

Riy/Admn/Estt/551/01/2025

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/Admn/Estt/551/01/2025
3.	Procurement Method	Open Tendering Method
4.	Source of Fund	Government of India
5.	Tender Name	Construction of a Public Reception Area adjacent to the Gate.
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 : 05.06.2025 Pre-Bid Meeting : Last date of submission of bids : 26.06.2025 (1700 hrs)
8.	Tender Opening Date & Time	Technical bids will be opened on 30.06.2025 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	<p>The invitation of tender is open to all eligible firms/service agents as mentioned below:</p> <ul style="list-style-type: none">i) The bidder shall have requisite experience in carrying out similar services in any Govt / Semi Govt. / Autonomous Body/ Embassy/ Consulate.ii) Tenderer must have up to date Trade License.iii) The bidder must have VAT registration.iv) Tenderer must submit list of current contractor's . <p>[Tenderer must include, as part of the tender, attested copies of documents mentioned above to establish their qualifications to Perform the contract.]</p>

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.	Name and address of the office Receiving Tenders	Head of Chancery, Embassy of India, PB No. 94387, Riyadh
12.	Name and address of the office for opening Tenders	Embassy of India, Post Box No.94387, Riyadh.
13.	Special instructions	<ul style="list-style-type: none"> 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 “Construction of Public Reception Area” and addressed to “Head of Chancery, Embassy of India, P.O. Box No.94387, Riyadh. ii) The ‘Technical Bid’ should contain <ul style="list-style-type: none"> (a) The requisite information duly filled in as per proforma at Annexure -I (b) Agency profile including previous experience in providing services to Government Departments, Embassies or Consulates. (c) Demand Draft/ Banker’s cheque/bank guarantee for Earnest Money Deposits (bid security) (d) All other required documents. The bidder should also clearly mention in the tender that the terms and conditions of vii) If the Tenderer submit any false/incorrect or forged certificates, his tender will be summarily rejected and the Tender security may be forfeited. viii) The Tenderer should be compliant with local regulations as regarding manpower supply and also with local taxation laws. ix) Any bidder from a country which shares a land border with India will be eligible to bid in this Tender only if the bidder is registered with the Competent Authority. x) If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered. xi) Quotation should be valid for at least 90 days.

14.	Scope of work	<p>Construction of a Public Reception area/Waiting area with complete roofing and seating arrangements.</p> <p>Location: Chancery building</p> <p><u>Scope of Work:</u></p> <ul style="list-style-type: none"> ➤ Site preparation and dismantling and disposal of the existing security cabinet ➤ Roof structure works with proper weather proof roofing ➤ False ceiling ➤ Electrical works(Ceiling lights and Power sockets) ➤ Installation of Split or Tower Air Conditioner facility/Fan ➤ Installation of Potable Water Cooler ➤ Enhancing the ambiance of the waiting area with proper seating arrangements for 30 to 50 people at a time. ➤ Provision of a feeding room . ➤ Work Completion time one week to two weeks. <p><u>Note:</u> Only personnel of Indian nationality or those from friendly countries, who are security vetted by the Embassy should be deployed for construction and supervision work. Embassy of India reserves the right to accept/reject any person deployed.</p> <p>For any tender-related enquiry/query/clarification please contact: Head of Chancery mail: adm.riyadh@mea.gov.in</p>
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The tendering authority reserves the right to accept any tender not necessarily the lowest, reject any tender/all tender without assigning any reason.

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 **Construction of Public Reception Area at** Embassy of India Riyadh against Tender Notice No. **Riy/Admn/Estt/551/01/2025** dated 05.06.2025.
- (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

1	Name and Address of the Bidder:	
2	Telephones:	
3	E-mail:	
4	Mobile No:	
5	Details of Owners/Partners (Please attach passport copies)	
6	Name of Chief Executive Officer and Telephone No.	
7	Year of Establishment	
8	Company Registration Number (please provide copy)	
9	Name and Address of the Banker	
10	List of major Clients	

Note: Separate sheets may be attached wherever necessary.

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

ANNEXURE - II

List of Amenities to be provided

Sufficient Lightings
Split/Tower AC
Water Dispenser- with Cooler
Seating Arrangement- Durable
Hassle free Entry and Exit points

Financial Bid

BID No: **Riy/Admn/Estt/551/01/2025**

To,

The Head of Chancery

Embassy of India,

B-1, Diplomatic Quarter, Riyadh.

Price Schedule

We offer to execute the Works described above and remedy any defects therein in conformity with the conditions of Contract, specification, drawings, for the sum(s) of

We undertake, if our Bid is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Engineer's notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the document.

We agree to abide by this Bid for the period of _____ days from the date fixed For receiving the same, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Dated this _____ day of _____ 20_____

Signature _____

____in the capacity of _____

duly authorized to sign bids for and on behalf of _____ (in block capitals or typed)

Address

Company Seal: