

**Embassy of India  
Budapest  
\*\*\*\***

**NOTICE INVITING TENDER FOR RENOVATION WORK AT  
EMBASSY OF INDIA'S BUILDING BUZAVIRAG UTCA 16**

The Embassy of India, Budapest invites sealed tenders from interested firms for carrying out renovation work of Embassy Residence at Buzavirag utca 16.

2. The tender document can be downloaded free of cost from the following websites:  
<https://eprocure.gov.in/cppp/>  
<https://www.eoibudapest.gov.in/>
3. The tender should be submitted in a sealed envelope superscripted "Tender for Renovation Work at Embassy Residence" addressed to the Head of Chancery, Embassy of India, Budapest, 1025 Budapest, Buzavirag Utca. 14, and must reach on or before June 13, 2025 by 1200 hours. Bids may be sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Mission will not be responsible for any postal delay. Queries, if any, may be addressed to Head of Chancery at email ga.budapest@mea.gov.in and hoc.budapest@mea.gov.in . For site-visit, the prospective bidders may take prior appointment through above email ids and telephonically through Ms. Geeta, Local Interpreter (+36203129882).
4. The important schedules and dates are as under:

**DATED TO REMEMBER**

| Sl. No. | Events                       | Date       |
|---------|------------------------------|------------|
| 1.      | Tender Publish Date          | 23.05.2025 |
| 2.      | Document Download Start Date | 23.05.2025 |
| 3.      | Bid Submission end date      | 13.06.2025 |
| 4.      | Opening of Tender            | 16.06.2025 |

**5. Terms & Conditions**

- i. The Mission reserves right to reject any or all bids/offers without giving any notice or assigning any reason thereof. The decision of the Mission in this regard will be final and binding upon the bidders.
- ii. Contractor is responsible for providing all items, material, labor, tools, equipment, transportation and other necessary items required for satisfactory, acceptable completion of the contract work or delivery of materials.
- iii. The contractor shall comply with all applicable laws and codes having a bearing on the safety of persons or property and for injury, damage or loss. Contractor is responsible for the means, methods and sequence and all safety aspects of this work

- iv. The Tender shall be neatly arranged and legible. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Tender. The conditional tender will be summarily rejected.
- v. The Bidders shall submit documentary evidence in respect of their technical capabilities and experience in providing of similar services.
- vi. Any tender received by the Mission after the deadline for submission of tenders will not be accepted.
- vii. The Firm concerned will be fully responsible for the safety and insurance of its employees.
- viii. In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, Mission's interpretation of the clauses shall be final and binding on all parties.
- ix. **Earnest Money Deposit / Bid Securing Declaration** : Thee bidder is required to submit an EMD of two percent of the estimated total value of the contract. In case the bidder is not willing to submit an EMD of two percent, they are required to submit a 'Bid Securing Declaration' in the format attached at the end of this Tender document at Annexure – II.

## **6. Scope of Work**

### **A. Interior Whitewash of Ground and First Floors**

#### **Detailed Work Scope:**

##### **1. Preliminary Preparation:**

- Remove all nails, hooks, screws, and any fixtures not intended to be retained.
- Cover furniture, floors, and decorative items with plastic sheets or protective materials.
- Shift movable furniture to the center of rooms or as directed.

##### **2. Surface Preparation:**

- Scrape off loose, flaking, or peeling old paint using appropriate tools.
- Fill cracks, nail holes, dents, and imperfections using suitable filler/putty.
- Sand surfaces smooth after filling.
- Ensure moisture or seepage-affected areas are treated with anti-fungal solutions, if required.

##### **3. Priming:**

- Apply one coat of interior-grade primer where necessary, especially on repaired or bare surfaces.

##### **4. Painting:**

- Apply a minimum of **two coats** of premium-quality interior emulsion paint of approved brand and shade.
- Ensure uniform coverage with no visible roller or brush marks.

##### **5. Post-Painting Clean-Up:**

- Remove all protective coverings.
- Clean all paint stains from furniture, floors, electrical fittings, and windows.
- Dispose of waste material in accordance with local regulations.

## **B. Paint Work of All Windows**

### **Detailed Work Scope:**

#### **1. Preliminary Preparation:**

- Remove or cover nearby items and areas to avoid paint splatter.
- Gently remove window hardware if necessary (handles, hinges) and reinstall after painting.

#### **2. Surface Preparation:**

- Strip existing old paint layers using paint remover/sandpaper.
- Clean surface thoroughly to remove dust, grease, and rust (for metal).
- Repair minor cracks, chips, or decay with wood filler (for wood) or metal putty (for iron/steel).
- Sand surfaces smoothly and remove any debris.

