

**No. Bel/Adm/ 551/1/2023**  
**Embassy of India**  
**Belgrade**

**Dated: 15 Sept. 2023**

**Notice Inviting Tender for Shifting of Office equipment, furniture, files and other materials of Embassy of India in Belgrade [Djordja Radojlovica 7A, Dedinje, Belgrade] to Malog Radojice 20, Dedinje, Belgrade**

1 Embassy of India, Belgrade invites sealed tenders/quotations from interested, registered firms/agencies specialized in packing and moving works for shifting of furniture, fixtures, office equipment, Safes etc. from Djordja Radojlovica 7A, Belgrade as follows: -

<b>Name of work</b>	<b>Period of Completion</b>
Packing and moving works for shifting of furniture, fixtures, office equipment, Safes etc. of Embassy of India in Belgrade [Djordja Radojlovica 7A, Dedinje, Belgrade] to Malog Radojice 20, Dedinje, Belgrade [new chancery premises]	<b>7 days</b> (Tentative date of commencement of shifting is 23 October 2023)

2 Instructions to the bidders: Tender documents are to be submitted in two bid system (i) Technical Bid & (ii) Financial Bid for shifting of furniture, fixtures, office equipment, Safes etc. as detailed in **Scope of Work**.

3 The Technical Bid should contain full information as required in **Annexure-I** in a sealed cover super-scribed as “**Envelope A: Technical Bid for shifting of office equipment, furniture, files and other materials of Embassy of India, Belgrade**”.

4 The Financial Bid should contain full information as required in **Annexure-II** in a sealed cover super-scribed as “**Envelope B: Financial Bid for shifting of office equipment, furniture, files and other materials of Embassy of India, Belgrade**”.

5 Bidders are requested to submit their quotations for the above-mentioned work (completed in all respect) in sealed covers in the tender box kept at reception of the Embassy of India, Belgrade [Djordja Radojlovica 7A, Belgrade] by **5.00 P.M. of Monday 9 October 2023**.

6 The items to be shifted from Djordja Radojlovica, 7A, Belgrade will be available for inspection, with prior appointment only between 10.00 a.m. to 1.00 p.m. from **15.9.2023 to 03.10.2023** (except Saturdays/Sundays). **No discussion about rates/charges shall be done during such visits**. To schedule such visits, the contact details are given below:

Ms. Rini Daniel,  
Attaché (Admin), Embassy of India  
Djordja Radojlovica, 7A, Belgrade  
Mobile +381 62 670711  
Email: [adm.belgrade@mea.gov.in](mailto:adm.belgrade@mea.gov.in)

7 The bidders must be registered as a commercial entity in Serbia. The applicant should also furnish a copy of the Registration along with Experience Certificate of at least 03 years in the relevant field in Government Departments/leading Corporate Offices/Diplomatic Missions while submitting their quotations. Annual Turn Over should not be less than RSD during each of the last three years. Proof of annual turnover should be submitted. The company should have its own establishment comprising of manpower, vehicles, lift van etc required to carry out such work. **The company must be capable of shifting heavier items like safes weighing 1000 - 1200 kgs.**

8 The Mission reserves the right to reject any or all quotations without assigning any reasons thereof.

9 Technical Bids (Envelope A) shall be opened in the presence of Bidders or their authorized representatives. After evaluation of Technical Bids, a list of qualified Bidders will be prepared. Only technically qualified Bidders will be informed and Financial Bids (Envelope B) of technically qualified Bidders shall then be opened as per schedule at the notified time, date and place in the presence of Bidders or their representatives.

The important schedule of tender is given below:

Sr. No.	Key Event	Date
1.	Date of Publishing	15.9.2023 (0930 hrs)
2.	Bid submission start date	15.9.2023 (0930 hrs)
5.	Bid submission end date	06.10.2023 (1730 hrs)
6.	Technical Bids Opening Date	09.10.2023.2023 (1100 hrs)
7.	Financial Bids Opening Date	11.10.2023 (1100 hrs)

Place/Venue : Embassy of India, Djordja Radojlovica, 7A, Dedinje, Belgrade

10 The terms & conditions of the tender/contract will be as follows: -

10.i All pages of the tender document should be signed with stamp by the authorized signatory of the firm before submitting, as a token of acceptance of all the terms and conditions mentioned in the tender documents.

