

Embassy of India, Moscow
(Coordination Wing)

Notice Inviting Bids

The Embassy of India, Moscow invites bids from interested contractors for the following scope of work at the 3rd Floor of Building No.8 of the this Embassy situated at 6-8, Vorontsovo Pole, Moscow:

2. The description of work is as follows:
 - i. Removal of old floor covering of all rooms (5) at 3rd Floor and its common area.
 - ii. Repair of broken wooden tiles in floor (wherever necessary),
 - iii. Pasting of new floor covering,
 - iv. Fixating of wooden new beading around the new floor covering.
3. The work should be finished with a period of 15 days.
4. The guarantee of the work should be valid for at least 3 years from the date of completion of work.
5. The schedule of payment of the work will be as under:
 - (a) Advance of 50% of the total value to be paid within 7 banking days of the signing of the contract. The contractor will be required to furnish bank guarantee for the same amount.
 - (b) Second and final installment of remaining 50% after satisfactory completion of work.
 - (c) Any delay in completion of work beyond the agreed duration would lead to deduction in payment @1% of total value of contract per day of delay.
6. Interested parties may visit the site and measure the area for formulating their quotation from **9th Nov. 2022 to 24th Nov. 2022**. Prior appointment should be obtained from Coordination Wing, Embassy of India, Moscow (Tel: 495-7837535/ Ext 238, 495 9160131) for this purpose.
7. Contractors are required to submit their bids in two separate sealed envelopes as under:
 - (a) The first envelope should be marked as "Technical Bid" and should contain the technical description of the work, material to be used, methodology and duration of the work.
 - (b) The second envelope should be marked as "Financial Bid" and should contain the total cost of work, along with detailed breakup of cost.
8. Both the sealed envelopes should be submitted to the Counsellor (Coordination), Embassy of India, Moscow latest by **28th Nov. 2022** accompanied with the proof of payment of Rbls 50,000/- to the Embassy of India, Moscow vide bank transfer (Bank details can be obtained while visiting site for measurement). The amount of Rbls 50,000/- will be treated as earnest money and will be returned to all the unsuccessful bidders within 3 working days of the opening of the bid.

9. 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 29th Nov. 2022 at 1400 Hrs at **Coordination Wing, Embassy of India**. 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 the same day**. Work will be awarded to the lowest bidding party.

10. The contractor will be responsible to prepare the concept plan/design of the work and get it approved from the local Municipal authorities and to obtain all approval/clearances require for the work from the Municipal authorities, if any.

Sd/-
(Sanjeev Kumar Agarwal)
Counsellor (Coordination)

Dated: 07th November 2022.