

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

26th October, 2022

Notice Inviting Bids

The Embassy of India, Moscow invites bids/offers from interested firms/contractors for carrying out floor covering works on all rooms and corridor near DP Dhar hall in main Chancery complex of Embassy of India at Vorontsovo Polye 6-8, Moscow, 105 064.

2. Scope of Works:

- Cleaning of wooden floors in all rooms.
- Installation of new floor covering in all rooms and corridor.
- Samples to be brought during site visit for selection of colours.

3. Payment Schedule:

Full payment of the total value of material will be paid in advance before start of the work. The payment for works will be paid after completion of works to the satisfaction of the Embassy. 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 27.10.2022 to 15.11.2022 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 "**Installation of floor covering on all rooms and corridor near DP Dhar hall 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 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, Ulitsa Vorontsove Polye 6-8, Moscow, 105 064** so as to reach the Embassy **latest by 16th November, 2022**.

6. Opening of Bids:

The bids shall be opened on **17th November, 2022 at 1100 hrs at the Embassy of India, Ulitsa Vorontsovo Polye 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 15 days after the signing of the contract and guarantee of work should be valid for 3 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,
Ulitsa Vorontosovo Polye 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.

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