

No. BRA/CH/885/02/2022
भारत का राजदूतावास/Embassy of India
ब्रासीलिया/Brasilia

**NOTICE INVITING TENDER FOR SELECTION OF CONTRACTOR
FOR REPAIRS FOR AIR CONDITIONER SYSTEM IN THE
EMBASSY OF INDIA, BRASILIA CHANCERY COMPLEX AND EMBASSY RESIDENCE**

ELIGIBILITY CRITERIA

The tenderer must fulfill the following eligibility criteria in order to be eligible for consideration of their bids. **These criteria to be submitted in English** along with Portuguese documents shall be taken in to account while evaluating their technical bids:-

- 1. Registered Office :** The tenderer must have a registered office or branch office located in Brasília. A certificate of registration of their office in Brasília should be enclosed. The tenderer should attach a copy of 'Certificate of Registration' of its company/firm along with bid documents.
- 2. Permit:** The Tenderer should have valid permit/registration from a competent local authority for carrying out renovation work in the Diplomatic property of the Embassy of India.
- 3. Experience :** The tenderer must have a minimum **three years' experience** in executing similar projects in reputed office, preferably in Govt. offices, diplomatic missions, international organizations, MNCs or Public Sector enterprises in Brazil.
- 4. Similar work:** The Tenderer must have satisfactorily completed (i) one similar work of value of R\$ 1,50,000 or (ii) two similar works of value of R\$ 70,000 or (iii) three similar works of value of R\$ 50,000. Similar works means value of Annual Maintenance Contract for air conditioners for a premise on lump-sum basis.
- 5. Annual Turnover:** The annual turnover of the tenderer should be equal to R\$ 80,000 during the immediate last three consecutive financial years.
- 6. Profit-Loss:** The tenderer should not have suffered loss in more than two financial years in the previous five financial years and must not have suffered loss in the immediate previous financial year.
- 7. List of Clients :** The tenderer should provide a list of its clients to whom similar service is being provided or has been provided in last three years. The tenderer should also submit a certification from its clients regarding satisfactory performance in providing similar services during the last five years.
- 8.** The tenderer should have its own bank account, as all payment under the contract shall be made by the Embassy either by bank transfer or by cheque only.
- 9.** An undertaking from the tenderer on its official letter head stating that the firm has not been blacklisted by any Government Department, Diplomatic Mission, International Organization, MNCs or Public Sector enterprise.
- 10.** The firm should follow Brazilian labor laws and should be registered with the competent labor authorities. The Embassy shall not be responsible for any violation of local labour laws during execution of the work envisaged under this tender.
