

No.Riy/E/872/01/2026

Embassy of India

Riyadh

Invitation for Tender

Sealed Tenders are invited under 2 (two) Envelopes from eligible Contractors for the under mentioned requirements as per terms and conditions set forth in the Tender Documents:

1.	Tendering Authority	Embassy of India, Riyadh
2.	Invitation Ref no & date	RIY/E/872/01/2026
3.	Procurement Method	Open Tendering Method
4.	Source of Fund	Government of India
5.	Tender Name	Annual Maintenance Contract for Electro-mechanical and plumbing work at Chancery, Embassy Residence & other residences of Indian Embassy Riyadh
6.	Earnest Money Deposit/Tender Security Amount	Earnest Money Deposit (EMD) SAR 5000/- (Saudi Riyal Five thousand only) shall be submitted in the form of Banker's cheque/Demand Draft/bank guarantee drawn in favor of The Head of Chancery, Embassy of India, Riyadh . Any bid not accompanying with Earnest Money Deposit/Tender Security Amount shall be rejected. The EMD of unsuccessful bidder will be returned within 30 days after the award of the contract. The EMD will be forfeited in case the bidder withdraws his bid during the period of bid validity or in case of a successful bidder, the selected bidder fails to sign the agreement in time or furnish performance guarantee or furnishing of any wrong information.
7.	Tender Submission date	Publication Date : 23.03.2026 Pre-Bid Meeting : Last date of submission of bids : 13.04.2026 (1700 hrs)
8.	Tender Opening Date & Time	Technical bids will be opened on 15.04.2026 at 1600 hrs Financial bids opening will be intimated later. Authorized representatives of the bidders may attend the opening of tenders.
9.	Eligibility of Tenders	The invitation of tender is open to all eligible firms/service agents as mentioned below: i) The bidder shall have requisite experience in carrying out similar services in any Govt / Semi Govt. / Autonomous Body/ Embassy/ Consulate/reputed firms. ii) Tenderer must have up to date Trade License. iii) The bidder must have VAT registration. iv) Tenderer must submit bank statement of last 03 (three) months. v) Tenderer must submit list of current contractor's . [Tenderer must include, as part of the tender, attested copies of documents mentioned above to establish their qualifications to Perform the contract.]

10.	Performance Guarantee	<p>The successful bidder is required to submit a 10% of annual contract amount before the commencement order is given and within 10 days of signing the final agreement. The EMD of the successful bidder may be adjusted in the performance guarantee by depositing the difference in amount of performance guarantee or alternatively EMD could be refunded and a fresh performance guarantee may be issued. The guarantee shall remain valid during the tenure of contract period. The guarantee amount in full or part may be forfeited in the following cases:</p> <ul style="list-style-type: none"> (i) When the terms and conditions of the contract are breached. (ii) When the service provider fails to comply with minimum service levels agreed upon. (iii) Failure of the service provider to comply with statutory requirements shall constitute sufficient grounds for annulment of the award and forfeiture of service guarantee.
11	Contract period	<p>The Contract period would initially be for a period of One Year, extendable on year to year basis for another two years on same term, conditions and charges subject to satisfactory services and mutual consent.</p>
12.	Name and address of the office Receiving Tenders	Head of Chancery, Embassy of India, PB No. 94387, Riyadh
13.	Name and address of the office for opening Tenders	Embassy of India, Post Box No.94387, Riyadh.
14.	Name and address of the officer(s) selling Tenders Documents	Head of Chancery, Embassy of India, PB No. 94387, Riyadh.