10.ii The tender document should be submitted in a sealed cover.

10.iii The firm/agency shall indicate the lump sum rates for the said job (as Annexure-II). The rates should be filled up neatly (in both figures and in words). Firms are also advised not to erase or mutilate the figures, etc. otherwise the quotation may be ignored. Any overwriting will not be allowed. **All rates and sum inserted against items of works shall be exclusive of Value Added Tax (PDV).**

10.iv The Firms/Agencies should be based in Serbia, preferably Belgrade.

- 10.v** The submission of bid will not place the Embassy of India, Belgrade under any obligation to place the order with the Firm/Agency and no expenses incurred by the contractor in this regard will be payable by the Embassy of India in Belgrade.
- 10.vi** If any dispute arises between the Firm/Agency and its manpower in the matter of wages or any service conditions, the same will be settled by the Firm/Agency and the workers engaged by it themselves. The Embassy of India, Belgrade in no case shall be a party to such a dispute.
- 10.vii** Under normal circumstances the rate shall be valid for a period of three months from the date of issue of work order.
- 10.viii** Responsibility of taking necessary permission from the local authorities, if any for shifting shall be of the selected Firm/Agency.
- 10.ix** Responsibility for insurance and damage/theft/loss etc. of goods during shifting or physical injury to any labour in loading/unloading shall be of the Firm/Agency.
- 10.x** The damage caused, if any to the property of the Embassy of India, Belgrade through negligence or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated rooms, shall be at risk and responsibility of the Firm/Agency. The financial or any other loss suffered by the Embassy of India, Belgrade on this account shall be made good by the Firm/Agency.
- 10.xi** Evaluation of tender for deciding L-1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated in Annexure-II.
- 10.xii** The successful bidder shall also submit a copy of insurance coverage certificate of RSD One million from a Serbian Insurance Company in favour of Embassy of India, Belgrade towards damage of costly and delicate items like computers, photocopiers, printers, fax machines, furniture, safes, etc. during shifting. The cost of insurance coverage shall be paid by the successful bidder.
- 10.xiii** The successful bidder shall complete the entire shifting work within 7 days from the date of award of contract.
- 10.xiv** The payment shall be made after satisfactory completion of the entire shifting work.
- 10.xv** In case of any dispute, the decision of the Embassy of India, Belgrade shall be final and binding on both parties.
- 11** The **Scope of Work** for the shifting of offices shall include the following: -
- a** Packing of files, computers, Office Equipment, Almirahs, Safes and other

materials as available in the respective rooms at Djordja Radojlovica, 7A, Dedinje, Belgrade **(as mentioned at Annexure-III).**

- b** Dismantling of furniture, wherever applicable, and assembling thereof at new Chancery in respective office/room.
- c** Carrying all the packed articles/material carefully to ground floor, loading into the Lorry and transportation to Malog Radojice 20, Dedinje, Belgrade
- d** Unloading all the packed articles/material from the Lorry, and carrying to the rooms of Malog Radojice 20, Belgrade at various floors. Unpacking of the goods and placing in the respective rooms at the New Chancery building.
- e** Obtaining certificate for proper shifting with list of materials shifted, from concerned officers.
- f** Disposal of packing material used for transportation of articles, after unloading, unpacking & installation at the point of delivery.
- g** Shifting of **heavy safes (02 numbers)**, from the present location to the New Chancery building. Details of the safes is mentioned in footnote to **Annexure-III.**
- h** Arrangement of vehicle, manpower, equipment and other necessary materials will be the sole responsibility of the company to whom work will be awarded.

