wadi Al Neel Lane, Al Hilal Area, P.O. Box 2788, Doha, can be inspected by your persons in the next few days. Last date for submission

of offers is 1<sup>st</sup> May, 2016. Contact person Mr. Manoj Kumar, Attaché (Administration) and contact Telephone No 44255713, Email: admn.doha@mea.gov.in.

**Conditions:**

- i) The Company should have valid CR Number for Qatar.
- ii) The Company should have an established Office with adequate number of staffs and necessary infrastructure related with the concerned job profile in Doha, Qatar.
- iii) Full company profile with details of registered office, name & designation of contact person, with telephone/mobile/e-mail may be enclosed.
- iv) The tendering firms should be packers and movers of repute who have handled similar jobs for at least five years till date.
- v) The safety of the furniture, cupboard and other equipments during the process of shifting shall be the sole responsibility of the packers and movers to whom the contract is awarded.
- vi) All the necessary manpower, material and transport shall be the sole responsibility of the winning bidder.
- vii) Successful bidder will complete the work under the supervision of the Embassy personnel.
- viii) In the event of the last day stipulated for tender submission/opening of the bids being declared a holiday, the immediate subsequent working day shall be deemed as the last day for such submission/opening of tenders.
- ix) The tendering firms shall enclose a letter of acceptance of all terms and conditions mentioned in the tenders.
- x) Tenders may be submitted neatly typewritten in English
- xi) Sealed Tenders may be submitted to the Attaché (Admn), Embassy of India, Doha by 1730 hours on 1<sup>st</sup> May, 2016.
- xii) Tenders would be opened in the presence of authorised representatives of the bidders at 1000 hours on 2<sup>nd</sup> May, 2016, in the Embassy of India premises.