

**Teh/Chy/215/01/2025**  
**Embassy of India**  
**Tehran**  
**\*\*\*\*\***

Tender No. 02/2025

Dated: 04 Feb 2024

**Notice Inviting Tender for Shifting of Office equipment, furniture, files and other materials of Embassy of India, Tehran from No. 22, corner of 9th alley, Miremad Street, Motahari Street, Tehran to No. 52 & 54, corner of Aram alley, Mohseniyan street, Neyestan 7th, Pasdaran, Tehran**

1. Embassy of India, Tehran invites sealed tenders/quotations for shifting of furniture, fixtures, office equipment, safe boxes, etc. from various floors (basement, ground and 1<sup>st</sup>-5<sup>th</sup> floor) from 22, corner of 9th alley, Miremad Street, Motahari Street, Tehran to No. 52 & 54, corner of Aram alley, Mohseniyan street, Neyestan 7th, Pasdaran, Tehran as follows: -

Work Description	Period of Completion
Packing and moving furniture items, fixtures, office equipment, safe boxes etc. of Embassy of India, Tehran from various floors (basement, ground & 1 <sup>st</sup> - 5 <sup>th</sup> floor) from 22, corner of 9th alley, Miremad Street, Motahari Street, Tehran to No. 52 & 54, corner of Aram alley, Mohseniyan street, Neyestan 7th, Pasdaran, Tehran and unloading and unpacking thereof	45 days from the commencement of work (The work of shifting will commence within two months of awarding the work contract. The exact date will be informed in due course)

2. Tender documents are to be submitted as single bid system, specifying the total cost for shifting of furniture, fixtures, office equipment, safe boxes etc. as detailed in Para 10, Scope of Work. The bid document should contain full information as required in **Annexure-I**.

3. In this document, “current Chancery” may be treated as addressed at 22, corner of 9th alley, Miremad Street, Motahari Street, Tehran and “new Chancery” may be treated as addressed at No. 52 & 54, corner of Aram alley, Mohseniyan street, Neyestan 7th, Pasdaran, Tehran.

4. Bidders are requested to submit their quotations for the above-mentioned work in sealed covers at the reception of Embassy of India, Tehran at 22, corner of 9th alley, Miremad Street, Motahari Street, Tehran by **05:30 P.M. of 13.02.2025**.

5. The items to be shifted from current Chancery to the new Chancery will be available for inspection, with prior appointment only, between **10:00 a.m. to 4:00 p.m. from 05.02.2025 to 13.02.2025 (except Fridays/Saturdays)**. No discussion about rates/charges shall be done during such visits. To schedule such visits, the contact detail is as given below:

Mr. Sarthak Muraal, Attaché (Property)  
Embassy of India, Tehran  
Tel: 021-88755103-108; 09360903135  
Email: [hoc.tehran@mea.gov.in](mailto:hoc.tehran@mea.gov.in), [prop.tehran@mea.gov.in](mailto:prop.tehran@mea.gov.in)





6. The bidders must be registered as a commercial entity in Iran. The applicant should also furnish a copy of the registration while submitting their quotations. The company should have its own establishment comprising of manpower, vehicles, lift van etc required to carry out such work. The company must be capable of shifting heavier items like safes weighing upto 1200 kgs or more.

7. The Mission reserves the right to reject any or all quotations without assigning any reasons thereof.

8. The bids shall be opened on **16.02.2025 at 02:30 p.m.** in the presence of Bidders or their authorized representatives only.

