

**No. BRA/CH/881/04/2025
EMBASSY OF INDIA
BRASILIA**

**NOTICE INVITING TENDER FOR SELECTION OF CONTRACTOR
FOR PAINTING AND THE REPAIRS OF EMBASSY RESIDENCE IN THE
EMBASSY OF INDIA, BRASILIA**

INVITATION TO TENDER

1. General Information:

Embassy of India, Brasilia, Brazil on behalf of the President of India invites tender in "Single Stage Two Bids (Technical & Financial Bid) System" on Fixed Price Lumpsum basis for the above-mentioned work.

Tender Publishing Date	7 March 2025
Tender Document Downloading date	7 March 2025
Pre bid meeting date & time	From 12 to 19 March 2025 (1000 to 1700 hours – on request)
Tender submission closing date and time	31 March 2025 at 1700 hours
Technical bid opening date and time	1 April 2025 at 1500 hours
Financial bid opening date and time	1 April 2025 at 1600 hours

2. Documents for Tender

The following documents are attached for submission of tender documents: -

- Section I : Invitation to Tender
- Section II : Instruction for Bidders
- Section III : Eligibility Criteria
- Section IV : Scope of Work
- Section V : Introduction and Credentials of Bidder
- Section VI : Bid Security Declaration
- Section VII : Terms and Conditions of Contract
- Section VIII : Form of Tender/Financial Bid

3. Issue, Receipt and Opening of Tender Document

(i) Receipt of Tender Documents

The Tender documents, as mentioned above, may be obtained free of cost and may be downloaded from Central Procurement Portal <https://eprocure.gov.in/cppp/> and also the official website of the Embassy of India, Brasilia at under Tenders.

(ii) Submission of Tender

The Tender shall be submitted before 1700 hours on or before 31 March 2025 in English at Embassy of India, Brasilia (at the address below): -

Mrs. Sunila Krishnan, Head of Chancery
Embassy of India, Brasilia
SES 805 Lote 24, Asa Sul
Brasilia, Distrito Federal
CEP – 70452-901, BRAZIL

Any Tender received after the tender submission closing date and time will not be considered. Technical Bid shall be opened on the 1 April 2025 at 1500 hours.

The Tender shall remain valid for a period of One Hundred Eighty (180) days from the last date of submission or any extended period.

Mode of submission of Tender: The Tender shall be submitted in sealed envelopes as described below:

Envelope "A" - Superscribed as "**Technical Bid Documents**"

Envelope "B" - Superscribed as "**Financial Bid Document**" along with the EMD

Any technical bid containing a financial proposal or disclosing the financial quotation for the service shall be rejected.

4. **Opening of Tender**

- (a) The tenders shall be opened in the Embassy of India, Brasilia office at the address given above. The bidders may send their representatives on the stipulated date for opening of tender.
- (b) Envelop 'A' containing Technical Documents shall be opened in the presence of representatives of bidders, and referred to the 'Tender Evaluation Committee' of the Embassy.
- (c) After evaluation of Technical Documents, a list of qualified bidders will be prepared by the Embassy. Qualified bidders will be informed about acceptance of their technical bid, and a date for opening the financial bid for the technically qualified bids would be **1 April 2025 at 1600 hours**.
- (d) The 'Financial Bid' shall be opened at the notified time, date and place in presence of bidders or their representatives.

5. **Award of Work**

- (a) The financial bids opened in presence of the representatives of the company shall be further evaluated by the 'Tender Evaluation Committee'.
- (b) A letter of 'Award of Contract' shall be issued to the successful bidder, whose bid is found to be lowest and whose bid has been finally accepted.

6. **Earnest Money Deposit (EMD)**

- (a) The firm is required to deposit a sum of R\$5798.00 (Real Five thousand seven hundred ninety eight only) along with the Financial Bid Document.
- (b) The estimated cost of the tender would be approximately R\$115,966.00.

7. **Other information**

- (a) Embassy will not to give a reason for the rejection of any Tender.
- (b) The tenderer, whose bid is accepted shall be issued a letter to 'Award the Work'.
- (c) The tenderer will be required to submit a list of worker to work in the Embassy for carrying out the work proposed during the contract period within 7 days from the issue of award of work.
- (d) The Tenderer will also be required to sign the 'Terms and Conditions'.
- (e) If a firm quotes Nil charges/consideration, the bid shall be treated as unresponsive and will not be considered.

8. Eligibility Criteria: The tenderer must fulfill the eligibility criteria laid down in the documents titled 'Eligibility Criteria' annexed with the tender documents, so as to be eligible for consideration of their bids. These criteria shall be taken in to account while evaluating their technical bids

9. Defects Liability Period: Defects Liability period will be twelve months from date of completion of project.

10. Commencement: Commencement of the works shall be effected 3-5 Working days from the date of issue of Acceptance letter or Letter of Intent or handing over the site, whichever is later.

11. Completion: The Period of Completion for the whole of the works 30 days calculated from the date of commencement of works.

12. Schedule of Payment: The payment would be made as per 'Payment Schedule' to be mutually agreed upon between the company and the Embassy of India. The advance amount shall not exceed 30% total payment of the contract.

13. Arbitration:

1.1 If any dispute, difference or question at any time arises between the Mission and the Contractor in respect of the agreement signed which cannot be settled mutually or in case of termination, shall be referred to arbitration.

1.2 The arbitration proceedings will be conducted in accordance with and be subject to the UNCITRAL (United Nations commission on International Trade Laws) Arbitration Rules, as amended from time to time and the decision of the arbitrators as mentioned above shall be final and binding on the parties.

1.3 The Arbitration will have its sittings in Embassy of India, Brasilia

14. Sub-contractors: The Tenderer must submit with his offer a list of Sub-Contractors and Specialists names he proposes to use on the Works. Embassy of India, Brasilia reserves the right to accept or reject any pre-approved sub-Contractor even after formal award of Contract and/or commencement of work with or without reason.

15. The successful Tenderer shall be responsible for coordinating his work with various sub-Contractors and other bid-pack Contractors employed on the Works coordinating his work between various trades, obtaining all the necessary information from sub-Contractors for the purpose of the overall programming of his works; supplying all the normal attendance to all sub-Contractors and assuming the overall responsibility for the aforesaid.

[Sunila Krishnan]
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