

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

\*\*\*

**Notice Inviting Tender**

The Embassy of India, Moscow invites sealed bids for repair of ceilings and walls in the buildings at Ulitsa Vorontsovo Pole 4, 6-8 and 9, Moscow 105064. Firms and individual entrepreneurs registered in the Russian Federation may take part.

**2. Meaning of words used in this tender**

In this tender, "the Embassy" means the Embassy of India, Moscow. "Bidder" means a firm or individual entrepreneur that submits a bid. "Contractor" means the bidder to whom the Embassy awards the work and who signs the contract. "Place of work" means each of the locations listed in para 3.3. The work described in para 3 is the work that the Contractor shall carry out under the contract. Every bidder shall give his price for this work.

**3. Scope of Works**

3.1 Water has entered the Chancery buildings through the roofs. The ceilings and walls are damaged. Cement, plaster and paint have peeled off at many places. Some of the damaged rooms have false ceilings of gypsum board. In one room this false ceiling has fallen down. In the other rooms it is damaged and may fall down. The Embassy is repairing the roofs under a separate contract which is not part of this tender.

3.2 The Contractor shall replace the damaged false ceilings. The Contractor shall repair the damaged ceilings and walls. The Contractor shall put back in position all fittings and connections that are removed during the work.

**3.3 Place of work**

- (i) **Building No. 6, top floor.** Two rooms and the corridor have false ceilings. The Contractor shall replace these false ceilings. One hall on this floor has no false ceiling. The Contractor shall repair the ceiling and the walls of this hall.
- (ii) **Building No. 7, top floor.** The Contractor shall repair the ceilings and the walls of three rooms, one bathroom and the corridor.
- (iii) **Building No. 9, top floor.** The Contractor shall repair the ceilings and the walls of three rooms and the corridor.
- (iv) **Building No. 4, basement.** The Contractor shall repair the ceilings and the walls of four rooms.

- (v) **DP Dhar Hall.** The Contractor shall replace the false ceiling above the stage.

### **3.4 Obligations of the Contractor at every place of work**

- (i) The Contractor shall restore all electrical connections after the work in a room is finished. All electrical connections shall work.
- (ii) The Contractor shall take away all debris from the premises. The Contractor shall dispose of the debris in accordance with the law. The Contractor shall clean the work area and the area around it after the work.
- (iii) Before the work in a room begins, the Contractor shall move the furniture and the equipment out of that room. After the work in that room is finished, the Contractor shall move the furniture and the equipment back to their places. The Contractor shall cover the furniture that cannot be moved with suitable material to protect it from dust and paint. The Contractor shall also cover and protect the floors, the doors, the windows and the fittings in the work area. If the Contractor damages any property of the Embassy, the Contractor shall repair it or replace it at his own cost.

- 3.5 The Contractor shall decide the method of work and the materials to be used. The price quoted shall cover everything required to complete the work. The shade of wall paint to be used shall be approved by the Embassy before the work is started.

### **3.6 Conditions of work at the premises**

- (i) The Chancery buildings will be in use during the work. Officers will be working in the rooms next to the work area and on the other floors of the same building.
- (ii) The Contractor shall carry out the work on working days of the Embassy between 0900 and 1800 hrs. The Contractor may work at other times only with the written permission of the Embassy.
- (iii) The Contractor shall give the Embassy the names and passport details of all his workmen in advance. Entry to the premises is subject to the security procedures of the Embassy.

## **4. Payment Schedule**

The Embassy shall pay 50% of the contract value as an advance when the contract is signed. The Embassy shall pay the remaining 50% when the work is complete under para 8(ii) and the Embassy is satisfied with the work. If the Contractor does not finish the work within the period given in para 8(i), the Embassy shall deduct



0.5% of the contract value for each day of delay. The total deduction shall not be more than 10% of the contract value.

5. **Site Visit**

Every bidder shall visit the site. The Embassy will not consider a bid from a bidder who has not visited the site. Bidders shall visit the site between 03.09.2026 and 17.09.2026. At the site the bidder shall see all the places of work, take his own measurements, and satisfy himself about the work described in para 3. The bidder shall fix an appointment for the visit in advance with the Property Section. The contact person is Mr. Nikolay Tretyak, Mobile: +7 916 925 2373.

6. **Submission of Bids**

The bidder shall put the bid in a sealed envelope. The envelope shall be marked with the words **"Repair of ceilings and walls in various buildings of Embassy of India, Moscow"**. The bid shall contain:

- (i) Annexure I, Price Schedule, filled in, signed and stamped;
- (ii) Annexure II, Declaration by Bidder, filled in, signed and stamped;
- (iii) proof of registration in the Russian Federation as a legal entity or as an individual entrepreneur.

The bidder shall give the price in Roubles. The bid shall be valid for three months from the date of opening. The bidder shall address the envelope to Head of Chancery, Embassy of India, Ulitsa Vorontsovo Pole 6-8, Moscow 105064. The envelope shall reach the Embassy not later than 1700 hrs on 17.09.2026.

7. **Opening of Bids**

The Embassy will open the bids at 1100 hrs on 18.09.2026 at the Embassy of India, Ulitsa Vorontsovo Pole 6-8, Moscow. Representatives of the bidders may be present. The Embassy will give the whole work to one contractor. The Embassy will choose the bidder with the lowest price among the bids that contain all the documents listed in para 6.

8. **Completion of Work**

- (i) The Contractor shall finish the work within 45 days from the date of signing of the contract. If the Contractor needs more time, the Contractor shall write to the Embassy before the 45 days end. Only the Embassy can give more time, and only in writing.
- (ii) The work is complete when the work at all places of work is finished, when all fittings and connections are back in position, and when the premises are clean and free of debris.

- (iii) The Contractor gives a guarantee on the work for 24 months from the date of completion. If a defect in the work of the Contractor appears during these 24 months, the Contractor shall repair it at his own cost. This guarantee does not cover damage caused by water entering through the roof.

9. **Contact details**

For any question please contact the Embassy at this address:

Embassy of India

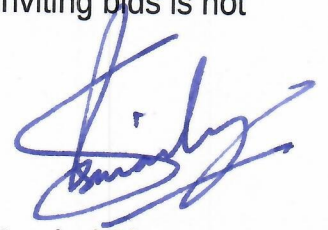
Ulitsa Vorontsovo Pole 6-8

Moscow 105064

Tel. No. +7 (495) 783 75 35, +7 (999) 837 43 58, Ext. 278

E-mail: prop.moscow@mea.gov.in

10. The Embassy of India may reject any bid or all bids. The Embassy may change any term or condition of this tender. The Embassy need not give a reason, and the decision of the Embassy is final. This notice inviting bids is not a public offer by the Embassy of India, Moscow.



Head of Chancery

Embassy of India

Ulitsa Vorontsovo Pole 6-8

Moscow 105064

E-mail: hoc.moscow@mea.gov.in

Dated: 02.09.2026



## ANNEXURE I

### PRICE SCHEDULE

*Repair of ceilings and walls in various buildings of Embassy of India, Moscow*

*(To be filled in, signed and stamped by the bidder and enclosed in the sealed envelope)*

Name of the bidder: \_\_\_\_\_

The prices below are for the work described in para 3 of the tender.

| S. No. | Place of work             | Work                                                                               | Price (Rbl) |
|--------|---------------------------|------------------------------------------------------------------------------------|-------------|
| 1      | Building No. 6, top floor | Replacement of false ceilings in two rooms and the corridor                        |             |
| 2      | Building No. 6, top floor | Repair of the ceiling and the walls of the hall                                    |             |
| 3      | Building No. 7, top floor | Repair of the ceilings and the walls of three rooms, one bathroom and the corridor |             |
| 4      | Building No. 9, top floor | Repair of the ceilings and the walls of three rooms and the corridor               |             |
| 5      | Building No. 4, basement  | Repair of the ceilings and the walls of four rooms                                 |             |
| 6      | DP Dhar Hall              | Replacement of the false ceiling above the stage                                   |             |
|        |                           | <b>Total price</b>                                                                 |             |

Total price in words: \_\_\_\_\_

1. The price quoted includes all materials, labour, equipment, transport, removal of debris and all taxes. No amount is payable by the Embassy over and above the total price.

2. The bidder is a payer of VAT: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, amount of VAT included in the total price: Rbl \_\_\_\_\_

3. The price is firm and fixed. The bidder shall not claim any increase in the price.

4. The bid is valid for three months from the date of opening of bids.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name and seal of the bidder: \_\_\_\_\_

Date: \_\_\_\_\_

## **ANNEXURE II**

### **DECLARATION BY BIDDER**

*Repair of ceilings and walls in various buildings of Embassy of India, Moscow*

*(To be filled in, signed and stamped by the bidder and enclosed in the sealed envelope)*

Name of the bidder: \_\_\_\_\_

1. The bidder is registered in the Russian Federation as a legal entity or as an individual entrepreneur. Proof of registration is enclosed.
2. The bidder has visited all the places of work listed in para 3.3 of the tender on (date) \_\_\_\_\_ and has quoted the price on the basis of that visit.
3. The bidder has read and accepts the terms of this tender, including the period of completion, the payment schedule, the guarantee period and the deduction for delay.
4. The bidder undertakes to give the Embassy the names and passport details of all its workmen before the work begins.
5. The information given in this bid is correct.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name and seal of the bidder: \_\_\_\_\_

Date: \_\_\_\_\_