

**TENDER FOR SELECTING CONTRACTOR  
FOR RENOVATION/REPAIR OF DIPLOMATIC PROPERTY OF THE EMBASSY OF  
INDIA, DUBLIN**

The President of India acting through the Embassy of India in Dublin (Ireland) requests proposals in sealed envelopes from appropriately qualified and adequately experienced Contractors for renovation/repair of Diplomatic Property of Embassy of India, Dublin (Ireland). The proposal duly completed in prescribed format as per Notice Inviting Tender (NIT) must reach office of Mr. Vijay Singh, Head of Chancery, Embassy of India, Dublin (Ireland), Telephone No.: 353 1 2060946; email- [hoc.dublin@mea.gov.in](mailto:hoc.dublin@mea.gov.in) on or before 1700 hrs on 29<sup>th</sup> August, 2025. The detailed tender document along with its annexures may be downloaded from Central Procurement Portal <https://eprocure.gov.in/cppp/> or also the official website of the Embassy of India, Dublin (Ireland) at <https://www.indianembassydublin.gov.in/tenders/>

**2.** The objective of this Notice Inviting Tender is to select an appropriately qualified and adequately experienced Contractor by the Embassy of India, Dublin (Ireland) for renovation/repair of its **Diplomatic property** in Dublin.

**3. Location and description of Property:**

Embassy of India, Dublin  
(Staff Residence, 97 Mount Albany Blackrock, Dublin)

**4. Scope of Work:**

Attached at Section IV

**5. Period of Completion:** 120 days

**6. Site visit:** Physical visit to the site is advisable to have a general idea about the extent of works required and the amount of involvement by the Contractor. Interested firms can visit the site from 1430 hrs to 1700 hrs after prior appointment with Mr. Vijay Singh, Head of Chancery, Embassy of India, Dublin; Telephone No.: 353 1 2060946; email- [hoc.dublin@mea.gov.in](mailto:hoc.dublin@mea.gov.in)

**7. Submission:** The proposals (bids) should be submitted in two parts: (i) Technical Bid, which should contain the documents establishing the technical eligibility of the applicant and other documents required establishing sound financial condition, as per terms & conditions of this tender; and (ii) Financial Bid, which should be as per the format given in this tender. The last date of submission of sealed bids is 1700 hrs on 29/08/2025 in the office of Mr. Vijay Singh, Head of Chancery, Embassy of India, Dublin; Telephone No.: 353 1 2060946; email- [hoc.dublin@mea.gov.in](mailto:hoc.dublin@mea.gov.in). Technical bids will be opened at 1500 hrs on 05/09/2025 in the Embassy of India, Dublin. All pages of the submission document must be signed by authorised signatory.

<b>Important Dates</b>	
Published date	08/08/2025
Bid document download start date	08/08/2025
Bid submission start date	08/08/2025
Site visit dates	11/08/2025-26/08/2025
Pre-Bid meeting [if required]	27/08/2025 at 1100 hrs
Bid submission end date	29/08/2025 (17:30 hrs, Dublin Time)
Date of Technical Bid opening	03/09/2025

(Vijay Singh)  
Head of Chancery

Embassy of India, Dublin

e-mail ID: [hoc.dublin@mea.gov.in](mailto:hoc.dublin@mea.gov.in)

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**Tender Documents**

**Tender Contents**

**A. Technical Bid Documents:**

- Document I : Invitation to Tender
- Document I – S-I : Instruction to Bidders (Section-I)
- Document I – S-II : Introduction and Credentials of Bidder (Section-II)\*
- Document I – S-III : Terms and Conditions of contract (Section-III)
- Document I – S-IV : Scope of Work (Section-IV)
- Document I – S- V : Bid Security Declaration (Section –VIII)

**B. Financial Bid Documents:**

- Document II : Schedule of Quantity/Items/Bill of Quantities (BOQ) for calculating variations – Bidder is to provide anticipated quantity of each item along with rates as they would be supplied. Additional items may be quoted by Bidder. (Section-V)
- Document III : Form of Tender - Financial bid letter (Section-VI)  
(Lump sum fixed price to be quoted on this form by Bidder)
- Document IV : Standard formats for Earnest Money Deposit (EMD)/ Guarantee, etc. (Section-VII)\*\*/ Bid Securing Declaration (BSD) (Section-VIII)\*\*

\* Section-II - Documents about the credential of the bidder, resources, company brochures, construction methodology, experience, management techniques, and any other information about bidder – The self attested copies of these documents are to be supplied by the bidder.

\*\* Section-VII & VIII – If EMD (Section-VII) has been submitted, there is no need to submit BSD (Section-VIII) and vice versa.

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**Invitation to Tender**

**1.** The President of India acting through the Embassy of India in Dublin invites Lump-sum Fixed Price Tender for Renovation/repair of Staff Residence, 97 Mount Albany, Blackrock, Dublin, Embassy of India, Dublin. The Lump-sum Fixed Price / Amount tender shall be on the basis of following tender documents:

<b>Technical Bid Document:</b>	
Document – I	Press Notice, Invitation to Tender, Instructions to Bidders, Scope of Work & Eligibility Criteria
<b>Financial Bid Document:</b>	
Document- II	Form of Tender (Lump sum price to be quoted on this form by Bidder)
Document- III	Schedule of Items
Document- IV	Conditions of contract including standard formats for Bank Guarantee, etc.

