

EMBASSY OF INDIA
HANOI

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TENDER NOTICE

INVITES QUOTATIONS FOR

RENOVATION OF ROOF OF THREE ROOMS AND ITS MAINTENANCE

AT THE INDIA HOUSE (41, Ly Thuong Kiet, Cua Nam Ward, Hanoi)

TENDER NO. HAN/872/01/2022

LAST DATE FOR SUBMISSION OF BIDS:
04 December 2026 upto 1730 hrs

DATE OF OPENING BIDS:
07 December 2026 at 1000 hrs

PLACE OF OPENING OF BIDS: EMBASSY OF INDIA,
58-60 Tran Hung Dao Street, Cua Nam Ward, Hanoi
TEL NO: +84-24- 38244989/90

EMBASSY OF INDIA

HANOI

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Notice inviting tender for undertaking renovation of roof of three rooms and its maintenance at the India House [41, Ly Thuong Kiet, Cua Nam Ward, Hanoi]

HAN872/01/2022 **Date: 05 November 2026**

The Embassy of India, Hanoi invites tender from experienced, locally-based, registered companies in Vietnam to undertake renovation of roof of three rooms and its maintenance work at the India House located at 41, Ly Thuong Kiet, Cua Nam Ward, Hanoi. Interested companies/ agencies may submit their bids for the above work in sealed envelops by regular post or by Hand to the Head of Chancery, Embassy of India, Hanoi **by 04.12.2026 at 58-60 Tran Hung Dao Street, Cua Nam Ward, Hanoi**. Mission will not be responsible for any postal delay.

2. Queries, if any, may be addressed to Head of Chancery at email estt.hanoi@mea.gov.in. For site-visit, the prospective bidders may take prior appointment through above email ids and telephonically at: +84-24-38244989/90.

3. The tender document can be downloaded free of cost from the following websites:
www.indembassyhanoi.gov.in
www.https://eprocure.gov.in/cppp

4. The import schedules and dates are as under:

S. No.	Events	Date
1.	Tender Publish Date	05.11.2026
2.	Tender Download Start Date/ Bid submission start date	05.11.2026
3.	Pre-bid/Site Visit	09.11.2026 at 1000 hours (India House, 41, Ly Thuong Kiet, Cua Nam Ward, Hanoi)
4.	Bid Submission end date	04.12.2026 (1730 hours)

5.	Opening of Tender	07.12.2026 (1000 hours)

5. Terms and Conditions

5.1. 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.

5.2. 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.

5.3. The Bidders shall submit documentary evidence in respect of their technical capabilities and experience in providing of similar services.

5.4 Any tender received by the Mission after the deadline for submission of tenders will not be accepted.

5.5 The Firm concerned will be fully responsible for the safety and insurance of its employees.

5.6 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.

6. Scope of Work

Scope of Work	
S. No.	**Description of work to be undertaken for three rooms at the India House**
I	• Dismantling the roof tiles and removing the wooden roof frame, including debris transportation and disposal • Disposal of the debris of chipping out of the damp areas in the rooms
II	• Roof tiling work including reconstructing the roof frame using galvanised box steel • Chipping and waterproofing the peeling wall areas • Waterproofing and re-plastering the peeling wall areas • Re-puttying and repainting the re-plastered wall areas

7. Instruction to Bidders

Price & Terms of Payment

7.1 Price quoted by the Bidder and agreed to by Embassy of India, Hanoi 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 Vietnam Dong (VND) 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 **Bid Security Declaration:** Prospective bidders are required to submit a signed Bid Security Declaration (**Annexure-II**) along with their bids to the effect and stating that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the tender documents, they will be suspended for the period of one year from the date of committing such breach for bidding/award of all future contract(s) of Embassy of India, Hanoi.

7.10 **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.

7.11 **Performance Guarantee:** Performance Guarantee @5% to be deposited within 15 days of issue of Letter of intent. Letter of award of work shall be issued on receipt of Performance Guarantee. The Performance Guarantee shall be released two months after satisfactory completion of work.

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

7.13 **Terms of Payment**: The Contractor shall be entitled to be paid as per the following stages of work:

a. 30%: Mobilization advance after procurement and start of the work;
b. 65%: Upon satisfactory completion of work
c. 5%: To be paid one year after satisfactory completion of work

7.14 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.

7.15 The Period of Completion for the whole of the Works is 1 month calculated from the Commencement date.

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

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

7.18 Works involving noise, needs to be undertaken on weekend or before 08 a.m and after 06 p.m.

7.19 All labour must be Vietnamese and Security cleared.

7.20 **Force Majeure:** EoI Hanoi 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.

Annexure I

Financial Bid Proforma

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

(a) Telephone:

(b) Fax:

(c) E-mail:

Sl. No.	**Work Details**	**Charges excluding VAT** (in VND)	**VAT (in VND)**	**Charges including VAT** (in VND)	**Remarks, if any**
(a)					

Signature of the authorized signatory of the Bidder with seal of the firm/company

Name: _____

Mobile No. _____

Date: _____

Annexure-İl

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEW OF EARNEST MONEY DEPOSIT (EMD)

(On Bidders Letter head)

I/We, the authorized signatory of M/s._____, participating in the subject tender No. _____ for the item/job of _____, do hereby declare:

(i) That I/we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

(ii) That in the event I/we withdraw/modify our bid during the period of validity Or I/we fail to execute formal contract agreement within the given timeline Or I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions/Contract, I/we will be suspended from being eligible for bidding/award of all future contract(s) of Embassy of India, Hanoi for a period one year from the date of committing such breach.

Signature of the Authorised
Signatory of the Bidder with
Seal of the firm/company

Name: _____

Mobile No. _____

Date:_____