

No. Col/Prop/ 872/10/2025
High Commission of India
Colombo

NOTICE INVITING TENDER
FOR SELECTING CONTRACTOR FOR
RENOVATION OF PLATFORM AND STAIRS AT INDIA HOUSE

The President of India acting through the High Commissioner of India in Colombo, Sri Lanka invites bids in sealed envelopes from appropriately qualified and adequately experienced Contractors for RENOVATION OF PLATFORM AND STAIRS AT INDIA HOUSE, No. 86, Kumaratunga Munidasa Mawatha, Colombo-03. The proposal duly completed in prescribed format as per Notice Inviting Tender (NIT) along with Earnest Money Deposit (EMD) of Sri Lankan Rupees 100,000/- must reach office of Head of Chancery, High Commission of India, No.36-38, Galle Road, Colombo-03, estt.colombo@mea.gov.in, 011-2335552 on or before 1500 Hrs of 15th October 2025.

2. Tender schedule :

1.	Date of Publication of Tender	01.10.2025
2.	Pre-Bid Meeting and Site Visit	10.10.2025
3.	Last date for submission of bids	22.10.2025 1500 hrs
4.	Date of opening of Technical Bids	22.10.2025 1600 hrs
5.	Date of opening of Financial bids	To be decided later

3. Scope of Work:

- i. Removal of the tiles and top layer of concrete of the platform and stairs.
- ii. Installation of new granite tiles with proper leveling and sizing
- iii. Site-clearance after completion of work

4. Eligibility Criteria:

4.1 Registration : The bidder firm should have a valid registration certificate from a competent local authority.

4.2 Similar work: The bidder must have satisfactorily completed (i) one similar work of value of Sri Lanka Rupees 28,00,000/- **or** (ii) two similar works of value of Sri Lankan Rupees 21,00,000/- **or** (iii) three similar works of value of Sri Lankan Rupees 14,00,000/. Both letter of award of work and completion certificates with the contract amount can be provided for fulfilling the criteria of Similar Work.

4.3 Bank Solvency: Certificate of Solvency for Sri Lankan Rupees 14,00,000/- certified by bank. The certificate should not be older than six months.

4.4 Annual Turnover: The annual turnover of the tenderer should be equal to or more than Sri Lankan Rupees 17,50,000/-during the immediate last three consecutive financial years.

4.5 Profit-Loss: The tenderer should not have suffered loss in more than two years in the previous five financial years and must not have suffered loss in the immediate preceding financial year.

5. Site visit & pre-bid meeting : Physical visit to the site and participation in pre-bid meeting is advised to have a general idea about the extent of works. Interested firms can visit the site and attend pre-bid meeting on 30.09.2025 with prior appointment with Sh. Amit Meena, ASO(Property), High Commission of India, No:36-38, Galle Road, Colombo-03., email : estt.colombo@mea.gov.in, Telephone 011-2335552. No consideration or compensation will be given for any alleged misunderstanding of the nature of the work to be executed.

6. **Submission of bids:** The bids must be submitted in a sealed envelope on or before 1500 Hrs of 15th October 2025 in the office of Head of Chancery, No:36-38,Galle Road, Colombo-03. Technical bids will be opened at 1600 Hrs of 15th October 2025 in the High Commission of India Colombo. All pages of the submitted document must be signed by authorized signatory. The High Commission of India, Colombo will not be responsible to compensate for any expense incurred by the Tenderer in the preparation and submission of his Tender/bid. The bid envelope should contain three separate sealed envelopes inside:

Envelope A: should contain an Earnest Money Deposit (EMD) in the form of a Demand Draft or Banker's Cheque or Bank Guarantee (*as per Annexure-C*) amounting to **SLR 100,000/-** valid upto 90 days from the last date of submission of bids. If a proposal is withdrawn after due date and time, the earnest money deposited by the applicant will be forfeited. Bids submitted without earnest money shall be summarily rejected. EMD in respect of all unsuccessful applicants shall be returned without any interest, after the award of work to selected bidder. In case of the selected bidder, the EMD shall be returned on submission of performance guarantee by them. This envelope should be super-scribed as "**EMD**".

Envelope B: Should contain bidder's details (as per Annexure-A) and all the relevant documents to prove that the bidder fulfils the eligibility criteria mentioned in Para 3 above. This envelope should be super-scribed as "**Technical Bid**".