15.	Special instructions	<p>i) The tenders should be submitted in two sealed covers – the first sealed cover should be superscribed “Technical Bid” and second sealed cover superscribed “Financial Bid”. Both the sealed envelopes should be placed in another larger envelope superscribed “Tender for Electro-mechanical & Plumbing” and addressed to “Head of Chancery, Embassy of India, P.O. Box No.94387, Riyadh.</p> <p>ii) The ‘Technical Bid’ should contain</p> <p>(a) The requisite information duly filled in as per proforma at Annexure-I;</p> <p>(b) Agency profile including previous experiences of man power supply, total number of manpower permanently working with the company</p> <p>(c) Demand Draft/ Banker’s cheque for Earnest Money Deposits</p> <p>(d) All other required documents. The bidder should also clearly mention in the tender that the terms and conditions of the tender are acceptable to them.</p> <p>iii) The ‘Financial Bid’ should contain rates which are to be quoted on monthly basis as proforma at Annexure-II. This should also mention statutory taxes as applicable.</p> <p>iv) The Tenderer shall submit documentary evidence in respect of their financial and technical capabilities and also of their experience in execution of similar nature of work.</p> <p>v) The tenderer can submit only one tender. A Tenderer who submits or participates in more than one tender will be disqualified.</p> <p>vi) The Agency/procuring entity reserves the right to accept or reject any or all the Tenders without assigning any reasons.</p>
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		<p>vii) If the Tenderer submit any false/incorrect or forged certificates, his tender will be summarily rejected and the Tender security may be forfeited.</p> <p>viii)The Tenderer should be compliant with local regulations as regarding hiring of manpower and also with local taxation laws.</p> <p>ix) Quotation should be valid for at least 90 days.</p>
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16.	Scope of work	<p>Contract for the provision of a Maintenance Team with an Electrician and a Plumber performing the job listed in the scope of work, for a period of one year that can be extended to another two years at the same rate and conditions subject to the satisfactory performance of the service provider.</p> <p>Location: Chancery building, Embassy Residence and other Govt. of India owned properties at Diplomatic Quarter Riyadh</p> <p>Duty Hours - 7.30 AM to 4.30 PM (with lunch break between 12.00 noon to 1.00 PM), 6 days a week (Friday being observed as a holiday).</p> <p>Scope of Work: A team of qualified members comprising one electrician and one plumber with all technical and engineering support.</p> <ol style="list-style-type: none"> 1) All repair and maintenance works in the nature of electrical and plumbing maintenance 2) Periodic checks and maintenance of the generator, including general servicing, cleaning of filter, oil and fuel is required 3) Maintain and repair the fire alarm system in Chancery and Embassy Residence. 4) Maintenance and periodic refilling of all the Fire Extinguishers in Chancery, Embassy Residence and other residences without any extra charges. 5) Periodic check of the Auditorium equipment namely the following: <ol style="list-style-type: none"> a) lighting system b) Sound system c) Projector d) Dimming system 6) Maintenance of the water tanks, irrigation pumps and domestic water pumps including periodic cleaning of the water tanks. 7) Maintain the drainage and water system. 8) Replace all damaged/fused bulbs/tubes (except focus lamps in the Auditorium) in the said property without extra charges with bulbs/tubes of the same type as installed at the time of original works. 9) Maintain, service and repair the electrically operated remote controlled Crawford movable gates at the entrance of Chancery building and Embassy Residence 10) Maintenance of all the electrical/telephone wiring, plug points and switches. <p>Note: Only personnel of Indian nationality or those from friendly countries, who are security vetted by the Embassy & Local govt Security Department, should be deployed. Embassy of India reserves the right to accept/reject any person deployed.</p>
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		For any tender-related enquiry/query/clarification please contact: Head of Chancery mail: adm.riyadh@mea.gov.in
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The tendering authority reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which the service provider has bid.

Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the service provider.

Technical Bid

To

Head of Chancery
Embassy of India
Riyadh

Dear Sir/Madam,

I/We, _____, Representative(s) of M/S _____
solemnly declare that:-

1. I/We are submitting tender for the provision of Electro-mechanical and plumbing service at Embassy of India Riyadh against Tender Notice No. Riy/E/872/01/2026 dated 23.03.2026.
2. Myself or my partners do not have any relative working in any office of Embassy of India, Riyadh.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".
6. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
7. If any information or document submitted is found to be false/incorrect, Embassy may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.
8. All the terms and conditions of the tender are acceptable to us.

Yours sincerely,

(Signature of Tenderer)

GENERAL INFORMATION AND EMD DETAILS

1	EMD Details DD/Cheque No. Amount in SAR. Name of the Bank:	
2	Name of the Bidder:	
3	Contacts:	
4	Telephones:	
5	E-mail:	
6	Mobile No:	
7	Category of the Bidder (Whether company, partnership firm or Proprietary concern)	
8	Details of Owners/Partners (Please attach passport copies)	
9	Name of Chief Executive Officer and Telephone No.	
10	Year of Establishment	
11	Trade License Number (please provide copy)	
12	List of major Clients and the size of orders executed	

Note: Separate sheets may be attached wherever necessary.

**Signature of the Tenderer
With stamp and date**

Financial Bid

No	Job Particulars/category	Minimum Number of workers required	Number of workers proposed by Service Provider	Total Amount per month in SR (without VAT)	Total (including VAT)
1.	Annual Maintenance Contract for Electro-mechanical and Plumbing at Chancery, Embassy Residence and other residences situated at Diplomatic Quarter Riyadh	One electrician and one Plumber			

Signature of the Tenderer
With stamp and date

DRAFT CONTRACT

ANNUAL CONTRACT FOR ELECTRICAL AND PLUMBING

The following contract is entered into between the Embassy of India Riyadh, hereinafter known as the First Party and, a local firm hereinafter known as the Second Party.