#### **3. Priming:**

- Apply suitable primer:
  - **Wooden windows:** One coat of wood primer.
  - **Metal windows:** One coat of anti-rust primer.

#### **4. Painting:**

- Apply **two coats** of high-quality exterior-grade enamel paint of approved brand and color.

#### **5. Finishing and Clean-Up:**

- Reinstall hardware securely.
- Clean all residues and dispose of waste properly.

## **C. Dry Cleaning of Curtains and Carpets**

### **Detailed Work Scope:**

#### **1. Curtains:**

- Carefully remove curtains from rods without damaging stitching or fabric.
- Conduct dry-cleaning at a professional laundry using appropriate detergent methods per fabric type.
- Repair minor stitching or damage if found.
- Press and refit curtains neatly after cleaning.

#### **2. Carpets:**

- Vacuum and inspect carpets thoroughly.
- Dry-clean carpets using certified professional cleaning agents and equipment.
- Ensure no shrinkage, discoloration, or fabric damage.
- Re-lay carpets neatly post-cleaning.

## **7. Instruction to Bidders**

### **Price & Terms of Payment**

7.1 Price quoted by the Bidder and agreed to by Embassy of India Budapest shall be considered final and no price escalation will be permitted thereafter.

7.2 Bidders must quote the price in the format given in Contract Price Schedule at Annexure-I of this document.

7.3 All prices are to be quoted in Forint (HUF) only.

7.4 **Bid Validity:** The bids should be valid for 120 days.

7.5 The attention of Bidders is drawn as to compliance with laws and regulations concerning safety and health, labor regulations, social insurance, labour taxes, tax deduction, import restrictions duties and levies, company's tax, VAT etc. **All rates and sum inserted against items of works shall be inclusive of VAT and all other taxes.**

7.6 All employees and labour of the bidder need to have valid identification documents. Entry of men and material in and out of the site is regulated and under strict security supervision. The Bidder will have to comply with the security guidelines of the Embassy. Ensure safety precautions as per the safety standards to avoid any project related injury to workers. Any liability arising out of such incidents in the premises of the Embassy and work place injury shall be that of Bidder's responsibility and **NOT** Embassy of India's responsibility repeat **NOT** Embassy of India's responsibility.

7.7 Bidder shall have deemed to have read carefully all the Tender Documents, Scope of Work and Specifications etc. The quoted price should be inclusive and complete in all respect and as per the highest standards of work.

7.8 Price escalation in rates due to any reason such as increase in prices of material, equipment & labour, fuel (petrol, diesel, gas etc.), electricity & water, levy of new taxes, hike in any tax rate, Cess or due to delay in completion etc. **shall not be applicable.**

7.9 **Retention Money**– 5% of Contract Bill to be deducted from each RA bill. The amount will be released after completion of defect liability period i.e. one year after satisfactory completion of work.

7.10 **Defect liability period:** One year from the date of satisfactory completion of work.

7.11 Commencement date of the works shall be effected after **seven (7) days** from the date of issuing the Acceptance letter or handing over the site, whichever is earlier. This 7 days period will be defined as the mobilization period.

7.12 The Period of Completion for the whole of the Works is 30 days calculated from the Commencement date.

7.13 The Defects Liability period shall be **Three Hundred Sixty Five (365) days** from the date of completion.

7.14 The Employer will not be bound to accept the lowest or any tender or to give a reason for the rejection of any Tender.

7.15 All labor must be Security cleared.

7.16 **Force Majeure:** EoI Budapest may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in

performance or other failure to perform its obligations under the contract is the result of an Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

**Financial Bid Proforma**

1. Name of the firm:
2. Address of the registered office:
  
3. Correspondence address:
  
4. Contact details:
  - a) Telephone:
  - b) e-mail:
  - c) Fax:

| Sl. No. | Work details | Charges (HUF) | Remarks if any |
|---------|--------------|---------------|----------------|
| A)      |              |               |                |

[Signature(s) of the Tenderer(s) with Name, Designation, Date & Seal]

## **Annexure II**

### **Earnest Money Deposit / Bid Securing Declaration**

**(To be submitted on the Bidder's Letter Head)**

We, Name of the company----- are submitting this declaration in lieu of Earnest Money Deposit for the ---Name of the work, thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by the Embassy of India, Budapest, for a period of Two years from the date of such Suspension Orders, under the following circumstances:-

- a. If after the opening of Tender, I/We withdraw or modify my/our Tender during the period of validity specified in the Bid Documents (including extended validity, if any) or do not accept the correction of the Tender Price pursuant to any arithmetical errors.
- b. If after the award of work, I/We fail to furnish the required Performance Security or sign the Contract, within the time limits specified in the Embassy Tender Document.

Signature of the Tenderer with seal