

सत्यमेव जयते

Embassy of India
Guatemala

INVITATION FOR TENDERS

GUA/ADMN/885/03/2025

Date : 27 March 2025

The Embassy of India, located at 3 Avenida, Calle 17-59, Zona-14, Guatemala City, invites sealed bids from reputable and experienced vedors to supply food items during the International Day of Yoga (IDY) event at Cercha, Cobán, on 21 June 2025.

2. Interested parties are welcome to contact the Embassy to submit their bids on any working day till Thursday, 17 April 2025 between 0900 hrs and 1730 hrs. Please send an e-mail to admn.guatemala@mea.gov.in or contact via telephone number +502-2246-1661 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 17 April 2025:

Head of Chancery
Embassy of India
3 Avenida, Calle 17-59,
Zona- 14, Guatemala City

[Ramesh C Khulbey]
Head of Chancery

Last date of submission of bids is Thursday, 17 April 2025.

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 17 April 2025 (1500 hrs) and should be submitted at Embassy of India, 3 Avenida, Calle 17-59, Zona 14, Guatemala City.

3. **Validity of Bid** –

The Bid shall remain valid for a period of 60 (Sixty) 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:**

Scope of Work

The selected vendor will be responsible for preparing, packaging, and delivering hygienic and high-quality food items to cater to participants attending the event.

Food Menu & Quantity Required
The vendor shall provide the following pre-packaged food items, ensuring freshness and hygiene:

1. Chicken Sandwich
2. Packet of Chips
3. Juice (Tetra Pack)

Requirements & Conditions

- **Quality Assurance:** All food items must be fresh, well-packaged, and sourced from hygienic and certified suppliers.
- **Packaging & Labeling:** Each food packet should be individually packed for easy distribution, with clearly mentioned expiry dates.
- **Timely Delivery:** Food must be delivered to the event venue in Cercha, Cobán, at 7 AM on 21 June 2025, well before the event start time.
- **Storage & Transport:** The vendor must ensure proper storage and **temperature control** during transportation.

- **Additional Requirements:** Vendor should provide disposable napkins and paper bags for easy handling of food packets.

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
- Price quoted should be on an all-inclusive basis and shall include the cost of all services. The Embassy of India would not be responsible for any dues other than the agreed contract amount.