

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

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Dated: 04<sup>th</sup> July, 2022

**Notice Inviting Bids**

The Embassy of India, Moscow invites bids/offers from interested firms/contractors for carrying out repair works at Ulitsa Vorontsovo Polye 4, Moscow, 105 064.

**2. Scope of Works:**

(i) Entrance area and ground floor

- Repair and painting of front lower side of the building.
- Repair and painting of two entrance doors.
- Repair/replacement of lamp post, drain pipe and porch top.
- Removal of old paints and repair of walls at the main entrance area and visitors area.
- Painting of the walls at the entrance area, visitors area and VISA section.
- Replacement of runners at entrance area with new ones.
- Installation of heater on the wall in security cabin.
- Proper fitting of wall skirting.
- Re-positioning of door stopper of Consular section.
- Retro fitment of window in VISA section.
- Proper covering of cables.
- Refurbishment of washroom.
- Installation of small wall-mounting fan inside the security cabin.

(ii) First floor

- Polishing of wooden floor in lobby, HAL wing, MDL wing, Tech wing and Tea Board.
- Wash basin needs to be provided with mesh.

(iii) Second floor

- Fitment of roller blinds in windows at staircase.
- Proper covering of cables.
- Repair and painting of emergency exit passage from second floor to ground floor (back-side staircase area)
- Disposal of old written off furniture items lying at the back-side staircase area.
- Replacement of door lock in the back-side staircase area.
- Installation of emergency key box or break glass key box in the back-side staircase area.
- Repair of two locks and installation of one light in E&C wing.

**3. Payment Schedule:**

Full payment of the total value of work is to be paid 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 05.07.2022 to 22.07.2022 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 “**Repair works in building no. 4 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. Ved Prakash Singh, Head of Chancery, Embassy of India, Ulitsa Vorontsove Polye 6-8, Moscow, 105 064** so as to reach the Embassy latest by **25<sup>th</sup> July, 2022**.

6. Opening of Bids:

The bids shall be opened on **26<sup>th</sup> July, 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 30 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 Vorontsovo 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](mailto: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.

(Ved Prakash Singh)  
First Secretary (HOC)  
Embassy of India  
Ulitsa Vorontsovo Polye 6-8  
Moscow, 105064  
Email: [hoc.moscow@mea.gov.in](mailto:hoc.moscow@mea.gov.in)