

Embassy of India
Cairo

NOTICE INVITING TENDER/REQUEST FOR PROPOSAL

The **Embassy of India in Cairo (Egypt)** invites bids/tenders from the reputed companies dealing in civil works, to confirm interest and undertaking of works which are listed in the '**Scope of Work**' below, with the aim of being selected to competitively price the works in order to carry out the said works at India House, 19 Mohamed Mazhar Street, Zamalek, Cairo.

(A) ELIGIBILITY CRITERIA:

1. Bidders should demonstrate and explain their technical, professional and practical experience of having provided similar works and will need to supply examples of similar works undertaken in the last 3 years, including to any of the Diplomatic Missions in Cairo.
2. Bidders may also indicate their experience in this regard.
3. Bidders may also submit, in brief, the history of their company with annual turn over. They may also furnish the certificate/license, if any, that may indicate their qualification for undertaking such works on heritage buildings, mainly pertaining to the painting in Cairo/Egypt. The agency should be registered with the Chamber of Commerce.
4. Bidders should confirm that they are able to inspect the said property, existing at No. 19, Mohamed Mazhar Street, Zamalek, Cairo in order to provide a competitive quote, indicating the time-frame to complete the desired works, as stipulated in 'Scope of Work'; and the bidders should ensure that the quotes should be provided to the Embassy by 1730 hrs. on 04th February, 2025.
5. Bidders should not have been barred/black-listed by the Government Organization in Egypt or elsewhere (The bidder is requested to submit a self-declaration to this effect).
6. Security Deposit of LE 40,000/- in the form of Bankers Cheque, Bank Guarantee or Demand Draft in favour of "Embassy of India, Cairo"
7. Bidders may submit their bids on "fixed price lump sum" basis separately for internal and external painting.

(B) SCOPE OF WORK:

1. Removing the existing paint on exterior and interior of the building (including walls, doors, ceilings of the building and grills and other surfaces) by scrapping, sand papering and preparing the surface smooth including necessary repair of any damages/scratches etc.



2. Full interior and exterior painting of the internal walls, and ceilings of the building, including repair of rotten areas/cracks with proper chemical treatment, plaster etc. All gaps wherever found need to be filled.
3. Painting the windows, the doors, the wooden frames, the wooden shade, the iron bars, the iron spikes, the iron fence with lacquered paints.
4. Painting the external walls – the boundary walls, the driver's room, the security room, and the garden rooms with Jotun paints.
5. The warranty period for workmanship and materials shall remain valid for a period of 2 (two) years against a Performance Bond/Guarantee Bond.

(C) **INSPECTION OF THE SITE:**

Interested bidders can visit the said property located at India House, 19 Mohamed Mazhar, Zamalek, Cairo by prior appointment between 1000 hrs to 1600 hrs between 16/01/2025 to 30/01/2025.

(D) **SUBMISSION OF BIDS:**

1. The interested companies should provide their bid price as per the scope of work mentioned in paragraph (B) above by Close of Business on 04th Feb, 2025. Sealed bids/offers shall be submitted in an envelope, superscribed "**Quotation for full internal and external painting at the India House**" and shall be addressed to:

Head of Chancery,
Embassy of India,
No. 5, Aziz Abaza Street, PO Box No. 718, Zamalek, Cairo (Egypt).

2. Tender is invited in two parts i.e. (i) Technical Bid (containing Bid Security Deposit) and (ii) Financial Bid.

Technical Bid: The bidding agencies are required to submit documents as detailed in the Minimum Eligibility Criteria shall be allowed to participate in the technical bid.

Financial Bid: To be submitted separately for internal and external painting in sealed envelopes.

Both the technical bid and financial bid envelopes should be sealed separately and clearly marked as "Envelope no. 1 - Technical Bid" and "Envelope no. 2 - Financial Bid". Both the sealed envelopes should be placed in a third larger envelope clearly mentioning "**Technical and Financial Bid for full internal and external painting at the India House building of the Embassy of India, Cairo**".



3. Envelopes for technical, not financial bids/submissions, shall indicate the name and address of the bidders/senders to identify the bid and to enable the bid to be returned unopened in case it is declared 'late' or 'rejected'.
4. The tender box shall be sealed at the stipulated deadline for submission.
5. Bids shall then be opened at 1100 hours on 06th Feb, 2025 in the Embassy premises in the presence of tenderers or their authorized representative.
6. Modified or partially completed bids are summarily rejected.
7. A technical bid should be accompanied by Security Deposit of LE 40,000/- in the form of Bankers Cheque, Bank Guarantee or Demand Draft in favour of "Embassy of India, Cairo", which will be returned to all unsuccessful bidders within two working days after the bid opening day. The Security Deposit of successful bidder will be retained.
8. The price quoted shall be considered firm and no price escalation will be permitted.
9. Offers received through Fax/E-mail or through open letters shall summarily be rejected/ignored.

(E) PURCHASE ORDER:

1. To assist evaluation and comparison of the bids, the Embassy at its discretion, may ask the bidders for clarification on their bids. The clarifications and responses from the bidders shall be in writing.
2. If a bidder is asked to competitively quote for the works, the Embassy is not bound to accept the lowest quote or any tender, and reserves the right to accept the whole or any part of the tender and altering the quantities offered and the tenderer shall supply the same at the rate quoted.
3. A Purchase Order will be issued to the successful bidder within three working days after the bid opening day.

(F) ACCEPTANCE OF PURCHASE ORDER:

1. The successful bidder who has been issued a Purchase Order should submit the acceptance letter accompanied with a Performance Bond within 5 working days upon receipt of Purchase Order.
2. The Performance Bond valid for 2 years equivalent to 10% of the bid amount shall be in the form of Bank Guarantee or Bankers Cheque or Bank Draft in favour of 'Embassy of India, Cairo'.



3. An advance of 25% of bid amount will be released within 5 working days upon receipt of the Acceptance Letter duly accompanied with the Performance Bond.

(G) WORK SCHEDULE:

1. Issuance of Purchase Order within three working days after opening of bids.
2. Return of Security Deposit to unsuccessful bidders within three working days after opening of bids.
3. Return of Security Deposit to the successful bidder on same day upon receipt of Acceptance of Purchase Order and submission of Performance Bond.
4. Release of 25% advance of the bid amount within 5 working days upon receipt of Performance Bond.
6. Partial completion of the painting work at the designated site within 15 days upon release of 25% Advance amount.
7. Release of balance amount after adjustment, if any, within 10 working days after successful completion of the full internal and external painting at the site to the satisfaction of the client.
8. Release of Performance Bond within 2 year of successful completion of the full internal and external painting at the site to the satisfaction of the client.

(H) JURISDICTION:

In the event of any dispute, the jurisdiction of courts in Cairo, Egypt would be applied and the settlement by courts in Cairo, Egypt will be final.



(John M. Kerketta)
Head of Chancery
Embassy of India
Cairo, Egypt

(JOHN M. KERKETTA)
HEAD OF CHANCERY
EMBASSY OF INDIA
CAIRO

Annexure I

S. No.	Documents
1.	Security Deposit or Earnest Money Deposit (EMD) of LE 40,000 (Egyptian Pound Forty Thousand only) in the form of Demand Draft/Bank Guarantee in favour of Embassy of India, Cairo
2.	Bids (a) Technical (b) Financial: i. Internal painting ; ii. external painting
3.	Copy of company's registration with Chamber of Commerce/certificate/license etc.
4.	A list of their owners/partners etc. of the agency
5.	Copy of certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partner anywhere in Egypt or elsewhere.
6.	Copies of award of contracts along with Certificate of satisfactory performance from Ministries/Departments/Diplomatic Missions/private organizations of repute. Proof of experience of having provided similar works and will need to supply examples of similar works undertaken in the last 3 years, including to any of the Diplomatic Missions
7.	Brief history of the company with the proof of Annual turnover