

No. PRA/ADM/883/01/2019

Embassy of India

Prague

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Prague, the 16<sup>th</sup> August, 2019

**TENDER NOTICE**

The Embassy of India in Prague invites bids in sealed envelopes from interested and experienced professional companies/firms for installation of staircase runners in Embassy.

2. Scope of Work: The scope of work shall include the following:
  - (a) Dimensions of stairs: 120-130 m (approx. length)
  - (b) Removal of existing old staircase runners.
  - (c) Cleaning of stairs.
  - (d) Installation of new staircase runners.
  - (e) Disposal of old staircase runners.
3. Location: Embassy of India, Milady Horakove 60/93, 170 00, Prague 7, Czech Republic.
4. Site visit: Interested parties may visit the site and measure the requisite areas for formulating their quotation **from 19.08.2019 to 06.09.2019 (0900 hours to 1600 hours)** after prior appointment with **Mr. Sanjiv Aggarwal, Counsellor & Head of Chancery, Embassy of India, Milady Horakove 60/93, 170 00, Praha-7, Czech Republic. Email : hoc.prague@mea.gov.in Tele No : + 420 272 701 025 & +420 257 107 018.**
5. The estimate should separately indicate the technical description of the work, material to be used, methodology and duration of the work and should contain the total cost of work, along with detailed break-up of cost. The bids shall remain valid for a period of 120 days from the opening of bids or upto any mutually agreed extended period.
6. Submission of bids: The bidders shall submit their bids in sealed envelopes which may be submitted physically or through courier/post (preferably in English language) on or before **06.09.2019 (1700 hrs).** The bids must reach office of **Mr. Sanjiv Aggarwal, Counsellor & Head of Chancery, Embassy of India, Milady Horakove 60/93, 170 00, Prague 7, Czech Republic.** Bids received later than 06.09.2019 will not be accepted.
7. Selection Process: The bids will be opened on 09.09.2019 (1000 hrs) in the Embassy of India, Prague. Representatives of the bidding parties can be present at the time of opening of bids. The work will be awarded to the lowest bidding party. However, the final decision would remain with Embassy of India, Prague.
8. For further enquiries, Embassy may be contacted at telephone Nos. +420 257 533 490 and +420 257 531 425 and on e-mail at [adm.prague@mea.gov.in](mailto:adm.prague@mea.gov.in).

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(Sanjiv Aggarwal)  
Counsellor &  
Head of Chancery