**2.** The last date of submission of sealed bids is 1700 hrs on 29/08/2025 in the office of Mr. Vijay Singh, Head of Chancery, Embassy of India, Dublin; Telephone No.: 353 1 2060946; email- [hoc@mea.gov.in](mailto:hoc@mea.gov.in). Any Tender received after this date and time will not be considered.

**3.** Technical bids will be opened at 1500 hrs on 03/09/2025 in the Embassy of India, Dublin.

**4.** The Tender shall remain valid for a period of One Hundred Eighty (180) days from the date of opening or till any extended period.

**5. Eligibility Criteria:**

**5.1 Permit:** The Tenderer/Company should have valid permit/registration from competent local authorities for carrying out renovation work in the Diplomatic property of the Embassy of India.

**5.2 Similar work:** The Tenderer/Company must have satisfactorily completed (i) one similar work of the value of **Euro 2,57,912/-** or (ii) two similar works of value of **Euro 1,93,434/-** or (iii) three similar works of value of **Euro 1,28,956/-**. Similar works means value of fixing/replacement of electrical work, replacement of pipes and redesigning of semi-detached/detached residence for diplomatic building/buildings of international importance, residential buildings, Hotels, Shopping Malls, Apartment Complex, etc.

**5.3 Bank Solvency:** Certificate of Solvency for amount of **Euro 1,28,956/-** certified by bank. The certificate should not be older than six months.

**5.4 Annual Turnover:** The annual turnover of the tenderer should be equal to or more than **Euro 1,61,195/-** during the immediate last three consecutive financial years.

**5.5 Profit-Loss:** The tenderer should not have suffered loss in more than two financial years in the previous five financial years and must not have suffered loss in the immediate previous financial year.

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

**7. Performance Security:** 5% of the contract value shall be submitted in the form of a Bank Guarantee valid for a period of sixty days beyond the date of the completion of all the contractual obligations of the supplier under the contract and discharged after completion of work. Bank Guarantee shall be deposited within 15 days of issue of Letter of Intent. Letter of award of work shall be issued on receipt of performance guarantee. (Format of Performance Security is attached).

**8. Financial quote & variations:** Contractor shall quote his Lump-sum Fixed Price based on the enclosed Scope of Work. The Contractor shall note that Bill of Quantities (BOQ) shall not form part of the agreement and Contractor shall complete all the works as defined in the Scope of Work irrespective of the Bill of Quantities (BOQ) /details since these will not form part of the agreement. However, the unit rates quoted in the Bill of Quantities (BOQ) of items shall be used for working out the variations as per tender conditions.

**9. Commencement:** Commencement of the works shall be effected within Fifteen (15) days from the date of issue of Acceptance letter or Letter of Intent or handing over the site, whichever is later. Such 15 days period being defined as the mobilization period.

**10. Completion:** The Period of Completion for the whole of the works will be **120 days** calculated from the date of commencement of works.

**11. Mobilisation Advance:** i) Maximum 10% of contract amount against equivalent Bank Guarantee. The mobilization advance shall be released only after obtaining a bank guarantee bond from scheduled bank for amount of advance to be released and valid for the contract period. This shall be kept renewed from time to time to cover the balance amount and likely period of complete recovery together with interest. **The advances shall not be released less than 2 instalments.** The interest on advance shall be calculated from the date of payment to the date of recovery. Both dates are inclusive. The rate of interest shall be 10% Simple Interest on the balance Mobilization Advance in RA bills for payment

ii) It shall be ensured that at any point of time, Bank Guarantee is available for the amount of outstanding advance.

iii) The recovery should be commenced after 10% of the work is completed and the entire amount together with interest shall be recovered by the time 80% of the work is completed.

**12. Retention Money:** 10% of contract amount of each bill for payment shall be deducted. 50% of this retention money shall be released on record of practical completion and remaining 50% released at the end of Defect Liability period.

**13. Arbitration:**

- 13.1** 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.
- 13.2** 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.
- 13.3** The Arbitration will have its sittings in Embassy of India, Dublin.

**14. Rejection:** Embassy of India, Dublin, reserves the right to accept or reject proof of credentials at its sole discretion without having to furnish reasons thereof, to the applicants. Submission of false information/document shall render the bidder ineligible.

**15. 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, Dublin, 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.

**16.** 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.

Mr. Vijay Singh  
Head of Chancery

Address: Embassy of India,  
(69 Merrion Road, Dublin 4)

Email : [hoc@mea.gov.in](mailto:hoc@mea.gov.in)

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**Section-I**

**1. INSTRUCTION TO BIDDERS**

**1.1** The Bidding Documents comprise of:

Section-I	:	Instruction to bidders
Section-II	:	Introduction and Credentials of Bidder
Section -III	:	Terms and conditions of Contract
Section- IV	:	Scope of work
Section- V	:	Schedule of Quantity
Section - VI	:	Form of Bid
Section - VII	:	Standard formats for Earnest Money Deposit (EMD)/Guarantee, etc.
Section-VIII	:	Bid Securing Declaration (BSD)

***If EMD (Section-VII) has been submitted by bidder, there is no need to submit BSD (Section-VIII)***

**1.2 Site visit:** Physical visit to the site is advisable to acquaint himself with the Site of the Works. The tenderer shall take entire responsibility in the interpretation of the report and of the site conditions. No consideration or compensation will be given for any alleged misunderstanding of the nature of the work to be executed.

