

Embassy of India

Riga

Tender No.RIG/ADMN/861/05/2025

Date: 28th July 2025

E-NOTICE

Tender for Modification Works at Embassy of India, Riga, chancery building

Important Dates	
Publishing date	30.07.2025
Bid document download start date	30.07.2025
Bid submission start date	30.07.2025
Clarification Start Date	30.07.2025
Pre-bid meeting (if required)	08.08.2025
Clarification End Date	18.08.2025
Bid submission end date	22.08.2025
Date of Technical Bid Opening	25.08.2025
Date of Financial Bid Opening	27.08.2025

The Embassy of India, Riga invites sealed tenders from interested firms for carrying out modification work at Embassy of India, Riga chancery building located at Ganibu Dambis 10A. The tender document can be downloaded free of cost from the following websites:

- <https://eprocure.gov.in/cppp/>
- <https://www.eoriga.gov.in/>

2. The tender should be submitted in one sealed envelope marked "Modification work at Embassy of India, Riga chancery building" containing two separate sealed envelopes – one for technical bid and the other for financial bid addressed to the Head of Chancery, Embassy of Riga, Ganibu Dambis 10A, and must reach on or before **22nd August 2025, by 1200 hours.**

3. Bids may be sent by post at the aforementioned address so as to reach on or before the prescribed date and time. The Embassy will not be responsible for any postal delay. Queries, if any, may be addressed to Head of Chancery at email hoc.riga@mea.gov.in.

For site-visit, the prospective bidders may take prior appointment through above email ids and telephonically through Embassy of India, Riga (contact number: +371 6722 1210).

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TENDER NOTICE

The Embassy of India, Riga (Latvia) invite bids from reputed agencies for interior modification works at the Chancery building of the Embassy of India in Riga, Latvia.

A. General Services and Conditions:

- The scope of the RFP includes all construction and modification works needed to be performed in the Chancery building of Embassy of India in Riga, Latvia.
- The complete work needs to be monitored, coordinated, managed, evaluated and administered by the Contractor. There should be no sub-contractor and all the performance guarantee has to be assured by the contractor.
- The Contractor shall ensure that all project activities are in accordance with the latest building codes and other relevant statutes in Riga (Latvia) and as per Local Body Approval for the project.
- The Contractor shall be duty-bound to act on the directions of Embassy of India in Riga, Latvia in all project matters and shall perform, or cause to be performed all the identified initiatives and milestones strictly in accordance with such directions.
- Embassy of India in Riga, Latvia will provide sufficient storage space for the construction and modification works. There should be periodic joint inspection to monitor the progress of the work.
- The decision of Embassy of India in Riga, Latvia will remain final in all matters relating to the interpretation of architectural design and related architectural details; and the Contractor will execute such decisions to the satisfaction of Embassy of India in Riga, Latvia.
- The Contractor should submit the final drawings as per the modification proposed by the Embassy to the Embassy of India in Riga, Latvia. **For security reasons, layouts are to be shown only to barest minimum people and that too on only need to know basis. All drawings will be submitted back to the Embassy after the work is executed.**

B. Detailed Scope of Work

Creation of additional partition walls, shifting/installation of doors, strengthening of existing structures, modification of washrooms, toilets, sinks etc. as follows are required to suit the Embassy's functioning:

- a) Construction of wall partitions with doors in 2nd floor (left wing) with installation of fire-proof heavy metal doors at access points.
- b) Modification of one washroom wall and door in 2nd floor (left wing)
- c) Construction of wall partitions with doors in 2nd floor (right wing)

- d) Modification of reception entrance area and passageway area
- e) Modification of server room on 2nd Floor (right wing) and shifting of equipment to 1st floor (right wing). Detailed information to be provided during site visit.
- f) Creation of partition walls with doors to create two rooms on 3rd Floor (right wing)
- g) Conversion of toilet into washroom with shower cabin, wash basin and toilet on 3rd floor (right wing)
- h) Creation of fittings for kitchen space for sink and electric points on 3rd floor (right wing)
- i) Any other modification required/necessitated during the course of modifications, due to technical reasons.

C. Time Period for execution and completion of Works

All renovation works must be completed within 90 calendar days from the date of award of contract. Prospective bidders are advised to physically visit the site to assess the scope and extent of work. Site visits may be scheduled with prior appointment by contacting through email at hoc.riga@mea.gov.in and admn.riga@mea.gov.in.

D. Eligibility Criteria:

- Must be a registered entity in the Republic of Latvia.
- Minimum 5 years of establishment.
- Completed at least 3 similar renovation/modification works in the last 5 years.
- Minimum annual turnover of EURO 2,00,000/- in each of the last 5 years, bidders must submit audited financial statements for the last 5 years.

E. Pre-bid Meeting

- A prospective bidder, requiring a clarification on the Tender document shall notify Embassy of India, Riga (Latvia) via email to (hoc.riga@mea.gov.in) within the time-frame as indicated in the Data Sheet/ e-notice of the tender.
- Embassy of India, Riga (Latvia) will conduct the Pre-bid Meeting, if specifically requested, to address the submitted queries.

F. Submission of Bids

Bids must be submitted in two separate sealed envelopes:

- Envelope 1: Technical Bid – Containing technical credentials, company profile, registration documents, and supporting financial statements, details of similar projects executed.
- Envelope 2: Financial Bid – As per prescribed format in this document.

Both envelopes must be enclosed in a single large envelope, clearly marked: "Tender for Modification works at Embassy of India, Riga – Chancery building.

G. Financial Terms

- Mobilisation Advance: Up to 15% of contract value against bank guarantee.
- Defect Liability Period: 5 years; insurance coverage to be provided accordingly.
- Insurance: Contractor to procure adequate insurance against work loss or damages.
- Penalty for Delay: 0.1% of contract sum/day, capped at 3%.
- Work Quality: To adhere to Latvian construction standards. All materials and workmanship must be of high quality and durable.
- Disputes: No penal interest applicable on delayed payments arising from disputes.

H. Evaluation and Selection

- Selection shall be based on the Lump-Sum Fixed Price quoted in the Form of Tender (L1 Basis).
- Bidders must submit a brief Company Profile including background, experience, VAT registration, past project references, and any relevant brochures or achievements.

I. Terms & Conditions:

- Tender bids received after the closing date and time will not be entertained.
- The Embassy reserves the right to extend the last date and time for submission of the bids on its own discretion.
- Technical bid and financial bid if not submitted in separate sealed envelopes will lead to disqualification.
- The bids shall remain valid for a period of 180 (One hundred & eighty) days.
- Failure to furnish all the required information may result in rejection of the bid.
- Any notice by one party to the other, pursuant to the Contract shall be sent by e- mail/letter and confirmed in writing to the address specified for that purpose in the Contract.
- To assist in Technical evaluation, the Embassy reserves the right to call for any clarification from any/all bidding agencies during the evaluation of the bids. Such clarification should be submitted only in writing. However no other correspondence on bids will be entertained.
- Participation in this bid will imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.
- The Embassy shall have the sole proprietary rights over the designs provided by the agency who has been awarded the contract through this tender.
- In all matters related to dispute relating to this tender, the decision of this office will be final and binding upon the agency.
- The Embassy reserves the right to accept or reject any or all bids without

assigning any reasons at any stage of tender process. No bidders shall have any cause or claim against the Embassy for rejection of their bid.


J. Performance Bank Guarantee:

The successful bidder shall provide a **Performance Guarantee** for the due and faithful performance of contract for a sum of **5% of the total contract price** before the signing of Agreement. The Performance Guarantee should remain valid for a period of 60 days beyond the date of completion of contractual obligations. Earnest Money Deposit of the successful bidder will be returned after submission of Performance guarantee.

Refusal or inability or delay by successful bidder to supply all deliverables as per scope of work at the contracted rate may result in termination of the contract and forfeiture of Performance Guarantee (PG) as well as disqualification of the bidder from participating in future tenders.

K. Work Order

Work Order will be signed after the submission of the Performance Bank Guarantee (PBG) which shall be 5% percent of the contract value.


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Annexure I**Checklist of Documents to be submitted with the Technical Bid**

S. No.	Document	File type
1	Earnest Money Deposit (EMD) for the amount as decided by the Mission, in the form of Bank Guarantee in favour Embassy of India, Riga. Scanned copy of the Bank Guarantee to be uploaded or sent to Embassy of India, Riga by post. OR Bid Security Declaration (BSD) as per Annexure-IV in lieu of EMD	.pdf
2	Copy of company Registration certificate	.pdf
3	Copy of VAT Registration no. as applicable.	.pdf
4	Copy of Tax returns for the last three years.	.pdf
5	Copy of VAT Certificate	.pdf
6	A list of their owners/partners etc. of the agency	.pdf
7	Undertaking that the agency is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the agency or its owner or partners anywhere.	.pdf
8	Details of previous similar contracts during last 5 years (at least 3 such works)	.pdf
9	Copy of an audited statement of account of the agency and relevant documents in support of Annual Turn-over.	.pdf
10	Details of the bank account for release of payment	.pdf
11	Contact details of the agency's representative.	.pdf

Tender Inviting Authority: Embassy of India, Riga

Name of Work: **Modification Works at Embassy of India, Riga, chancery building**

Name of the bidder/bidding firm/Company	(Quote in EURO only)	
Work Details	Cost (excluding VAT/Tax)	Remarks
<p>Creation of additional partition walls, shifting/installation of doors, strengthening of existing structures, modification of washrooms, toilets, sinks etc. as follows are required to suit the Embassy's functioning:</p> <ul style="list-style-type: none"> a) Construction of wall partitions with doors in 2nd floor (left wing) with installation of fire-proof heavy metal doors at access points. b) Modification of one washroom wall and door in 2nd floor (left wing) c) Construction of wall partitions with doors in 2nd floor (right wing) d) Modification of reception entrance area and passageway area e) Modification of server room on 2nd Floor (right wing) and shifting of equipment to 1st floor (right wing). Detailed information to be provided during site visit. f) Creation of partition walls with doors to create two rooms on 3rd Floor (right wing) g) Conversion of toilet into washroom with shower cabin, wash basin and toilet on 3rd floor (right wing) h) Creation of fittings for kitchen space for sink and electric points on 3rd floor (right wing) i) Any other modification required/necessitated during the course of modification, due to technical reasons. 		
Total		
Applicable tax		
Grand Total		

Name & Signature of Agency Representative:

Stamp of Company:

Instructions for submission of bids

TECHNICAL BIDS

- Technical bids (Annexure-I) should be sent by post to Embassy of India, Riga, Ganibu Dambis 10A, LV-1045, Riga, Latvia in a sealed envelope, superscribed, Technical Bid – Modification Works at Embassy of India, Riga.
- Bids received in any other format will not be considered and will be rejected.
- Only technical bids complying with the minimum eligibility criteria shall be considered for further evaluation.

FINANCIAL BIDS

- Financial Bids (Annexure-II) should be sent by post to Embassy of India, Riga, Ganibu Dambis 10A, LV-1045, Riga, Latvia in a sealed envelope, superscribed, Financial Bid – Modification Works at Embassy of India, Riga.
- Bids received in any other format or sent as part of technical bid will be rejected for further evaluation.

Bid Security Declaration

(On company letterhead)

I/we accept that if I/we withdraw or modify our 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 2 years from being eligible to submit bids for contracts with Embassy of India, Riga (Latvia).

Name & Signature:

Date:

(On company letterhead)

To,

Head of Chancery
Embassy of India
Riga, Latvia

NO CLAIM CERTIFICATE

Sub: Contract Agreement no. dated _____ for modification works
of Chancery building at Embassy of India in Riga, Latvia

We have received the sum of EURO _____ in full and final settlement of all the payments due to us for the modification works of Chancery building of Embassy of India in Riga, Latvia under the abovementioned contract agreement, between us and Embassy of India, Riga (Latvia). We here by unconditionally and without any reservation whatsoever, certify that with this payment, we shall have no claim whatsoever, of any description, on any account, against Procuring Entity, against afore said contract agreement executed by us. We further declare unequivocally, that with this payment, we have received all the amounts payable to us, and have no dispute of any description whatsoever, regarding the amounts worked out as payable to us and received by us, and that we shall continue to be bound by the terms and conditions of the contract agreement, as regards performance of the contract.

Yours faithfully,

Signatures of contractor or
officer authorized to sign the contract
documents on behalf of the contractor
(company stamp)

Date:

Place: