



सत्यमेव जयते

**Permanent Mission of India to the United Nations and Other International Organizations, Avenue Appia 21, 1292 Chambesy**

**PRESS NOTICE**

Sealed quotations are invited for Painting of India House at Route De Pregny, 6, Pregny-Chambesy, 1292, Geneva. Detailed Scope of Work, qualification standards and other details are available at the following websites under the Head "Tender":

<https://pmindiaun.gov.in/>

<https://mea.gov.in>

<https://eprocure.gov.in/epublish/app>

**The last date for receipt of bids is 10/12/2024 upto 1730 hours.**

**PERMANENT MISSION OF INDIA  
GENEVA**

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**No. GEN/PMI/872/02/2023**

**Dated: 18<sup>th</sup> Nov 2024**

Tender for Painting of India House, Rte De Pregny, 6, Pregny-Chambesey, 1292,  
Geneva

1. The Permanent Mission of India, Avenue Appia 21, 1292 Chambésy, Geneva (hereinafter referred to as the 'Mission') invites sealed quotations from registered companies in Geneva for Annual Maintenance Contract of fire protection system in the Mission.
2. The broad scope of work includes undertaking, for a period of one year from date of award of contract, the maintenance of all components of the fire prevention and protection system installed in the Mission, including all smoke detectors, fire-prevention doors and curtains, and fire extinguishers.
3. The interested bidders must fulfil the following conditions:
  - (a) The company must be registered Switzerland and have its own establishment comprising of all necessary manpower and equipment required to carry out the work.
  - (b) The company must have a minimum experience of two years in similar work.
  - (c) The company must have a turnover of minimum CHF 75,000/- during the previous three years.
4. The bid documents would comprise of the following:
  - (a) Technical Bid containing information prescribed in Annexure-I and submitted in a sealed envelope titled 'Technical bid for Painting of India House, Rte De Pregny, 6, Pregny-Chambesey, 1292, Geneva'
  - (b) Financial Bid containing information prescribed in Annexure-II and submitted in a sealed envelope titled 'Financial bid for Painting of India House, Rte De Pregny, 6, Pregny-Chambesey, 1292, Geneva'
5. All quotations should have date and signature of the authorized signatory of the service provider company with stamp.
6. PMI will not be responsible to compensate for any expense or losses which may be incurred by the Tenderer in the preparation and submission of his Tender.
7. Validity of the bids should be 6 months from date of opening of bids. Late bids and incomplete bids would be rejected.
8. The bidders must quote a lumpsum price inclusive of all services, personnel, material, transportation and other involved costs, but exclusive of TVA. The Mission reserves the right to reject any or all quotations without assigning any reasons thereof; and no inquiries in this regard would be entertained. The decision of the Mission would be final and binding on both parties in case of any disagreement.

9. The bids would be processed as per the following schedule:

Date, Time, and Venue	Process
19 Nov 2024 at 0900 hrs	Publishing of tender on CPP Portal and Mission & MEA website
10 Dec 2024 at 1730 hrs in Mission	Deadline for depositing tender documents
11 Dec 2024 at 1100 hrs in Mission	Opening of Technical Bids
13 Dec 2024 at 1600 hrs in Mission	Opening of Financial Bids
16 Dec 2024	Award of contract to the selected bidder

10. Interested bidders are advised to visit the actual site before submission of bids.

11. The terms and conditions of the tender are as follow:

- (a) The PMI reserves the right to accept/reject the Bid and does not bind itself to accept the lowest Bid or any Bid and can reject any or all of the bids or to scrap the RFP in whole or in part without giving any notice or clarification.
- (d) The Mission would not accept any increase in the quoted price under any circumstances.
- (e) The company must obtain any required permission(s) from concerned authorities for execution of all the work under the Contact.
- (f) The company is liable for all the insurance, damage, theft, or loss of goods besides any damage caused to the property of the Mission during the execution of the work.
- (g) The company is responsible for the remuneration, insurance, safety and conduct of its staff assigned to the work and the Mission will not be involved or made party in any dispute of any nature arising between the company and its staff.
- (h) The price to be quoted by the Bidders shall be in Swiss Francs (CHF). The price shall include all taxes, miscellaneous services and duties. The prices quoted by the Bidder shall be kept open and valid for acceptance for a minimum period of Ninety (90) working days. **Being a Diplomatic Mission, TVA is exempted. Therefore, all the rates quoted should be without TVA.**
- (i) The Company must be registered under the relevant laws of the Canton of Geneva and should have all applicable/appropriate licenses in its name, compliance with relevant law and regulations of Swiss Government including labour law will be the sole responsibility of the company. They shall comply with all the requirements of taxes, fee and other statutory payment as are required by the concerned Swiss authorities

12. Interested bidders may obtain clarifications regarding the tender from Mr. Amit Kumar, Head of Chancery at 022-7170628 or <hoc.genevapmi@mea.gov.in>.