Whereas the First Party is in need of Electrical and Plumbing maintenance for the Indian Government property in Riyadh consisting of Chancery building, Embassy Residence, Auditorium, Multi-purpose Hall and other officers and staff members' residences in Diplomatic Quarter, hereinafter referred to as the "Said Property". The Second Party agrees to provide the same on the following term and conditions:

1. Obligations of the Second Party

1.1 Maintenance Team: The second party agrees provision of maintenance with a team of two persons comprising one electrician and one plumber, both Indian nationals, with all technical and engineering support, hereinafter referred to as the Maintenance Team, during office hours. The Second Party will provide to the First Party a mobile phone number of the Maintenance Team for contacting after office hours and on holidays in case of emergency.

1.2 Working hours: The office hours on working days will be from 0730 hours to 1630 hrs hours from Saturday through Thursday (6 days). Friday being observed as a holiday. The "after office hours " will be the time before 0730 hours and after 1630 hours on working days, and Fridays.

1.3 Scope of work:

(i) The Second Party will fulfill all repair and maintenance works in the nature of electrical and plumbing maintenance in the Said Property comprising the Chancery, Embassy Residence, Auditorium, Multi-Purpose Hall and other officers and staff members' residences in Diplomatic Quarter.

(ii) The Second Party will carry out periodic checks and maintenance of the generator, including general servicing, cleaning of filter, oil and fuel if required.

(iii) The Second Party will maintain and repair the fire alarm system in Chancery and Embassy Residence.

(iv) The Second Party will be responsible for maintenance and periodic refilling of all the Fire Extinguishers in Chancery, Embassy Residence and other residences without any extra charges.

(v) The Second Party will carry out periodic check of the Auditorium equipment namely the following:

- (a) lighting system
- (b) sound system
- (c) Projector
- (d) Dimming system

(vi) The Second Party will be responsible for maintenance of the water tanks, irrigation pumps and domestic water pumps including periodic cleaning of the water tanks in the Said Property.

(vii) The Second Party will maintain the drainage and water system in the Said Property.

(viii) The Second Party will replace all damaged/fused bulbs/tubes (except focus lamps in the Auditorium) in the Said Property without extra charges with bulbs/tubes of the same type as installed at the time of original works of the Said Property.

(ix) The Second Party will provide the services of the Electrician to the First Party at the time of any function organized in the Embassy Auditorium.

(x) The Second Party will maintain, service and repair the electrically operated remote controlled Crawford movable gates at the entrance of Chancery building and Embassy Residence.

(xi) The Second Party will carry out maintenance of all the electrical/telephone wiring, plug points and switches in the Said Property.

(xii) The scope of work does not include spare parts and consumable materials required, which, if any, will be provided or paid for by the First Party to the Second Party on presentation of invoice by the Second Party, except those mentioned in sub-paras 1.3 (ii), 1.3 (iv) and 1.3 (viii) above.

(xiii) For the above work, the Second Party will contact the Head of Chancery of Embassy of India, Riyadh or a person authorized by him. Similarly, the Second Party will designate a member of the Maintenance Team as contact person for providing services during and after office hours and also for coordinating with the First Party.

(xiv) If any damage is done by the Maintenance Team to the property of the First Party during maintenance or repair, the same will be replaced, reimbursed or made good by the Second Party.

(xv) Necessary tools and equipment for carrying out the Electrical and Plumbing maintenance for the Said Property will be arranged or provided by the Second Party itself and there is no obligation upon the First Party in this respect.

1.4 Penalty for unsatisfactory services/breach of contract: The Second Party will continue to provide the electrical and plumbing services as per the agreement during the currency of the contract to the First Party. If the services are not found satisfactory, the First Party reserves the right to get that work done by a third party and recover the expenditure so incurred from the Second Party. Further, if the Second Party unilaterally and prematurely end their services or breach the terms and conditions of the Contract in any manner, the First Party will notify the Second Party and would terminate the agreement with immediate effect. The First Party will also forfeit the amount of the Second Party due with the First Party till that date.

2. Obligations of the First Party.

2.1 The First Party will provide the necessary office space to the Maintenance Team of the Second Party.

2.2 **Payment:** The First Party agrees to pay a sum of SR (Saudi Riyal only) per month to the Second Party in consideration for all the above work done by the Second Party. This amount will be paid by the First Party to the Second Party by bank transfer within fifteen days of presentation of invoice by the Second Party in the month following which the payment relates to. Payment will be made following certification by the First Party that the jobs have been carried out by the Second Party in a satisfactory manner and in accordance with the terms and conditions listed in the agreement. No extra charges will be made by the First Party to the Second Party in case the payment is delayed due to unavoidable reasons.

3. Period of Contract

The present maintenance contract is effective from and will be valid for one year i.e. till The present Contract can be terminated by either Party at any time by giving one month's written notice to the other.

4. Interpretation

Any clarification, meaning and scope of the above terms and conditions of the Contract will be mutually settled by the First Party and the Second Party.

Done in English at Riyadh, in duplicate, on 01st June 2026.

(First Party)
Embassy of India Riyadh

(Second Party)
M/s.....