

**Embassy of India
Ljubljana**

No: LJU/551/08/2021

Dated : 19.10.2021

**Tender Notice for Selection of electrical works and related services for
Works at Embassy, Embassy Residence and Official Residences of India
Based Officers**

Embassy of India, Ljubljana invites quotations from the trained, experienced and professional electricians (self employed/agencies) on a contract for annual basis for various plumbing works in Chancery, Embassy Residence and official residences of India based officials (06 residences). Residence and residences of India based officials (06 residences) for 01 year.

2. The agencies/self employed service providers interested and meeting eligibility criteria may submit their quotes as per enclosed format by email to adm.ljubljana@mea.gov.in or in a sealed cover superscribing "Offer for Annual Contract for electrician services in E/I, Ljubljana" latest by 12:00 hrs on 08 November 2021.

3. The offer documents will be opened on 10th November 2021 at 14:00 hrs at Embassy of India, Ljubljana in the presence of participant or their representatives who choose to attend.

Nature of Work

The service provider who intends to apply for above work should have valid electrical contractor's license issued by the competent authority and should be able to render the services in the capacity of licensed electricians.

2. The work involves occasional repair and maintenance of various electrical system (electricity meter room, lightings, Air conditioning, heating, different machines and electronics item, electrical panels, distribution boards, switches, sockets, fans, earthings etc.) in the premises and submission of report after work. The works also involve internal and external electrification, maintenance of compound lighting, common area lightings.

Eligibility Criteria The contractor should fulfill the minimum criteria as per the details given below.

A. Agency:

- i. The contractors should have registered office in Ljubljana
- ii. Should have valid registration and tax number.
- iii. Should possess valid license for the work.
- iv. They should have experience of similar works preferably with other Embassies and government departments/ residential complexes
- v. They should have sufficient number of electrician for attending work in case the main electrician is not able to visit.

- vi. The agency/individual should follow safety guidelines and in case of any accident/unforeseen event, service provider shall be fully reponsible.
- vii. Should not have any criminal/legal/police case against them.

B. Self Employed

- i. The service provider should be based in Ljubljana
- ii. Should have valid registration and tax number.
- iii. Should possess valid license for the work.
- iv. He should have experience of similar works preferably with other Embassies and government departments/ residential complexes
- v. He should have sufficient number of experts and experienced (carrying valid ID & Tax number) Assistants for attending work in case the main electrician is not able to visit.
- vi. The individual should follow safety guidelines and in case of any accident/unforeseen event, service provider shall be fully reponsible.
- vii. Should not have any criminal/legal/police case against them.

Instructions to the Applicants:

1. The intending contractors are advised to enclose photocopies of all relevant documents as mentioned in the eligibility criteria and bring the originals of the same at the time of opening of the bids
2. Intending applicants are required to submit details of their full bio-data/agencies full details, experience as per **Annexure-I** and service charges as per Annexure-II.
3. Incomplete applications or applications without proper proofs for establishing their credentials may not be considered for shortlisting the agencies, individuals for final selection.
4. Each page of the quotation document shall be signed as acceptance of terms and conditions.
5. The offer documents are liable for rejection due to incorporation of any false information and furnishing fake documents.

General terms and Conditions

1. The agency may empanel one or more than one agency if the offered prices are similar.
2. The contract will be valid for a period of 01 year from the date of signing. The period of contract may be further extended for 01 year subjected to satisfactory performance by the agency at the existing rate and terms.
3. There should not be any change of rate during the contract period. Any change of rate during the contract period will not be paid and contract will be cancelled with immediate effect.
4. The Embassy also reserves the right to accept or reject any or all the applications and/or withdraw or cancel or suspend this notification without assigning any reason.
5. Applications received after due date and time or incomplete in any respect are liable to be rejected.
6. The decision of the Embassy in selection of vendors for contract will be final.

APPLICATION FORM

Embassy of India
Ljubljana
Slovenia

Contract of Electrician for Works at Embassy, Embassy Residence and Official Residences of India Based Officers

Dear Sir,

I/We have read and understood the Notice for contract comprising nature of work, eligibility criteria, list of documents to be submitted, general rules and instructions to the intending applicants.

2. I/We do hereby declare that the information furnished in the application form is correct to the best of my/our knowledge and belief. I/We am/are also aware that the contract will be cancelled at any stage in case the statements and documents furnished are found to be false.

3. I/We am/are hereby submitting the complete Application Form (Part I, II, III and IV) duly filled and signed on each page including the requisite copies of documents.

Yours faithfully,

Signature and Name of the Applicant

Enclosure:

1. Application form (Annexure-I)
2. Service charges (Annexure-II)
3. Copies of documents as per check list.

Checklist of Documents

Sr. No.	List of Testimonials	Whether Enclosed (Yes/ No)
1.	Registration certificate and license for electricity work	
2.	Professional degree/certificate	
3.	Professional tax registration certificate	
4.	Identity document of the plumbers with the agency	
5.	Any other relevant documents. Please specify	

Annexure-I

APPLICATION FORM

1	Name of the firm/individual	
2	Name of the Proprietor	
3	Registration (Firm, Company etc./individual plumber) Registering Authority, Date, Number etc.	
4	a. Registered office address and Telephone number. b. Local Office address through which the maintenance work will be handled.	
5	E-mail ID	
6	Tel. Nos.	
7	Mobile Nos.	
8	Tax Registration No.	
9	Whether working with any Govt./ public sector undertakings/ other Embassies etc. as approved contractors and if so, furnish details like copies of work orders issued.	
10	Indicate if involved in any litigation. Any Civil suits pending in any of the works executed. Give Details. Furnish details, if any	

Annexure-II

Service Charges

S No	Description	Amount (excl. DDV) in Euro	DDV in Euro	Amount (incl. DDV) in Euro
1	Charges for the work (per man hour)			
2	Transportation cost (per km)**			

****Transportation charges will be calculated/paid for the distance from Embassy (Zelezna Cesta 16, Ljubljana) to respective residence and not from the place of firm's technician's address.**