

Invitation for Bids

Indian Embassy, Oslo invites Bids / Quotations from reputed agencies based in Norway provide furniture and setup office work.

1. Eligibility criteria for bidders:

- The company should have experience for office setup work and should have valid permit/ registration from a competent local authority

2. Scope of Work:

S.No.	Description of work
1.	Writing Desk
2.	Cabinet with Sliding Door
3.	Cabinet with Door
4.	Computer Tables
5.	Office Chair
6.	Assembling and delivery charges
7.	Remove old furniture's

3. Bid system:- The bidder company shall submit its offer in an envelope, superscripted as "Tender Quotation for Replacement Furniture and Rearrange the Ambassador's office setup". It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;

- i. The sealed bid shall be submitted to **The Head of Chancery, Embassy of India Oslo, Niels Juels Gate 30, 0244, Oslo, Norway;**
- ii. Contact person Mr. S.S. Rathee, Attache (Estt), Phone No.(+47) – 24115926
Email: admno@mea.gov.in
- iii. The bid may be submitted by hand in person. The bids by "Fax / E-mail" shall not be accepted;
- iv. Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
- v. Bid shall be opened on the date and time as given in the tender notice at **Embassy of India Oslo, Niels Juels Gate 30, 0244, Oslo, Norway**, in the presence of the authorized representatives of the companies, who may wish to attend.
- vi. The bid has to be submitted as per the format specified at 'Annexure-I';

ANNEXURE- I

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Contact details of the Bidding Agency/Company.	
4.	Registration and incorporation particulars of the Agency/Company.	
5.	Period of Bid validity.	
6.	Experience (No. of years).	

Description	Amount incl. VAT (RMB)
Total charges for 'Replacement Furniture and Rearrange the Ambassador's Office Setup' in the Chancery	
Total	

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated_____

Name and address of the Agency/Company_____

Seal of the firm