13. The submission of bid does not place the Mission under any obligation to award the contract to the bidder, and therefore the Mission is not liable for any expense(s) incurred by the bidder in this connection. All interested bidders are requested to understand all terms and conditions of the contract before submitting their bids.

-Sd-  
**(Amit Kumar)**  
**Head of Chancery**  
**Permanent Mission of India, Geneva**

Annexure-I

Tender for Painting of India House, Rte De Pregny, 6, Pregny-Chambesy, 1292, Geneva

Name of company	
Address of company	
Phone and e-Mail address of company	
Registration details of company	Please enclose copy of certificate
TVA details of company	Please enclose copy of certificate
Undertaking that company has its own establishment comprising of all necessary manpower and equipment required to carry out the work.	Please enclose
Undertaking that company has minimum experience of two years in similar work and turnover of minimum CHF 75,000/- during the previous three years.	Please enclose

**Signature of company representative**

**Name and designation of company representative**

**Official seal/stamp of company**

Annexure-II

Tender for Painting of India House, Rte De Pregny, 6, Pregny-Chambesy, 1292, Geneva

Name of company	
Address of company	
Phone and e-Mail address of company	
Price in CHF excluding TVA	

**Signature of company representative**

**Name and designation of company representative**

**Official seal/stamp of company**

## Instructions to the Bidders

**Tender Notice No: GEN/PMI/872/02/2023**

**Name of the Work: Painting of India House- Main Building, Annex Building, Garage and Outhouse** (Rte De Pregny, 6, Pregny-Chambesey, 1292)

<b>Sl No</b>	<b>Activity</b>	<b>Details</b>
1	Submission of Bids	By 1730 hrs on 10.12.2024
2	Opening of Bids	Technical Bids shall be opened on 11.12.2024 at 1100 hrs in the Permanent Mission of India, Avenue Appia, 21, Chambesey, 1292, Geneva. Technical bids will be opened first and Financial bids of only those companies who meet the required parameters will be opened. Interested bidders (Companies) may send their representatives to be present at the time of opening of tenders.
3	Submission of Bids in Two Envelops titled	(a) Technical Bid- <ul style="list-style-type: none"><li>- Containing references (at least two letters) from existing /past clients (within last two years)</li><li>- Number of persons proposed to be deployed and total number of man-hours</li><li>- Time (approximate) required for completion of work</li></ul> (b) Financial Bid- <ul style="list-style-type: none"><li>- Providing the cost of Painting and related materials &amp; labour, displacement and other charges, if any.</li></ul>
4	Schedule of conditions	<b>As Enclosed</b>
5	Mode of Payment	After satisfactory completion of work as per actual work done. Being Diplomatic Mission, VAT is Exempted
6	Contact person in the Mission for getting the tender document and for submission of bids	<b>Mr. Aman Arora</b> <b>Attaché (Property-I)</b> <b>Tel : 022 717 0635</b> <b>Email: <a href="mailto:admn2.genevapmi@mea.gov.in">admn2.genevapmi@mea.gov.in</a></b> <b><a href="mailto:hoc.genevapmi@mea.gov.in">hoc.genevapmi@mea.gov.in</a></b> <b>Address : Permanent Mission of India,</b> <b>21, Avenue Appia, Chambesey</b> <b>1292 Geneva (Switzerland)</b>
7	<b><i>The Permanent Mission of India, Geneva reserves the right to reject any bid or to cancel the entire tender at any stage (before award of a work contract), without assigning any reason whatsoever. Please read all the attached documents carefully before submission of tender.</i></b>	

Permanent Mission of India

**TENDER NOTICE**

Sealed quotations are invited directly from reputed and experienced bidders for **“Painting of India House including Annex building and Outhouse and Garage”**

2. The last date of receipt of scope of offer in sealed envelope is on or before 10 December 2024 up to 1730 hrs. The bid opening date is on 11 December 2024 at 1100 hrs. Entire details of scope of work for tender documents are available on website <https://www.pmindiaun.gov.in/> and [www.eprocure.gov.in/epublish/app](http://www.eprocure.gov.in/epublish/app).