Envelope C: Should contain the bid amount in figures and words, as per the format prescribed in Annexure-B. The Contractor shall include the credit of salvage value of the demolition waste in the financial bid. This envelope should be super-scribed as "**Financial Bid**".

7. **Validity of bids :** The Tender shall remain valid for a period of 180 days from the date of opening. Price escalation due to any reason shall be not permitted.

8. **Code of Integrity:** All the bidders shall have to observe the highest standard of ethics and should not indulge in any of the prohibited practices, either directly or indirectly, at any stage during the procurement processes or during execution of resultant contracts. No official of procuring entity or a bidder shall act in contravention of the codes which includes making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process. The bidders shall also have to avoid the following prohibited practices such as (I) Corrupt practices, (II) Fraudulent practice, (III) Anti-competitive practice, (IV) Coercive practice, (V) Conflict of Interest and (VI) Obstructive practice.

9. **Conflict of Interest:** The bidders shall not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices to the detriment of procuring entity's interests. The bidder found to have a conflict of interest shall be disqualified based on any such activities like participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement or if the bidding firm or their personnel have relationships of financial or business transactions with any official of procuring entity who are directly or indirectly related to the tender or execution process of contract or improper use of information obtained by the bidder from the procuring entity with an intent to gain unfair advantage in the procurement process or for personal gain.

10. **Performance Security:** Performance Security shall be submitted by the successful bidder within 7 days after notification of award. It shall be in the form of an unconditional and irrevocable Bank Guarantee (as per Annexure-D) for 10% of the Accepted Tender Amount. It should be valid up to 60 days beyond the date of completion of all contractual obligations of the contractor.

11. **Commencement:** Commencement of the works shall be effected within Fifteen (15) days from the date of award of work. Such 15 days period is being defined as the mobilization period.

12. **Completion:** The Period of Completion for the whole of the works is 30 days calculated from the date of commencement of works.

12.1 Liquidated damages shall be levied on Contractor for delay in completion if it is ascertained that contractor is responsible for delay. The rate of liquidated damages shall be calculated @ 0.5% per week limited to maximum of 10% of the Tendered Cost or actual cost of the project. It will be calculated per day of delay.

12.2 The tenderer shall guarantee among other things, the following:(a) Quality, strength and performance of the materials used; (b). Follow up service, if required; (c). Good workmanship.

12.3 The item of work/material used in the work shall be complying with the standard of quality like British standard/American standard/Indian Standard or equivalent. The material used/or workmanship should be of equivalent or higher standard than the existing standard. Sound engineering practice should be adopted in all items of work execution.

12.4 Sub-contracting is not allowed for this tender.

13. **Payments:** All payment shall be released at the time of completion of the work, except retention money.

14. **Retention Money:** Retention Money will be limited to 5% of the accepted tender amount. Retention money shall be released on completion of the Defect Liability Period.

15. **Defects Liability Period:** Defects Liability period will be twelve months from date of completion of project. Any defect / disintegration found in the platform /stairs during the defects liability period shall be repaired by the contractor free of charge. In case of non-compliance of removal/rectification/replacement of defective item of work or workmanship, the High Commission of India shall be at liberty to forfeit full or part of his retention money and/or performance guarantee and/or any other money or guarantee of the Contractor available with the High Commission of India, Colombo.

16. **Arbitration:**

16.1 If any dispute, difference or question at any time arises between the Mission and the Contractor which cannot be settled mutually, shall be referred to arbitration.

16.2 The arbitration proceedings will be conducted in accordance with and be subject to the UNCITRAL (United Nations commission on International Trade Laws) Arbitration Rules, as amended from time to time and the decision of the arbitrators as mentioned above shall be final and binding on the parties.

16.3 The Arbitration will have its sittings in Colombo.

17. **Rejection / Cancellation:** The High Commission of India, Colombo reserves the right to accept or reject bids at its sole discretion without having to furnish reasons thereof, to the applicants. Submission of false information/document shall render the bidder ineligible. High Commission of India may amend/cancel this tender document as per requirement, which shall be advertised as corrigendum under the Tender section of its official website hcicolombo.gov.in .

18. **Right to waive** - The High Commission of India, Colombo reserves the right to waive any deficiency in any tender where such waiver is in the interest of the High Commission of India, Colombo except that no proposal will be accepted if the Earnest Money Deposit (EMD) of the preceding statutory documents was not submitted with the tender.

19. **Clarification:** For any further information or clarification, the bidders may contact Sh. Amit Meena, ASO(Property), High Commission of India, 36-38 Galle Road, Colombo, Tel: 011-2335552, Email: estt.colombo@mea.gov.in.

Bidder Details

A.	Name of the Agency	
B.	Address of the Agency	
C.	Registrations details with date (enclose registration certificate)	
D.	VAT Registration No. (enclosed registration certificate)	
E.	Owners Name Contact No. Email Id	
F.	Details of authorized contact person: Telephone No. (O) Mobile No. Email Id	
G.	Annual turnover for last three financial years FY 2022-23 FY 2023-24 FY 2024-25 (enclosed audited Financials)	
H.	List of major clients where providing similar services (enclose completion certificates mentioning contract values)	
I.	Any other information/documents which may help in assessing bidder's abilities	

Bidder's Signature with Stamp

**No. Col/Prop/ 872/10/2025
High Commission of India
Colombo**

**TENDER FOR SELECTING CONTRACTOR FOR
RENOVATION OF GUEST WASHROOM IN INDIA HOUSE**

To: The Head of Chancery, High Commission of India, Colombo

We have examined tender conditions for the above-named work and have inspected the site and general conditions under which the works are to be carried out. We offer to execute and complete the works and remedy any defects therein, in conformity with this Tender, which includes all these documents for the Lump Sum Fixed Price of: SLR _____ exclusive of VAT. As Diplomatic Missions are exempted from payment of VAT, no additional amount shall be charged over and above our quoted lump-sum fixed price.

If this offer is accepted, we will commence the works as soon as is practicable and complete the Works in accordance with the above-named documents within the Time for Completion.

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

Signature:

Name:

in the capacity of -----

duly authorized to sign tenders for and on behalf of

Address:

Date

**No. Col/Prop/872/10/2025
High Commission of India
Colombo**

**TENDER FOR SELECTING CONTRACTOR FOR
RENOVATION OF PLATFORM AND STAIRS AT INDIA HOUSE**

Bank Guarantee Proforma for Earnest Money Deposit

Bank Guarantee No.....

Brief description of contract: **RENOVATION OF PLATFORM AND STAIRS AT INDIA HOUSE**

Name and Address of Beneficiary: ***The High Commission of India, Colombo***

Date:

Whereas m/s (name of contractor with address) have submitted their tender for **RENOVATION OF PLATFORM AND STAIRS AT INDIA HOUSE, NO. 86, KUMARATUNGA MUNIDASA MAWATHA, COLOMBO-03**, for the high commission of india, and one of the tender conditions is for the m/s (name of contractor with address) to submit a bank guarantee for earnest money deposit amounting to lkr _____ (sri lankan rupees _____ 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 LKR _____ (Sri Lankan Rupees _____ only).

2. This guarantee is valid for a period of 90 (Ninety) 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 LKR _____ (Sri Lankan Rupees _____ only).

4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from date of issue up to the (date after 90 days from date of issue) and claims under this guarantee should be submitted not later than (date after 90 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 Sri Lanka and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the Sri Lanka Courts.

Date:

Name:

Place:

Signature:

**No. Col/Prop/872/10/2025
High Commission of India
Colombo**

**TENDER FOR RENOVATION OF PLATFORM AND STAIRS AT INDIA HOUSE,
NO. 86, KUMARATUNGA MUNIDASA MAWATHA, COLOMBO-03**

Bank Guarantee Proforma for Performance Security

Bank Guarantee No.....

Brief description of contract: **RENOVATION OF PLATFORM AND STAIRS AT INDIA HOUSE**

Name and Address of Beneficiary: ***The High Commission of India, Colombo***

Date:

Whereas m/s (name of contractor with address) have submitted their tender for **RENOVATION OF PLATFORM AND STAIRS AT INDIA HOUSE, NO. 86, KUMARATUNGA MUNIDASA MAWATHA, COLOMBO-03** at colombo for the high commission of india, and one of the tender conditions is for the m/s (name of contractor with address) to submit a bank guarantee for performance security amounting to _____

(_____) 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 to _____ (_____)

2. This guarantee is valid for a period of 90 (NINETY) 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 hereinabove, the maximum liability under this guarantee is restricted to _____ (_____)

4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from date of issue up to the (date after 90 days from date of issue) and claims under this guarantee should be submitted not later than (date after 90 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 Sri Lanka and is governed by the United Rule for Demand Guarantee (URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the Sri Lanka Courts.

Date:

Name:

Place:

Signature: