

**Embassy of India
Moscow
(Property Section)**

Dated: 03rd April, 2023

Notice Inviting Bids

The Embassy of India, Moscow invites bids/offers from interested firms/contractors for carrying out repair and painting works at the main Chancery complex at Vorontsovo Pole 6-8, Moscow, 105 064.

2. **Scope of Works:**

- Minor repairs and touch-up of front side boundary wall including main gate and window grills.
- Repair and painting of entrance area of main Chancery building and the security guard cabin.
- Repair and painting of two entrance doors (including door handles) of main Chancery building.
- Repair of damaged portion of rear side of the Chancery building, where cracks are present and small pieces of concrete coming out.
- Maintenance of false ceiling of DP Dhar hall.
- Repair and painting of exterior of building no. 8 and DP Dhar hall.
- Repair and painting of wall between main garden area and Chancery building of main complex.
- Painting of all standing lamps in Chancery complex.
- Repair and painting of all pavement borders inside the Chancery complex.
- Similar paints are to be used to match the existing colours.

3. **Payment Schedule:**

50% payment of the total value of work is to be paid before commencement of the work. Remaining 50% payment will be made on completion of the work to the satisfaction of the Embassy of India. Any delay in the completion of work beyond the agreed duration would lead to deduction in payment @ 0.5% of total value of contract per day of delay subject to a maximum of 10% of contract value.

4. **Site Visit:**

Interested parties may visit the site from 05.04.2023 to 14.04.2023 for taking measurements to identify the scope of work and for formulating their quotations. A prior appointment should be made with Establishment/Property Section of the Embassy of India, Moscow (Tel. No. +7(495) 783 75 35, +7(999) 837 43 58 /Ext. 278) for this purpose. The detailed proposal should also outline the timelines required for the project.

5. **Submission of Bids:**

Companies are required to submit their offers/bids in a sealed envelope superscribed "**Repair and painting works in main Chancery complex of Embassy of India, Moscow at Vorontsovo Pole 6-8**", describing in detail the breakup of the required works along with the cost of each component. The bids/offers should be valid for a period of three months from the date of opening of bids. The sealed envelope containing the bids/offers should be addressed to **Mr. Naorem J. Singh, Head of Chancery, Embassy of India, Vorontsovo Pole 6-8, Moscow, 105 064** so as to reach the Embassy **latest by 24th April, 2023 (by 1100 hrs)**.

6. Opening of Bids:

The bids shall be opened on **24th April, 2023 at 1600 hrs at the Embassy of India, Vorontsovo Pole 6-8, Moscow**. Representatives of all the bidding parties can be present at the time of the opening of the bids. The work shall be offered to the lowest bidding party by means of a contract, which will be signed with them.

7. Completion of Work:

The work should be finished within a period of 90 days after the signing of the contract and guarantee of work should be valid for 2 years from the date of completion of the work. Any delays that arise during the course of the work must be discussed with the Embassy of India immediately and agreed to. The Contractor shall be held responsible for any delay in completion of the work beyond the date mutually agreed upon. If the Contractor fails to complete the work within the agreed time, Liquidated Damages for delay in execution of the work attributable to the Contractor shall be deducted from the Contractor @ 0.5% of contract value per day subject to a maximum of 10% of contract value. Any defect that develops during the guarantee period shall be addressed by the contractor at no extra cost to the Embassy of India.

8. Contact details:

For any queries/clarifications, please contact the Embassy at the following address:

**Embassy of India,
Vorontosovo Pole 6-8,
Moscow, 105 064
Tel. No. +7(495) 783 75 35, +7(999) 837 43 58 /Ext. 278)
E-mail: prop.moscow@mea.gov.in**

9. The Embassy of India reserves the right to reject any or all the bids or to modify any terms and conditions of the tender without assigning any reason and the decision of the Embassy shall be final and binding. This notice inviting bids is not an offer or an agreement by Embassy of India, Moscow.

(Naorem J. Singh)
Counsellor (HOC)
Embassy of India
Vorontsovo Pole 6-8
Moscow, 105064
Email: hoc.moscow@mea.gov.in