

**EMBASSY OF INDIA, MOSCOW (RUSSIA)**  
**NOTICE INVITING BIDS**

1. The Embassy of India, Moscow invites bids from interested contractors for maintenance of Air Wing.
2. The work description is as follows:
  - (a) Whitewash of entire Air Wing complex.
  - (b) Painting of doors and window frames.
  - (c) Cleaning of floor on completion of work.
3. Schedule of payment for the work will be as follows:-
  - (a) Mobilization advance of 30% of the total value to be paid within 3 days of the signing of the contract. The contractor will be required to furnish bank guarantee for the same amount.
  - (b) Second installment of 20% of the total value on commencement of the work.
  - (c) Third installment of 50% of the total value of the work to be paid on completion of the work to the satisfaction of the Embassy of India.
  - (d) Any delay in the completion of work beyond the agreed duration would lead to deduction in payment @ 1% of total value of contract per day of delay.
4. Interested parties may visit the site and measure the area or scope of work for formulating their quotation from 23.12.2019 to 10.01.2020. Prior appointment should be made with Air Wing of the Embassy of India (Tel. No. 495-7837535 / Extn. 254) for this purpose.
5. Contractors are required to submit their bids in two separate sealed envelopes as follows:-
  - (a) The first envelope should be marked "Technical Bid" and should contain the technical description of the work, material used, methodology and duration of the work.



(b) The second envelope should be marked "Financial Bid" and should contain the total cost of work, along with detailed breakup of costs.

(c) It may be noted that the quotation should be valid for a period of six months.

6. Both the sealed envelopes should be submitted to Air Wing, Embassy of India, Moscow latest by 13/01/2020 (1100 hrs) accompanied with the proof of payment of Rbls.30,000 to the Embassy of India, Moscow vide bank transfer (Bank details can be obtained from the Embassy while visiting the site for inspection). The amount of Rbls. 30,000 will be treated as earnest money and would be returned to all the unsuccessful bidders within 3 working days of the opening of the bid.

7. Representatives of all the bidding parties can be present at the time of the opening of the bids. The technical bids will be opened on 13/01/2020 at 1430 hrs at the Embassy of India, Moscow, Vorontsovo Pole, 6-8. After the examination of the technical bids by the Tendering Committee of the Embassy, the financial bids of only those parties will be opened whose technical bids are found acceptable by the Tendering Committee. The financial bids will be opened at 1600 hrs and the same day, work will be offered to the lowest bidding party.



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Embassy of India  
Moscow  
23 Dec 19