**12** The successful bidder must adhere to the following guidelines:

- a** Shifting must be done in phases i.e., floor-wise. Likely date of commencement of work is 23 Oct. 2023. Actual date shall be intimated in the month of October 2023.
- b** All items must be properly marked with room number/code for identification and delivery to the respective rooms.
- c** The selected Firm/Agency must use their own good quality packing material, like gunny bags, packing tape, cardboard carton, thermocol sheets etc.

**13** All the interested bidders are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotation.

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sd- **(Sandeep  
Kumar) Head of  
Chancery**

Embassy of India,  
Belgrade

**Technical Bid for shifting of office equipment, furniture, files and other materials of the Embassy of India, Belgrade**

Name of the Firm: \_\_\_\_\_

Registered/Postal Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

E-mail \_\_\_\_\_

Company Registration No. \_\_\_\_\_

VAT/PDV No. \_\_\_\_\_

<b>Sl. No.</b>	<b>Criteria</b>	<b>Proof enclosed</b>
1	Company registration as a commercial entity in Serbia (enclose copy of Registration certificate)	Yes / No
2	Three (3) years' experience in the relevant field in Government Departments/leading Corporate Offices/Diplomatic Missions	Yes / No
3	Annual Turnover should not be less than RSD 3 million during each of the last three years [2020, 2021 and 2022]	Yes / No
4	Company has its own establishment comprising of manpower, vehicles, lift van etc. required to carry out such work.	Yes / No
5	Company is capable of shifting heavier items like safes weighing 1000-1200 kgs.	Yes / No

**SIGNATURE WITH SEAL**

**Financial Bid for shifting of office equipment, furniture, files and other materials of Embassy of India, Belgrade**

Name of the Firm: \_\_\_\_\_

Registered/Postal Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

E-mail \_\_\_\_\_

Registration No. \_\_\_\_\_

VAT/PDV/PIB No. (if applicable) \_\_\_\_\_

<b>Sl. No.</b>	<b>Work</b>	<b>Lumpsum quoted rate in RSD excluding PDV</b>
1	Packing and shifting of furniture, fixtures, office equipment, Safes etc. from Embassy of India in Belgrade [Djordja Radojlovica 7A, Dedinje, Belgrade] to new chancery building located at Malog Radojica 20, Dedinje, Belgrade including insurance thereof.	
	<b>Total</b>	

Note: Evaluation of tender for deciding L-1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated above subject to fulfilment of other conditions.

**SIGNATURE WITH SEAL**

**Items to be shifted: Office equipment, furniture, fixtures, safes, files, and other miscellaneous items of Embassy of India, Belgrade**

Sl.No.	Description of items to be shifted	No.							
1	Computer System (PCs)	21							
2	Printers scanners fax	21							
3	Photocopier/ Xerox machine	2							
4	TV set	2							
5	Office Table	14							
6	Computer Table	12							
7	Chair	50							
8	Sofa	9							
9	Almirah (Big) (including files)	26							
10	Almirahs (Small) (including files)	4							
11	Filing cabinet (including files)	3							
12	Centre Table	5							
13	Metal Racks	2							
14	Wooden shelves	11							
15	Pictures/Frames/ Metal & wooden artworks	26							
16	Library shelves with books	20							
17	Shredding machine	2							
18	<b>Heavy Safes</b>	<b>2</b>							
19	Big Plants	5							
20	Small Plants	5							
21	Files (to be carried in the Carton Boxes)	as per actual							

\* The heavy safes mentioned at Sr. No. 18 are approximately 1000-1200\_kgs (Dimensions: 47 cm L x 55 cm B x 95 cm H - approx.) each and must be shifted carefully with the help of crane from the basement of building to the basement at the new chancery building as mentioned in the above table.

\* There are no lifts in the existing chancery premises [Djordja Radojlovica 7A, Belgrade] and the new building [Malog Radojice 20, Belgrade]. Both the buildings have a basement, ground floor, first floor and second floor.

\* Items mentioned above are only indicative in nature. The Firm/Agency must visit the actual site at Djordja Radojlovica 7A, Belgrade to have a realistic assessment of the

quantity/ volume of items to be shifted before quoting the price.

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