

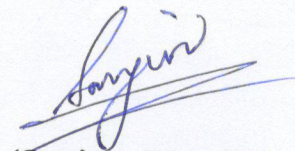
Teh/Chy/885/02/2025
Embassy of India
Tehran
Property Section

July 17th, 2025

Notice Inviting Tender for Annual Maintenance Contract for the maintenance of elevator in the Chancery building of the Embassy of India, Tehran

1. Embassy of India, Tehran invites tender under single bid system from registered and authorized firms for Annual Maintenance Contract for one elevator in the Chancery complex of Embassy of India, Tehran at No. 08, Mohseniyan Street, Aram Dead-end, Darrous.
2. The tender document can be downloaded from the websites <https://www.eprocure.gov.in>, <https://www.mea.gov.in> and <https://www.indianembassytehran.gov.in> from 20th July, 2025 at 0900 hrs onwards. Please note that any corrigendum/addendum in the above tender document, if required, will be hosted on the above websites.
3. The interested firms/service agencies should submit the bids in sealed cover, as per the proforma attached in **Annexure A**, superscribed as "Tender No. **885/02/2025** for Annual Maintenance Contract for the maintenance of elevator". The envelope should be addressed to "Head of Chancery, Embassy of India, No. 08, Mohseniyan Street, 8th Neyesthan, corner of Aram Dead-end, Darrous, Tehran
4. Interested firms/service agencies may visit the Chancery for surveying before submission of bid. The Chancery can be visited between 09:00 a.m. to 05:00 p.m. from 20th July, 2025 to 28th July, 2025 (except Friday & Saturday). The visit to the Chancery can be scheduled by emailing at hoc.tehran@mea.gov.in or contacting telephonically at any of the following numbers: +98-21-22581341, +98-21-22581239, +98-21-22584115. The last date for submission of bids is on 28th July, 2025 at 1700 hrs. Bids shall remain valid and open for acceptance for a period of 60 days from the last date of submission of Bids.
5. The bidder firm shall be a registered legal entity in Iran having minimum 3 year experience in the field of elevator manufacturing/installations/maintenance. Along with the bid, the bidder shall submit relevant documents like registration certificate, experience letter, other document establishing credentials and technical expertise in the field.
6. The bidder shall carefully examine the contract placed at **Annexure B** and successful bidder must sign and abide by all the mentioned terms and conditions of the contract. The bidders shall also sign all the pages of the Notice Inviting Tender as a token of acceptance of all the mentioned terms and conditions.

7. Any observations of the bidder, during the site inspection, regarding one-time reconfiguration/repair of the elevator may also be submitted by the bidder along with the bid.
8. The bids shall be opened at a pre-determined date and time that will be informed in due course. The bidders may send their representatives at the time of opening of bids.
9. The Embassy reserves the right to reject any or all the bids, or cancel the tender, without assigning any reason and the decision of the competent authority of the Ministry shall be final and binding.
10. The bidder shall be fully responsible in case of any accident/injury/death of its employees during the servicing of the elevator of the Chancery. The Embassy, in any case, will not be held responsible for any such accident and the Embassy cannot be made party to any legal dispute arising out of such instance. The Embassy would also not be liable to pay for any damages or compensation to the bidder or any such employees or third party.
11. The Embassy reserves the right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract. The Embassy may, by written notice sent to the Service Provider, terminate the contract, in whole or in part at any time for its convenience.



(Sanjeev Mandia)
Head of Chancery

Tender No. Teh/Chy/885/02/2025

Dated: _____

FINANCIAL BID

| S. No. | Particulars | Total Price (IRR) |
|--------------------------|---|-------------------|
| 1. | Lump sum annual cost for servicing and maintenance of one elevator installed in the Chancery complex. | |
| 2. | VAT | |
| Total Amount in Figures* | | |
| Total Amount in Words | | |

Yours faithfully,
(Signature of Authorised Signatory)

Name :

Designation :

Company seal :

* The payment shall be made on monthly basis, in arrears, i.e. after the satisfactory completion of the maintenance service of that particular month.

Service Contract for the maintenance of elevator in Chancery

The Embassy of India, Tehran hereinafter referred to as “the Customer”, on the one hand and M/s _____ represented by _____ as a legal entity hereinafter referred to as **the Contractor** on the other hand jointly referred to as **the Parties** have concluded the present contract upon the following:

1. SUBJECT OF THE CONTRACT

Monthly Service of existing elevator in the Chancery premises of Embassy of India, Tehran

2. PERIOD OF WORK

The period of service under this contract is one year. The contract starts on 01st Aug, 2025 and finish on 31st July, 2026.

3. Contract price

The total annual contract price is of amount IRR _____/- without any deductions. Payment of the Contract price shall be affected against monthly invoices of amount IRR _____/-.

4. The contractor obligations

4-1. Routine as well as breakdown maintenance of the elevator in the Chancery complex.

4-2. The contractor is responsible to supply small running and spare parts. Such spare parts shall be selected after approval of the Customer. The cost of such spare parts shall be borne by the Contractor.

4-3. In case of any malfunction in the elevator or any requisite repair work, the Contractor is responsible to do the required maintenance. Upon intimation of the issue, the Contractor shall attend the issue for troubleshooting within 2 hours.

4-4. In case the any reported issue/breakdown is not timely attended by the vendor, the Customer can hire a third-party to get the issue fixed and debit the corresponding expenditure from the monthly payment to the Contractor without any upper limit.

4-5. In case of failure of any equipment of the elevator, the cost of replacement of the part shall be borne by the Customer. However, the Contractor shall pay for the workmanship. In case the equipment failure is on account of improper maintenance by the Contractor, the Contractor shall invariably pay for the replacement/repair of the equipment without any upper limit to the cost of the equipment.

4-6. The contractor is responsible for elevator insurance.

5. The customer obligations

5-1. The Customer shall settle the invoice within 10 days of the receipt of the original invoice. The amount is to be paid on monthly basis.

5-2. The Customer is responsible to supply electricity, water, etc. required for the maintenance of the elevator.

5-3. The Customer is responsible to pay for the cost of any major equipment that requires replacement, given that the equipment failure is not on part of the Contractor.

5-4. The Customer will not involve a third party do service or maintenance of lift, unless the contractor doesn't respond to request of customer as per terms of Article 4-3.

5-5. Entry permit will be issued by Customer in accordance with Contractor request.

6. Contract Termination.

6-1. If the contractor fails to abide by the obligations in accordance with this contract after one month of first notice to contractor, the customer is authorized to cancel the contract.

6-2. If the customer fails to abide by the obligations in accordance with this contract after one month of first notice to customer, the contractor is authorized to cancel the contract.

7. Force Majeure.

The parties shall be released from responsibility for non-performance of conditions of this contract in case of the following Acts of God making impossible the performance of taken obligations and incapable of the reasonable control by the parties, including, but not limited by this, such natural phenomena, as: fires, flooding, earthquakes and other events, as war, blockade or embargo, occupation, civil war, cases of civil disobedience of employees, or any laws, declarations, norms, instructions or the decrees, issued by the stated authorities and under their control, of the Party announced the Act of God.

8. Legal Address

On behalf of India Embassy of India, Tehran

On behalf of M/s _____

(Sanjeev Mandia)
Head of Chancery

Representative