

**EMBASSY OF INDIA
BUDAPEST

NOTICE INVITING TENDER FOR MINOR WORKSAT

EMBASSY OF INDIA'S BUILDING AT 14 BUZAVIRAG UTCA, 1025 BUDAPEST

The Embassy of India, Budapest invites sealed tenders from interested firms for carrying out renovation work at the reception of Chancery building situated at 14 Buzavirag Utca, 1025 Budapest.

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 Minor Works at Chancery, EoI Budapest" addressed to the Head of Chancery, Embassy of India, Budapest, 1025 Budapest, Buzavirag Utca. 14, and must reach on or before July 06, 2026 by 1700 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. Bettina Kotvics, Local Interpreter (+36 307523780).
4. The important schedules and dates are as under:

DATED TO REMEMBER

Sl. No.	Events	Date
1.	Tender Publish Date	17 June 2026
2.	Document Download Start Date	17 June 2026
3.	Bid Submission end date	07 July 2026
4.	Opening of Tender	07 July 2026

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

Part I – Wooden Structure Modification & New Wood Installation

Objective: Remove existing wooden elements and install new wood finishes/structures in the designated representational area.

Scope:

1. Site inspection and measurement of the designated area.
2. Careful dismantling and removal of existing wooden structures as identified by the client.
3. Disposal of removed materials from the site.
4. Supply and installation of new wooden components, panels, cladding, or structures as per approved design and specifications.
5. Finishing works including sanding, polishing, staining, painting, or laminating as required.
6. Final cleaning and inspection of the completed wooden installation.

Part II – Reception Removal, Electrical & Lighting Works

Objective: Remove the existing wooden reception counter and improve the appearance and safety of electrical installations.

Scope:

1. Dismantling and removal of the existing wooden reception counter.
2. Relocation and concealment of exposed cables by routing them inside walls, conduits, or approved cable management systems.
3. Wall repairs and finishing works required after cable concealment.
4. Supply and installation of new lighting fixtures as approved by the client.
5. Rearrangement, organization, and securing of all electrical and communication cables within the work area.
6. Testing and commissioning of lighting and electrical connections.
7. Any ancillary works necessary to complete the reception area renovation, including minor civil, carpentry, and finishing works related to the above scope.

8. Final cleanup and handover of the work area.

Part III – Window Installation with Security Glass

Objective: Install a new side window with security-grade glazing and protective covering.

Scope:

1. Site measurement and preparation for window installation.
2. Supply and installation of one window with approximate dimensions of 85 cm x 65 cm.
3. Supply and installation of security-proof/safety glass suitable for the application.
4. Installation of a protective cover, frame, or finishing trim around the window as required.
5. Sealing, waterproofing, and finishing of all edges and joints.
6. Testing and inspection to ensure proper installation, safety, and functionality.
7. Cleanup of the work area and removal of installation debris.

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 final amount. 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 **60** 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]