सत्यमेव जयते

Embassy of India
Guatemala

INVITATION FOR TENDERS

GUA/ADMN/122/01/2023

Date : 11 January 2024

The Embassy of India, 8 Avenida, Calle 15-07, Zona- 10, Guatemala City invites bids for installing tent with decoration lighting of Indian colours at Chancery Premises to organize Republic Day Reception and World Hindi Day on 26th and 27th January 2024 respectively. The bids should include all the expenses like hiring, supply, transportation and installation of tent as prescribed in the attached scope of work including all required accessories, cabling and other electrical fittings at designated location, all other material related to work including delivery, labor, material etc.

2. Interested parties are welcome to contact the Embassy to submit their bids on any working day till Monday, 22 January 2024 between 0900 hrs and 1730 hrs. Please send an e-mail to admn.guatemala@mea.gov.in or contact via telephone number +502-508-8891 in case of any questions. All Interested companies may e-mail their quotes at admn.guatemala@mea.gov.in or send by post at the following address latest by 22 January 2024:

Head of Chancery
Embassy of India
8 Avenida, Calle 15-07,
Zona- 10, Guatemala City

[Ramesh C Khulbey]
Head of Chancery

Last date of submission of bids is Monday, 22 January 2024.

Terms and Conditions:

1. **The Submission of Bids:**
Bidders shall submit their Financial Bid in a sealed envelope at Embassy of India, Guatemala

2. **Last date for submission**

The last date for submission of duly completed bids is 22 January 2024 (1500 hrs) and should be submitted at Embassy of India, 8 Avenida, Calle 15-07, Zona 10, Guatemala City.

3. **Validity of Bid** –

The Bid shall remain valid for a period of 30 (Thirty) days from the date of the opening of the bid or up to any mutually extended period.

4. **Late Applications:**

Any bid received after the last date and time specified for submission for the same, shall not be accepted under any circumstances. Bids received after the last date and time shall be summarily rejected and no correspondence in this regard will be entertained.

5. **Period of Contract:**

The period of contract will be valid till completion of the event

6. **Scope of work:**

- Provide and install tents at Embassy premises.
- Ensure the tents are in the colors of the Indian flag (saffron, white, and green) or with appropriate lights.
- Ensure the tents are adequately sized to accommodate 150 guests.
- Setup and dismantle the tents before and after the event.
- Design and implement creative lighting solutions that incorporate the colors of the Indian flag.
- Illuminate key areas such as the stage, entrance, and focal points with energy-efficient and aesthetically pleasing lighting.
- Ensure proper wiring and safety measures are in place to prevent any hazards.
- The service provider is required to be on-site for setup a day before the event and dismantle on the day following the celebration.
- Ensure the quality and cleanliness of tents and lighting equipment.

7. **Payment terms**:

- The price quoted shall remain fixed and not be subject to variations in exchange rate, duties, levies etc.
- Payment will be released on submission of invoice for the same at the end of the event. Maximum 50% can be made in advance.
- The agency who has been awarded the contract shall submit the bills within a week of expiry of the billing period.

- The quote price will be excluding IVA.
- The payment will be released through direct bank transfer or cheque.
- Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, transportation, rental taxes, consumable, labour, insurance of its workers, etc. The Embassy of India would not be responsible for any dues other than the agreed contract amount.