**GEN/PMI/872/02/2023**

**-sd/-**  
Head of Chancery

## Scope of Work

### **Name of the work: Painting of India House- Main Building, Annex Building, Garage and Outhouse**

<b>S No</b>	<b>Description of work</b>	<b>Rate</b>	<b>Amount (in CHF)</b>
<b>1</b>	Green exterior windows of Main building a) Install scaffolding b) Remove windows c) Apply spackle (for wood) d) Sanding e) Apply primer paint f) Two coats of green paint		
<b>2</b>	External walls of Main building (three-storey independent building) a) Wash the walls b) Sanding c) Repair of cracks, if any d) Application of two layers of insulation and protection d) Apply primer paint e) One coat of paint f) Water-repellent silicone impregnation		
<b>3</b>	Internal walls of Annex building (two-storey independent building) a) Wash the walls b) Sanding c) Repair of cracks, if any d) Application of two layers of insulation and protection d) Apply primer paint e) One coat of paint f) Water-repellent silicone impregnation		
<b>4</b>	Green exterior wooden windows of Annex building (two-storey independent building) a) Install scaffolding b) Remove windows c) Apply spackle (for wood) d) Sanding e) Apply primer paint f) Two coats of green paint		
<b>5</b>	External walls of Annex building (two-storey independent building) a) Wash the walls b) Sanding c) Repair of cracks, if any d) Application of two layers of insulation and protection d) Apply primer paint e) One coat of paint f) Water-repellent silicone impregnation		
<b>6</b>	External wooden windows and doors of Outhouse a)- Renewal b)- Apply spackle (for wood) c) - Sanding d) - Apply primer paint (preparation against snow, rain) e) Two coats paint		



<b>7</b>	External walls of Outhouse building a) Wash the walls b) Sanding c) Repair of cracks, if any d) Application of two layers of insulation and protection d) Apply primer paint e) One coat of paint		
<b>8</b>	Painting the metallic grills, gates, gutters and tarmac parapet. a) Wash b) One coat of anti-rust protection c) One coat of primer d) One coat of painting		
<b>9</b>	Painting the Garage walls and doors a) Wash the walls b) Sanding c) Repair of cracks d) Apply primer paint e) One coat of paint f) Change of wooden planks		
<b>10</b>	Machine Washing and Renovating: a) flower pots b) garden benches c) tables and chairs d) stones e) Stone windows		
<b>11</b>	Exterior wooden walls of Annex building a) Replace rotten wood b) Putty c) Paint 2 coats of paint		
<b>12</b>	Stone sidewalk a) Remove the stones b) Align the floor c) Replace the stones and wash		
	<b>Total</b>		
	<p><b>Note:</b> The rates of the above work include:</p> <p>i) Removing previous dry or oil bound distemper, cement and the like by scrapping, sand papering and preparing the surface smooth including necessary repairs to scratches etc. Filling up of nail holes.</p>		

**Additional conditions:**

**Sub: Painting of India House (Internal walls, ceilings) including Annex building and Outhouse.**

1. The work shall be completed within 10-15 days from the date of award of the work.
2. 3% Penalty will be recovered from the bill for delay for each day after 15 days.
3. **Guarantee**:- The contractor will guarantee the quality of work for a period of three years from the date of completion of work.
4. Agency should take care for covering the wooden floors and wooden walls with plastic sheets.
5. Any damage to the carpets, paintings and decorative items will be recovered from the bill.
6. The rate includes at all floors and all heights. Nothing shall be paid extra.
7. The agency shall make its own transportation arrangements for all the materials required at the site and disposal of any waste material.
8. The workers engaged by the agency will be the employees of the agency and the Embassy will not, in any way, be responsible for any liability/compensation on account of accident, injury or death of workers while performing their work inside the Embassy Residence premises.
9. The agency shall fully equip its employees for their own expenses.
10. The Embassy reserves the right to reject/cancel any or all bids without assigning any reason.

**Declaration by the Firm/Agency**

This is to certify that I/WE before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Firm with seal)

Name:

Seal:

TVA No:

Full Address:

Date:

Phone No. (O):

**Pre-Qualification/Evaluation/Exclusion Criteria**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Experience	Supplier should have an expert and an experienced team, and a minimum experience of two years in such type of work.
2.	Registration No.	The company/contractor should have a valid Registration Number. Documentary proof should be submitted.
3.	Minimum Wages	The contractor will provide Certificate/Undertaking that he will pay not less than minimum wages fixed by Government of Switzerland.
4	TVA	Not applicable for diplomatic Missions
5	Certificate	Certificate that the company has not been blacklisted by the Swiss Government or any other Swiss agency/Canton.