



**Embassy of India
Seoul**

www.indembassyseoul.gov.in/tender

Tender for civil repair works including waterproofing and grouting, painting, tile fixing, boundary wall construction and other associated works at India House.

Tender No. : SEO/ADM/873/01/2025

Date: 14 September, 2026

Last date for submission: 05 October, 2026 (1700 hrs)

**Embassy of India, Seoul, ROK
101, Dokseodang-ro, Yongsan-gu, Seoul, 04419,
Republic of Korea**

**Embassy of India
Seoul**

Dated: 14 September, 2026

NOTICE INVITING TENDER

Embassy of India, Seoul invites Tender under two bids system from reputed and registered firms/service agencies for repair/maintenance, waterproofing/grouting, fixing of tiles & construction of boundary wall including fencing at India House, 138, Hoenamuro 44-gil, Yongsan-gu, Seoul. The bids may be submitted to 101, Dokseodang-ro, Yongsan-gu, Seoul, 04419 by.

2. The tender document can be downloaded from the websites <http://www.eprocure.gov.in> and <http://www.indembassyseoul.gov.in> from 14 September 2026 onwards. **No tender fee will be charged for the tender documents** in case a firm has downloaded the tender document from the official website of the Embassy of India, Seoul, i.e. www.indembassyseoul.gov.in. Please note that any corrigendum/addendum in the above tender document, if required, will be hosted on the website of the Embassy of India, Seoul, as given above.

3. The interested firms/service agencies should submit the bids in two separate sealed covers superscribed as **“Technical Bid”** and **“Financial Bid”**. Both sealed covers should be put in a single envelope superscribed as **“Tender No. SEO/ADM/873/01/2025 for Civil Repair Works at India House”** and addressed to “Head of Chancery, Embassy of India, Seoul, 101, Dokseodang-ro, Yongsan-gu, Seoul, Republic of Korea, 04419. The envelope should then be submitted to the Embassy of India, Seoul at the address given above. Please note that tender document will not be accepted after the expiry of stipulated date and time under any circumstances. The last date for submission of sealed bids is 05 October, 2026.

4. **Bid Security [also known as Earnest Money Deposit (EMD)] of KRW 1,800,000** in the form of Account Payee Demand Draft/Pay Order/Bank Transfer drawn in favour of **“Embassy of India, Seoul”** is required to be submitted along with tender bids. Bids shall not be considered in case the EMD is not submitted and would be rejected summarily. The EMD of unsuccessful bidders will be returned back within 10 working days in case it is transferred to Embassy’s account. If it is submitted in a form of bank document, the same will be returned within 10 working days. ‘Or’ an undertaking (bid security) can also be given as guarantee in place of EMD. The proforma of the bid security is enclosed.

5. The bidders should be ready to give performance guarantee of 5% of the contract amount. This performance guarantee deposit money shall be refunded within 60 days after the expiry of contract provided there is no breach of contract during the period of the contract.

6. The Technical Bids will be opened on 06 October 2026 at 1000 hrs (tentative) in the Embassy of India, Seoul by Tender Evaluation Committee authorized by the Competent Authority. The financial bids of only qualified bidders, whose technical Bids are found to

responsive, shall be opened by the Committee in the presence of bidders or their representatives who may like to attend proceedings. Date for opening of the Financial Bids will be intimated in due course.

7. The Competent Authority reserves the right to amend any of the terms and conditions contained in the tender documents or reject any or all the bids, or cancel the tender, without giving any notice or assigning any reason thereof. The decision of the Embassy of India, Seoul in this regard shall be final and binding upon all bidders.

Yours sincerely,


(Imsennaro Walling)
Head of Chancery

SECTION-I

1. GENERAL INSTRUCTIONS TO BIDDERS

- 1.1 For the Bidding/Tender Document Purposes, Embassy of India, Seoul shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Contractor and/or Bidder or vice versa.
- 1.2 The tender document can be downloaded from the websites of <http://www.eprocure.gov.in>, <http://www.indembassyseoul.gov.in> from 14 September 2026 onwards. **The last date of submission of bids is 05 October 2026 till 1700 hrs.**
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 The bidder shall submit the copy of the authorization letter/Power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 1.5 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/Bid Security format, not ready to provide Performance Guarantee deposit, or any other requirements, stipulated in the tender documents are liable to be rejected.
- 1.6 The bidder has the option that in lieu of the EMD, it can submit a judicially valid Undertaking to the effect that if the bidder withdraw or modify its bid during the period of validity, or if it is awarded the contract and it fail to sign the contract, or to submit a performance security before the stipulated deadline, it will be suspended for a specified time period from being eligible to submit bids for contracts with the Embassy of India, Seoul.
- 1.7 The Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, Embassy of India, Seoul.
- 1.8 For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent by registered post with acknowledgment due to the Embassy of India, Seoul. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.
- 1.9 **Pre-bid meeting: A Pre-Bid Meeting will be conducted in connection with the tender invited for civil repair works at India House. The meeting would be held on 21 & 28 September 2026 from 14:30 hrs to 15:30 hrs at the Embassy premises followed by a site visit to India House. All requirements, scope of work, and other relevant details of the tender will be explained in detail. Attendance at the Pre-Bid Meeting is mandatory for all prospective bidders. Bids submitted by firms that do not attend the Pre-Bid Meeting shall be rejected outrightly.**

2. Contact information:

Ms. Imsennaro Walling
Head of chancery
Embassy of India, Seoul
Republic of Korea
Email: admn.seoul@mea.gov.in
Telephone No. 02-7984257

3. Two bid System:

Two bids system will be followed for this tender. In this system, bidders must submit their quotation in two separate sealed envelopes as explained below:

Envelope No. 01 (Technical Bid): Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria, valid EMD of requisite amount, undertaking etc. Documents comprising the Bid:

- a. Technical Bid Submission Form duly signed and printed on Company's letterhead.
- b. Contact Details Form, duly filled and signed & stamped.
- c. Bid Security/Earnest Money Deposit of of KRW 1,800,000 or a judicially valid Undertaking in lieu of EMD.
- d. All attested supporting document in proof of having fully adhered to minimum eligibility criteria as referred in Section-III.
- e. The bidder must submit plan/arrangement for implementation of the services.
- f. Detailed technical specifications and compliance to the Schedule of Requirement for which bid is submitted.
- g. The bidder should submit an undertaking to the effect that a Performance Bank Guarantee (PBG)/Insurance Bond of 5% of the contract value will be submitted in case the Embassy of India, Seoul decides to award the contract with them.
- h. Other related documents e.g. Trade License, Commercial Registration etc. as mentioned in the tender document but not listed here.

Envelope 2: "Financial Bid" shall contain: Price schedule complete in all respects with proper seal, name, contact details and signature of the authorized person. Both the technical bid and financial bid envelopes should be sealed separately and clearly marked as "**Envelope no. 01 - Technical Bid**" and "**Envelope no. 02 - Financial Bid**". Both the sealed envelopes should be placed in a third larger envelope clearly mentioning "**Technical Bid & Financial Bid**" for Contract of **Civil works at India House** and addressed to "**Head of Chancery**" Embassy of India, Seoul.

Note 1: Please write tender number on each envelope and seal all the envelopes.

Note 2: Please do not put "Financial Bid" (prices quoted) in the technical bid envelope. If the price quoted is submitted with technical bid, the tender will be rejected.

4. Opening of Technical Bids:

- a. All the technical bids received by the Embassy of India, Seoul will be opened on 05 October 2026 at 1000 hrs in the Embassy of India, Seoul.

- b. After being opened, the Technical Bids will be evaluated by the Embassy of India, Seoul, based on the available documents submitted by the bidder.
- c. Financial Bids of those bidders who do not qualify at Technical Bid stage will not be opened by the Embassy and will be returned to the bidder/s, if required so.

5. **Opening of Financial bids:**

- a. Financial bids of the short listed bidders only will be opened, in the presence of the bidders or their authorized representative, who choose to attend, on a date which will be scheduled and conveyed later.
- b. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign/acknowledge on the bids document as a proof of having attended the financial bid opening.
- c. The bidder's name, bid prices and such other details considered as appropriate by the Embassy of India, Seoul will be announced at the time of the opening of the bids.
- d. **Technically accepted competitive bids ONLY will be considered for the opening of Financial Bids.**

6. **Dates to remember**

SI. No	Events	Date
1.	Date of Publishing in CPP Portal	14 September 2026 (1000 hrs)
2.	Bids submission (start)	14 September 2026 (1000 hrs onward)
3.	Last date for submission of bid	05 October 2026 (upto 1700 hrs)
4.	Bids opening – Technical Bids	06 October 2026 (1000 hrs)
5.	Bids opening – Financial Bids	To be decided later
6.	Commencement date of Work	At the earliest on signing of the contract

7. **Lump Sum Fixed Price Tender-** This is a LUMPSUM FIXED PRICE TENDER with extent of Work as indicated in scope of works.

- a) The bidder shall examine the scope of work and other Documents and all Addenda (if any) before submitting his Tender/Bid and shall become fully informed as to the extent, quality, type and character of operations involved in the Works.

- b) Bidders are required to quote Lump-sum fixed prices on "Form of Tender". Bidders may prepare schedule of quantity as per scope of work identifying item description, quantity and rates.
- c) The total amount of schedule of quantity prepared by them should be transferred to Form of Tender.
- d) The Lump-sum Fixed Price/amount must be quoted both in figures and in words on the Form of Tender and the currency must be Local Currency KRW only.
- e) In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender.

8. Tender and Schedule of Quantities

- a) Schedule of Quantities should be enclosed by Bidders. Bidders are requested to identify and quote the rates of individual items. Items required for completion of the work may be added in the Schedule of Quantities with full nomenclature of the item.
- b) Bidders shall satisfy themselves of the quantities quoted in the Schedule of Quantities. These quantities shall be taken as guidance to assess the approximate quantum of work is involved in the project.
- c) The bidder, prior to the submission of the tender, may add to items, quantities to the items in Schedule of Quantities as per the scope of the work, and site visit.
- d) It shall be the responsibility of the bidder to satisfy himself of the completeness of the documents for the scope of work and his own assessment of the work after site visit and as per the tentative scope of work mentioned in tender document.
- e) No extra cost shall be entertained and payable if any additional information or detail is provided later for carrying out the works as specified in the tender documents.

9. Final Tender Price - Decision on bid will be taken based on the final price quoted on the Form of Tender. Lump-sum Fixed Price/Amount as quoted in the "Form of Tender" shall be the basis for deciding the tender quote and the L1 bidder.

10. Errors and Rectification:

- a) In case of any mismatch in the final quoted price on Form of Tender and Total amount worked out on rates in Schedule of Quantities, the final price quoted on Form of Tender shall be considered for comparison of bids and decision on bid.
- b) If amount quoted on Form of Tender is more than amount worked out on Schedule of Quantities, the rates in the Schedule of Quantities shall not be altered/adjusted.
- c) If amount quoted on Letter of Tender is less than amount worked out on Schedule of quantities, the rates on schedule of quantities shall be adjusted in the ratio to match with quoted final price on the Form of Tender.

SECTION-II

TERMS AND CONDITIONS

1. **Amendment of Bidding Documents**

At any time prior to the deadline for submission of bids, Embassy of India, Seoul may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

2. **Ambiguity/Dispute**

In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, Embassy of India, Seoul's interpretation of the clauses shall be final and binding on all parties.

3. **Earnest Money Deposit (EMD)**

- (a) The Earnest Money Deposit (**KRW 1,800,000**) in the form of account Payee Demand Draft/Bank Transfer/Pay Order issued by any reputed Bank drawn in favour of **"Embassy of India, Seoul"** has to be submitted along-with the bid. The validity of the Demand Draft/Pay Order must be upto six (06) months.
- (b) No request for transfer of any previous deposit of Earnest Money Deposit or Performance Security Deposit or adjustment against any pending bill held by the Embassy in respect of any previous work shall be entertained.
- (c) In place of EMD, the Bidders may submit a Declaration to the effect 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 a stipulated deadline, they will be suspended for a period, as decided by Embassy of India, Seoul, from being eligible to submit bids for contracts with Embassy of India, Seoul.
- (d) Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the government or will render the bidder ineligible to submit bids for contracts with Embassy of India, Seoul.
- (e) The bids without Earnest Money Deposit **or the undertaking/Declaration will be summarily rejected.**
- (f) No claim shall lie against the Mission in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e. no interest will be payable on EMD.
- (g) The bid security may be forfeited:
 - (i) If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or
 - (ii) In case of successful bidder, if the bidder fails to sign the contract in accordance with the terms of the tender document;
 - (a) If the bidder fails to furnish required Performance Security Deposit in accordance with the terms of Tender Documents within the time frame specified by the client; or

- (b) If the bidder fails or refuses to honor his own quoted prices for the services or part thereof.

5. PERIOD OF VALIDITY OF BIDS

- (a) Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids.
- (b) In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
- (c) The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

6. PREPARATION OF BIDS

Language: Bids and all accompanying documents shall be in **English** only.

All bidders are requested to read and understand the terms and conditions of the contract before submitting their bids. No changes or violation of aforementioned terms and conditions is permissible once the bid is accepted by the Embassy.

7. SUBMISSION OF BIDS

- (a) The Bidding firms have to submit the tenders in two bid system {i.e (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted to Head of Chancery, Embassy of India, Seoul (101, Dokseodang-ro, Yongsan-gu, Seoul, Republic of Korea). All the documents in support of eligibility criteria etc. and other required documents are to be submitted along-with the Tender Documents. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

The tender shall be submitted in sealed envelopes as described below:

ENVELOPE	Technical Bid
'A'	
ENVELOPE	Financial Bid
'B'	

- (b) No Bid shall be accepted after the specified date and time. However the Competent Authority in the Embassy of India, Seoul, reserves right to extend the date / time for submission of bids, before opening of the Technical Bids.