**1.3 Cost of Tendering** – The Embassy of India, Dublin will not be responsible to compensate for any expense or losses which might have been incurred by the Tenderer in the preparation and submittal of his Tender/bid.

**1.4 Earnest Money Deposit/Bid Securing Declaration–**

**1.4.1** The bidder shall submit a Demand draft or Banker's cheque or Bank Guarantee (as per attached format) or Online payment to the bank account of Embassy of India amounting to **Euro 6,448/-** or Bid Securing Declaration (Section-VIII).

**1.4.2** The bidder shall submit either Section-VII or Section-VIII.

**1.4.3** Failure to honour the Bid Securing Declaration shall render the bidder ineligible to participate in any tender on behalf of Government of India, for a period of two years from the date of publication of the Tender in which the default has happened.

**1.4.4** Technical Bids of only those bidders, who have submitted EMD/BSD shall be opened for evaluation.

**1.5 Lump Sum Fixed Price Tender** - This is a LUMPSUM FIXED PRICE TENDER with extent of Work as indicated in scope of works.

**1.5.1** The bidder shall examine the scope of work and other Documents and all Addenda (if any) before submitting his Tender/Bid and shall become fully informed as to the extent, quality, type and character of operations involved in the Works.

**1.5.2** Bidders are required to quote Lump-sum fixed prices on “Form of Tender”. Bidders may prepare schedule of quantity as per scope of work identifying item description, quantity and rates.

**1.5.3** The total amount of schedule of quantity prepared by them should be transferred to Form of Tender.

**1.5.4** The Lump-sum Fixed Price/amount must be quoted both in figures and in words on the Form of Tender and the currency must be Euro only.

**1.5.5** In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender.

**1.6 Validity of Bid** - The Bid shall remain valid for a period of 180 (One Hundred Eighty) days from the date of the opening of the bid or up to any mutually extended period.

### **1.7 Tender and Schedule of Quantities**

**1.7.1** Schedule of Quantities should be enclosed by Bidders. Bidders are requested to identify and quote the rates of individual items. Items required for completion of the work may be added in the Schedule of Quantities with full nomenclature of the item.

**1.7.2** Bidders shall satisfy themselves of the quantities quoted in the Schedule of Quantities. These quantities shall be taken as guidance to assess the approximate quantum of work involved in the project.

**1.7.3** The bidder, prior to the submission of the tender, may add to items, quantities to the items in Schedule of Quantities as per the scope of the work, and site visit.

**1.7.4** It shall be the responsibility of the bidder to satisfy himself of the completeness of the documents for the scope of work and his own assessment of the work after site visit and as per the tentative scope of work mentioned in tender document.

**1.7.5** No extra cost shall be entertained and payable if any additional information or detail is provided later for carrying out the works as specified in the tender documents.

**1.8 Final Tender Price** - Decision on bid will be taken based on the final price quoted on the Form of Tender. Lump-sum Fixed Price/Amount as quoted in the “Form of Tender” shall be the basis for deciding the tender quote and the L1 bidder.

### **1.9 Errors and Rectification:**

**1.9.1** In case of any mismatch in the final quoted price on Form of Tender and Total amount worked out on rates in Schedule of Quantities, the final price quoted on Form of Tender shall be considered for comparison of bids and decision on bid.

**1.9.2** If amount quoted on Form of Tender is more than amount worked out on Schedule of Quantities, the rates in the Schedule of Quantities shall not be altered/adjusted.

**1.9.3** If amount quoted on Letter of Tender is less than amount worked out on Schedule of quantities, the rates on schedule of quantities shall be adjusted in the ratio to match with quoted final price on the Form of Tender.

**1.10 Submission of bids:** Bidders shall submit their bid in a large sealed envelope super-scribed with ‘Renovation of Diplomatic Property i.e. Staff Residence, 97 Mount Albany, Blackrock, Dublin’ for Embassy of India, Dublin which shall have following three sealed envelopes inside:

**Envelope A:** Should contain the document mentioned in Section-VII or Section-VIII. This envelope is to be super-scribed as “**EMD or BSD**” (as the case may be).

**Envelope B:** Should contain the documents mentioned in Section-I to Section-IV. This envelope should be super-scribed as “**Technical Bid**”.



**Envelope C:** Should contain the documents mentioned in Section-V and Section-VI. This envelope should be super-scribed as “**Financial Bid**”.

**1.10.1** The last date of submission of sealed bids is 1700 hrs on 29/08/2025 in the office of Mr. Vijay Singh, Head of Chancery, Embassy of India, Dublin; Telephone No.: 353 1 2060946; email- [hoc.dublin@mea.gov.in](mailto:hoc.dublin@mea.gov.in).

**1.10.2** The date and time for submission may be deferred by an official notification in writing issued by the Embassy of India, Dublin to all Bidders. Tenders received after this date will not be considered.

**1.10.3** Any Bid received after date and time of submission will not be considered and will not be opened. Any such unopened Bid will be returned to respective bidder.