Place/Venue: 22, corner of 9th alley, Miremad Street, Motahari Street, Tehran

9. The **Terms and Conditions** of the tender/contract will be as mentioned below:

- i. All pages of the tender document should be signed & stamped by the authorized signatory of the firm before submitting, as a token of acceptance of all the terms and conditions mentioned in the tender documents.
- ii. The tender document should be submitted in a sealed cover.
- iii. The agency shall indicate the total lump sum rates for the said job (as **Annexure-I**). The rates should be filled up neatly (in both figures and in words). Firms are also advised not to erase, overwrite or mutilate the figures, etc., otherwise the quotation may be ignored. All rates and sum inserted against items of works shall be exclusive of Value Added Tax (VAT). No request for change of rates will be accepted at any later stage.
- iv. The submission of bid will not place the Embassy of India, Tehran under any obligation to place the order with the firm and no expenses incurred by the contractor in this regard will be payable by Embassy of India, Tehran.
- v. If any dispute arises between the Firm/Agency and its manpower in the matter of wages or any service conditions, the same will be settled by the Firm/Agency and the workers engaged by themselves. The Embassy of India, Tehran in no case shall be a party to such a dispute.
- vi. The rate shall be valid for a period of four months from the date of issue of work order.
- vii. Responsibility of taking necessary permission from the local authorities if any for shifting of aforementioned articles shall be of the selected Firm/Agency.
- viii. Responsibility for insurance and damage/theft/loss etc. of goods during shifting or physical injury to any labour in loading/unloading shall be of the selected Firm/Agency.
- ix. The damage caused, if any to the property of the Embassy of India, Tehran through negligence or otherwise during packing, loading, transiting, unloading & unpacking , shall be at risk and responsibility of the selected Firm/Agency. The financial or any other loss suffered by the Embassy of India, Tehran on this account shall be made good by the selected Firm/Agency.
- x. The successful bidder shall also submit a copy of insurance coverage certificate of **USD 5000/-** from any registered Insurance Company in favour of Embassy of India, Tehran towards damage of costly and delicate items like TV sets, computers, photocopiers, printers, fax machines, furniture, safes, etc. during shifting. The cost of insurance coverage shall be paid by the selected Firm/Agency.
- xi. The successful bidder shall complete the entire shifting work within **45 days** from the date of commencement of work.





- xii. The payment shall be made after satisfactory completion of the entire shifting work.
- xiii. In case of any dispute, the decision of the Embassy of India, Tehran shall be final and binding.

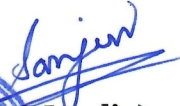
10. The **Scope of Work** for the shifting of offices shall include the following:-


- i. Packing of files, computers, Office Equipment, Almirahs, Safes and other materials as available in the respective rooms of current Chancery (as mentioned at **Annexure-II**) and moving all the packed articles/materials safely to the new Chancery.
- ii. Unloading all the packed articles/material at the various floors of the new Chancery, as instructed by the Embassy. Special attention is warranted in carrying heavier items like safes to different floors of the new Chancery, as per the requirements. The elevators at both the new and old Chancery will **not** be used for the purpose of moving safes to any of the floors. Details of the safes are mentioned in footnote to **Annexure-II**.
- iii. Unpacking of the goods and placing in the respective rooms at the new Chancery building, as instructed by the respective officer.
- iv. Wherever required, dismantling of furniture and assembling thereof at the new Chancery in respective office/room.
- v. Obtaining certificate of satisfactory completion of work for proper shifting, with list of materials shifted, from concerned Head of Section/Wing.
- vi. Disposal of packing material used for transportation of articles at new Chancery.
- vii. Arrangement of transportation lorries, manpower, equipment and other necessary materials will be the sole responsibility of the company to whom work will be awarded.

11. **Guidelines** to be strictly adhered to by the selected Firm/agency:-

- i. The complete work of packing and moving to the new Chancery will be completed in a time period of 45 days, starting from the commencement of the work. So the shifting will be done in phases i.e. Wing/Section wise. During the process of moving, the order of movement of different Wings/Sections of the Chancery will be solely dictated by the Embassy. The successful bidder will be informed 2 days in advance about the movement of a particular Wing and the bidder should be available with the required manpower, transportation lorries, etc., at the designated time and date for shifting.
- ii. The work will be commenced within two months of awarding the work contract. Actual commencement date of work shall be intimated in due course with at least one week's notice.
- iii. All items must be properly marked with room number/code for identification and delivery to the respective rooms.
- iv. The selected Firm/Agency must use their own good quality packing material, like packing tape, bubble wraps, cardboard carton, thermocol sheets etc.

12. All the interested bidders are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotation.

  
(Sanjeev Mandia)  
Head of Chancery



## Annexure-I

### Bid for shifting of office equipment, furniture, files and other materials of Embassy of India, Tehran

Name of the Firm: \_\_\_\_\_

Registered/Postal Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

E-mail \_\_\_\_\_

Registration No. \_\_\_\_\_

VAT/TIN NO. (if applicable) \_\_\_\_\_

S. No.	Work Description	Lumpsum quoted rate in USD excluding VAT
1.	Packing and moving furniture items, fixtures, office equipment, safe boxes etc. of Embassy of India, Tehran from various floors from 22, corner of 9th alley, Miremad Street, Motahari Street, Tehran to No. 52 & 54, corner of Aram alley, Mohseniyan street, Neyestan 7th, Pasdaran, Tehran	

Note: Evaluation of tender for deciding L-1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated above subject to fulfillment of other conditions.

**SIGNATURE WITH SEAL**





## Annexure II

## Details of the items to be shifted from current Chancery to the new Chancery \*

Sl. No.	Items	Ground floor	1 <sup>st</sup> floor	2 <sup>nd</sup> floor	3 <sup>rd</sup> floor	4 <sup>th</sup> floor	5 <sup>th</sup> floor	Total
1	Air Conditioners	2	0	0	3	3	0	8
2	Almirah (Big)	2	15	20	4	11	9	61
3	Almirahs (Small)	0	2	3	3	1	0	9
4	Beds	0	0	0	0	0	5	5
5	Big Plants	1	0	0	7	7	0	15
6	Carpet	1	2	3	9	3	0	18
7	Centre Table	1	4	2	3	3	1	14
8	Coat Stand	2	9	3	5	4	4	27
9	Computer System	8	19	17	16	22	0	82
10	Computer Table	8	7	11	12	9	0	47
11	Conference Table	0	0	0	1	0	1	2
12	Cooler/Heater	3	0	0	3	4	4	14
13	Files (to be carried in the Carton Boxes)	112	102	70	52	120	0	456
14	Filing Cabinet	7	13	20	6	13	4	63
15	Gas Stoves	0	1	0	1	0	3	5
16	Heavy Safes	0	3	0	4	5	0	12
17	Library shelves with books	1	3	6	4	11	1	26
18	Mattress	0	0	0	0	0	5	5
19	Metal Racks	1	14	1	0	1	4	21
20	Microwave Oven	0	1	0	1	2	1	5
21	Mirror	0	1	1	4	0	3	9
22	Office Chair	11	17	13	11	18	0	70
23	Office Table	5	15	11	10	14	4	59
24	Photocopier/Xerox machine	1	2	1	1	4	0	9
25	Pictures/Frames/Metal & wooden artworks	20	15	5	31	56	0	127
26	Printer Scanners fax	7	21	19	16	18	0	81
27	Refrigerator	0	2	0	1	2	3	8
28	Shredding machine	0	5	7	4	8	0	24
29	Side Table	1	1	2	12	16	7	39
30	Small Plants	2	5	1	11	5	0	24
31	Sofa	14	11	11	15	15	3	69
32	TV set	3	0	0	3	3	2	11
33	TV trolley/table	1	0	0	0	1	4	6
34	Visitor Chair	2	13	10	31	18	13	87
35	Wooden shelves	8	8	9	18	3	1	47

\* The above listed items are only indicative in nature. Respective agency must actually visit the current Chancery to have a realistic assessment of quantity/volume of the items to be shifted.



- Besides the above mentioned items there are miscellaneous items like
  - i. Fire extinguishers – 30
  - ii. Stationery items, notice boards, wall clocks, lamps, telephone sets, dustbins, etc.,
  - iii. Wooden & glass podium
  - iv. Vacuum cleaner – 01
  - v. Note Counting Machine – 02
  - vi. Water dispensers – 07
  - vii. Miscellaneous furniture items, decoratives, banners, carpets, as detailed in **Sub-Annex A.**
  - viii. Visitor Chairs from Consular Visitor's Area
  - ix. Conference Table – 01
  - x. Big Gym Equipments - 03
  - xi. Metal detectors – 02
  - xii. Other miscellaneous items

**Actual estimate of these items must be taken by the vendors at the time of inspection.**

- The heavy safes mentioned at Sr. No. 16 are approximately 600-1200 kgs each and must be shifted carefully with the help of crane/machinery from the respective floors of the current Chancery to the designated floors at the new Chancery. The details of the safes are as mentioned below. The elevator at the current or new Chancery will not be used for the purpose of moving safes from/to any of the floors.

Sl. No.	Safe Dimensions (in cm)	Placement
1.	45 x 45 x 55	1 <sup>st</sup> Floor
2.	45 x 45 x 55	1 <sup>st</sup> Floor
3.	65 x 60 x 80	1 <sup>st</sup> Floor
4.	65 x 60 x 80	3 <sup>rd</sup> Floor
5.	65 x 60 x 80	3 <sup>rd</sup> Floor
6.	65 x 60 x 80	3 <sup>rd</sup> Floor
7.	65 x 60 x 80	3 <sup>rd</sup> Floor
8.	50 x 50 x 70	4 <sup>th</sup> Floor
9.	50 x 50 x 70	4 <sup>th</sup> Floor
10.	55 x 50 x 65	4 <sup>th</sup> Floor
11.	65 x 60 x 80	4 <sup>th</sup> Floor
12.	65 x 60 x 80	4 <sup>th</sup> Floor

- Items mentioned above are only indicative in nature. The firm/agency must visit the actual site at the current Chancery to have a realistic assessment of the quantity/volume of items to be shifted before quoting the price.





## Sub – Annex A

### List of Rooms located at the basement of the Chancery

Storage Room	Items
No. 2 & No. 3	Wooden double bed (1) Stanchions and ropes (13) Photo holder (10) Petrol 20-liter container (2) Almirah (1) Wooden drawer (1) Small cardboard box related to the security camera at the chancery (6) 12 S. meter carpet (1) 9 S. meter carpet (8) 6 S. meter carpet (2) 3 S. meter carpet (3) Red carpet (3) Banner standee (10) Large cardboard box (5) Decoratives Electrical conduits (one roll) Rigid PVC conduits (5 packs)
No. 4 & No. 5	Wooden double bed (2) Wooden Almira (1) Chairs (6) Sofa set Table (1) Sofa set (1) Glass table (1) File cabinet- four drawer (1) Office desk chair (2) 9 S. meter carpet (1)
No. 8-A & No. 8-B	Almira (4) & Files (in paper sheets)
No. 11	Gas tank (4) Commercial water boiler (2) Commercial pots (3) Wooden board 2×2 meter Carton 3×1 meter (1) Single burner-small (1) Single burner-large (1) Banner display standee (1)
No. 12	Plastic table (8) Wooden showcase (top half)
No. 13	Cleaning items
No. 14	Metal rack (6) & Files (in paper sheets)
No. 15	Books
No. 16	Metal rack (5) & Files (in paper sheets)
No. 18	Printer (1) Desktop (1) File cabinet- four drawer (1) & Files (in paper sheets)
No. 19	File cabinet- four drawer (1) Metal rack (4) & Files (in paper sheets)
No. 20	File cabinet- four drawer (4) Metal rack (1) & Files (in paper sheets)

