

**1-12/EOISMOS/2025-26/
Embassy of India, Moscow
Notice Inviting Bids**

The Embassy of India school (KV), Moscow invites bids from interested contractors for the following work in Embassy of India school located at Bolshaya Dorogomilovskaya st., 10, Building 2.

i) Implementing Anti -Terrorism Security Measures -Access control and management system in E.O.I. School.

1. Replacement of the entrance door with a magnetic lock.
2. Installation of a surveillance camera.
3. Installation of software: a workstation and a face recognition & biometric terminal system, including magnetic cards for students, staff and school visitors.
4. Installation of a magnetic card reader.
5. Installation of a door open/close button from the security post.

Note: The work should be finished within a period of 30 days after the signing of the contract and guarantee of work should be valid for 3 years from the date of completion of the work.

ii) The schedule of payment for the work will be done in the following manner:

- (a) Advance for software and installation materials of 100% of the total value to be paid within 3 days of the signing of the contract. The contractor will be required to furnish bank guarantee for the same amount.
- (b) 50% advance payment for the work (labor charges).
- (c) Final payment of 50% of the total value of the work to be paid on completion of the work to the satisfaction of the Embassy of India.
- (d) Any delay in the completion of work beyond the agreed duration would lead to deduction in payment @ 1% of total value of contract per day of delay.

iii) Interested parties may visit the site and ascertain the scope of work for formulating their quotation from 10.11.2025 to 30.11.2025. A prior appointment should be made with the Embassy of India School office (Tel. No. 499-243 70 09) for this purpose.

iv) Companies are required to submit their bids in the sealed envelope (**Title: Implementing Anti - Terrorism Security Measures -Access control and management system**) describing in detail the breakup of the required work along with the cost of each component. The bids should be valid for a period of three months from the date of the opening of bids.

v) The sealed envelope should be submitted to the attention of the Principal, Embassy of India school, Moscow latest by 12 noon on 30.11.2025 accompanied with the proof of payment of Rbls. 25000/- to the Embassy of India school, Moscow vide bank transfer (Bank details can be obtained from the school office while visiting the site for inspection). The amount of Rbls. 25000/- will be treated as earnest money deposit/bid security and would be returned to all the unsuccessful bidders within 30 days after finalization of the contract with the successful supplier.

vi) The successful bidder shall be obliged to deposit an amount equivalent to 5% of the value of the contract to be awarded as performance security. The performance security shall remain valid for a period of 60 days beyond the completion of all contractual obligations of the supplier. The bid security shall be refunded to the successful bidder on the receipt of the performance security.

viii) Representatives of all the bidding parties can be present at the time of the opening of the bids. The bids shall be opened on 01.12.2025 at 2.00 pm. at the Embassy of India school, Moscow, Bolshaya Dorogomilovskaya st., 10, Building 2. The work shall be offered to the lowest bidding party.

**Head of Chancery
06.11.2025**

**(Rajnish Patidar)
Second Secretary (HOC)
Embassy of India, Moscow**