**1.11 Conditional Acceptance of the Tender** - The acceptance of the Tender shall be conditional and not finally binding upon the Embassy of India, Dublin. The Embassy of India, Dublin may withdraw the acceptance of the Tender without any notice or other formality and may enter into a new Agreement for the execution of the Works or any part of it.

**1.12 Amendments to Tender Document** - At any time prior to the date of opening of the tender, the Embassy of India, Dublin may issue an addendum in the Tender Document in writing to all persons or firms to whom the Tender documents have been issued, deleting, varying or extending any item of this Tender Document. Prospective bidders shall promptly acknowledge receipt of each Addendum to the Embassy of India, Dublin.

**1.13 Clarification:** Any further information or clarification which the Bidder may require in order to complete his bid, may contact Mr. Vijay Singh, Head of Chancery, Embassy of India, Dublin; Telephone No.: 353 1 2060946; email- [hoc.dublin@mea.gov.in](mailto:hoc.dublin@mea.gov.in)

**1.14** All information requested by and supplied to one bidder will be supplied to all bidders.

**1.15** Unless it is in formal manner described above, any representation or explanation to the Bidder shall not be considered valid or binding on the Embassy of India, Dublin as to the meaning of anything connected with the Tender Document.

**1.16 Disqualification of Tender** - Tenderer may be disqualified for any reason including but not limited to the following:

**1.16.1** If tenderer sets forth any conditions which are unacceptable to the Embassy of India, Dublin.

**1.16.2** If any tender is submitted under a name other than the name of the individual firm, partnership or corporation that was issued the Tender Document.

**1.16.3** If there is evidence of collusion between Bidders.

**1.16.4** If Bidder sets forth any offer to conditionally discount, reduce or modify its tender.

**1.16.5** If Bid price is disclosed or become known before opening of Financial Bid.

**1.17 Compliance with Laws and Regulations and Pricing of Schedule of Quantities** -The attention of Bidders is drawn as to compliance with laws and regulations concerning safety and health, labour regulations, social insurance, labour taxes, tax deduction, import restrictions duties and levies, company's tax, input tax and output tax (VAT), etc.. All rates and sum inserted against items of works and in Form of Tender shall be exclusive of Value Added Tax.

**1.18 Compliance with Tender Document** - Bidder shall be deemed to have read carefully all the Tender Documents, Specifications and drawings, etc. and visited site. The quoted Lump-sum Fixed price are inclusive all cost and charges and complete in all respect to make the project functional as per the standard and to the entire satisfaction of the Embassy of India, Dublin.

**1.19 No escalation of price** - Price escalation, in rates due to any reason such as change in foreign currency exchange rate, increase in prices of material, equipment & labour, fuel (petrol, diesel, gas, etc.), transport, electricity & water, levy of new taxes, hike in any tax rate, Cess or due to delay in completion, etc. shall not be applicable.

**1.20 Payments:**

**1.20.1** All payments shall be released as progress payments on the basis of certificate submitted by the Contractor and satisfied by the Embassy of India, Dublin.

**1.20.2** The detailed work schedule and the payment schedule would be furnished by the Contractor to the Embassy of India, Dublin who will approve it before it forms part of the agreement.

**1.20.3** However, in the event of non-compliance of the work schedule or otherwise due to the reasons acceptable to the Embassy of India, Dublin, the progress payment shall be made by the Embassy of India, Dublin on the basis of evaluation of work done.

**1.20.4** All permissible deduction shall be effected during the Progress Payment, in line with the provisions of the Contract.

**1.21** The Embassy of India, Dublin reserves the right to waive any deficiency in any tender where such waiver is in the interest of the Embassy of India, Dublin except that no proposal will be accepted if the Earnest Money Deposit (EMD) or Bid Securing Declaration in lieu of EMD or/any of the preceding statutory documents was not submitted with the tender.

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**Section-II**

**2. Introduction and Credentials of Bidder**

**(To be submitted by the bidder)**

**Note:** This shall be submitted by the bidder. This should be a brief introduction, background, company details, credentials, VAT & other registration and past performance of the bidder. They may attach any other documents such as company profile, company brochures, achievement of the company etc.

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**Section-III**

**3. Terms and Conditions of Contract**

**3.1** Quoted price is final fixed lump-sum price inclusive of all taxes except VAT. Item/quantity indicated in the scope of work/schedule of quantity are tentative and some variation during execution may take place. Nothing extra is payable for such variation.

**3.2** **Quoted price shall be exclusive of VAT.** The quoted price should include lump sum charges for Labour/transportation and civil works required/ necessary, if any, for complete installation.

**3.3** Period of completion for the work is 120 Days.

**3.4** **Liquidated damages** shall be levied on Contractor for delay in completion if it is ascertained that contractor is responsible for delay. The rate of liquidated damages shall be calculated @ 0.5% per week limited to maximum of 10% of the Tendered Cost or actual cost of the project. This shall be computed on per week basis.

**3.5** **Defects liability period** shall be as per Warranty Period of the equipment and 365 days from the completion of the project. Contractor shall be bound to remove/ rectify / replace any defects / defective work which is noticed during defects liability period at his own risk and cost. Contractor is bound to rectify/replace the defective item of work or workmanship which may come to notice during defects liability period or within the Defects Liability Period. In case of non-compliance of removal/rectification/ replacement of defective item of work or workmanship, the Embassy of India, Dublin shall be at liberty to forfeit full or part of his retention money and/or performance guarantee and/or any other money or guarantee of the Contractor available with the Embassy of India, Dublin.

**3.6** The tenderer shall guarantee among other things, the following:- a. Quality, strength and performance of the materials used; b. Follow up service, if required.; c. Good workmanship.

**3.7** **Commencement date of work** shall be counted from the 15 days of Issue of Letter of Acceptance of Letter of Award or from the date of handing over of site whichever is later.

**3.8** **Payment:-** Payment may be released through Running Account Bills and strictly linked with progress of work as per the following schedule:

**3.8.1** Mobilization Advance of maximum 10% of accepted tender cost on placement of Work Order against Bank Guarantee of equivalent amount drawn in favour of Embassy of India, Dublin;

**3.8.2** Running Account (RA) Bills for 4% of accepted tender cost in stages as per payment schedule;

**3.8.3** 10% of accepted tender cost after completion of work in all respects;

**3.8.4** 5% of accepted tender cost after handing over to the Embassy of India for beneficial use to be released after 12 months of completion of work, subject to satisfaction of the employer about the work done. The detailed work schedule and the payment schedule would be furnished by the Contractor to Embassy of India, Dublin who will approve it before it forms the part of the agreement. All permissible deductions shall be effected during the settlement of Running Account Bills.

**3.9** No escalation on rates due to delay in works shall be admissible.

**3.10** Each RA bill payment shall be made for at least 4% of physical progress.

**3.11 Specification:** The item of work/material used in the work shall be complying with the standard of quality like British standard/American standard/Indian Standard or equivalent. The material used/or workmanship should be of equivalent or higher standard than the existing standard. Sound engineering practice should be adopted in all items of work execution.

**3.12 Non-completion of work:** In case of non-completion of work within stipulated time or within approved extended time, the Embassy of India shall be at liberty to confiscate the retention money, performance guarantee and any other dues of the Contractor.

**3.13 Force Majeure and EoT clause:** In the event of force majeure i.e. unforeseeable events such as war, floods, earthquake etc beyond the reasonable control of the Parties to the contract which prevent either party from meeting their obligations under this contract, the contractual obligations as far as affected by such event shall be suspended for as long as the force majeure continues provided that the other party is notified within two weeks after occurrence of the force majeure. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder. In the event of force majeure either party shall be entitled to prolongation of this Contract equal to the delay caused by such force majeure.

**3.14** Table of significant dates and Check list of documents to be attached with the bid/tender at an appropriate place in the tender document.

**3.15** On completion of work, Contractor shall submit all equipment manuals, guarantee cards, specifications etc. The Final Bill of work shall be paid only on completion of work and depositing all documents as above.

**3.16 Validity of the Contract:** The work Contract shall become effective and valid from the execution date of signing of the Contract by both the parties and the effective date of contract shall be effective from the initial date of services operated under this Agreement, to not be later than for a period of 1 (one) year.

**3.17 Additional Work:** Embassy of India, Dublin shall not allow any claims for additional work performed by contractor unless the additional work is authorized by Embassy of India, Dublin in writing prior to the performance of the additional work or the recurrence of additional expenses. Any additional work authorized by Embassy of India, Dublin shall be compensated at a rate mutually agreed to by the parties.

**3.18 Termination of Contract:** In the following cases, both parties can terminate the contract in whole or in part, and this shall be notified in writing.

- a) If the work does not begin as per commencement date, without prior notification.

- b) If Contractor or an employee of the company does not work in accordance with the instructions of Embassy of India as per the contract.
- c) If the contractor or Embassy of India materially violate principal terms of the contract.
- d) If the finished work differs from the scope of work and specifications, without the consent of Embassy of India.
- e) If contract is terminated because of Embassy of India non-performance of contract, Embassy of India shall reimburse to the contractor the amount for completed work. If contract is terminated because of contractor's non-performance of contract, Contractor shall reimburse the amount already received from the Embassy of India, Dublin.

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**Section-IV**

**SCOPE OF WORK**

**Introduction:- Scope of work** given below is tentative. The bidder may inspect the site and understand the full scope of work. They may add any other item required to complete the work. Their quote on form of tender should include the cost of complete work which includes the scope of work mentioned below and also the additional item of work which they feel necessary for completion of the work. The bids shall be compared based on final amount mentioned on **Form of tender**.

**1. Window replacement**

There are 11 casement windows at the ground and first floor level that will be replaced with a double glazed aluminium unit by Sean Doyle Windows or equal and approved. The final design and RAL colour will be selected by the client. The minimum target u-value is 1.0W/m<sup>2</sup>/K. All windows will be installed and sealed with an air tightness tape in advance of any air tightness test. Contractor shall note the following:

- Rear window to room 1.04P will be enlarged.
- Landing window cill height window will be dropped.

There is a bay window carried from the ground floor through to the 1st floor. The contractor will replace the windows and follow the detail that forms part of the tender drgs. Ventilation to be allowed for in this area. Insulation will be kept to a minimum in the wall and roof area. Suitable grounds to be allowed for thermally lined curtains that will hang from window head to floor.

**2. Door upgrade**

The original front door will be replaced with a door from the Rationel Flush entrance door range with sidelight. Colour to be selected by client. All elements of the unit to meet the minimum requirements as set out in Part L of the Technical Guidance Documents.

The rear door will be replaced with a door from the Rationel Glazed entrance door – modern style range. Colour to be selected by client. All elements of the unit to meet the minimum requirements as set out in Part L of the Technical Guidance Documents.

The existing sliding door to the rear of the property can be treated as an internal set of double doors and can match door style Nr.2 as called up on Drg Nr. 24.008.F.4.

There are 2 Nr. doors to the outside toilet and services room. These will be replaced with a hardwood timber door like what is there in style. Doors to be treated and painted to selected colour. Both doors will be furnished with a lock.

### **3. Façade Works**

There is a mix of materials to the front façade and brickwork being primary. All other facades are plastered. To note the client has expressed that the 2 Nr. chimneys are removed with the aerial to the roof. All works called up on Drg Nr. 24.008.F.4. A full scope of works are included on Drg Nr. 24.008.D.202 for all facades.

### **4. External groundworks**

To the front of the dwelling, the lawn area will be stripped out and replaced with a decorative stone laid on a NIDA board (NIDAGRAVEL NG040 GRID - NIDAPLAST) with a cobble edge similar to the adjoining property. The contractor will allow for the hard wiring of the gates to be automated with a keypad/ screen. The client will be responsible for the installation of the keypads, automated arms post works.

To the rear of the property the lawn will be sprayed, levelled and re-seeded. The existing concrete path outside of the new works will be kept in place. All boundary hedging etc., will be trimmed back and kept in place. All details for the proposed sunroom extension and decked area are called up in the tender documents.

### **5. Roof repairs**

There is a TV aerial and mountings that will need to be removed. All areas will need to be checked and made good. Ridge tiles will need to be checked for pointing throughout and repointed as necessary. Where the 2 Nr. chimneys are removed, local repair works will need to be carried out to include matching tiles, guttering, fascia and soffit.

### **6. Chimneys and Fireplaces**

The client has requested that the 2 nr. chimneys to the east side of the property are taken down. It is assumed that the internal wall runs through with the flues and chimney blockwork sitting outside of the 225mm blockwork. This will need to be investigated on site and advised to the client as necessary. If the flues and external chimney wall is taken down, this area to be cleaned, plastered and painted to match the new external colour as selected by the client. All roof repairs to the ground floor reception roof will need to be undertaken including replacing concrete tiles similar to those in place.

### **7. Ironwork**

There is some ironwork to the front and side gates. Both items would need to be cleaned back to the iron, rust removed, primed and painted.

### **Existing Internal Floors**

The existing internal ground floors are a suspended timber floor. It is proposed to carry out the following works:

- Remove the existing floorboards, joists, wall plate and dwarf walls, to the subfloor.
- As per the detail attached to the tender, new solid floor build up to accommodate an underfloor heating system.
- In the room 1.04P, contractor will make an allowance for the inclusion of concrete pads to carry the new steel beams overhead. All DPM's (liquid)/ radon barriers to be maintained included in the new pad foundation build-up.



- Tanking to be provided as per the details attached for all bathrooms and toilets as proposed.
- Any upper floor works that are lifted/ modified to accommodate heating/ electrical upgrades to be made good.

## **8. Internal Doors**

- All internal doors will be upgraded as per Drg Nr. 24.008.D.201 and Drg Nr.24.008.F.4 where the style of door is called up.

## **9. Joinery**

All internal joinery called up as per the specification on Drg Nr. 24.008.F.4.

## **10. Staircase**

No works required to the staircase albeit painting and decorating.

## **11. Plasterwork**

On a walkthrough visual inspection of the property, the internal plasterwork would appear to be in good order. The contractor to make an allowance for making good any internal walls that will be damaged when accommodating electrical/ mechanical upgrades.

All the internal surfaces of the external walls are drylined. This sub-standard drylining system will be removed. Walls will be made good before a Gyproc thermally lined board min depth of 90mm Gyproc Thermaline Super Insulated Plasterboard (80.5 mm Insulation and 9.5mm WallBoard)

## **12. Floor Finishes**

All proposed floor finishes are called up on Drg Nr. 14 and summarised as follows:

- The cost does not include the fitting of the floor and is exclusive of VAT. Room Nr. 1.02P, 1.03P, 1.04, 1.04P, 1.08, 1.10, 1.11, 1.14,1.12, 1.15.
- The cost does not include the fitting of the floor and is exclusive of VAT. Room Nr. 1.01P, 1.09, 1.13 and the u/s toilet.

## **13. Paint & Decorative Finishes**

All internal surfaces including ceilings, skirtings and architraves will be a painted finish as called up on the finishes schedule on the attached drawings. All surfaces will be cleaned, caulked and prepared. All painting will be as per the paint suppliers' recommendations. All paint colours will be selected by the client. Contractor to allow for test samples.

All masonry areas are to be painted to a selected colour from the Dulux Weathershield range. Plinths, walls and window cills to be painted in individual colours as selected. Preparation work to include power washing, masonry repair and priming where necessary. All painting to follow the instructions of the chosen paint supplier. 2 Nr. coats to be allowed for. Please refer to the full detail of external works on Drg Nr. 24.008.D.202.

