

## Instructions to the Bidders

**Tender Notice No** GEN/PMI/872/01/2022

**Name of the Work:** Making of Glass windows in the Chancery premises of Permanent Mission of India, 7-9 Rue du Valais, 1202, Geneva (Switzerland) at E-Floor Consular Wing:

Sl No	Activity	Details
1	Visit to Site	From 04.05.2022
2	Total Area to be used for making Glass Windows Counter	<b>E- Floor, RUE DU VALAIS 9 48 sqft (4.5 sq M2)</b>
3	Submission of Bids	By 5 PM on 23.05.2022
4	Opening of Bids	Bids shall be opened on 25.05.2022 at 1500 hrs in the Permanent Mission of India, 9 Rue de Valais, Geneva 1202. Technical bids will be opened first and Financial bids of only those companies who meet the required parameters will be opened. <ul style="list-style-type: none"><li>Interested bidders (Companies) may send their representatives to be present at the time of opening of tenders.</li></ul>
4	Submission of Bids in Two Envelops titled	(a) Technical Bid- <ul style="list-style-type: none"><li>(at least two letters) from existing /past clients (within last two years)</li><li>Time (approximate) required finish work.</li><li>Registration of the Company</li></ul> (b) Financial Bid- <ul style="list-style-type: none"><li>Providing the cost of material, Labour Charges;</li></ul>
5	Contract Period	As per guarantee of material used.
6	Schedule of conditions	As Enclosed <b>Annexure II</b>
7	Mode of Payment	After finishing work on actual invoice, Being Diplomatic Mission, VAT is Exempted
8	Contact person in the Mission for getting the tender document and for submission of bids	<b>Mr. Sheelmani Attaché (Admin) Tel : 022 9068686 Email: <a href="mailto:adm.genevapmi@mea.gov.in">adm.genevapmi@mea.gov.in</a> <a href="mailto:hoc.genevapmi@mea.gov.in">hoc.genevapmi@mea.gov.in</a> Address : Permanent Mission of India, 9, Rue du Valais 1202 Geneva (Switzerland)</b>
09	<b>The Permanent Mission of India, Geneva reserves the right to reject any bid or to cancel the entire tender at any stage (before award of a work contract), without assigning any reason whatsoever.</b>	