8. BID OPENING PROCEDURE

- (a) The Technical Bids (Envelope A) shall be opened at Embassy of India, Seoul on .. June, 2026 at 10:00 hrs by the Tender Evaluation Committee constituted by the Competent Authority of the Embassy of India, Seoul. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Embassy of India, Seoul. The

Financial bids (Envelope 'B') will be opened on date to be decided later in the presence of bidders or representatives of the shortlisted bidders.

- (b) The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose.
- (c) The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.
- (d) A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.
- (e) Absence of bidder or their representative shall not impair the legality of the opening procedures.
- (f) After opening of the Technical Bids and verifying the EMD amount, or a judicially valid Undertaking, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.

9. CLARIFICATION ON TECHNICAL BID EVALUATION

- (a) The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.
- (b) If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.
- (c) Client also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder as per clause Section-V.

10. CLARIFICATION ON TECHNICAL BID EVALUATION

The Technical Bids shall be evaluated based on the available documents submitted by the bidder/s. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.

11. PERFORMANCE SECURITY

- (a) The successful bidder will be required to furnish a Performance Security in the form of a Bank Guarantee up to 5% (five percent) value of the contract **within 07 day of receipt of Contract Award**, as per the format attached at Section-VII. This guarantee must remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the service provider (SP).

- (b) The successful bidder has to deposit Performance Security which will be a sum equivalent to 5% of the accepted contract value in favor of 'Embassy of India, Seoul', payable at Seoul in form of [Insurance Surety Bond] Account Payee Demand Draft/Fixed Deposit Receipt from a commercial bank/Bank Guarantee [including e-Bank Guarantee] from a commercial bank or online payment in acceptable form, within seven (07) days of the acceptance of the Contract. The Bank Guarantee shall be "unconditional". Performance Security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the service provider (SP). In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly by the SP. No interest shall be paid on Performance Security.
 - (c) The Performance Security will be forfeited by order of the Competent Authority in Mission in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, portion of the Performance Security, as may be deemed fit by the Mission sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of SP's bill has been received and examined.
 - (d) If the Contractor fails to provide the Performance Security within seven (07) days of the acceptance of the Contract, such failure shall constitute a breach of the contract and the Embassy shall be free to make other arrangements at the risk, cost and expense of the Contractor.
 - (e) On due performance and completion of the contract in all respects, the Performance Security will be returned to the SP without any interest on presentation of an absolute 'No Demand Certificate' from the SP and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued to the SP, for carrying out work stipulated in the contract.
- 12. 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.
 - 13. The Contractor shall complete the Works within 3 months from the date of commencement as specified in the Contract. Any delay in completion shall be subject to Liquidated Damages as stipulated in the Contract, unless an approved Extension of Time is granted.
 - 14. The Defects Liability period shall be Three Hundred Sixty Five (365) days from the completion of the work.
 - 15. No cost escalation is payable for any reason.
 - 16. **LIQUIDATED DAMAGES**

The amount of Liquidated Damages payable by the Contractor to the Client will be calculated @ 0.5% of accepted tender cost to be computed on weekly basis delay, limited to 10% of accepted contract amount.

17. RETENTION MONEY

Five Percent (5%) of the fee shall be deducted as Retention Money from the payment made at each stage. 50% of this amount shall be released after one month of overall completion and occupation of project and remaining balance 50% of this amount shall be released after the Defect Liability Period.

18. TERMS OF PAYMENT

The Contractor shall be entitled to be paid as per the following stages of work for each phase of work separately:

- i. 25%: Upon completion of waterproofing and grouting works
- ii. 25%: Upon completion of tiling work and crack repairs.
- iii. 25%: Upon completion of all the painting work.
- iv. 20%: Upon completion of boundary wall including fencing and stone stairs with handrail attached to the wall.
- v. 5% : After full completion of all works and inspection.

The Running payments to the contractor shall be paid within 15 working days from the date of submission of bills. However in case of delay, no interest or compensation will be payable.

19. ARBITRATION

If any dispute, difference or question at any time arises between the Client and the Contractor in respect of the Agreement signed, including in relation to its interpretation or termination under Clause 20, which cannot be resolved mutually, such dispute shall be referred to arbitration by a Sole Arbitrator, to be appointed in accordance with the applicable provisions of this Tender/Contract. The arbitration proceedings shall be conducted in accordance with the UNCITRAL (United Nations commission on International Trade Laws) Arbitration Rules, as amended from time to time, and the decision of the Sole Arbitrator shall be final and binding on both parties.

The Arbitration will have its sittings in Seoul, Republic of Korea.

20. TERMINATION

If the contractor is not discharging his obligation, the Client may inform the contractor by notice, indicating grounds for the notice. If a satisfactory response is not received within 7 days, the Client may by a further notice in writing, terminate the Contract provided that further notice in writing is given within 35 days of the client's former notice. In the event of termination of the contract by the client, the contractor shall have no claim to compensation

for any loss sustained while entering into any engagement or for making any advance payment to any third party with a view to perform this work.

The contractor shall not be entitled to be paid any sum for any work thereof or work actually performed under this contract unless or until the client is satisfied with the performance of such work and the value payable in respect thereof and the contractor shall only be entitled to be paid the value so certified by the client.

21. Force Majeure

Neither the client nor the Contractor shall be liable for delay or failure in performance caused by events beyond reasonable control, including acts of God, war, terrorism, riots, strikes (not attributable to the Contractor), epidemics/pandemics, or government actions. In such cases, the affected party shall notify the other in writing, and the time for performance shall be extended for the period of delay caused by such event, without levy of liquidated damages, provided reasonable efforts are made to mitigate the impact.

22. Security and Confidentiality

As the works are being undertaken at India House, diplomatic premises of the Embassy of India in Seoul, the Contractor and its personnel shall strictly comply with all security instructions issued by the Mission. Access to the premises shall be restricted to authorized personnel and designated areas only, subject to verification and identification requirements. The Contractor shall maintain strict confidentiality of all information, documents, drawings and security-related details concerning the premises. Unauthorized photography, videography, recording or dissemination of any information relating to the premises or the works shall be strictly prohibited. The Contractor shall ensure compliance with these requirements by all employees, subcontractors and other persons engaged by it.

23. OTHER CONDITIONS

- (a) The successful bidder, on award of contract, must send the contract/acceptance in writing within seven (07) days of award of contract; otherwise the contract may be awarded to the next successful bidder i.e. L-2.
- (b) No request for revision/increase of approved rates during the currency of the contract will be entertained.
- (c) The staff/supervisor/workers should be physically and mentally fit and should not be suffering from any apparent disability.
- (d) The contractor shall be responsible for the conduct/integrity of persons deputed for the works at the premises and will also be responsible for any act of omissions or commissions on their part. He will vouch for their character and integrity. It shall ensure that no person of doubtful antecedents should enter the premises. The company should provide details of Supervisor, technicians, workers, etc. to be engaged by the company for the work at India House.
- (e) The staff should wear proper safety gear and equipment.

- (f) The company will use its own equipment required for works. Bids should include the cost of all required material.
- (g) Embassy of India, Seoul reserves the right to accept/reject any deployment of staff.
- (h) The bidder must sign and affix his seal on every page of the Tender Documents and submit the complete signed Tender Documents.
- (i) If any information or document submitted by the bidder is found to be false/incorrect later, Embassy reserves the right to cancel the Tender Document and can take any action as deemed fit including termination of the contract etc.

SECTION-III

MINIMUM ELIGIBILITY CRITERIA

1. The following shall be the minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process:-
 - (a) **Legally Valid Entity:** The Bidder/Bidding Firm shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the relevant Act or a firm having trade license granted by City Corporation to do business in Seoul. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached with the bid.
 - (b) **Registration:** The Bidder/Bidding Firm must be registered under relevant laws of Government of the Republic of Korea and should have applicable/appropriate licenses in its name. Compliance with labour laws of Government of the Republic of Korea will be the sole responsibility of the company. They shall also compliance with all the requirements of taxes, fees and other statutory payment as required by the concerned Government authority. The proof in support of the same shall be attached with the bid documents.
 - (c) **Experience:** The Bidder should have a minimum of five (5) years experience in providing maintenance/repair services for Embassies/Government Ministries/Departments/Public Sector Companies/reputed corporate organization /multinational companies.
 - (d) **Company profile/information regarding key personnel:** The bidding company shall also include in its bid, as per proforma at Section-V of this document, details about the company and about its key personnel.
 - (e) The tenderers must have satisfactorily completed in last seven years (i) one similar work of value of contract worth KRW 72,000,000/- or (ii) two similar works of value of KRW 54,000,000/- or (iii) three similar works of value of KRW 36,000,000/-. Similar works means having executed civil works including renovation/remodeling and interior works of high end residential/commercial properties.
 - (f) Should have average annual financial turnover of not less than KRW 45,000,000/- on civil works during the immediate last three consecutive financial years. The applicant should be a profit making company/firm and should not have suffered any financial loss in more than two years in the previous five financial years and must not have suffered loss in the immediate preceding financial year. This fact shall be duly certified by the Chartered Accountant and audited financial statements for these five years will be submitted by the bidder.
 - (g) The tenderer should submit Certificate of Solvency for KRW 36,000,000/- or more, certified by bank. The certificate should not be older than a month.
2. Documents supporting the Minimum Eligibility Criteria:
 - (i) As proof of having fully adhered to the minimum eligibility criteria under Section-III, 1 (a), attested copies of certificates issued by the respective authority should be attached with the bid documents.

- (ii) As proof of having fully adhered to minimum eligibility criteria under Section-III, 1 (b), attested copy of relevant license or VAT/Tax registration certificate (if any) should be attached with the bidding document.
- (iii) As proof of having fully adhered to minimum eligibility criteria under Section-III, 1 (c), attested copies of experience certificates for completed work / ongoing work issued by the Foreign Embassies/Government Ministries/ Departments/ Public Sector Companies/ reputed corporate organization/ multinational companies shall be attached with bid document.
- (iv) As proof of having fully adhered to minimum eligibility criteria under Section-III, 1 (d), copies of supporting documents for company profile/information about key personnel may be provided along with Section-V of this tender document.
- (v) As proof of having fully adhered to minimum eligibility criteria under Section-III, 1 (e), attested copies of completion certificates, work orders/agreements, final bills/payment certificates, performance certificates, photographic evidences should be attached with the bidding document.
- (vi) As proof of having fully adhered to minimum eligibility criteria under Section-III, 1 (f), audited financial certificates, chartered accountant certificates and Income tax returns should be attached with bidding documents. Audited Profit & Loss Statements along with Balance Sheets for the last five (5) consecutive financial years, duly certified by a Chartered Accountant should also be submitted.
- (vii) As proof of having fully adhered to minimum eligibility criteria under Section-III, 1 (g), bank solvency certificate on the letter head of bank should be attached with bidding documents.

SECTION-IV

SCOPE OF WORK

1. General

- a. The contractor shall inspect the site before quoting and shall include all labour, scaffolding, tools, plants, consumables, transportation, safety measures, disposal of debris.
- b. Work shall be executed in a neat and workmanlike manner.
- c. The tender will be a lumpsum contract and the quantities as mentioned in the scope of work are for reference only.
- d. Defective work or materials rejected by the Engineer-in-Charge shall be removed and replaced by the contractor at no extra cost.
- e. The contractor shall ensure protection of existing finishes, furniture, glass, electrical fittings, and adjoining structures during execution.
- f. Approval of samples & makes of items will be taken from the client prior to procurement.

2. Waterproofing and Grouting areas

a)Areas covered:

- i. Main Terrace Area : 9,600 mm x 17,000 mm





ii. Entire 2nd Floor Terrace : 27,000 mm x 41,000 mm





iii. 2nd Floor Balcony ; 7,700 mm x 42,000 mm





iv. 1st Floor

* Floor tiles ; 7,000 mm x 32,000 mm







* Grouting and repair of damaged tiles : 7,700 mm x 32,000mm





b) Specifications

- i. Existing surface shall be cleaned thoroughly by removing loose particles, dust, old damaged treatment, and debris.
- ii. Cracks and joints shall be repaired using polymer modified mortar/grout of approved make.
- iii. Waterproofing treatment shall consist of polymer-based elastomeric waterproof coating or equivalent approved system.
- iv. Surface preparation shall include Wire brushing/grinding and crack opening and sealing.
- v. Waterproofing shall be applied strictly as per manufacturer specifications in minimum two coats with reinforcement mesh wherever necessary.
- vi. All junctions, drain outlets, parapet joints, and pipe penetrations shall be treated carefully to prevent seepage.
- vii. Terrace grouting shall be carried out using waterproof grout compound.
- viii. Contractor shall provide minimum 5-year warranty against leakage/seepage for waterproofed areas.

3. Tile Repair, Crack Repair and Grouting Works

a) Area covered:

- i. 2nd Floor Balcony ; 7,700 mm x 42,000 mm



ii. 1st Floor Balcony ; 7,000 mm x 32,000 mm



iii. Broken tile replacement at Basement Level B-1 ; 27,000 mm x 20,000 mm



iv. Crack Repair on 2nd floor wall(s) ; 3,500 mm x 22,000 mm



b). Specifications

- i. Damaged/broken tiles shall be carefully removed without damaging adjoining tiles.
- ii. Base surface shall be cleaned and levelled before fixing new tiles.

iii. Replacement tiles shall match existing shade, size, thickness, and finish as closely as possible.

iv. Tiles shall be fixed using polymer modified tile adhesive conforming to relevant BIS standards.

V. Tile joints shall be filled with waterproof tile grout of approved colour and make.

vi. Hollow sounding or uneven tiles shall not be accepted.

vii. Cutting and finishing around edges, drains, and corners shall be neat and accurate.

vii. Cracks shall be cut open in "V" groove shape and cleaned thoroughly.

ix. Repair shall be carried out using polymer modified repair mortar/crack filler.

x. Structural cracks, if any, shall be repaired using epoxy injection/grouting as directed by Engineer-in-Charge.

xi. Finished surface shall be smooth and flush with adjacent wall surface.

xii. Repaired areas shall be cured adequately before painting

4. Painting Work(Interior & Exterior)

a)Areas covered:

i. Complete exterior of India House : 3,200 mm x 14,000 mm





ii. Adjacent wall facing Kuwait Embassy ; 74,000 mm x 4,500mm



iii. Balcony areas ; 7,000 mm x 42,000 mm



iv. Kitchen ceiling ; 7,700 mm x 10,800 mm



v. Exterior area at B-1: 47,600 mm x 46,700 mm





vii. Terrace grill (including 1st Floor, 2nd Floor, and Terrace): dimensions included above.



vi. Application of silicon sealant on windows, followed by painting ;included above

b). Specifications

i. Surface Preparation

- ii. Existing loose paint, putty, dirt, and dust shall be removed completely by scraping, sanding, and cleaning.
- iii. Cracks and undulations shall be repaired using approved wall putty/crack filler.
- iv. Surface shall be smooth, dry, and properly prepared before painting.
- v. Exterior Painting One coat exterior primer and minimum two coats premium exterior acrylic emulsion paint shall be applied.
- vi. Paint shall be weather resistant, anti-fungal, and UV resistant.
- vii. Interior Painting - One coat primer and minimum two coats premium acrylic emulsion paint shall be applied.
- viii. Smooth and uniform finish free from roller marks, patches, and shade variation shall be ensured.
- ix. Grill Painting Rusted portions shall be cleaned using emery paper/wire brush. One coat red oxide/zinc chromate primer followed by two coats synthetic enamel paint shall be applied.
- x. Existing loose sealant around windows shall be removed completely.
- xi . Joints shall be cleaned and dried before application.
- xii. Weather-grade neutral cure silicon sealant shall be applied uniformly to all window peripheries.
- xiii. Sealant shall be compatible with adjoining materials and resistant to UV and moisture.

5. Construction of boundary wall (L 26,000 mm x T 150 mm x H 1,700 mm) including fencing (H 500mm) and stone stairs (8,000 mm X 600 mm) with handrail attached to the wall





Existing stairs

Specifications

- i. Boundary wall shall be constructed using brick masonry as per approved dimensions and site requirements.
- ii. Cement mortar shall be minimum 1:6 for masonry work unless otherwise specified.
- iii. Plastering shall be carried out with cement mortar 1:4 and finished smooth.
- iv. Fencing material shall be MS fabricated sections with anti-rust treatment and paint finish.
- v. All steel sections shall receive one coat primer and two coats enamel paint.
- vi. Stone stairs shall be constructed using natural stone, free from cracks and defects.
- vii. Stair treads shall have a non-slip finish.
- viii. The staircase shall be constructed to the required line, level, slope, and dimensions, ensuring proper drainage and preventing water accumulation on the treads.

7. Measurement and Payment

- i. This is a lumpsum contract. Rates shall include all labour, materials, transportation, scaffolding, wastage, taxes, tools & tackles, curing, testing, and incidental works complete.
- ii. No extra payment shall be made for minor repairs, cutting, finishing, or protection works necessary for completion.

ii. Quantities as mentioned against each item are for reference only. and Bidders are required to carry out their independent measurement assessment of areas for various items during site visit being organized by the client during pre bid meeting.

iv. No escalation to the cost will be entertained on any grounds.

Note: Payment shall be made on the basis of actual quantities of work executed, as measured at site, in accordance with the specified units (area, volume, length, or number) for each item.

SECTION-V

(To be submitted with the Technical Bids only)

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

TECHNICAL:

S. NO.	Requirements	Response/Remarks
I.	Registration certificate of the company under relevant statutory regulations applicable in the Republic of Korea.	
II.	Certificate/related document showing income or payment of income tax to authority for the last three years.	
III.	Past experience, service history & achievements of the company (minimum 5 years experience).	
IV.	Number of persons being deployed for the work. Number name and nature of equipment required to undertake the work.	
V.	Performance Security Bond @5% of the bidding cost [To be submitted later on winning of the contract]	
VI.	Bid Securing Declaration (BSD)	
VII.	Form of Tender (Certificate)	

Signature & Stamp of the company or authorized representation

SECTION-VI
Tender Submission Sheet

(To be submitted with the Financial bid only)

Invitation for Tender No:

Date:

Tender Name:

To:

[Name and address of Employer]

We, the undersigned, offer to execute and complete in conformity with the Conditions of Contract and associated Contract Documents including Addenda Nos. and maintain the whole of the said works at the rates quoted against each items in the Bill of Quantities.

The total price of our Tender is:

KRW: _____ [insert value in figures)

[Insert value in Words]

Our Tender shall be valid for the period stated in the Tender Document and it shall remain binding upon us and may be accepted at any time before the expiration of that period. A Tender Security for an amount of KRW. _____ only is attached in the form of a *[state pay order, bank draft]* valid for a period of 45 days beyond the Tender validity date.

If our Tender is accepted, we commit to obtaining a Performance Security in the amount stated in the tender and valid for a period of 45 days beyond the date of issue of the Defect Liability Certificate of Works.

We declare that the Government of the Republic of Korea has not declared us, and any Subcontractors or Contractors for any part of the Contract ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

We are not participating as Tenders in more than one Tender in this Tendering process. We understand that your written Notification of Award shall constitute the acceptance of our Tender and shall become a binding Contract between us, until a formal Contract is prepared and executed.

We understand that you are not bound to accept the lowest evaluated Tender or any other Tender that you may receive.

Signed

In the capacity of:

Duly authorized to sign the Tender on behalf of the Tender.

(To be submitted along with the financial bid only)

BID No. SEO/ADM/872/01/2025

Date:

To,

Head of Chancery

Embassy of India,

Seoul, ROK

Price Schedule

S. No.	Particulars	Total Bid Quantity	Total Value (in KRW)
1	2	3	4
	Tender for civil repair works including waterproofing and grouting, painting, tile fixing, boundary wall construction and other associated works at India House. (Please see Scope of Work at Annexure I)		

Note: Terms of payment may also be included

Yours faithfully,

(Signature of Authorized
Signatory)

Name:

Designation:

Company seal:

SECTION-VII

Contract Agreement

THIS AGREEMENT made the _____ [day] of _____[month],_____ [year] between [name and address of Employer] (hereinafter called "the Employer") of the one part and [name and address of Contractor] (hereinafter called "the Contractor") of the other part:

WHEREAS the Employer invited Tenders vide No. _____ dated _____ for certain works, viz, [brief description of works] and has accepted a Tender by the Contractor for the execution of those works for the sum of KRW _____ [Contract price in figures and in words - **inclusive of all taxes**] (hereinafter called "the Contract Price") for the period of contract i.e. _____ (DD/MM/YYYY) to _____ (DD/MM/YYYY).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereafter referred to.

The documents forming the Contract shall be interpreted in the following order of priority:

1. the signed Contract Agreement;
2. the letter of Notification of Award
3. the completed Tender Submission Sheet as submitted by the Tender;
4. the priced Bill of Quantities as submitted by the Tender;
5. Scope of Work, and
6. Performance Bank Guarantee

In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the works and to remedy any defects therein in conformity in all respects with the provisions of the Contract.

The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed on(Date).

For the Employer:

Signature

(Embassy of India, Seoul)

For the Contractor:

Signature

(Contractor Name)

BIDS SECURING DECLARATION

(To be submitted with the Technical Bids only)

I/we accept that, if I/we withdraw or modify 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 documents, I/we will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids.

Date: _____

Signatures: _____

(Letter head of the company)

(To be submitted with the Technical Bids only)

I/we _____, Representative(s) of M/s _____
solemnly declare that:-

- ☐ Myself or my partners do not have any relative working in any office of Embassy of India, Seoul
- ☐ I/we/company have not been banned/de-listed by any Government or Quasi-Government agencies or any government company.

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

PERFORMANCE / BANK GUARANTEE FORMAT

(To be submitted with the Technical Bids only)

To:

**Embassy of India
Seoul**

WHEREAS M/s _____ (name of the service provider with address) herein call "The Bidder" has undertaken, in pursuance of Contract No. _____ dated _____ to provide to undertake civil repair works including waterproofing and grouting, painting, tile fixing, boundary wall construction and other associated works at India House, Embassy of India, Seoul hereinafter called "The Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified therein as security for compliance with our performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a Guarantee.

Therefore, we hereby affirm that we are Guarantors and responsible to you on behalf of the Service Provider, up to a total of _____ (amount of the Guarantee in words and figures 5% of annual invoice) and we undertake to pay you, upon your first written demand declaring The Bidder be in default under the Contract and without objections or argument, any sum or sums within the limit of _____ (amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until _____ day of _____ 2026.

(Signature and Seal of Guarantors)

Date:

Address:

(To be issued by a locally registered bank)

Notification of Award

Contract No:

Date:

To:

[Name of Contractor]

This is to notify you that your Tender dated *[insert date]* for the execution of the Works for *[name of project/Contract]* for the Contract Value of KRW..... *[amount in figures and in words]*, as corrected and modified in accordance with the Instructions to Tenders is hereby accepted by *[name of Employer]*.

You are requested to proceed with the execution of the Works on the basis that this Notification of Award shall constitute the formation of a Contract, which shall become binding upon you furnishing a Performance Security and signing the Contract Agreement within Seven (7) working days.

We attach the Contract Agreement for your perusal and signature.

Signed

Duly authorized to sign for and on behalf of

[name of Procuring Entity]

Date: