



**EMBASSY OF INDIA BEIJING**

**INVITES QUOTATIONS  
FOR OFFICE CUBICLES AT  
NEW EMBASSY COMPLEX IN BEIJING, CHINA  
TENDER NO. PEK/GEN/872/1/2012**

**LAST DATE FOR SUBMISSION OF BIDS**

**03 Jan 2017 UP TO 1000 HRS (BEIJING TIME)**

**DATE OF OPENING BIDS**

**03 Jan 2017 AT 1600HRS (BEIJING TIME)**

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**EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE, CHAOYANG  
DISTRICT, BEIJING 100600 TEL-00-86-10-8531 2500/2501/2502/2503**

## Invitation for Bids

Indian Embassy, Beijing invites Bids / Quotations from reputed agencies based in China with background in provide office cubicles.

### 1. Eligibility criteria for bidders:

- The company should have experience for office cubicles work for a minimum of 5 years and applicant should have valid permit/ registration from a competent local authority

### 2. Scope of Work:

S.No.	Description of work
1.	Office cubicles for 3 rooms with 4 partition and reception cubicle with 2 partitions. The cubicle Made with two-sided high quality cold-rolled electrostatically fluorocarbon coated steel, with phosphate acide-treated, aluminum alloy frames and wire troughs, light steel keel, semi-frosted glass bars. Panel for the northeast Lushuihe E1-class high-quality environmental friendly MDF substrate, surface with gray-whitish melamine finishes, PVC edges with same colour, including three drawers with a lock thereof for the cabinet, flexible computer panel, steel keyboard set.

3. **Bid system:-** The bidder company shall submit its offer in an envelope, superscripted as "Tender Quotation for office cubicles". 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 Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**
- ii. Contact person Mr. Jitendra Kumar, Property Assistant, Phone No.0086-10-85312548 Email: [property@indianembassy.org.cn](mailto:property@indianembassy.org.cn)

- iii. The bid may be submitted by Hand in person or by courier. 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 Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600**, 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’;

**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).	

<b>Description</b>	<b>Amount incl. VAT (RMB)</b>
Total charges for office cubicles room No. 1,2,3 and Reception.	
<b>Total=</b>	

**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**