## **14. Dampness**

On a visual inspection (dry, sunny weather) of the building, there was no evidence of damp ingress into the existing structure. During the takedown phase of the works (internal drylining

removal), if the contractor uncovers an area of concern this needs to be brought to the attention of the client. This will apply to the roof structure and floor removal.

## **15. Timber Decay**

On a visual inspection of the building, there were no signs of timber decay. During the takedown phase of the works, should the contractor become aware of dry or wet rot/ animal infestation, this needs to be brought to the attention of the client for further instruction. Areas of interest would be the understairs bathroom floor, the timber to the bay windows and the eaves.

## **16. Mechanical Upgrades**

The client is removing the suspended timber floor system and replacing it with a solid floor to accommodate underfloor heating with a stainless-steel radiator to the 1st floor. There will be a Daikan Heatpump (or equal and approved) installed with a manifold located in the kitchen pantry press as shown on the kitchen layout drawings. The contractor shall allow for the existing building to be zoned and in agreement with the client. The contractor shall prepare a submission document for client approval for the mechanical system proposed.

## **17. Electrical Upgrades**

The contractor should employ a qualified electrician/ Mech & Elec Engineer to assess the setup within the building as it would be normal that the existing services are identified. There are surface mounted trunking that would need to be decanted. A re-ordering of the electrical layout as per Drg Nr. 24.008.d.204, IT Systems, CCTV will need to be allowed for. As an example, preliminary discussions with the client suggested putting the CCTV monitors/ hardware in the attic space. Post completion, the contractor will provide all certification to the client as part of a "As Built Manual".

## **18. Insulation Upgrades**

### **Roof area:**

The existing quilt insulation will be supplemented to give a minimum cover of 300mm, cross lapped 150mm with eaves ventilation maintained. All access walkways to be maintained as is.

### **External Walls:**

The external wall buildup is a 225mm blockwork wall, external render with a 25mm thermal board. The internal drylining to be removed back to blockwork. Any openings, pointing defects in the existing blockwork will be made good prior to the installation of 90mm Gyproc Thermaline Super Insulated Plasterboard (80.5 mm Insulation and 9.5mm WallBoard)

### **Floor area:**

As per the detail attached new solid floor build-up to accommodate underfloor heating system.

## **19. Internal opening up works**

The client would like to remove the solid blockwork between the living room 1.01 & Sitting Room 1.05 to combine these areas in a single room 1.04P. On an initial investigation, it was noted that there is a concrete lintol, shown dotted over. Contractor to engage an Engineer to confirm pad foundations, steel sizes and to propose temporary works details. Matching drawings and specifications to be submitted to the client for inspection prior to carrying out the works.

Proposal shown is for guidance and obtaining a quote.

## **20. Kitchen and Utility**

A drawing for the kitchen has been provided. The contractor to allow for the client input into the final design of the proposed kitchen. The following needs to be noted as part of the quote:

- MDF carcass finished internally with a cherry veneer.
- Laminate countertop as specified.
- All wiring and plumbing to be allowed for by the main contractor.

## **21. Fitted Wardrobes**

No fitted wardrobes to be allowed for.

## **22. Bathroom Fitouts**

All bathrooms are fully specified on the tender.

## **23. Proposed extension**

To the rear of the dwelling the client wishes to build a sunroom extension and small patio area. All drawings and details are included in the tender but the following to be noted:

- The west elevation of the dwelling is accessed via the adjoining neighbour.
- This west boundary will include a garden wall. In the tender documents, there are two sets of details provided namely for:
  - (i) Demolition and external wall for the proposed sunroom extension
  - (ii) Keeping the garden wall and building the sunroom inside of the garden wall.
- Contact was made with the neighbour.
- Some of the kitchen roof needs to be stripped back and flashed accordingly.

## **24. Method Statement for Bathroom Fit-Out**

Please note that the bathrooms are fully specified on all internal drawings to include method statement.

**25.** The contractor will carry out an air tightness test and arrange a final BER for issue to the client for the property. It will be the contractor's responsibility to engage a BER Assessor to advise and complete a survey post works.

Broad Outline of Costs:

Item Nr.	Description	Cost
1	Roof repairs	
2	Bathroom repairs	
3	Façade Works	
4	External Groundworks	
5	Heating upgrades	
6	Electrical upgrades	
7	Windows	
8	Internal Joinery and Doors	

9	Doors	
10	Kitchen/ Utility	
11	Lift and replace existing floor	
12	Extension and patio to rear	
13	Opening up/ combine rooms	
14	Attic upgrades/ insulation	
15	Drylining and Insulation	
16	Internal Finishes	

**TENDER FOR SELECTING CONTRACTOR  
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INDIA, DUBLIN**

**Section-V**

**f) Schedule of Quantity**

**(To be submitted by the bidder)**

<b>Sl. No.</b>	<b>Items</b>	<b>Quantity</b>	<b>Cost</b>
1.			
2.			
3.			
4.			
5.			

**Note:** Please refer to Section-I of the document

- a. Schedule of Quantities should be enclosed by Bidders. Bidders are requested to identify and quote the rates of individual items. Items required for completion of the work may be added in the Schedule of Quantities with full nomenclature of the item.
- b. Bidders shall satisfy themselves of the quantities quoted in the Schedule of Quantities. These quantities shall be taken as guidance to assess the approximate quantum of work involved in the project.
- c. The bidder, prior to the submission of the tender, may add to items, quantities to the items in Schedule of Quantities as per the scope of the work, and site visit.
- d. It shall be the responsibility of the bidder to satisfy himself of the completeness of the documents for the scope of work and his own assessment of the work after site visit and as per the tentative scope of work mentioned in tender document.
- e. No extra cost shall be entertained and payable if any additional information or detail is provided later for carrying out the works as specified in the tender documents.

**TENDER FOR SELECTING CONTRACTOR  
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**Section-VI**

**g) Form of Tender**

**(To be submitted by the bidder)**

To: Mr. Vijay Singh, Head of Chancery  
Embassy of India, Dublin

We have examined tender conditions for the above-named work and have inspected the site and general conditions under which the Works are to be carried out. We offer to execute and complete the Works and remedy any defects therein, in conformity with this Tender, which includes all these documents for the Lump Sum Fixed Price of: \_\_\_\_\_(Amount)\_\_\_\_\_exclusive of VAT.\

If this offer is accepted, we will commence the Works as soon as is practicable and complete the Works in accordance with the above-named documents within the Time for Completion.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature:

Name:

in the capacity of -----

duly authorized to sign tenders for and on behalf of

Address:

Date:

**TENDER FOR SELECTING CONTRACTOR  
FOR RENOVATION/REPAIR OF DIPLOMATIC PROPERTY OF THE EMBASSY OF  
INDIA, DUBLIN**

**Section-VII**

**h) Bank Guarantee Proforma for Earnest Money Deposit/Tender Security**

Bank Guarantee No.....

Brief description of contract: **Renovation of \_\_\_\_\_, Embassy of India, \_\_\_\_\_**

Name and Address of Beneficiary: Embassy of India, \_\_\_\_\_(complete address)\_\_\_\_\_

Date:

Whereas M/s (**Name of Contractor with address**)\_\_\_\_\_ have submitted their tender for **Renovation of \_\_\_\_\_ at Embassy of India, \_\_\_\_\_**, and one of the tender conditions is for the M/s (**Name of Contractor with address**) \_\_\_\_\_ to submit a Bank Guarantee for Earnest Money Deposit amounting to \_\_\_\_\_. In fulfilment of the tender conditions, we, (**Name of Bank with address**) \_\_\_\_\_ hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of \_\_\_\_\_.

2. This guarantee is valid for a period of 180 (One hundred and eighty) Days and any claim and statement hereunder must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

3. Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to \_\_\_\_\_(amount)\_\_\_\_\_.

4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from (**date of issue**) \_\_\_\_\_ up to the (**date after 180 days from date of issue**) \_\_\_\_\_ and claims under this guarantee should be submitted not later than (**date after 180 Days from date of issue**)\_\_\_\_\_.

5. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

6. This guarantee shall be governed and construed in accordance with the laws of the (**Name of the Country**)\_\_\_\_\_ and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the (**Name of the Country**) \_\_\_\_\_ Courts.

Date:

Name:

Place:

Signature:

No. DUB/872/04/2023  
Embassy of India  
Dublin

**TENDER FOR SELECTING CONTRACTOR  
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INDIA, DUBLIN**

**Section-VIII**

**(This may be submitted by the bidder in lieu of the document at Section-VII)**

**i) Bids Securing Declaration**

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit Bids for contracts with the Government of India.

Date:  
Name:

Place:  
Signature:



**TENDER FOR SELECTING CONTRACTOR  
FOR RENOVATION/REPAIR OF DIPLOMATIC PROPERTY OF THE EMBASSY OF  
INDIA, DUBLIN**

**Bank Guarantee Proforma for Performance Security**

Bank Guarantee No.....

Brief description of contract: ***Renovation of 97 Mt Albany, Blackrock, property of Embassy of India, Dublin.***

Name and Address of Beneficiary: Embassy of India, Dublin, 69 Merrion Road, Ballsbridge, Dublin-4, D04 ER85

Date:

Whereas M/s (**Name of Contractor with address**) have submitted their tender for : ***Renovation of 97 Mt Albany, Blackrock, property of Embassy of India, Dublin***, and one of the tender conditions is for the M/s (**Name of Contractor with address**) \_\_\_\_\_ to submit a Bank Guarantee for Performance Security (5% of contract value) amounting to \_\_\_\_\_ (***To be indicated in local currency by the Mission/Post calculated as 5% of the tendered cost***). In fulfilment of the tender conditions, we, (**Name of Bank with address**) \_\_\_\_\_ hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of (***To be indicated in local currency by the Mission/Post calculated as 5% of the tendered cost***

2. This guarantee is valid for a period of **60 Days after the date of completion of work** and any claim and statement hereunder must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

3. Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to (***To be indicated in local currency or US\$ by the Mission/Post calculated as 5% of the tendered cost***)

4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from (**date of issue**) \_\_\_\_\_ up to the (**date should be two months after the date of completion of work**) \_\_\_\_\_ and claims under this guarantee should be submitted not later than (**from date of expiry**) \_\_\_\_\_.

5. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

6. This guarantee shall be governed and construed in accordance with the laws of the (**Name of the Country**) \_\_\_\_\_ and is governed by the United Rule for Demand Guarantee (URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the (**Name of the Country**) \_\_\_\_\_ Courts.

Date:  
Name:

Place:  
Signature: