



# Embassy of India Athens

Notice Inviting Tender

*for*

Painting of Embassy of India, Athens building  
at No. 3, Kleanthous Street, Athens

No. Ath/Prop/872/01/2025

Dated – 09/05/2025

## INDEX

<b>S. No.</b>	<b>Items</b>	<b>Page No.</b>
1	Cover Page	1
2	Important dates	2
3	A. Eligibility Criteria	3
4	B. Scope of Work	4
5	C. Inspection of site	4
6	D. Submission of Bids	5-6
7	E. Evaluation of Bids	6
8	F. Acceptance of work order	6
9	G. Work Schedule	6-7
10	H. Terms of Payment	7
11	I. Bank Guarantee of 30% of Accepted Financial Bid	7
12	J. Force Majeure	7-8
13	I. Arbitration	8
14	K. Clarification	8
15	Annexure-I Technical Bid	9
16	Annexure-II Financial Bid	10
17	Annexure-III Bank Guarantee Proforma	11

Important dates relating to the tender are as follows:

<b>S. No.</b>	<b>Particulars</b>	<b>Date</b>
1	Bid Document Download Start date	09.05.2025 (1000hrs)
2	Clarification start date	09.05.2025 (1000hrs)
3	Clarification end date	09.06.2025 (1500hrs)
4	Pre-bid meeting	20.05.2025 (1100hrs)
5	Bid submission start date	09.05.2025 (1200hrs)
6	Bid submission end date	09.06.2025 (1530hrs)
7	Technical bids opening date	10.06.2025 (1130hrs)
8	Financial bids opening date	12.06.2025 (1130hrs)

The Embassy of India, Athens, invites bids/tenders from the reputed companies dealing in civil works, to submit bids for painting works listed in the ‘Scope of Work’ below (Point B), at No. 3, Kleanthous Street, Embassy of India, Athens, 10674.

**(A) ELIGIBILITY CRITERIA:**

1. Bidders should submit documents pertaining to their technical, professional and practical experience in similar nature of works and will need to supply documentary proofs of similar works undertaken in the last 3 years, including any of the Diplomatic Missions in Athens/Greece.
2. Bidders may also submit, in brief, the history of their company with annual turnover. They should also furnish the certificate of registration/license, if any, that may indicate their qualification for undertaking such works in Athens, Greece. The agency should be registered with the local registrar/authorities/municipality and with tax authorities in Athens.
3. Bidders should be able to physically inspect the building situated at No. 3, Kleanthous Street, Embassy of India, Athens, 10674, 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 of India by **1530 hrs.** on 09.06.2025.
4. Bidders should not have been barred/black-listed by the Government Organization in Greece or elsewhere (The bidder is requested to submit a self-declaration to this effect).
5. Bidders need to submit a Bid Security/Earnest Money Deposit(EMD) of Euro 2000.00 (Euro two thousand only) in the form of Bank deposit, Bankers Cheque, Bank Guarantee or Demand Draft in favour of “Embassy of India, Athens”. If the bidder intends to submit bid security/EMD in the form of bank guarantee, then the same should be valid for a minimum period of 270 days. The sample format for bid security/EMD is given at Annexure-III.
6. Bidders may submit their bids on “lump sum fixed price” basis. Prices/rates quoted should be in Euro and should be inclusive of all costs except VAT(i.e. VAT should be shown separately).
7. Bids should be valid for a period of 270 days from the last date for submission of bids i.e. 09.06.2025.
8. Bidders are required to submit a letter of acceptance of terms and conditions stated in this tender document.

**(B) SCOPE OF WORK:**

1. Scraping and painting of the following areas of the building premises:
  - a. Walls/Ceilings of Ground floor, Mezzanine floor, 1<sup>st</sup> floor, 2<sup>nd</sup> floor, 3<sup>rd</sup> floor, 4<sup>th</sup> floor, 5<sup>th</sup> floor, stair case, garage area, shaft areas, front yard, back yard, boiler room and rooftop area.
  - b. Front and backside exterior walls of the building including the balcony areas.
  - c. All iron/metallic fixtures including windows, grills, iron staircase etc. in the building premise.
  - d. All wooden doors, door frames, wall frames, wall skirting and all other wooden fixtures to be painted in natural colour of wood.
2. Loose paint/plaster/whitewash should be scrapped off properly before levelling the surface and putting coats of paint.
3. Any fungi must be removed using fungicidal solution.
4. Stains of corrosion, discolored whitewash and loosened plaster should be removed using suitable method.
5. Cracks, opening, nail-wholes etc. in the walls should be filled properly with bonding agent for achieving smooth finishing.
6. Any damaged area should be properly repaired, levelled and filled with application of required skim coat, sanding agent, putty etc.
7. Sufficient number of coats of primer and two coats of weather shield paint should be applied.
8. Furniture items should be covered with suitable covers like tarpaulin while painting.
9. Scaffolding should be erected in such a manner that should not hinder safe and smooth movement of people in and out of the premises.
10. Removal of debris(if any) and cleaning of the floor after completion of painting.

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

Interested bidders must visit the site located at No. 3, Kleanthous Street, Athens, 10674, between 1000 hrs and 1600 hrs, by taking prior appointment. Site-visit is important for the taking the measurement of the areas/fixtures/items to be painted.

## **(D) SUBMISSION OF BIDS:**

1. Interested companies should provide their bid price as per the scope of work mentioned in point B above by 1530 Hrs on 09.06.2025. Sealed bids/offers shall be submitted in an envelope, superscribed “Quotation for painting the exterior walls of the Embassy of India, Athens”. And shall be addressed to:

Head of Chancery  
Embassy of India,  
Athens  
No.3, Kleanthous Street, Athens, 10674

2. Tender is invited in two parts i.e. (i) Technical Bids (Containing Bid Security/EMD) and (ii) Financial Bid.

Technical Bid: The bidding companies are required to submit documents as detailed in the in the Eligibility Criteria(Point A above) to qualify at the technical stage. The Bid security/EMD is to be kept with technical bid. See Annexure -I for the technical bid.

Financial Bid: To be submitted detailing the per square foot cost of painting the walls, wooden and iron/metallic fixtures. See Annexure-II for the financial bid.

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 sealed envelopes should be placed in a third larger envelope clearly mentioning “Technical and Financial Bid for painting the Embassy of India, Athens building at No. 3, Kleanthous Street, Athens, 10674”.

3. Envelopes for technical and 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. Technical bids shall then be opened at 1130 hours on 10.06.2025 in the premises of the Embassy of India, Athens, in the presence of tenderers or their authorized representative(if any).
5. Modified or partially completed bids shall be summarily rejected.
6. A technical bid should be accompanied by Bid security/Earnest Money Deposit(EMD) of Euro 2000.00 (Euro two thousand only) in the form of Bank deposit, Bankers Cheque, Bank Guarantee or Demand Draft in favour of “Embassy of India, Athens”, which will be returned to all unsuccessful bidders within five(05) working days after the bid opening day. The Bid security/(EMD) of successful bidder will be refunded/returned after the award of the work and deposit of bank guarantee of 30% of the accepted financial bid.[see points no. (H) and (I)]

7. If the bidder withdraws/alters his bid during the period of bid validity or refuses to submit the bank guarantee of 30% of the accepted financial bid after the award of work or refuses to undertake the works after the award of work, the bid security/EMD shall be forfeited.
8. The price quoted shall be considered final and no price escalation will be permitted during the executing or after completion of the work.
9. Offers received through Fax/E-mail or through open letters shall summarily be rejected/ignored.
10. Bids and all accompanying document shall be submitted in English language.

**(E) EVALUATION OF BIDS:**

1. To assist evaluation and comparison of the bids, the Embassy of India, Athens, 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 of India, Athens, 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 rates quoted.

**(F) ACCEPTANCE OF WORK ORDER:**

1. A work order will be issued to the successful bidder through a letter/message. The successful bidder shall give/send a receipt of this letter/message.

**(G) WORK SCHEDULE:**

1. After the work order is issued, the successful bidder shall be required to submit a bank guarantee of 30% of the accepted financial bid with in fifteen(15) working days of the receipt of work order letter/message. The bid security/EMD shall be returned on the day of submission of bank guarantee of 30% of the accepted financial bid.
2. Time period of completion shall be 180 days from the date of site handover. After the submission of bank guarantee of 30% of the accepted financial bid, letter/message of site handover shall be issued indicating the said period of 180 days with daily working hours.
3. Release of the bank guarantee of 30% of the accepted financial bid after 60 days from the completion of the work.

4. Bidder shall be required to submit the details(names, ID numbers) of the personnel/workers who shall be working in the building premises.
5. Company shall provide 02(two) points of contact(names, phone numbers and email IDs) for regular correspondence regarding the paper work and execution of the works.
6. During the execution of work, the company shall ensure that their personnel/workers follow essential security measures to carry out the assigned job. In case of any unfortunate event, Embassy of India, Athens shall not be liable to pay any compensation to the agency or its personnel/workers. During the execution of work, it shall also be ensured that no damage, injury or loss is caused or is likely to be caused to any person or property, otherwise the company shall be liable for appropriate compensation.
7. Return of bid security/Earnest Money Deposit(EMD) to unsuccessful bidders within five(05) working days after opening of financial bids.

**(H) TERMS OF PAYMENT:**

1. An advance amount of 30% of the accepted financial bid amount shall be released after three(03) days of submission of a bank guarantee[see point no. (I)] of equivalent amount.
2. Another 30% of the accepted bid amount shall be released at the time of completion of 50% of the works.
3. Balance 40% of the accepted bid amount shall be released after completion of 100% of the works.

**(I) BANK GUARANTEE OF 30% OF ACCEPTED FINANCIAL BID:**

A bank guarantee of 30% of the accepted financial bid should be submitted within fifteen(15) working days of receipt of letter/message of work order. This bank guarantee can be in the form of Bank deposit, Bankers Cheque, Bank Guarantee or Demand Draft in favour of “Embassy of India, Athens”. If the bidder intends to submit this in the form of bank guarantee, then the same should be valid for a minimum period of two hundred and seventy(270) days. This shall be returned 60 days after the completion of the 100% of the works. Please see Annexure-III for the format of bank guarantee.

**(J) FORCE MAJEURE:**

Any delay due to Force Majeure will not be attributable to the bidder. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur; exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; epidemic or pandemic; Strikes or

boycotts (other than those involving the Supplier or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Supplier for a period exceeding a continuous period of 7 (seven) days.

**(I) ARBITRATION:**

In case of any dispute or difference arising out of or in connection with the tender conditions/work order, the Embassy and the company will address the dispute/difference on a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by consent of both parties.

**(K) Clarification:**

The prospective tenderer(s) requiring any clarification/appointment regarding the tender document/site visit, are requested to contact the Attaché(Property) (Phone No.-210 721 6227 and email ID [accts.athens@mea.gov.in](mailto:accts.athens@mea.gov.in) )

At any time prior to the deadline for submission of bids, the Embassy may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer(s), modify the tender document by amendment.

The amendment will be published on Embassy website i.e. [www.indiaingreece.gov.in](http://www.indiaingreece.gov.in). In order to afford prospective tenderer(s) reasonable time in which to take the amendment into account in preparing their bid, the Embassy may, at its discretion extend the deadline for the submission of Tender.



## **Technical Bid**

1. Name of the firm:
2. Full Postal Address of office  
Mobile No.  
Telephone No.  
Email ID :
3. Date of Establishment of the firm:
4. Name of the two(02) contact persons to whom all references shall be made regarding the tender.
5. VAT registration details.
6. License/Registration
7. Experience as required in the Tender Document (Proof to be enclosed)
8. Any other information which you consider necessary to furnish.
9. Bank Guarantee for Earnest Money Deposit & Bid Security Declaration.

### **UNDERTAKING**

- (a) I, the undersigned certify that, I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- (b) The rates quoted by me are valid and binding upon me for the entire period of contract.
- (c) I hereby had undertaken to render the service as per direction given in the tender document.

Signature of the bidder:

Full Name :

Designation:

Cont No.:

(Office Seal of the Bidder)

Place & Date:

## **Financial Bid**

### QUOTE YOUR RATES

**Price quoted should be in Euro and should be inclusive of all costs except VAT. VAT should be indicated separately.**

1. Detail of Scope of Work:
2. Total Price for the work in Euro with item-wise break-up:

Signature and Seal of the bidder.

Date:

Place:

**Bank Guarantee Proforma for Earnest Money Deposit/Performance Security  
Guarantee**

Bank Guarantee No.....

Brief description of contract: Tender for painting of Embassy of India, Athens building at No. 3, Kleanthous Street, Athens, 10674.

Name and Address of Beneficiary: No. 3, Kleanthous Street, Athens, 10674

Date:

Whereas M/s (*Name of the Firm with address*) have submitted their tender for painting of Embassy of India, Athens building at No. 3, Kleanthous Street, Athens, 10674, and one of the tender conditions is for M/s (*Name of the Firm with address*) to submit a Bank Guarantee for Earnest Money Deposit amounting to Euros 2000.00 (Euro two thousand only). In fulfillment 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 Euros 2000.00 (Euro two thousand only).

2. This guarantee is valid for a period of 270 (Two hundred and seventy only) 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 herein above, the maximum liability under this guarantee is restricted to Euros 2000.00 (Euro two thousand only).

4. Notwithstanding anything to the contrary contained herein above, this guarantee is valid from (*date of issue*) up to the (*date after 270 days from date of issue*) and claims under this guarantee should be submitted not later than (*date after 270 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 Greece and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive jurisdiction of Greece's Courts.

Date:

Place:

Name:

Signature:

**(to be issued on bank's letterhead)**