

**Embassy of India
Moscow
(Property Section)

Dated: 31st August, 2023

Notice Inviting Bids

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

2. Scope of Works:

- (i) Building structure which contain garage, drivers' room, ATM, Commissariat etc.
 - (a) Repair and painting of outer walls including all doors and windows.
 - (b) Painting of roof.
- (ii) Repair and painting of roof portion of main Chancery building near the road side.
- (iii) Repair and painting of walls and roof of Napoleon Dacha (Gym).
- (iv) Levelling of sloped garden area in front of Napoleon Dacha to plain land.
- (v) Filling of asphalt in water logging areas in front of main door of Ambassador's residence, in front of garage area, car parking area near garden and garbage area.
- (vi) Perimeter wall on the back side of main Chancery complex
 - (a) Replacement of 8 wooden panels (area between two supporting columns).
 - (b) Repair and painting of 6 concrete bases.
 - (c) Repair and painting of 32 brick pillars.
 - (d) Repair and painting of 16 wooden panels.

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 04.09.2023 to 20.09.2023 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.

5. Submission of Bids:

Companies are required to submit their offers/bids in a sealed envelope superscribed "**Repair works in main Chancery complex of Embassy of India,**

Moscow", 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 21st September, 2023 (by 1700 hrs)**. The proposal should outline the time-line for completion of the work.

6. Opening of Bids:

The bids shall be opened on **22nd September , 2023 at 1100 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 45 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,
Vorontsovo 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)
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Moscow, 105064
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